

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
OCTOBER 9, 2013

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, October 9, 2013, at the Smithfield Building in Norfolk, Virginia.

PRESENT: Board Members: Mrs. Dawna Walton, Mrs. Denise Tynes, Rev. Edward Haywood, Dr. Elizabeth Daniels, Mrs. Diane Jones, Dr. Judith Brooks-Buck, and Mrs. Elizabeth Taylor, Alternate Board Member

ABSENT: Mr. Thomas Mercer and Mrs. Carolyn Weems

PRESENT: Committee of Superintendents: Dr. James Roberts, Ms. Sabrina Beamon for Dr. Michelle Belle, Dr. David Stuckwisch, Dr. Alvera Parrish, Dr. Deran Whitney, and Ms. Heather Allen, Executive Assistant for Dr. Sheila Magula

ABSENT: Committee of Superintendents: Dr. Michelle Belle, Mrs. A. Katrise Perera, and Dr. Samuel King, and Dr. Sheila Magula

PRESENT: SECEP Staff: Mr. Donald R. Fairheart, Mr. David Sadler, Mrs. Brenda Estes, and former Board Member Dr. Stephen Tonelson

INTRODUCTION OF SUPERINTENDENTS AND JOINT BOARD MEMBERS

APPROVAL OF MINUTES:

Mrs. Diane Jones, Chairperson asked for a motion to approve the minutes of the May 29, 2013, Joint Board meeting. A motion was made by Mrs. Denise Tynes and seconded by Dr. Judith Brooks-Buck. Motion carried. (Ayes 7, Nays 0)

COMMENTS FROM THE PUBLIC:

None.

ELECTION OF OFFICERS:

Mr. Fairheart asked for nominations for the position of chairperson and vice-chairperson. Dr. Daniels nominated Mrs. Diane Jones as Chairperson. Mrs. Jones nominated Dr. Daniels as Vice-Chairperson. Nominations were closed. The motion to reappoint Mrs. Diane Jones as Chairperson and Dr. Elizabeth Daniels as Vice-Chairperson was made by Dr. Judith Brooks-Buck and seconded by Mrs. Denise Tynes. Motion carried. (Ayes 7, Nays 0) Dr. Whitney,

Superintendent of Suffolk Public Schools, was unanimously recommended by the Committee of Superintendents to continue in his role as the Executive Officer of the SECEP Joint Board. The slate of officers was presented:

Executive Officer:	Dr. Deran Whitney
Chairman:	Mrs. Diane Jones
Vice Chairman:	Dr. Elizabeth Daniels
Clerk:	Mr. Donald R. Fairheart
Deputy Clerk:	Mrs. Brenda Estes
Agent:	Dr. Michael Thornton
Deputy Agent:	Dr. Samuel King

REPORT OF THE EXECUTIVE OFFICER:

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 \$103,422.57 from the Chesapeake Public Schools balance from the Long-Term Project Plan for costs associated with relocating the SECEP program to the Great Bridge location. A motion to approve the use of funds was made by Dr. Elizabeth Daniels and seconded by Mrs. Denise Tynes. (Ayes 7, Nays 0). Motion carried.

REPORT OF THE EXECUTIVE DIRECTOR:

RECOGNITION OF A DEPARTING MEMBER:

Mr. Fairheart recognized and thanked our departing school board member, Dr. Stephen Tonelson, Norfolk City Public Schools, for his service on the board from September 2008 through June 2013.

Dr. Tonelson thanked SECEP staff for working with special needs students. He stated that it was a pleasure to serve on the Joint Board.

SECEP ORGANIZATIONAL CHART:

Mr. Fairheart explained the updated SECEP Organizational Chart which was included in the board packets.

PROGRAM UPDATES:

Program Update Reports were included in the board packets. Mr. Fairheart reviewed and highlighted the information provided in the reports which included instructional updates, literacy programs, student achievements, staff achievements, and new software programs purchased for payroll - TimeTrex, a new student information system - Synergy, and employment applications - Search Soft. Mr. Fairheart also updated the Joint Board on Project SEARCH.

