

Connecticut Educator Preparation and Certification Board

November 18, 2024 – 1 p.m. to 4 p.m.

450 Columbus Blvd. Hartford, CT 2 South – Meeting Room H

MINUTES

(APPROVED DECEMBER 9, 2024)

Pursuant to notice filed with the Secretary of the State and posted on the agency's website, the members of the Connecticut Educator Preparation and Certification Board (hereinafter "Board") held a meeting on Monday, November 18, 2024, in 2 South Meeting Room H of the State Office Building, 450 Columbus Boulevard, Hartford, Connecticut. Public access to the building allowed for public attendance at the meeting.

1. Call to Order

MEETING CALLED TO ORDER AT 1:07PM

2. Roll Call of Members and Member Introductions

Present:

Kristen Basiaga

Tiffany Caouette

Dr. Anne Dichele

Dr. Rebecca Good

Margaret Gustafson

Shannon Marimon

Patrice McCarthy

Dr. Cynthia Ritchie

Jennifer Rodriguez

Dr. Katherine Roe

Dr. Sean Seepersad

Elsa Batista

Jenny Graves

Sinthia Sone-Moyano

Sarah Lahr Fitzsimons

Not present:

Bob Sartoris

3. Establishment of Operational Procedures

Establishment of bylaws- adopting Robert's Rules of Order

Bylaws subcommittee discussed

Patrice McCarthy moved for adoption

Kristen Basiaga seconded

No discussion

Vote:

YEA- 14

NAY- 0

Abstain- 1 Sarah Fitzsimons

a. Robert's Rules of Order

b. Preparation of bylaws

Khalil and Venhorst explained the BOE bylaws and what each section means

4. Election of Officers – (Khalil) PA 24-41 calls for the election for a chair and vice chair

a. Temporary Chairperson – for the conduct of officer elections only

Dr. Good nominated Dr. Ritchie- according to Robert's Rules, it is a nomination of unanimous consent

Ritchie accepted

Ritchie took nominations for a chairperson

Dr. Good nominated self

Jennifer Rodriguez nominated self

Ritchie nominated self

Nominations closed.

Discussion from nominees on their ability to perform role as Chair.

b. Chairperson

VOTE for Rodriguez as chair

YEA- 9

Margaret Gustafson

Sinthia Sone Moyano

Sean Seepersad

Katherine Roe

Jenny Graves

Sarah Fitzsimons

Elsa Batista

Jennifer Rodriguez

Kristen Basiaga

Nay- 6

Rebecca Good

Shannon Marimon

Cynthia Ritchie
Anne Dichele
Patrice McCarthy
Tiffany Caouette

Abstain- 0

Absent- 1

Jennifer Rodriguez elected as Chair.

c. Vice Chairperson
Patrice McCarthy nominates Cynthia Ritchie
Nominations closed.
Discussion.
VOTE
YEA- unanimous
Nay-0
Absent-1
Cynthia Ritchie elected as Vice Chair.

5. Overview of Statutory Duties

Attys Khalil and Venhorst explained statutory duties of the Certification Board.

Discussion on Statutory Obligations of PA 24-41.

6. Other Matters

Discussion on meeting cadence.
Basiaga- moves for monthly depending on tasks associated
Fitzsimons- seconds

Rebecca Good moves to amend and add subcommittees as needed
Marimon seconds
Discussion continues.
Vote- YEA- unanimous

Roe- moves for 1-4pm on Mondays
Basiaga seconds
Vote- YEA- 14
Nay- Good
Absent- 1

Motion Passes.

Discussion:

Roe moves to allow meetings to be hybrid

Basiaga seconds

Vote- YEA- 12

NAY- 1; Good

Absent- 2

Motion Passes.

Basiaga moves for next meeting Monday Dec 16th at 1pm

Fitzsimons moves to amend that the board meets on the 3rd Monday of each month

Marimon moves to amend to the third Monday, but if it falls onto a holiday it is moved to the second Monday of the month

Good moves to amend to the second Monday of each month, in lieu of a holiday move to the third. Next meeting would be December 9th, 2024, at 1pm.

Graves seconded the motion

Discussion: None

Vote- YEA-12

NAY- 1; Good

Absent- 2

Basaiga moves for subcommittee for bylaws for the board

Fitzsimons seconds

Point of information- Khalil states that typically 3-5 people serve.

Fitzsimons moves to amend that the bylaws subgroup be up to 5 people (no more than)

McCarthy Seconds

Vote- YEA Unanimous

Absent- 2

Motion Passes.

Basiaga , Rodriguez, Roe, and Good interested in being on bylaws subcommittee

Basiaga requests that those absent receive information about the subcommittee via email (sent by administrator)

Basiaga appointed as chair of the bylaw committee unanimously

Discussion on next meeting's agenda compilation

7. Public Participation

Representative Jeff Currey (current house chair retiring from state legislature after Jan 2025)

8. Adjournment

Roe moves to adjourn and Ritchie seconds

Meeting adjourned at 3:32pm