



SERC Board of Directors Virtual Regular Meeting  
Draft Meeting Minutes  
April 25, 2023  
12:00 p.m. – 2:00 p.m.

Present: Vice-Chairperson Agnes Quinones, Jeff Leak, Bryan Klimkiewicz, Erin Benham, and Tom Swan.

Absent: Richard Porth

Others Present: Ingrid M. Canady, Executive Director; Marjorie Davis, Associate Director; Kristy Giacco, Program Services Director; Krystal Hewitt, Human Resources Manager; Michelle Weaver, Legal Counsel; Jackie Teulings, Chief Financial Officer and Jennifer LeBrun, SERC Executive Assistant

**I. Call to Order**

Vice-Chairperson Quinones called the meeting to order at 12:04 p.m.

**II. Public Comment\***

No Public Comment

**III. Approval of Draft Minutes (Recording) of the February 28, 2023, Regular Meeting**

**"Motion to amend the February 28, 2023, Regular Board Meeting to clarify a summarization made by a Board Member."**

Motion: Mr. Leake

Second: Mr. Swan

Vote on Motion:

In favor: 5 (Benham, Quinones, Klimkiewicz, Leake, Swan)

Opposed: 0

Abstained: 0

**IV. Executive Session**

No Executive Session

**V. Action Item(s)**

a. Approval of the Library Policy Technical Language Changes

**"Motion to approve the Library Policy Technical Language Changes."**

Motion: Ms. Benham  
Second: Mr. Klimkiewicz

Vote on Motion:

In favor: 5 (Benham, Quinones, Klimkiewicz, Leake, Swan)

Opposed: 0

Abstained: 0

b. Approval of Work from Home Policy (Technical language changes to align with Telework Policy)

Agenda item tabled.

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

### **a. April 27, 2023, Ribbon-Cutting Ceremony**

Ms. Canady shared the agenda for the ceremony on April 27, 2023, at 3:00 p.m. The afternoon will consist of distinguished speakers and performances by Waterbury Arts Magnet school scholars. There are currently 90 people confirmed to attend.

Conversation ensued.

### **b. Meeting with Community organizations**

Ms. Canady shared that she is meeting with Waterbury community organizations to discuss future collaboration opportunities. The meetings have been very positive. She has met with Madre-Latina, New Opportunities, Inc., Waterbury YMCA, and UConn-Waterbury Campus. Meetings with Bridge to Success and Waterbury Public Schools are scheduled.

Conversation ensued.

### **c. Dismantling Systemic Racism Conference – Marjorie Davis**

Ms. Davis will provide conference updates during the Program Committee Report.

### **d. Hiring/Position Openings – Krystal Hewitt**

Ms. Hewitt shared that SERC has been very busy interviewing for several consultant positions. It is nearing the end of the search for two positions and anticipates fulfilling the final two within the next few weeks.

The search for the IT Director is ongoing.

### **e. Consideration for 401K Agency Contributions Reinstatement**

Ms. Canady shared a brief historical background for members not on the Board in 2017. At that time, the decision was made to dissolve the agency's annuity contribution

match due to the uncertainty of the agency's future. Ms. Canady proposed that now that the agency is in better financial standing, SERC would like to bring back this contribution in the amount of 3%. Ms. Canady stated that a review of the budget and budget alignment would be considered to ensure the total cost is covered.

After a detailed budget conversation and the request to discuss further at the June Finance Committee Meeting, the Board will decide at the next Regular Meeting.

## **VII. Committee Reports**

### **a. Finance Committee**

Ms. Teulings shared the January 2023 fiscal reports with Board Members. She reviewed the statement of revenue and expenditures and balance sheet in detail and shared that the agency has a consistent and strong cash position.

The fiscal reports are available for review on the SERC website.

### **b. Program Committee**

Ms. Davis shared the March Program Report and reviewed the current programs SERC and the CSDE are working on together. SERC continues to be responsive to support the CSDE with any requests for project coordination/facilitation/technical assistance to support their efforts on behalf of students, educators, and families.

Marjorie provided an update on the Black/African American, Puerto Rican/Latino, Course of Studies, and new programming, including DMHAS School-Based Center for Prevention, Education and Advocacy ("The Center") and English/Multilingual Learner Programming.

Ms. Davis shared information about the 7<sup>th</sup> Annual Dismantling Systemic Racism Conference on May 5, 2023. This will be the first time since 2019 that the conference is held in-person. It will be held at the CT Convention Center, and registration begins at 8:30 a.m. The keynote, presenters, and breakout sessions are fantastic. We currently have 407 participants registered, and the maximum attendance is 500.

The February Program Report is available for review on the SERC Website.

### **c. Operations Committee**

Michelle Weaver shared that the Operations Committee met briefly to discuss how they will operate. No official business was conducted at this time.

## **VIII. Updates from Dr. Agnes Quinones, Vice-Chairperson**

### **a. Update on SERC Board of Director Appointments**

Vice-Chair Quinones reported that two appointments to the Board are in the process of being filled. Their nomination hearings were held on April 18, 2023.

More information will be provided as it becomes available.  
Conversation ensued.

**IX. SERC Foundation Update**

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

Mr. Leake shared his excitement for the upcoming Dismantling Systemic Racism conference. He also requested and expressed the need for SERC Foundation Board of Directors members.

Mr. Leake will be soliciting membership.

**X. Adjournment at 1:21 p.m.**

The next meeting is on June 20, 2023, from 12:00 p.m. to 2:00 p.m.

**If you wish to join the public meeting and/or speak during public comment, please email Jennifer LeBrun at [lebrun@ctserc.org](mailto:lebrun@ctserc.org) for the meeting link. If you would like Board Members to receive a copy of your remarks, please email them to Ms. LeBrun 24 hours before the meeting. Each speaker is limited to three minutes.**