

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
MARCH 26, 2014

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, March 26, 2014, at the Smithfield Building in Norfolk, VA.

PRESENT: Board Members: Mr. Thomas Mercer, Mrs. Tina Hill, Rev. Edward Haywood, Mrs. Diane Jones, Mrs. Linda Bouchard, Alternate Board Member, and Mrs. Elizabeth Taylor, Alternate Board Member

ABSENT: Mrs. Dawna Walton, Dr. Elizabeth Daniels, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

PRESENT: Committee of Superintendents: Dr. Anita James, Assistant Superintendent for Curriculum & Instruction, representing Dr. James Roberts, Dr. Marice Minor, Coordinator of Testing, representing Dr. Michelle Belle, Mrs. Laura Abel, Assistant Superintendent for Curriculum & Instruction, representing Mrs. 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, Mrs. A. Katrise Perera, and Dr. Samuel King

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

INTRODUCTION OF BOARD MEMBERS AND COMMITTEE OF SUPERINTENDENTS

APPROVAL OF MINUTES:

Mrs. Diane Jones, Chairperson, asked for a motion to approve the minutes of the October 9, 2013, Joint Board Meeting. (The Joint Board Meeting was cancelled in January due to inclement weather.) A motion was made by Mr. Mercer and seconded by Rev. Haywood. (Ayes 6, Nays 0). Motion carried.

COMMENTS FROM THE PUBLIC:

None.

Ms. Carolyn Cox, a member of the Virginia Beach Special Education Advisory Committee (SEAC) was present.

REVIEW OF THE JANUARY 29, 2014 MEETING AGENDA AND ACTION ITEMS:

Mr. Fairheart stated that due to the inclement weather, the January 29, 2014, Joint Board Meeting could not be held. There were four agenda items that were presented that needed to have action taken. These action items were administratively approved by the Committee of Superintendents and correspondence was also sent to the board members.

- A. Fiscal Year 2013 Audit – The auditors from KPMG presented the Audit at the Superintendent's meeting at 9:00 a.m. Dr. Whitney, Chairman of the Committee of Superintendents, stated that the audit was straight forward and that the finances are in order and that SECEP had followed all of the required standards. A motion was made by Mr. Mercer and seconded by Mrs. Taylor. (Ayes 6, Nays 0). Motion carried.
- B. Long-Term Capital Project Plan – An approval from the board was requested for disbursement to the Long-Term Capital Plan for the surplus of funds from the prior fiscal year that were reserved until the audit was completed. Mr. Fairheart stated that once the audit is completed, the funds are proportioned out to the school divisions to be used for tuition or for capital improvement projects that support the SECEP programs. The total amount from the 2012-13FY was \$672,640. A motion was made by Mrs. Taylor and seconded by Mr. Mercer. (Ayes 6, Nays 0). Motion carried.
- C. Disbursement of Funds from the Long-Term Capital Project Plan - SECEP received a letter requesting that the Joint Board approve release of \$599,680.39 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 was made by Mr. Mercer and seconded by Mrs. Hill. (Ayes 6, Nays 0). Motion carried.
- D. Personnel Docket - A motion was made by Mrs. Bouchard and seconded by Mr. Mercer. (Ayes 6, Nays 0). Motion carried.

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

Dr. Whitney stated that the Proposed Operating Budget for FY 2014-2015 was presented for review and discussion.

Mr. Fairheart proceeded to highlight and discuss the proposed budget.

Mr. Fairheart stated that the proposed budget that was sent to the board will not reflect what the final budget will be in May for approval. At the time the budget was prepared, SECEP was given information from Norfolk Public Schools that there would be no increase in salaries for staff. Later on in the process of preparing the budget, Norfolk Public Schools notified SECEP that they were proposing an increased salary compensation for staff. The Norfolk Public School Board did indeed adopt and pass a 2% increase in salary compensation, and will be presenting this budget to the city council for final approval in May.

Mr. Fairheart stated that the proposed operating budget for the 2014-2015 school year does reflect an increase from the current year's operating budget. The proposal reflects a mandated 3.04% increase to the employer's contribution to the Virginia Retirement System and a 2.29% per employee increase in health insurance premiums. These are the two major factors driving the increase in the budget. The overall enrollment projections for the 2014-15 school year are slightly lower than the current year. This budget proposal includes 9.0 fewer positions than the current year along with new staffing patterns in the Re-ED Program.

Mr. Fairheart reviewed the handout with 2014-2015 SECEP Program Rate Scenarios. The handouts provided the case scenarios based on potential increased salary compensation that would be approved by the City Council of Norfolk. This handout included "No" compensation increases, 1% and 2% increases. As soon as SECEP is made aware of how the budget process plays out in Norfolk, SECEP will communicate this information to all school divisions. Historically, SECEP has followed Norfolk Public Schools, as they are the fiscal agent.

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

Mr. Fairheart reported on each program, reviewing updated ADM, enrollment, and referral information for each program.

PROGRAM UPDATES:

Program Update Reports were included in the board packets. Mr. Fairheart reviewed and highlighted the information provided in the reports. The Spring Newsletter "*Eye on SECEP*" was also included.

"SEEDS OF CHANGE" PLANT SALE:

Mr. Fairheart announced to the board members that the Seeds of Change Industries Spring Plant Sale will be held on Friday, April 25, 2014, at Virginia Beach Re-ED @Renaissance Academy, and at the SECEP Norfolk Center @ Oakwood on Friday, May 2, 2014. Promotional flyers were included in each board packet.

ADDITIONAL SECEP PROJECTS:

Mr. Fairheart shared information with the board on the following items:

- A. New Student Information System – Synergy. Mr. David Sadler, our Associate Director, has invested a lot of time in setting up this new program. The new system will have a more user friendly IEP writer for our staff. Currently, Virginia Beach Public Schools is using Synergy, and two other divisions will be utilizing the new system. SECEP will be able to transfer files electronically.

- B. New Time/Attendance Web-Based Program called TimeTrex. Mr. Fairheart thanked the school divisions for their cooperation in being flexible with "fire walls", etc. This new system gives SECEP a more accurate reflection of the time our employees are working. This ultimately controls our costs and fairly compensates our staff.
- C. SECEP Prom – April 26, 2014 from 6-8 P.M., at Kempsville Community Methodist Church. SECEP staff are excited to be hosting this again. Mr. Fairheart invited members of the board to attend.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

PERSONNEL DOCKET:

A motion was made by Mr. Mercer and seconded by Mrs. Hill to accept and approve the Personnel Docket. (Ayes 6, Nays 0). Motion carried.

NEXT MEETING DATE, TIME AND PLACE:

The next meeting of the SECEP Joint Board will be held on Wednesday, May 28, 2014, at 11:00 A.M. at the Governor's School for Performing Arts new building. Directions and information will be sent to everyone prior to the meeting.

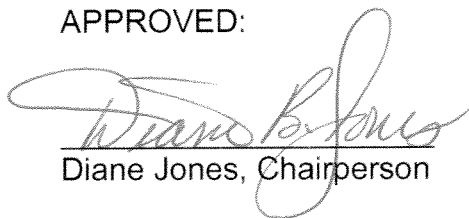
ADJOURNMENT:

The meeting was adjourned at 1:20 p.m.

Respectfully Submitted,


Donald R. Fairheart, MBA
Clerk of the Board

APPROVED:


Diane Jones, Chairperson