



**SERC Board of Directors
Regular Meeting Minutes**

**Wallingford Board of Education – Central Office
Wallingford, CT 06492**

**Monday, February 25, 2019
1:00 p.m. – 3:30 p.m.**

Present: George A. Coleman, Samaia Hernandez Mounds (joined the meeting by telephone at 1:00 p.m. and left meeting at 2:39 p.m.), Jeff Leake, Charlene Russell-Tucker, Agnes Quinones and Tom Swan (joined meeting by telephone at 1:04 p.m. and left at 2:49 p.m.).

Absent: Elizabeth Brown, Salvatore Menzo, and Richard Porth.

Others Present: Ingrid M. Canady, Executive Director, Stephen Proffitt, Director for Special Education Programs & Instructional Design, Kristy Giacco, Program Services Manager, Michelle Weaver, Consultant/Legal Counsel/ Legislative Liaison, Glen Hale, Chief Financial Officer, Jennifer LeBrun, SERC Executive Assistant, and Wendy Helmkamp, Consultant, Moon Shadow Consulting.

I. **Call to Order**
The meeting was called to order by George A. Coleman at 1:02 p.m.

II. **Public Comment***
No Public Comment

III. **Approval of the Draft Minutes of the January 28, 2019 Regular Board Meeting**

“Motion to approve minutes from the January 28, 2019 Regular Board Meeting”

Motion: Dr. Quinones
Second: Mr. Leak

Vote on Motion:
In favor: 5 (Coleman Hernandez Mounds, Leake, Quinones)
Opposed: 0
Abstained: 1 (Russell-Tucker)

- IV. **Executive Session** - Wendy Helmkamp, Moon Shadow Consulting - SERC's Five-Year Strategic Plan.

“Motion to enter into Executive Session for the Purpose of Discussing SERC’s Five-Year Strategic Plan.”

Motion: Dr. Quinones
Second: Mr. Leake

Vote on Motion:

In favor: 6 (Coleman, Hernandez Mounds, Leake, Russell-Tucker, Quinones, Swan)
Opposed: 0
Abstained: 0

The Board voted unanimously to enter into Executive Session at 1:05 p.m.

Present were Board Members Mr. Coleman, Ms. Hernandez Mounds (joined by telephone), Mr. Leake, Ms. Russell-Tucker, Dr. Quinones, and Mr. Swan (joined by telephone) and Wendy Helmkamp, Moon Shadow Consulting, was also present for all of Executive Session.

“Motion to exit Executive Session at 1:48 p.m. with no motions or actions taken.”

Motion: Ms. Russell-Tucker
Second: Dr. Quinones

Vote on Motion:

In favor: 6 (Coleman, Hernandez Mounds, Leake, Russell-Tucker, Quinones, Swan)
Opposed: 0
Abstained: 0

- V. **“Motion to move out of order on the agenda.”**

Motion: Dr. Quinones
Second: Ms. Russell-tucker

Vote on Motion:

In favor: 6 (Coleman, Hernandez Mounds, Leake, Russell-Tucker, Quinones, Swan)
Opposed: 0
Abstained: 0

- VI. Updates from Ingrid M. Canady

- a. Fiscal Report, Glen Hale

Mr. Hale shared that the Finance Committee met on February 11, 2019. Detailed fiscal reports were provided to Committee Members at this meeting.

Mr. Hale shared the recent fiscal reports with Board Members and reviewed the statement of revenues and expenses and balance sheet in detail. Things continue to trend positively. There was general conversation.

VII. **Action Item**

a. Approval of 2019-2020 SERC Salary Ranges

Ms. Canady presented the proposed SERC 2019-2022 salary ranges. This information was shared with the Finance Committee on February 11, 2019. The proposed ranges account for expertise, experience and performance and will assist with recruitment, retention and mobility. This information is being presented in order to have an approved plan in place when budget planning begins for the 2019-2020 year.

If before the final budget is presented, SERC's fiscal funding doesn't allow for salary increases, staff will be notified of such decision. The proposed ranges do not account for employee benefits.

There was general conversation.

“Motion to approve 2019-2020 SERC Proposed Salary Ranges”

Motion: Mr. Leake

Second: Dr. Quinones

Vote on Motion:

In favor: 5 (Coleman, Hernandez Mounds, Leake, Quinones, Swan)

Opposed: 0

Abstained: 1 (Russell-Tucker)

VI. Updates from Ingrid M. Canady

b. LEA Contracts/Other Contracts, Stephen Proffitt

Mr. Proffitt provided information about SERC's fully executed LEA/Other contracts through February 2019. The contracts are specific to Curriculum & Instruction, Positive Behavioral Interventions and Supports (PBIS), Racial Equity, Special Education and Scientific Research-Based Interventions (SRBI) programs. This information will be updated and shared with the Board at their regular monthly meetings.

Mr. Coleman requested a document that shows current programming trends and areas of growth.

There was general conversation.

c. Location Updates

i. Waterbury

Department of Administrative Services (DAS) is still working with Naugatuck Valley Development Corporation (NVDC) on the lease.

ii. Vinal Tech

Ms. Canady recently learned that DAS may need to be involved with the Vinal Tech site. Ms. Canady has had conversations with Kathy Demsey, CFO, Connecticut State Department of Education on this topic.

d. Update on SERC Staff

i. HR Manager

Second Interviews are currently being conducted. Ms. Canady is hopeful that the position will be filled by the mid-March.

VIII. **Updates from George A. Coleman, Chair**

a. Board Retreat- April 15, 2019 Meeting

The April 15, 2019 Regular Meeting will be changed to a Board of Directors Retreat. The retreat will be held from 12:00 p.m. to 4:00 p.m. at the Wallingford Board of Education. Ms. LeBrun will be polling Board Members for confirmed attendance.

b. Executive Director 2019-2020 Priorities

- Partnership Developments
 - State Board of Education Obligations
 - SERC's Mission
- Facilities
- Budget
- Finance
- Human Resources

Mr. Coleman reviewed the Executive Director 2019-2020 Priorities.

All Board Members were in favor of proposed priorities.

There was general conversation.

IX. **Committee Reports**

a. Finance Committee

No Report.

b. Foundation

No Report.

X. **Adjournment**

Meeting was adjourned at 3:00 p.m.