



State Education Resource Center (SERC)

MINUTES

SERC Board of Directors Regular Meeting

Monday, March 30, 2015 -- 1:00 p.m.

Meriden Board of Education

22 Liberty Street, 3rd Floor, Meriden, CT

Present: Chairman Mark Benigni, Liz Brown, Jeffrey Leake, Steven McKeever (Mr. McKeever exited the meeting at 3:35 p.m.), Richard Porth, Jr. (Mr. Porth joined the meeting at 2:30 p.m.), Thomas Swan, Jr., Jennifer Tooker, Diane Ullman.

Absent: George Coleman, Agnes Quinones, Charlene Russell-Tucker, and Eileen Ziegler.

Others Present: Ingrid M. Canady, SERC Interim Executive Director; Alfred P. Bruno, SERC General Counsel; Jennifer LeBrun, SERC Executive Assistant, Minute-Taker; Alice Henley, SERC Assistant Director, Michelle LeBrun-Griffin, SERC Consultant and Michelle Weaver, SERC Consultant.

ITEM #1: Call Meeting to Order

The meeting was called to order by Chairman Benigni at 1:10 p.m.

ITEM #2: Approval of Minutes of the February 23, 2015 regular SERC Board of Directors Meeting

Motion to approve minutes from February 23, 2015 regular meeting.

Motion: Ms. Brown

Second: Ms. Ullman

Vote on Motion:

In favor: 6 (Benigni, Brown, Leake, McKeever, Swan, and Tooker)

Opposed: 0

Abstained: 1 (Ullman)

ITEM #3: Presentation by Alice Henley, SERC Assistant Director, Michelle LeBrun-Griffin, SERC Consultant and Michelle Weaver, SERC Consultant

Presentation: *"The School Reform Resource Center at SERC"*

An informational presentation was given by Ms. Henley, Ms. LeBrun-Griffin and Ms. Weaver who provided information on the School Reform Resource Center (SRRRC) at SERC and the different initiatives that make up the SRRRC Team, the specific work that is done and budget/funding sources.

Ms. Weaver discussed the Positive Behavioral Interventions & Supports (PBIS) Initiative. Ms. LeBrun-Griffin presented on the State Personnel Development Grant (SPDG) and Scientific Research-Based Interventions

Assessment (SRBI). Ms. Henley discussed LEA Services (in-district contracts) process and the towns/districts that SERC currently has contracts.

There was a general discussion around each of the initiatives.

Item #4: Report from Ingrid M. Canady, SERC Interim Executive Director

A. Fiscal/Program Update

Ms. Canady shared that the SERC Fiscal Coordinator resigned effective March 17. Whittlesey & Hadley, P.C. assigned Andrew Pires to temporarily assist SERC with finances. Mr. Pires will assist SERC until the Fiscal and Financial Administrative Officer position is approved and filled.

Ms. Canady shared that an RFP entitled “Integrated Accounting Software Package and Implementation” was posted publicly on the SERC website for two weeks. In alignment with SERC’s procurement policies, an internal contract review group read and accepted RFP submitted by The Technology Group, LLC.

The expense of hiring this agency will come out of the SERC’s Operational Revenue Budget.

Ms. Canady provided Board Members with an updated SERC organizational chart showing specific funding sources for each SERC Initiative as requested by Board members at the February 23 Board meeting.

B. Board Member Update

Ms. Canady shared an update on Board Member Eileen Ziegler. Ms. Canady has reached out to Ms. Ziegler by telephone and email at the request of Dr. Benigni. As of today, there has been no response. Mr. Leake and Dr. Benigni will work together to try to contact Ms. Ziegler or the district Superintendent to discuss her participation and provide different options in order for her to participate.

Item #5: Executive Session

Motion to enter into Executive Session

Motion: Mr. Leake

Second: Ms. Brown

Vote on Motion:

In favor: 7 (Benigni, Brown, Leake, McKeever, Swan, Tooker, and Ullman)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:15 p.m.

Present in executive session were Board Chair Mark Benigni and members Liz Brown, Jeffrey Leake, Steven McKeever, Richard Porth, Jr., Thomas Swan, Jr., Jennifer Tooker, and Diane Ullman. Also invited to go into part of executive session was Ingrid M. Canady, Interim Executive Director and Alfred P. Bruno, SERC General Counsel.

Motion to exit Executive Session with no motions or actions taken.

Motion: Mr. McKeever

Second: Ms. Brown

Vote on Motion:

In favor: 8 (Benigni, Brown, Leake, McKeever, Porth, Swan, Tooker, and Ullman)

Opposed: 0

Abstained: 0

The Board voted unanimously to exit Executive Session at 2:50 p.m.

ITEM #6: Items Requiring Action

A. Interim Executive Director Designation Amendment -- Ms. Canady introduced the Resolution.

Chairman Benigni read the Resolution as follows:

Interim Executive Director Designation Amendment

WHEREAS, the Board approved and adopted a Resolution dated December 2, 2014 to appoint Ingrid M. Canady SERC Interim Executive Director;

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;

WHEREAS, Ingrid M. Canady remains 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 continue 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 to accept the Amended Resolution as read.

