



Program Committee Meeting Minutes

SERC

100 Roscommon Drive, Suite 110

Conference Room 3

Middletown, CT 06457

Tuesday, November 19, 2019

10:00 a.m. -11:00 a.m.

Members Present: George A. Coleman, Committee Lead, Charlene Russell-Tucker (joined the meeting by telephone), and Stephen Proffitt (SERC Program Committee Lead)

Others Present: Jennifer LeBrun, SERC Executive Assistant

The meeting was called to order at 10:00 a.m.

- I. Current Status of the 2019-2020 District Contract Requests and “training themes” that are being requested/Develop accountability measures to evaluate SERC’s impact. Share SERC’s current online evaluation tool coded to the specific district/5100 activity being executed.

Mr. Proffitt introduced the draft organization chart, which includes the new Associate Director Position that is on the agenda for approval at the November 26, 2019 Board of Directors Regular Meeting.

There was a general conversation about the roles and responsibilities of Consultants and Project Specialists. Mr. Coleman and Ms. Russell-Tucker requested several edits. Mr. Proffitt will speak with Ms. Canady regarding the requested changes, and the edits will be incorporated.

A list of individual staff roles will be shared with the full Board of Directors. All positions reflected in the organizational chart are approved in the SERC budget.

A chart showing fully executed contracts through November 2019 was shared and discussed in detail. A majority of the requests for Equity work are from issues that arise in districts.

SERC has developed an on-line evaluation tool assigned to specific IDEA funded activities.

There was a discussion on ways SERC can obtain additional information from districts, specifically around their needs, and how SERC can measure the outcomes of our work. Mr. Proffitt shared that SERC has data on this information and will share it with committee members.

There was a general conversation.

II. Update on the Collaborative BSE/SERC 2020-2021 Proposal Development process that is getting underway

SERC and the Bureau of Special Education will be meeting on Monday, December 2, 2019, to begin proposal planning for the 2020-2021 year and discuss how the work we are providing has an impact.

SERC needs to ensure that it has the capacity for IDEA requested activities.

There was a general conversation.

III. Format for Program Development Presentation to SERC Board of Directors at 11/26 Board Meeting

- Share chart showing fully executed contracts – answering questions around sustainability.
- Share state map reflecting new communities that have requested in-district contracts.
- Share current themes of requested work.
- Discuss Ms. Russell-Tucker’s work on Chronic Absenteeism.

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- Discuss the allocation of funds from the Dismantling Racism Conference.

IV. Adjournment

The meeting adjourned at 11:00 a.m.