

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
MAY 28, 2014

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, May 28, 2014, at the Governor's School for the Arts in Norfolk, VA.

PRESENT: Board Members: Mr. Thomas Mercer, Mrs. Tina Hill, Mr. James Bridgeford, Alternate Board Member, Mrs. Diane Jones, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

ABSENT: Board Members: Mrs. Dawna Walton and Rev. Edward Haywood

PRESENT: Committee of Superintendents: Dr. Anita James for Dr. James Roberts, Mrs. Teresa Howington-Vaughan for Dr. Michelle Belle, Mrs. Laura Abel for Dr. A. Katrise Perera, Dr. David Stuckwisch, Dr. Alvera Parrish, Dr. Deran Whitney, and Dr. Sheila Magula

ABSENT: Committee of Superintendents: Dr. James Roberts, Dr. Michelle Belle, Dr. A. Katrise Perera, and Dr. Samuel King

PRESENT: SECEP Staff: Mr. Donald Fairheart, Mr. David Sadler, and Mrs. Brenda Estes.

INTRODUCTION OF SUPERINTENDENTS AND JOINT BOARD MEMBERS

A moment of silence was held for Dr. Elizabeth Daniels, Portsmouth School Board Member and Ms. Lynnette Williams, Teacher Assistant for SECEP who both recently passed away.

APPROVAL OF MINUTES:

Mrs. Diane Jones, Chairperson, asked for a motion to approve the minutes of the March 26, 2014, Joint Board Meeting. A motion was made by Mr. Mercer and seconded by Mrs. Hill (Ayes 6, Nays 0). Motion carried.

COMMENTS FROM THE PUBLIC:

None.

An article published in the Virginian Pilot was included in each of the board packets. The article was written by a SECEP parent regarding his son Johnny who is enrolled in the SECEP ASP Program highlighting his son's success.

REPORT OF THE EXECUTIVE OFFICER:
OPERATING BUDGET FOR FY 2014-2015:

Dr. Deran Whitney, Executive Officer, stated that Mr. Fairheart would share additional information regarding the 2014-2015 Operating Budget. Mr. Fairheart stated that when the Joint Board met in March, the proposed budget did not include compensation increases for staff due to Norfolk Public Schools' late decision to increase salaries. At the March meeting, 2014-2015 Program Rate Scenario Charts representing compensation increases were presented and discussed. Mr. Fairheart stated that on Wednesday, May 21, 2014, Norfolk Public Schools did adopt a budget with a 2% increase in compensation for staff. The SECEP proposed budget presented does remain the same with the exception to include the 2% increase. Mr. Fairheart further reviewed information provided on the Summary of Revenue, Operating Expenses, and Reimbursement pages of the proposed budget. Overall the proposed budget represents nine (9) fewer positions and ten (10) fewer students. Mr. Fairheart recommended that the proposed budget be approved as presented. A motion was made by Mrs. Hill and seconded by Mr. Mercer to adopt the 2014-15 SECEP Operating Budget. (Ayes 6, Nays 0). Motion carried.

APPROVAL TO FILE A RATE APPLICATION FOR FY 2014-2015:

Mr. Fairheart asked the Joint Board for their permission to file a Rate Application for FY 2014-15 based on the budget that was presented. A motion was made by Mr. Mercer and seconded by Mrs. Hill. (Ayes 6, Nays 0). Motion carried.

REQUEST FOR FUNDS FROM THE LONG-TERM PROJECT PLAN:

Dr. Whitney stated that SECEP received a letter requesting that the Joint Board approve release of \$3,867 from the Virginia Beach City Public Schools balance from the Long-Term Project Plan for costs associated with the installation of a remote access security control system for Renaissance Academy. A motion to approve the use of funds was made by Mrs. Weems and seconded by Mr. Mercer. (Ayes 6, Nays 0). Motion carried.

REPORT OF THE EXECUTIVE DIRECTOR OF SECEP:
PROGRAM ENROLLMENT REPORT:

Mr. Fairheart reviewed the Program Enrollment Report including current enrollment and referrals.

PROGRAMS UPDATES:

Program Update Reports were included in the board packets. Mr. Fairheart reviewed and highlighted the information provided in the reports.

Mr. Fairheart shared information regarding Project SEARCH and the high level of success the program has had this past school year. He stated that twelve (12) students have been selected for the 2014-15 school year. The graduation date for this years' Project SEARCH students will be Friday, June 6, 2014.

