

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
MARCH 25, 2015

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, March 25, 2015, at the Smithfield Building in Norfolk, VA.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Alvin Wilson, Alternate for Mrs. Denise Tynes, Dr. Noelle Gabriel, Mr. James Bridgeford, Dr. Carolyn Modlin, Dr. Judith Brooks-Buck, and Mrs. Sharon Felton, Alternate for Mrs. Carolyn Weems

ABSENT: Mrs. Dawna Walton, Mrs. Denise Tynes, and Mrs. Carolyn Weems

PRESENT: Committee of Superintendents: Dr. James Roberts, Mrs. Laura Abel, Assistant Superintendent for Curriculum and Instruction, representing Dr. A. Katrise Perera, Dr. Helen Taylor, Senior Director for Curriculum and Instruction representing Dr. Elie Bracy III, Dr. Alvera Parrish, Dr. Deran Whitney, and Dr. Daisy Wood, Director for the Office of Programs for Exceptional Children, representing Dr. Aaron Spence

ABSENT: Committee of Superintendents: Dr. Willie Bell, Dr. A. Katrise Perera, Dr. Samuel King, Dr. Elie Bracy III, and Dr. Aaron Spence

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

APPROVAL OF MINUTES:

Dr. Judith Brooks-Buck, Chairperson, asked for a motion to approve the minutes of the January 28, 2015, Joint Board Meeting. A motion was made by Dr. Noelle Gabriel and seconded by Mr. Thomas Mercer. (Ayes 7, Nays 0). Motion carried.

INTRODUCTION OF BOARD MEMBERS AND COMMITTEE OF SUPERINTENDENTS

COMMENTS FROM THE PUBLIC:

None.

A copy of a "Letter to the Editor" from the Virginian Pilot was included in each of the board packets. The letter was written by Douglas Foster of Virginia Beach titled: *Special Education Workers Deserve Praise*. This piece was written as a response to an article that the Virginian Pilot wrote on Restraint and Seclusion.

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

Dr. Whitney stated that the Proposed Operating Budget for FY 2015-2016 was presented for review and discussion.

Mr. Fairheart proceeded to highlight and discuss the proposed budget. Several items drive the .039% percent increase in the proposed budget. The first item is the proposed 2% increase in salary compensation for all full-time employees. This increase parallels SECEP's fiscal agent (Norfolk Public Schools). Mr. Fairheart stated that this is still an on-going process and that Norfolk Public Schools will be presenting their budget to the city council for final approval in May. There is also an increase of 7.0% percent for health insurance premiums. The budget proposal includes a reduction in staff by 22.5 positions, while projecting to provide services to 37 fewer students across all programs. All positions eliminated in the budget proposal will be through attrition and retirement.

Mr. Fairheart stated that the final approval of the SECEP 2015-2016 School Year Budget will take place at the May 2015 meeting.

LONG-TERM CAPITAL FUNDS:

An approval was requested by Dr. Whitney to disburse the funds from the Long-Term Capital Fund to the participating school divisions. Mr. Fairheart stated these funds are disbursed back to each of the participating school systems based on the percentage of revenue contributed by each division. These funds are available for use at the discretion of the superintendent and the approval of the board for anything related to SECEP classrooms, facilities that host SECEP classrooms, or tuition payment. Typically this approval is made at the January board meeting, but a quorum was not present. A motion was made by Mr. Thomas Mercer and seconded by Dr. Noelle Gabriel. (Ayes 7, Nays 0). Motion carried.

**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. The average daily membership (ADM) information is provided in the Crystal Report Dropbox to a representative for each LEA on a monthly basis.

PROGRAM UPDATES:

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

Mr. Fairheart announced that the ASP/EBICS Programs will be hosting Prom again on Friday, April 24, 2015, at the SECEP Chesapeake Center (Great

Bridge). The SECEP students, parents, and staff look forward to this event and it is well attended.

“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 17, 2015, at Virginia Beach Re-ED @ Renaissance Academy, and at the SECEP Chesapeake Center @ Great Bridge on Friday, April 24, 2015. Promotional flyers were included in each board packet.

JOINT BOARD ITEMS FOR DISCUSSION:

Mr. Fairheart shared with the board that SECEP as an agency is currently going through a state and federal monitoring and review with the Virginia Department of Education. SECEP has been in contact with the superintendents and special education directors in regards to support that may be needed during this process. Traditionally, SECEP has not been evaluated as a stand-alone agency. We have partnered with the school divisions to go through the monitoring process. The pre-monitoring meeting is on Thursday, April 16, 2015. On-site visits will begin the following week. As schools are identified, SECEP will be in communication with the superintendents when representatives from the Department of Education will be on site. Follow-up will be provided to the joint board at the fall joint board meeting regarding any information/feedback received from the review.

PERSONNEL DOCKETS – JANUARY 28, 2015 AND MARCH 25, 2015:

A motion was made by Dr. Noelle Gabriel and seconded by Mr. James Bridgeford to accept and approve the Personnel Dockets. (Ayes 7, Nays 0). Motion carried.

NEXT MEETING DATE:

The next meeting of the SECEP Joint Board will be held on Wednesday, May 27, 2015.

ADJOURNMENT:

The meeting was adjourned at 1:14 p.m.

Respectfully Submitted,



Donald R. Fairheart, MBA
Clerk of the Board

APPROVED:



Judith Brooks-Buck, Chairperson