PROGRAM ENROLLMENT REPORT:

Mr. Fairheart reviewed the information presented on each program, including the operation of the Summer Program for SECEP students.

PERSONNEL REPORT AND UPDATE:

Mr. Fairheart presented the Personnel Report on SECEP staff. He reviewed the racial composition of the staff, hires pertaining to replacement and growth, and the reasons for professional staff leaving SECEP. Included in the report was information on Service Awards and the SECEP Teachers and Teacher Assistants of the Year Awards. Mr. Fairheart recognized Mrs. Carolyn Simmons, Principal for the Re-ED Program, who received a 30 Year Service Award.

Mr. Fairheart stated that an updated list on SECEP locations was included in the board packets.

Mr. Fairheart announced the Seeds of Change Industries Fall Pig & Pansy Sale on October 18, 2013, at the Virginia Beach Renaissance Academy and the Pansy Sale on October 25, 2013, at the SECEP Norfolk Center - Oakwood. Promotional flyers were included in each packet.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

MOTION FOR GOING INTO CLOSED SESSION:

Mrs. Diane Jones, Chairperson, stated that the Board would convene in Closed Session. Dr. Elizabeth Daniels, Vice-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.

The motion was made by Dr. Judith Brooks-Buck and seconded by Mrs. Denise Tynes to convene in closed session. (Ayes 7, Nays 0). Motion carried.

MOTION FOR EXITING CLOSED SESSION:

AYES:(7) (Mrs. Dawn Walton, Mrs. Denise Tynes, Rev. Edward Haywood, Dr. Elizabeth Daniels, Mrs. Diane Jones, Dr. Judith Brooks-Buck, and Mrs. Elizabeth Taylor, Alternate Board Member.)

NAYS: (0)

ABSENT DURING VOTE: (Mr. Thomas Mercer and Mrs. Carolyn Weems.)

ABSENT DURING MEETING: (Mr. Thomas Mercer and Mrs. Carolyn Weems.)

PERSONNEL DOCKET:

A motion was made by Dr. Judith Brooks-Buck and seconded by Mrs. Denise Tynes to accept the Personnel Docket. Motion carried. (Ayes 7, Nays 0).

THE NEXT MEETING DATE AND TIME:

The next meeting of the SECEP Joint Board will be held on Wednesday, January 29, 2014.

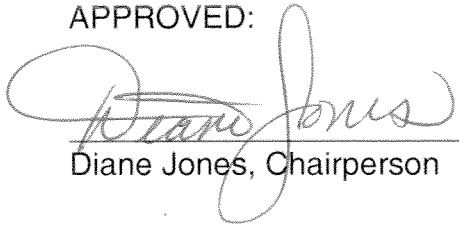
ADJOURNMENT: The meeting was adjourned at 1:10 p.m.

Respectfully Submitted,



Donald R. Fairheart, MBA
Clerk of the Board

APPROVED:



Diane Jones, Chairperson

**A RESOLUTION OF CERTIFICATION OF THE CLOSED
SESSION OF OCTOBER 9, 2013, 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:(7) Mrs. Dawna Walton, Mrs. Denise Tynes, Rev. Edward Haywood, Dr. Elizabeth Daniels, Mrs. Diane Jones, Dr. Judith Brooks-Buck, and Mrs. Elizabeth Taylor, Alternate Board Member

NAYS: (0)

ABSENT DURING VOTE: (2) Mr. Thomas Mercer and Mrs. Carolyn Weems

ABSENT DURING MEETING: (2) Mr. Thomas Mercer and Mrs. Carolyn Weems

ADOPTED BY THE SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS (SECEP)

3/20/14
DATE

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

MOTION FOR GOING INTO CLOSED SESSION

A motion is 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.

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