



State Education Resource Center (SERC)

MINUTES

SERC Board of Directors

Tuesday, December 2, 2014 -- 1:00 p.m.

Meriden Board of Education

22 Liberty Street, 3rd Floor, Meriden, CT

- Members Present:** Chairman Mark Benigni, Elizabeth Brown, George A. Coleman, Jeffrey Leake, Richard Porth, Jr. (Mr. Porth left the meeting at 3:00 p.m.), Agnes Quinones, Thomas Swan, Jr. (Mr. Swan joined the meeting at 2:30 p.m.), Jennifer Tooker, Charlene Russell-Tucker, and Susan Weisselberg.
- Members Absent:** Stephen McKeever, Diane Ullman and Eileen Ziegler.
- Others Present:** Ingrid M. Canady, SERC Associate Director; Alfred P. Bruno, SERC General Counsel; Jennifer LeBrun, SERC Executive Assistant; Gary Pescosolido, Chief of Fiscal and Administrative Services, Connecticut State Department of Education (CSDE).

ITEM #1: Call Meeting to Order

Meeting was called to order by Chairman Mark Benigni at 1:06 p.m.

ITEM #2: Introductions/Oath

The meeting opened with round table introductions of all in attendance. All Board members present were thereafter sworn in by SERC General Counsel Al Bruno.

ITEM #3: Consent Agenda

There were no items on the Consent Agenda.

ITEM #4: Appointment of SERC Interim Executive Director

Motion to accept Resolution to appoint Ingrid M. Canady as SERC Interim Executive Director. Resolution read into the record by Chairman Benigni.

**Resolution of the State Education Resource Center (SERC) Board of Directors
Interim Executive Director Designation**

WHEREAS, Public Act No. 14-212 requires the Chairperson of the Board of Directors, with the approval of its members, to appoint an Executive Director of SERC;

WHEREAS, the Executive Director shall supervise the administrative affairs and technical activities of SERC in accordance with the directives of the Board, including the making and entering into all contracts and agreements necessary or incidental until March 30, 2015;

WHEREAS, there is a current need to designate an Interim Executive Director to fulfill certain business transactions and manage necessary day-to-day agency activities; and

WHEREAS, the Board will determine the Interim Executive Director position salary and benefits.

NOW, THEREFORE, BE IT RESOLVED, that SERC Associate Director Ingrid M. Canady shall be named as SERC's Interim Executive Director and shall have responsibility for the administration of agency affairs and technical activities as well as preparation and presentation of the recommended budget from this date forward until an Executive Director is selected and installed by the Board.

Motion: Mr. Coleman

Second: Mr. Leake

Vote: 9 Yes 0 Opposed 0 Abstained

Yes – Chairman Mark Benigni, Elizabeth Brown, George A. Coleman, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones, Jennifer Tooker, Charlene Russell-Tucker, and Susan Weisselberg.

ITEM #5: Fiscal transition from Rensselaer at Hartford

An informational presentation was given by Mr. Pescosolido, who provided details on the Rensselaer Hartford Graduate Center, SERC's fiscal agent, and the transition of the responsibilities and duties of the fiscal agent to SERC. Mr. Pescosolido informed the Board about the accounting firm that will be assisting with SERC's fiscal transition as well as other fiscal matters. Whittlesey & Hadley, P.C. of Hartford is an independent auditing, accounting, and consulting firm that has experience doing work for quasi-public entities. Mr. Pescosolido made it clear that the CSDE will cover all costs of this transition and that Whittlesey & Hadley is an approved vendor on the state contractor list. There was general discussion.

Mr. Pescosolido will send all members of the Board specific budget information. It will be the responsibility of the Board to establish a SERC budget. A copy of Mr. Pescosolido's presentation is available to all members upon request and will be posted on the SERC website in the near future.

ITEM #6: SERC Legislative Review

An informational presentation was given by Mr. Bruno and included the following information: 1) Historical Perspective and SERC's Mission & Vision; 2) Roles and responsibilities of SERC under Public Act No. 14-212; and 3) Roles and responsibilities of the Board of Directors under Public Act No. 14-212.

There was general discussion, including Mr. Coleman's thoughts about the Comprehensive System of Personnel Development (CSPD) for the State of Connecticut. Mr. Coleman expressed that the CSPD Council is a very important SERC partner. Chairman Benigni requested information on the Council composition, roles of its members, and general background about the Council. Chairman Benigni asked that Ms. Canady email this information, along with a list of the CSPD Council meeting dates, to all Board members.

Mr. Coleman commented that the Board may want to discuss the Board appointment terms in the future. Two years for most members may not be a sufficient amount of time to accomplish tasks, and turnover may become an issue, especially with committee work.

Mr. Coleman asked Mr. Bruno to provide the Board with "a 30-second elevator speech" definition of a quasi-public agency. Mr. Bruno provided a brief definition for the Board. Chairman Benigni requested that Mr. Bruno send the definition to all Board members.

A copy of Mr. Bruno's presentation is available to all members upon request and will be posted on the SERC website in the near future.

ITEM #7: Bylaws

Discussion on draft Bylaws.

ITEM #8: Committee Organization

Discussion on organization of committees. The following committees were formed and members identified:

Finance Committee

Jennifer Tooker (Lead), George A. Coleman, Jeffrey Leake, and Stephen McKeever

Operations Committee

Elizabeth Brown (Lead), Richard Porth, Jr., Agnes Quinones, and Susan Weisselberg

Programs Committee

Diane Ullman (Lead), Chairman Mark Benigni, Charlene Russell-Tucker, and Thomas Swan

Committees will meet at their convenience.

ITEM #9: Future Board Regular Meeting Dates

Discussion on future Board regular meeting dates for 2015. The Board decided it will meet monthly and will continue to meet at the Meriden Board of Education, Meriden, CT, until further decisions regarding future locations are made by the Board. SERC Executive Assistant Jennifer LeBrun will send a poll to all Board members to gather data to schedule 2015 regular meeting dates.

ITEM #10: Adjournment

Motion to adjourn at 3:17 p.m.

Motion: Mr. Coleman

Second: Ms. Russell-Tucker

Vote: 10 Yes 0 Opposed 0 Abstained

Yes – Chairman Mark Benigni, Elizabeth Brown, George A. Coleman, Jeffrey Leake, Richard Porth, Jr., Agnes Quinones, Thomas Swan, Jr., Jennifer Tooker, Charlene Russell-Tucker, and Susan Weisselberg.

Submitted by:

Jennifer LeBrun, Board Recording Secretary