



**SERC Board of Directors
Regular Meeting Agenda
SERC
100 Roscommon Drive, Suite 110
Middletown, CT 06457
Tuesday, November 26, 2019**

Present: Elizabeth Brown, George A. Coleman, Jeffrey Leake (joined the meeting by telephone), Richard Porth (joined the meeting by telephone) Charlene Russell-Tucker, Agnes Quinones and Tom Swan (left the meeting at 2:48 p.m.)

Absent:

Others Present: Ingrid M. Canady, Executive Director, Stephen Proffitt, Director for Special Education Programs & Instructional Design, Steven Madancy, Assistant Superintendent, Southington Public Schools, Kristy Giacco, Program Services Manager, Michelle Weaver, Consultant/Legal Counsel/ Legislative Liaison, Glen Hale, Chief Financial Officer, Krystal Hewitt, Human Resources Manager, Sarah Jones, Consultant, and Jennifer LeBrun, SERC Executive Assistant

I. Call to Order

The meeting was called to order by George A. Coleman at 1:05 p.m.

II. Public Comment*

No Public Comment

III. Approval of the Draft Minutes of the September 24, 2019, Regular Meeting

“Motion to approve minutes of the September 24, 2019, Regular Meeting.”

Motion: Ms. Brown

Second: Dr. Quinones

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Porth, Russell-Tucker, Quinones, Swan)

Opposed: 0

Abstained: 0

IV. **Action Items**

a. Approval of Associate Director Position

Mr. Coleman discussed his appreciation for the hard work that went into the development of the Associate Director position description. The position will assist Ms. Canady with her work as the Executive Director.

Ms. Canady discussed the need for an Associate Director. SERC is heading in a positive direction, and work is steadily coming in for equity, social justice, families, and grants. The Associate Director will oversee this work, therefore allowing more time for Ms. Canady to focus on the overall Executive Director's responsibilities.

Mr. Coleman wants to ensure agency balance. The number of new contracts requires additional supervision.

"Motion for approval of the Associate Director Position."

Motion: Mr. Swan

Second: Dr. Quinones

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Porth, Russell-Tucker, Quinones, Swan)

Opposed: 0

Abstained: 0

b. Approval of Fiscal Policies and Procedures

Mr. Hale discussed the draft Accounting Policy and Procedures Manual. The manual serves as a guide to the financial procedures and practices of the State Education Resource Center (SERC).

As a recipient of Federal grant funding, SERC must ensure that practices and policies comply with all applicable federal, state, and local regulations, including OMB Circulars A-87 and A-133.

The Finance Committee and the SERC Auditor have reviewed and approved the policies and procedures. Mr. Hale shared that SERC is in alignment and compliance with the Department of Administrative Services and the Office of Policy and Management. The Finance Committee will continue to meet with Mr. Hale and the Auditor to review additions to the manual.

"Motion for approval of Fiscal Policies and Procedures."

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

In favor: 7 (Brown, Coleman, Leake, Porth, Russell-Tucker, Quinones, Swan)
Opposed: 0
Abstained: 0

c. Adopt Resolution - Contract Process with DMHAS (Ms. Canady introduced the resolution)

Ms. Weaver read the Resolution as follows:

I hereby certify that at a meeting of the Board of Directors of The State Education Resource Center duly called and held on _November 26, 2019 at 100 Roscommon Drive, Suite 110, Middletown, CT, the following resolution was duly adopted in conformity with the charter and bylaws of said corporation and is in full force and effect.

RESOLVED that Ingrid Canady, the Executive Director of The State Education Resource Center, is authorized to enter into and amend contractual instruments with the Department of Mental Health and Addiction Services of the State of Connecticut.

There was a general conversation.

“Motion to adopt the resolution for the Contract Process with DMHAS”

Motion: Dr. Quinones
Second: Mr. Leake

Vote on Motion:
In favor: 7 (Brown, Coleman, Leake, Porth, Russell-Tucker, Quinones, Swan)
Opposed: 0
Abstained: 0

V. Items for Discussion

a. Initial Conversation Regarding Salary Schedule

Ms. Canady provided an initial review of the 2019-2022 proposed salary range schedule. Ms. Canady is currently working with Human Resources to identify the different steps in the salary range. The steps are intended to be in alignment with the performance evaluation. This document is informational only. It allows Ms. Canady to analyze numbers and compare salary ranges related to the local and national market.

There was a general conversation.

b. Executive Director Goals and Dashboard Update

Ms. Canady invited Mr. Steven Madancy, Assistant Superintendent of Southington

Public Schools, to join the meeting. Mr. Madancy discussed the work that Southington Public Schools and SERC are involved in on the topics of equity and social justice. The conversation showed how SERC is working with the Southington Coalition from an Administrator's perspective. Mr. Madancy discussed the reason that SERC was contacted to do this work with the district. The Coalition was created to engage members of the community (i.e., family members, students, teachers, and administrators) in on-going conversations around equity and social justice. The Coalition meets monthly and has broken out into sub-committees. Mr. Madancy stated that he was thankful for SERC and could not have asked for a better partner in this work.

Mr. Coleman shared his appreciation for Mr. Madancy's attendance at the meeting. Ms. Brown applauded Southington's efforts.

This discussion shows the progress made toward Ms. Canady's goals as Executive Director.

c. Agency Reorganization Chart

Ms. Canady provided Board Members with SERC's current organizational chart and a projected chart, which reflects 43 staff members, including the Associate Director position and three vacant consultant positions. Ms. Canady shared a brief job description summary with Board Members. It was suggested that the Consultant title be revisited and that a chart indicating supervision be shared at the next meeting.

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

a. PA 19-12 B/L Curriculum

SERC held its first meeting on November 12, 2019, at the Legislative Office Building. Senator Douglas McCrory, State Representative, Bobby Gibson, and State Representative, Robert Sanchez attended the entire meeting. SERC has received many requests from educators, researchers and other stakeholders who want to participate/collaborate in the work. Interested individuals were asked to contact SERC. There was a specific conversation around funding and requirements of the curriculum.

An Expert Committee will be established to review the work of the Advisory Committee.

There was a general conversation.

b. Meeting with Mr. Paul Mounds, COO, Office of the Governor

Ms. Canady met with Mr. Paul Mounds on Tuesday, November 19, 2019. Their conversation included the current openings on the SERC Board of Directors and SERC's future relocation.

There was a general conversation.

c. Meeting with David Doukas, Director, Department of Rehabilitation Services

SERC is scheduled to meet with DRS on Monday, December 6, 2019, to discuss its contract to support job development and coaching for students involved in Secondary Transition. SERC will hire a Coordinator for the contract. All other staffing will consist of current SERC staff. There was a detailed conversation around funding. Ms. Canady will provide a summary of what the Coordinator position will look like and share information on how funding will be distributed at the next Regular Meeting.

There was a general conversation.

d. Possible Future Funding – Equity & Education

Ms. Canady shared that the William Caspar Graustein Memorial Fund continues to leverage SERC as an entity central to the efforts of transformational leadership across the state. To this end, SERC and the Graustein Foundation will be meeting with Commissioner Cardona on December 12, 2019.

There was a general discussion.

e. SERC Future Location

Ms. Canady reported that SERC had approved the drawings that were provided by the architect. The Department of Administrative Services has to approve the layout of the building. The current SERC lease expires on January 31, 2020. DAS is be responsible for working with the property owner to enter into another lease.

Ms. Canady will request a meeting with OPM. Mr. Coleman suggested that the Board of Directors request a meeting with the Governor about this matter. Mr. Coleman would like this request to come from the Board directly. Mr. Coleman will request the meeting, and Board Members will join him. Board members shared their frustration given the amount of time that has lapsed since their initial approval to move forward with the identified future location. Ms. Canady stated, “SERC has followed every policy and procedure around this matter”.

There was a general conversation.

VII. **Executive Session**

No Executive Session.

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

a. Board Member Openings/Letter to Appointing Parties

Mr. Coleman congratulated Ms. Russell-Tucker on her appointment as Deputy Commissioner of Education.

Mr. Coleman requested that SERC draft a letter to the Governor’s office requesting Board Member appointments. Ms. Weaver drafted the letter and shared it with the

Board. It was suggested that SERC share appointment suggestions with the State Board of Education.

There was a general conversation.

b. Board Member Resignation

Ms. Samaia Hernandez-Mounds has resigned from the SERC Board of Directors.

IX. Committee Reports

a. Finance Committee

Mr. Hale shared that the Finance Committee met on November 20, 2019. Mr. Joseph Centofanti, Auditor from PKF O'Connor Davies, joined the committee meeting. Mr. Centofanti shared an overview of the current SERC audit process. Committee Members had the opportunity to ask questions and request that additional information be included in the process.

A complete audit report will be presented to the Board of Directors by the end of December 2019.

Mr. Centofanti will join the January 2020 Board of Directors meeting and review the audit in detail.

Mr. Hale distributed and discussed in detail the following documents:

- September 19 DRAFT Financial Report
- 2020 Budget Forecast

Mr. Hale presented the Draft 2019-2020 Salary Budget Proposal. The proposed prorated budget includes new additions to the staff. There was discussion around the need for additional staff as SERC acquires new contracts, grants, and IDEA work from the Bureau of Special Education.

The request to hire new staff requires approval from the Board of Directors.

There was a general conversation.

b. Program Committee

Mr. Proffitt shared that programmatically, SERC is involved in much work. SERC and the Bureau of Special Education will be participating in a 2020-2021 collaboration meeting on Monday, December 2, 2019. Mr. Proffitt underscored the importance of having foresight about the work requested.

SERC has developed an on-line evaluation tool assigned to specific IDEA funded activities.

Mr. Proffitt shared the in-district contract work graphic. This chart represents all contract work that SERC is receiving.

The following conferences were discussed:

December 10, 2019 – Family Engagement Conference, Gateway Community College, New Haven

December 11, 2019 – BSE Leadership Forum, Red Lion Hotel, Cromwell

A Connecticut map showing districts that are requesting work was discussed. There was a general conversation.

- c. Operations Committee
No Report.

X. SERC Foundation Update

- a. Update from Jeffrey Leake, Chairperson, SERC Foundation

Mr. Leake shared that the SERC Foundation continues to pursue funding opportunities. The Board of Directors is looking at the current bylaws to ensure they are up to date. The Foundation will consider hiring a part-time Director as funding and projects increase. Mr. Coleman asked that the Foundation create a proposal indicating the level of support that will be required. Time and authority are needed to be able to allow the Foundation to function correctly.

XI. Adjournment

Meeting adjourned at 3:14 p.m.