

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**OCTOBER 8, 2014**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, October 8, 2014, at the Smithfield Building in Norfolk, Virginia.

**PRESENT:** Board Members: Mr. Thomas Mercer, Mrs. Tina Hill, Dr. Noelle Gabriel, Mr. James Bridgeford, Mr. Christopher Smith, Alternate Joint Board Member, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

**ABSENT:** Mrs. Dawna Walton

**PRESENT:** Committee of Superintendents: Dr. James Roberts, Dr. Alvera Parrish, and Dr. Deran Whitney

**ABSENT:** Committee of Superintendents: Dr. Willie J. Bell, Dr. A. Katrise Perera, Dr. Samuel King, Dr. Patricia Fisher, and Dr. Aaron Spence

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

**INTRODUCTION OF SUPERINTENDENTS AND JOINT BOARD MEMBERS**

**APPROVAL OF MINUTES:**

Dr. Deran Whitney asked for a motion to approve the minutes of the May 28, 2014, Joint Board meeting. A motion was made by Mrs. Tina Hill and seconded by Mr. Thomas Mercer. Motion carried. (Ayes 7, Nays 0)

**COMMENTS FROM THE PUBLIC:**

None.

**ELECTION OF OFFICERS:**

Dr. Deran Whitney asked for nominations for the position of chairperson and vice-chairperson. Mr. Thomas Mercer nominated Dr. Judith Brooks-Buck as Chairperson. Nominations were closed. Dr. Judith Brooks-Buck nominated Mr. Thomas Mercer as Vice-Chairperson. Nominations were closed. The motion to appoint Dr. Judith Brooks-Buck as Chairperson and Mr. Thomas Mercer as Vice-Chairperson was made by Mrs. Tina Hill and seconded by Dr. Noelle Gabriel. Motion carried. (Ayes 7, Nays 0). The slate of officers was presented:

Executive Officer: Dr. Deran Whitney  
Chairman: Dr. Judith Brooks-Buck  
Vice Chairman: Mr. Thomas Mercer  
Clerk: Mr. Donald R. Fairheart  
Deputy Clerk: Mrs. Brenda Estes  
Agent: Dr. Michael Thornton  
Deputy Agent: Dr. Samuel King

**REPORT OF THE EXECUTIVE OFFICER:**

No formal report.

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

Mr. Fairheart reviewed the information presented on each program, including the operation of the Summer Program for SECEP students. Mr. Fairheart answered questions from the joint board.

Mrs. Tina Hill, Joint Board Member from Isle Wight County, asked Mr. Fairheart a question pertaining to the Guaranteed ADM numbers in the Re-ED Program. She asked that if their school system needed to go over the guaranteed number, how SECEP handles this. Mr. Fairheart stated that because IOW is clustered in with the Western Tidewater districts and served in Suffolk, SECEP would be able to accommodate the extra student(s). SECEP has not been in a situation where students could not be served. The tuition bill would be adjusted accordingly.

Dr. Noelle Gabriel, Joint Board Member from Norfolk, asked Mr. Fairheart what is the goal for the educational services provided to the REACH Program students. Mr. Fairheart stated that the educational services are driven by the student's IEP and the medical condition. Dr. Gabriel asked what the rate was for services provided. Mr. Fairheart stated that the daily tuition rate approved by the joint board for the 2014-2015 school year is inclusive of educational and all other related services provided such as OT, PT, Speech, and ESY.

Mr. Mercer, Joint Board Member from Chesapeake, confirmed with Mr. Fairheart that the rates charged for services are different for each program SECEP operates. Mr. Fairheart also stated that true program cost varied from locality to locality based on the division's composite index (reimbursement rate) established by the state. Mr. Fairheart stated that the information regarding the reimbursement rates is in the budget book.

**PROGRAM UPDATES:**

Program Update Reports were included in the board packets for the ASP/EBICS/REACH Programs, Re-ED/TRAEP Programs, and for the Department of Human Resources and Support Services. Mr. Fairheart reviewed and highlighted the information provided in the reports. SECEP has converted to a new student information system called Synergy, and we are currently in the

implementation process. Mr. Fairheart also shared that SECEP currently has a committee together assessing our mission statement as an agency. This same committee is in the process of developing a vision statement and potentially a strategic plan to support both our mission and vision statements. SECEP has surveyed our faculty for their input. Once SECEP has identified and developed a mission and vision statement that everyone is comfortable with, we will involve external stakeholders in the strategic planning process as we move through this school year. The goal is to present this to the Joint Board at the May 2015 meeting.

**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 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 which will be held on October 17, 2014, at the Virginia Beach Renaissance Academy, on October 24, 2014 at the SECEP Chesapeake Center @Great Bridge, and the Pansy Sale on October 24, 2014, at the SECEP Norfolk Center - Oakwood. Promotional flyers were included in each packet.

**RECOGNITION OF A DEPARTING MEMBER:**

Mr. Fairheart recognized and thanked our departing school board member, Mrs. Diane Jones, Southampton County Public Schools, for her service on the board from September 2002 through June 2014. Mrs. Jones also served as Chairperson from September 2006 through June 2014.

**JOINT BOARD ITEMS FOR DISCUSSION:**

Mrs. Carolyn Weems, Joint Board Member from Virginia Beach, brought up the topic of Restraints and Seclusion. She stated that Virginia Beach Schools does not currently have a policy in place. She asked how SECEP handles restraints, time-out rooms, etc. SECEP currently follows the policy of Norfolk Public Schools, who is the fiscal agent. Norfolk does not currently have a policy in place. SECEP has procedures that have been adopted and put into practice. SECEP's procedures are in line with federal guidelines as well as information and guidance from the Virginia Department of Education for private schools in Virginia. All SECEP staff are trained annually. Mr. Fairheart stated that he, along with the Office for Programs for Exceptional Children (OPEC), will be giving a presentation on Restraint and Seclusion in January 2015 to the VBCPS SEAC Committee. Currently, SECEP utilizes MANDT and Handle with Care for crisis intervention procedures. SECEP is currently in the process of transitioning

to Safety Care over the course of this school year, with implementation for the 2015-16 school year. The reason for the transition to Safety Care is that the preventative procedures are more in line with the ABA work SECEP does in the Autism Spectrum Program (ASP).

Mr. Mercer asked if SECEP could share the Restraint and Seclusion Procedures with the joint board. A copy of the procedures will be e-mailed to the superintendents and the joint board members. Mr. Fairheart stated that this is from the SECEP Employee Handbook and it is not a board policy. SECEP does utilize Norfolk Public Schools policies and procedures. Mr. Fairheart reminded the joint board that SECEP does serve a population of students who do require substantial behavioral supports.

**PERSONNEL DOCKET:**

A motion was made by Dr. Noelle Gabriel seconded by Mr. Christopher Smith 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 28, 2015.

**ADJOURNMENT:** The meeting was adjourned at 1:04 p.m.

Respectfully Submitted,



Donald R. Fairheart, MBA  
Clerk of the Board

APPROVED:

  
Judith Brooks-Buck, Chairperson