Mr. Fairheart also highlighted that this past school year has been one of technological advances, professional growth opportunities for staff, and educational support.

Mr. Fairheart answered questions from the Joint Board. Dr. Judith Brooks-Buck asked if SECEP was working with Norfolk State University and their special education program. He stated that SECEP has been in contact with Norfolk State University, but that there has been some turnover in the special education department. SECEP does anticipate them being a potential partner, especially in the adapted curriculum endorsement area.

RECOGNITION OF DEPARTING SUPERINTENDENTS:

Mr. Fairheart recognized Dr. Michelle Belle, Superintendent of Franklin City Public Schools, for her service on the Committee Superintendents from September 2009 through June 2014.

Mr. Fairheart also recognized and thanked Dr. David Stuckwisch, Superintendent of Portsmouth Public Schools, for his service and vibrant role on the Committee of Superintendents from January 2003 through June 2014. Dr. Stuckwisch also served as the Chairman of the Committee of Superintendents from September 2005 through September 2012.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

MOTION FOR GOING INTO CLOSED SESSION:

Mrs. Diane Jones, Chairperson, stated that a motion was needed to recess into a closed meeting pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraphs 1 and 7 of the *Code of Virginia*, 1950, as amended, for the following purposes:

1. Personnel Matters: Discussion of or consideration of interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees pursuant to Section 2.2-3711, (A) (1); namely the approval of the personnel docket.

MOTION FOR EXITING CLOSED SESSION:

AYES:(6) (Mr. Thomas Mercer, Mrs. Tina Hill, Mr. James Bridgeford, Alternate Board Member, Mrs. Diane Jones, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems.)

NAYS: (0)

ABSENT DURING VOTE: (Mrs. Dawna Walton and Rev Edward Haywood.)

ABSENT DURING MEETING: (Mrs. Dawna Walton and Rev Edward Haywood.)

**SALARY CONTRACT – MR. DONALD R. FAIRHEART, EXECUTIVE
DIRECTOR OF SECEP**

A motion was made by Mr. Thomas Mercer and seconded by Mrs. Diane Jones that Mr. Fairheart's contract be extended for an additional four (4) years and his salary would increase at a rate commensurate with all other SECEP employees. (Ayes 6, Nays 0). Motion carried.

PERSONNEL DOCKET:

A motion was made by Dr. Judith Brooks-Buck and seconded by Mrs. Tina Hill to accept the personnel docket. (Ayes 6, Nays 0). Motion carried.

NEXT MEETING DATES, TIMES AND PLACE:

The meeting dates were presented for the 2014-2015 School Year. They are as follows: Wednesday, October 8, 2014, Wednesday, January 28, 2015, Wednesday, March 25, 2015, and Wednesday, May 27, 2015. A motion was made by Mrs. Carolyn Weems and seconded by Mrs. Tina Hill to accept the dates. (Ayes 6, Nays 0). Motion carried.

ADJOURNMENT:

The meeting was adjourned at 11:45 a.m.

Respectfully Submitted,



Donald R. Fairheart, MBA
Clerk of the Board

APPROVED:



Chairperson

MOTION FOR GOING INTO CLOSED SESSION

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1. Personnel Matters: Discussion of or consideration of interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees pursuant to Section 2.2-3711, (A) (1); namely the approval of the personnel docket.

May 28, 2014

**A RESOLUTION OF CERTIFICATION OF THE CLOSED
SESSION OF MAY 28, 2014, PURSUANT TO
SECTION 2.1-3712, PART D OF THE
CODE OF VIRGINIA**

WHEREAS, the Southeastern Cooperative Educational Programs (SECEP) Board of Directors has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-3712 (D) of the Code of Virginia requires a certification of this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Southeastern Cooperative Educational Programs (SECEP) Board of Directors hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Southeastern Cooperative Educational Programs (SECEP) Board of Directors.

VOTE

AYES: (6) Mr. Thomas Mercer, Mrs. Tina Hill, Mr. James Bridgeford, Alternate Board Member, Mrs. Diane Jones, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

NAYS: (0)

ABSENT DURING VOTE: (2) Mrs. Dawna Walton and Rev. Edward Haywood

ABSENT DURING MEETING: (2) Mrs. Dawna Walton and Rev. Edward Haywood

ADOPTED BY THE SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS (SECEP)

October 8, 2014

DATE

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY