



## **State Education Resource Center (SERC)**

**SERC Classroom  
25 Industrial Park Road  
Middletown, CT  
Monday, April 24, 2017  
1:00 p.m. – 4:00 p.m.**

### **Regular Meeting Minutes**

**Present:** Elizabeth Brown, George A. Coleman, Jeffrey Leake, Richard Porth (Mr. Porth arrived at 1:04 p.m.), Agnes Quinones, Charlene Russell-Tucker and Jennifer Tooker (Ms. Tooker arrived at 1:09 p.m.).

**Absent:** Salvatore Menzo, Tom Swan, and Diane Ullman.

**Others Present:** Ingrid M. Canady, Executive Director, Alice Henley, Director of Program Development, Wendy Simmons, Director of Program Development, Carol Sullivan, Director of Library Programs and Services, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Coordinator of Human Resources, and Jennifer LeBrun, SERC Executive Assistant.

#### **I. Call to Order**

The meeting was called to order by Interim Chair, George A. Coleman at 1:08 p.m.

#### **II. Public Comment\***

No public comment.

#### **III. Approval of Draft Minutes of the March 27, 2017 Regular Board Meeting**

**“Motion to approve minutes from the February 27, 2017 Regular Board Meeting.”**

Motion: Ms. Brown

Second: Mr. Porth

Vote on Motion:

In favor: 6 (Brown, Coleman, Leake, Porth, Quinones, and Russell-Tucker)

Opposed: 0

Abstained: 0

**IV. “Mr. Coleman proposed a motion to move out of order on the agenda”.**

Motion: Dr. Quinones

Second: Ms. Brown

Vote on Motion:

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

Opposed: 0

Abstained: 0

**V. Updates from Ingrid M. Canady, Executive Director, SERC**

- a. Fiscal Operations Update
  - i. Budget

Ms. Canady shared with members of the Board that on Monday, April 24, 2017, she signed the Memorandum of Agreement with an approved extension through 2019 and is waiting for a final signed copy from the fiscal department of the CSDE. In addition, Ms. Canady shared that she has received a signed IDEA 17-18 budget from the CSDE. The CSDE has also approved SERC carry over funds.

Ms. Canady provided four different SERC Operational Budget options for the Board of Directors to review. Ms. Canady discussed the budget narrative and outlined how each line item is distributed. All proposed budgets reflect a positive bottom line.

There was general discussion.

**VI. Action Items**

- a. SERC Budget Fiscal Year 17-18

The Board of Directors agreed to adopt the SERC Operational Budget option with no compensation increase. Further alignment to the approved budget is needed.

**“Motion to approve SERC Operational Budget Fiscal Year 2017-2018.”**

Motion: Ms. Brown

Second: Dr. Quinones

Vote on Motion:

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

Opposed: 0

Abstained: 0

Ms. Brown left the meeting at 2:56 p.m.

**VII. Updates from Ingrid M. Canady, Executive Director, SERC, continued**

b. Program Update: Library Services

Agenda Item Tabled.

c. SERC's Location Update

SERC can now proceed in conversations with the Office of Policy Management regarding its future location. Ms. Canady will contact OPM to inform them that we have an approved budget and begin lease negotiations with the landlord of 25 IPR.

There was general discussion.

**VIII. Items for Discussion**

Ms. Canady shared a brief news clip featuring the recently released SERC Camp Directory and provided an opportunity for Board members to review the document in hard copy.

Ms. Canady shared an update from SERC's 24<sup>th</sup> Annual Together We Will Conference. Ms. Canady provided opening remarks and presented a break-out session. The conference was a great success.

Ms. Russell-Tucker shared an update from Commissioner's Roundtable Meeting held on Thursday, April 20, 2017. Ms. Russell-Tucker informed the Board that Ms. Canady facilitated the meeting.

There was general discussion around each topic.

**IX. Updates from George A. Coleman, Interim Chair**

a. Executive Director Evaluation

Agenda Item Tabled.

**X. SERC Foundation Update**

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

No Report.

**XI. Adjournment**

Meeting was adjourned at 3:15p.m.

Submitted by: Jennifer LeBrun, SERC Executive Assistant