

**State Education Resource Center (SERC)**

**SERC Administrative Offices  
Conference Room 3  
100 Roscommon Drive, Suite 110  
Middletown, CT  
Wednesday, October 12, 2016  
9:00 A.M.**

**SPECIAL MEETING MINUTES**

**Present by Telephone:** Interim Chair, George A. Coleman, Elizabeth Brown, Jeff Leake, Richard Porth, Jr., Thomas Swan, and Jennifer Tooker.

**Absent:** Salvatore Menzo, Agnes Quinones, Charlene Russell-Tucker, and Diane Ullman.

**Others Present:** Jennifer LeBrun, SERC Administrative Assistant, Sonja Pasquantonio, Human Resources Coordinator, Michelle Weaver, Legal Counsel/Legislative Liaison/Consultant.

**I. Call to Order**

The meeting was called to order by Interim Chair, George A. Coleman at 9:03 a.m.

**II. Action Item**

- a. Motion to adopt the resolution naming the SERC Executive Director.  
Resolution read into the record by Ms. Weaver.

**Resolution Number: 00001**

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

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

WHEREAS, subsection b of CGS 10-357a requires the Chairperson of the Board of Directors, with the approval of its members, to appoint an Executive Director of SERC;

WHEREAS, the Personnel Search Committee has conducted an executive search to recruit the most qualified candidate to fill the position of Executive Director and made its recommendation to the Board;

WHEREAS, the Board has adopted the recommendation of the Personnel Search Committee and selected Ingrid M. Canady as SERC Executive Director;

WHEREAS, subsection b of CGS 10-357a authorizes the Board to prescribe the Executive Director salary;

WHEREAS, the Executive Director duties shall include, but not be limited to: agency and program planning in accordance with the Board's strategic direction including the making and entering into all contracts and agreements necessary or incidental; agency liaison to the Board of Directors; and fiscal management of the agency;

NOW, THEREFORE, BE IT RESOLVED by the SERC Board of Directors as follows:

1. The Board Chairperson, with the approval of Board members, hereby appoints Ingrid M. Canady as SERC Executive Director in accordance with subsection b of CGS 10-357a;
2. Ingrid M. Canady, as Executive Director, is an at-will employee of SERC subject to the policies outlined in the SERC employee handbook;
3. The Resolution shall take effect immediately subject to conditional terms of the hiring offer. Position effective date is October 3, 2016.

Motion: Elizabeth Brown

Second: Jeff Leake

Vote on Motion:

In Favor: 6 (Coleman, Brown, Leake, Porth, Swan, Tooker)

Opposed: 0

Abstained: 0

### III. **Adjournment**

The meeting was unanimously adjourned at 9:05 a.m.