



## **SERC Board of Directors Regular Meeting Minutes**

**SERC  
100 Roscommon Drive, Suite 110  
Middletown, CT 06457  
Tuesday, September 24, 2019  
1:00 p.m. – 3:30 p.m.**

- Present:** Elizabeth Brown (joined the meeting by telephone left the meeting at 2:56 p.m.), George A. Coleman, Richard Porth (joined the meeting at 1:22 p.m.) Charlene Russell-Tucker, Agnes Quinones and Tom Swan (left the meeting at 2:00 p.m.)
- Absent:** Jeffrey Leake and Samaia Hernandez Mounds
- 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, Sarah Jones, Consultant, Jennifer LeBrun, SERC Executive Assistant

### **I. Call to Order**

The meeting was called to order by George A. Coleman at 1:12 p.m.

### **II. Public Comment\***

No Public Comment

### **III. Approval of the Draft Minutes of the June 3, 2019 Special Board Meeting**

**“Motion to approve minutes from the June 3, 2019 Special Board Meeting”**

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

In favor: 5 (Brown, Coleman, Porth, Quinones, Swan)

Opposed: 0

Abstained: 1 (Ms. Russell-Tucker)

IV. **“Motion to approve reorder of agenda items.”**

Motion: Mr. Swan

Second: Dr. Quinones

Vote on Motion:

In favor: 6 (Brown, Coleman, Porth, Quinones, Russell-Tucker, Swan)

Opposed: 0

Abstained: 0

V. **Committee Reports**

a. Finance Committee

Mr. Hale shared outcomes of the September 18, 2019 Finance Committee meeting.

The following documents were shared and reviewed in detail with all Board Members:

- June 2019 DRAFT Financial Report
- Annual Financial Performance Graph
- Accounts Receivable Write-off (2 Documents)

Following a full review of all documents, the following motion was proposed:

**“Motion for approval to Write-Off Outstanding 15-16, 16-17 and 17-18 Accounts Receivables”**

Motion: Dr. Quinones

Second: Ms. Russell- Tucker

Vote on Motion:

In favor: 6 (Brown, Coleman, Porth, Quinones, Russell-Tucker, Swan)

Opposed: 0

Abstained: 0

VI. **Executive Session 6**

a. Personnel Matter-Executive Director

**“Motion to enter into Executive Session for the Purpose of Discussing SERC’s Executive Director Contract.”**

Motion: Ms. Russell-Tucker

Second: Dr. Quinones

Vote on Motion:

In favor: 6 (Brown, Coleman, Porth, Quinones, Russell-Tucker, Swan)  
Opposed: 0  
Abstained: 0

The Board voted unanimously to enter into Executive Session at 1:39 p.m.

Present were Board Members: Brown, Coleman, Porth, Russell-Tucker, Swan, Quinones, and Michelle Weaver, SERC's Legal Counsel, was also present for all of Executive Session.

**“Motion to exit Executive Session at 1:55 p.m.”**

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

Vote on Motion:  
In favor: 6 (Brown, Coleman, Porth, Quinones, Russell-Tucker, Swan)  
Opposed: 0  
Abstained: 0

**“Motion to adjust the Executive Director Salary as discussed during the Executive Session.”**

Motion: Mr. Porth  
Second: Dr. Quinones

Vote on Motion:  
In favor: 6 (Brown, Coleman, Porth, Quinones, Russell-Tucker, Swan)  
Opposed: 0  
Abstained: 0

**b. Program Committee**

Program Committee Members, George Coleman (Lead), Charlene Russell-Tucker and Stephen Proffitt (SERC Lead), met on Friday September 20, 2019.

The following talking points were discussed:

- Current IDEA Activities
- Fully Executed LEA Contracts through September 2019
- 19-20 IDEA Activities by project
- Map of CT Towns/Districts Requesting SERC Services

Mr. Coleman discussed the importance of monitoring the districts requesting contracts and the specific services they are requesting to ensure the agency is aligned with its responsibilities to CSDE.

Ms. Russell-Tucker requested a breakdown of how SERC's work aligns with CSDE's strategic plan.

Board Members requested an outline of what is included in a district contract.

