



State Education Resource Center (SERC)

CABE

**81 Wolcott Hill Road
Wethersfield, CT 06109
Monday, August 21, 2017
1:00 p.m. – 4:00 p.m.**

Regular Meeting Minutes

- Present:** Elizabeth Brown, Jeffrey Leake, Richard Porth, Tom Swan and Jennifer Tooker (Ms. Tooker joined the meeting by telephone).
- Absent:** George A. Coleman, Salvatore Menzo, Agnes Quinones, and Charlene Russell-Tucker.
- Others Present:** Ingrid M. Canady, Executive Director, Alice Henley, Director of Program Development, Carol Sullivan, Director of Library Programs and Services, Michelle Weaver, Legislative Liaison, Sonja Pasquantonio, Human Resources Coordinator, Matt Dugan, Director of Program Services, Thomas Pesce, Controller, Joseph Centofanti, Auditor, PFK O'Connor Davies, LLP, and Jennifer LeBrun, SERC Executive Assistant.

I. **Call to Order**

The meeting was called to order by Elizabeth Brown, Operations Committee Lead, at 1:09 p.m.

II. **Public Comment***

No public comment.

III. **Approval of Draft Minutes of the May 22, 2017 Regular Board Meeting.**

“Motion to approve minutes from the May 22, 2017 Regular Board Meeting.”

Motion: Mr. Porth
Second: Mr. Swan

Vote on Motion:

In favor: 4 (Brown, Leake, Porth, and Swan)

Opposed: 0

Abstained: 1 (Tooker)

Approval of Draft Minutes of the June 19, 2017 Regular Board Meeting – Briefing Teleconference.

“Motion to approve minutes from the June 19, 2017 Regular Board Meeting – Briefing Teleconference.”

Motion: Mr. Porth
Second: Mr. Swan

Vote on Motion:
In favor: 4 (Brown, Leake, Porth, and Swan)
Opposed: 0
Abstained: 1 (Tooker)

IV. “Ms. Brown proposed a motion to move out of order on the agenda”.

Motion: Mr. Leake
Second: Mr. Porth

Vote on Motion:
In favor: 5 (Brown, Leake, Porth, Swan, and Tooker)
Opposed: 0
Abstained: 0

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

- a. Fiscal Operations Update, Joseph Centofanti, PKF O’Connor Davies, LLP
 - i. Budget

Mr. Centofanti presented members with 2017 Audit Discussion Items, Revenue Budget 2017-2018 and Fiscal Year Budget 2017-2018. There was a detailed review of each line item for grants, participant accounts receivable, related allowance for uncollectable, participant fees funds and IDEA program revenues. Mr. Centofanti indicated that all documents provided are not final, but a work in progress. Members provided their opinions on the option of simplifying each line item or continuing to have a detailed list.

Members agreed that simplifying conference costs would be best. Ms. Brown asked that investment options be provided to members at the September meeting.

“Mr. Leake and Mr. Porth proposed a motion to approve purging of all accounts as identified on worksheet entitled, SERCWorks Accounts Receivable Summary by Fiscal Year Through June 2015, acknowledging that the balances purged include some unknown amount of actual uncollectable amounts”.

There was general discussion around specific wording of the motion.

Above motion withdrawn by Mr. Leake and Mr. Porth.

Board Members will revisit this item at the September 25, 2017 Regular Board Meeting.

VI. Executive Session to Discuss Executive Director Contract.

“Motion to enter into Executive Session for the Purpose of Discussing Executive Director Contract.”

Motion: Mr. Swan

Second: Mr. Leake

Vote on Motion:

In favor: 5 (Brown, Leake, Porth, Swan, and Tooker)

Opposed: 0

Abstained: 0

The Board voted unanimously to enter into Executive Session at 2:26 p.m. and adjourned Executive Session at 2:41 p.m. with no motions or actions taken.

Present were Board Members Ms. Brown, Mr. Leake, Mr. Porth, Mr. Swan and Ms. Tooker. Sonja Pasquantonio and Michelle Weaver were also present for all of executive session.