Motion: Mr. Porth

Second: Ms. Brown

Vote on Motion:

In Favor: 8 (Benigni, Brown, Leake, McKeever, Porth, Swan, Tooker, and Ullman)
Opposed: 0
Abstained: 0

Motion carried unanimously.

- B. Authority for Executive Director or Designee to Adopt Written Procedures Approved by Board of Directors to Hire, Dismiss, Promote, and Compensate Employees – Ms. Canady introduced the Resolution.

Chairman Benigni read the Resolution as follows:

Authority for Executive Director or Designee to Adopt Written Procedures Approved by Board of Directors to Hire, Dismiss, Promote, and Compensate Employees

WHEREAS, C.G.S. Sec. 10-357c requires the SERC Board of Directors to adopt written procedures as a quasi-public entity for hiring, dismissing, promoting, and compensating SERC employees, including an affirmative action policy and a requirement of board approval before a position may be created or a vacancy filled;

WHEREAS, the Executive Director or designee 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; and

WHEREAS, the afore-mentioned written procedures exist for the Executive Director or designee to fulfill certain business transactions and manage necessary day-to-day agency activities.

NOW, THEREFORE, BE IT RESOLVED, that the SERC Board authorizes the Executive Director or designee to implement written procedures as a quasi-public entity for hiring, dismissing, promoting, and compensating SERC employees, including an affirmative action policy with the additional statutory requirement of Board of Director approval before a position is created or a vacancy filled.

Motion to accept the Resolution as read.

Motion: Mr. Porth

Second: Mr. McKeever

Vote on Motion:

In Favor: 8 (Benigni, Brown, Leake, McKeever, Porth, Swan, Tooker, and Ullman)
Opposed: 0
Abstained: 0

Motion carried unanimously.

- C. New Position: Fiscal & Financial Administrative Officer -- Ms. Canady discussed the Fiscal & Financial Administrative officer position. This is the same position that was shared with Board Members at the February 23, 2015 Board meeting. Ms. Canady asked for approval from the Board to post and fill the

position as soon as possible.

Motion to approve the hiring of Fiscal & Financial Administrative Officer.

Motion: Ms. Tooker

Second: Mr. Porth

Vote on Motion:

In Favor: 8 (Benigni, Brown, Leake, McKeever, Porth, Swan, Tooker, and Ullman)

Opposed: 0

Abstained: 0

Motion carried unanimously.

ITEM #7: Committee Reports

A. Finance Committee – Ms. Tooker reported that the Finance Committee met March 25, 2015 at the SERC Administrative Offices in Middletown, CT. Mr. Pires joined the meeting and discussed SERC’s current finances. Ms. Tooker shared that the financial health of SERC is good, but there is a need for written policies in the following areas:

(1) A budget process framework; (2) Acquiring real and personal property; (3) Contracting for financial, legal, consulting and other professional services; and (4) Who at SERC should have signatory authority.

Mr. Bruno will work with Ms. Tooker and the Committee on the policies to have ready for the April Board of Directors Meeting.

B. Operations Committee – No items to report.

ITEM #8: Items for Discussion

A. “An Act Concerning the Unionization of Agricultural Workers, Nonpartisan Legislative Management Employees and State Education Resource Center Employees” – Raised SB No. 984

Ms. Canady shared a summary of Raised SB No. 984. She mentioned that SERC staff would like to know what the Bill means for them. William Craven from the Office of Fiscal Analysis informed Ms. Canady that if the Bill is passed it means that SERC staff would have the option to join a union, but would not make membership mandatory.

After general conversation, Board members agreed that it will stand by the staff's regarding any collective bargaining decision.

B. M.O.R.E. Commission Recommendations -- Raised HB No. 7016

Ms. Canady shared an update on Raised HB No. 7016 and expressed to the Board that SERC staff was happy that all Board Members signed the submitted testimony.

Michelle Weaver, SERC Consultant, is the designated employee that is keeping tabs on the Bill's movement. Ms. Weaver shared that the legislation is moving through the process and she will also follow Raised Bill No. 984. Ms. Weaver will attend the M.O.R.E Committee meetings so SERC has a presence.

Mr. Swan suggested SERC may want to register as a lobbyist if it spends a lot of time doing this work. He also stated that it would be interesting to see the testimony provided by the RESC Directors so that we are aware of that information.

C. Program Committee Membership/Leadership

Dr. Benigni requested that a Vice Chair be appointed to the Board of Directors. Further discussion will take place at the April meeting.

Program Committee – There is a need for a chair/lead for the Program Committee. Further discussion will take place at the April meeting.

ITEM #9: Adjournment

The meeting was unanimously adjourned at 3:50 p.m.

Submitted by:

Jennifer LeBrun, Board Recording Secretary