There was general conversation.

**VI. Updates from Ingrid M. Canady, Executive Director**

**a. Executive Director 19-20 Goals**

Ms. Canady reviewed a PowerPoint presentation to the Board reflecting the SERC Executive Director goals for the 2019-2020 year.

*Goal #1 – Operational Program Effectiveness*

Broaden and strengthen SERC’s visibility as a racial equity statewide-organization. Program planning and implementation meet or exceed goals.

Ms. Canady shared information and a video from a school district that has an established contract with SERC related to work on race and social justice. Contract requests to address racial equity continue to grow. Ms. Canady is also being sought after to present at National Conferences.

SERC will continue to provide training to its consultant staff in order to respond and provide race related training to districts. SERC will record training as Technical Advising Sessions in order to track staff training and provide adequate updates to the Board.

*Goal #2 – Board Relations*

Establish Strategic Partnership with the State Board of Education and New Commissioner of Education. Safeguard SERC’s Board interest and serve as liaison for SERC’s Foundation Board.

*Goal #3 – Resource Developing-Funding*

Ensures that diverse funding sources are successfully pursued.

*Goal #4 – Organizational Management*

- a. Ensures that SERC is structured and staffed effectively to achieve its goals. SERC is in compliance with all workplace/employment laws.  
Building legislative relationships – includes ensuring that required reports are submitted to various offices and committees according to the established timelines.

- b. Meeting with Commissioner Dr. Miguel Cardona  
Ms. Canady met with Dr. Cardona on Friday, September 13, 2019. Ms. Canady reported that the meeting was very positive. The Commissioner has requested a follow up meeting with Ms. Canady. This meeting will be held at SERC and a tour of the facility will be provided. The members of SERC Board of Directors will be invited to attend this meeting if their schedules allow. An invitation to attend the meeting will be extended to The SERC Foundation Board members.

There was general conversation.

- c. Public Act No. 19-12, An Act Concerning the Inclusion of Black and Latino Studies in the Public School Curriculum

An internal team of SERC Consultants has been created to oversee the curriculum work. There was conversation around the budget.

Ms. Russell-Tucker suggested that a regional meeting be held to discuss specific needs from communities and what they would like to see in the curriculum.

Ms. Canady will send the specific scope of the work and other information to the full Board.

There was general conversation.

- d. SERC Future Location Update  
Ms. Canady and Ms. Weaver met with Thomas Pysh and Shane Mallory from the Department of Administrative Services (DAS) on September 23, 2019, to discuss the future location of SERC. Ms. Canady shared that the leasing process with DAS and OPM may have to start over. A follow-up meeting between and DAS is scheduled on October 3, 2019. George Coleman, Board Chair, will also attend this meeting.

An additional phone conference meeting with Paul Hinsch from the Office of Policy & Management is scheduled on October 1, 2019.

It has been suggested that members of the Board request a meeting with the Commissioner of DAS to discuss this matter. SERC is currently losing revenue by having to secure meeting space for its sessions.

There was general conversation.

e. Quasi-Public CEO Meetings

Ms. Canady shared information from the two meetings she attended with the CEOs of the CT Quasi-Public Agencies. The meetings were productive and positive.

There was general conversation.

VII. **Updates from George A. Coleman, Chairperson**

a. Audit Priority from the Board of Directors Perspective

Mr. Coleman asked Board members to identify an area that they would like the audit to focus on.

There was general conversation

b. 2019 Legislative Session Update – *Michelle Weaver*

Ms. Weaver provided an update on the 2019 Legislative Session and will keep the Board apprised during the new legislative Session.

There was general conversation.

Mr. Porth and Mr. Coleman thanked Ingrid and SERC staff for their hard work.

VIII. **SERC Foundation Update**

a. Update from Jeffrey Leake, Chairperson, SERC Foundation

Agenda item tabled.

IX. **Adjournment**

Meeting adjourned at 3:05 p.m.

\* **Note:**

If you wish to speak during “public comment” and would like the Board to receive a copy of your remarks, please bring 15 copies to the meeting. A public comment sheet will be available at 12:30 p.m. Each speaker is limited to three minutes.