VII. **Items for Discussion**

a. SERC Policies, Sonja Pasquantonio, SERC Human Resources Coordinator

Ms. Pasquantonio shared each of the 13 policies that require approval by the Board of Directors. Ms. Pasquantonio indicated that all policies have been reviewed and approved by the SERC Directors' and SERC's General Counsel and all policies are compliant.

VIII. **Action Items**

a. Approval of SERC Board of Directors Meeting Dates.

“Motion to approve the SERC Board of Directors Future Meeting Dates and Location and Time Change.”

Motion: Mr. Porth

Second: Ms. Brown

Vote on Motion:

In favor: 5 (Brown, Leake, Porth, Swan, and Tooker)

Opposed: 0

Abstained: 0

All future Board of Director meetings will take place at the Wallingford Board of Education from 1:00 p.m. to 3:30 p.m.

b. Approval of SERC Executive Director Contract.

Agenda Item Tabled.

c. Approval of SERC Policies.

“Motion to approve SERC Policies as presented pending signature of Interim Chair, George A. Coleman.”

Policies presented were:

2016-001 Anti-Harassment

2016-006 Progressive Discipline Policy

2017-008 Bullying Policy

2017-009 Violence in the Workplace Policy

2017-011 Personal Identity Information, Security, Notification and Confidentiality Policy

2017-012 Conflict of Interest Policy

2017-020 Work From Home Policy

2017-022 ADA Policy

2017-028 Military Leave and Reinstatement Policy

2017-033 Ethical Conduct Policy

2017-036 Family Medical Leave Act (FMLA) Policy

2017-037 Lactation/Breast Feeding Policy

2017-061 Health Insurance Portability and Accountability Act (HIPPA) Policy

Motion: Mr. Porth

Second: Ms. Brown

Vote on Motion:

In favor: 5 (Brown, Leake, Porth, Swan, and Tooker)

Opposed: 0

Abstained: 0

IX. Updates from George A. Coleman, Interim Chair

a. Dr. Diane Ullman's Resignation from the SERC Board of Directors

Ms. Canady shared information on Mr. Coleman's behalf regarding Dr. Diane Ullman's resignation from the SERC Board of Directors. SERC will contact the Connecticut State Board of Education regarding their next appointment.

There was general discussion.

b. Board of Directors Attendance Update

Ms. Canady shared information on Mr. Coleman's behalf regarding Board Member attendance. Members were provided with a detailed list that provided information on individual percentages of meetings attended.

There was general discussion.

X. Agency Updates from Ingrid M. Canady, Executive Director, SERC

b. SERC's Location Update

Ms. Canady shared that SERC has officially moved out of 25 Industrial Park Road. All staff and the SERC Library are now located at 100 Roscommon Drive. Ms. Canady is in the process of negotiating space with landlords from 100 Roscommon Drive and 25 Industrial Park Road and is looking at blueprints and reviewing contract proposals. Ms. Canady will present the best option for the future home of SERC at the September meeting. The final decision requires approval from OPM.

There was general discussion.

c. Staffing Update

Ms. Canady introduced and welcomed Tom Pesce, SERC Controller, to Board Members and shared information on SERC's new Grant Writer, Karanne Farling. SERC currently has a total of 49 member's staff members and will not be hiring any additional staff at this time.

There was general discussion

- d. Collaboration with Bryan Klimkiewicz, New Bureau Chief, CSDE

Ms. Canady shared that she has been collaborating with Bryan Klimkiewicz, Bureau Chief, CSDE and establishing a working relationship. Monthly collaboration meetings have been scheduled. Mr. Klimkiewicz will be attending the SERC Staff Meeting on September 11, 2017. Ms. Canady will extend an invitation to Mr. Klimkiewicz to attend a future Board Meeting.

There was general discussion.

XI. **SERC Foundation Update**

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

Mr. Leake shared the SERC Foundation is in the process of planning its 3rd Dismantling Racism Conference with an additional day just for students.

There was general discussion.

XII. **Adjournment**

Meeting was adjourned at 3:27 p.m.

Submitted by: Jennifer LeBrun, SERC Executive Assistant