

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
JUNE 1, 2016

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, June 1, 2016, at the Smithfield Building in Norfolk, VA.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Robert Holt, Mr. Alvin Wilson, Ms. Yvonne Wagner, Mr. James Bridgeford, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

ABSENT: Board Members: Dr. Carolyn Modlin

PRESENT: Committee of Superintendents: Dr. James Roberts, Dr. Willie Bell, Dr. Jim Thornton, Dr. Melinda Boone, Dr. Elie Bracy, III, Dr. Tonia Taylor, Special Education Director for Dr. Alvera Parrish, Dr. Deran Whitney, and Mrs. Tania Sotomayor, Special Education Coordinator for Dr. Aaron Spence

ABSENT: Committee of Superintendents: Dr. Alvera Parrish and Dr. Aaron Spence

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

The Joint Board Meeting was called to order at 12:30 p.m.

APPROVAL OF MINUTES:

Dr. Judith Brooks-Buck, Chairperson, asked for a motion to approve the minutes of the March 16, 2016, Joint Board Meeting. A motion was made by Mr. Thomas Mercer and seconded by Mrs. Carolyn Weems (Ayes 7, Nays 0). Motion carried.

COMMENTS FROM THE PUBLIC:

Ms. Felicia Shelton, former SECEP teacher addressed the Joint Board in regards to her employment.

REPORT OF THE EXECUTIVE OFFICER:

OPERATING BUDGET FOR FY 2016-2017:

Dr. Deran Whitney, Executive Officer, stated that the 2016-2017 Operating Budget that was presented at the March 16, 2016 meeting had several adjustments made to it. A copy of the revised budget was included in the board packet. He asked Mr. Fairheart to share the information with the board members.

Mr. Fairheart stated that the primary adjustment in the budget was due to a reduction in projected revenue. SECEP received a reduced commitment from one of the school divisions which resulted in 7 fewer slot commitments in the Re-

ED Program for the 2016-17SY. The staffing needs have been adjusted accordingly. In addition to this reduction in student commitment, an additional ½ percent compensation in salary to SECEP staff was included. This moved the increase from 2 percent to 2 ½ percent. The increase in compensation falls in line with what SECEP anticipates to be the outcome for Norfolk Public Schools. Another adjustment to the budget was due to the decrease in the cost of the health insurance premiums. Overall, the budget proposal includes 8 fewer positions while projecting to provide services to 10 fewer students. Positions eliminated in the budget proposal will be through attrition, reassignment, and retirement.

Dr. Whitney stated that this was an action item and that the 2016-17 SECEP Operating Budget would need to be approved with the compensation being consistent with what Norfolk Public Schools does with their budget.

A motion was made by Mr. Robert Holt and seconded by Mrs. Carolyn Weems to approve the 2016-17 SECEP Operating Budget. (Ayes 7, Nays 0). Motion carried.

APPROVAL TO FILE A RATE APPLICATION FOR FY 2016-2017:

Dr. Whitney asked the Joint Board for their approval for SECEP to file a Rate Application for FY 2016-17 based on the budget that was presented. A motion was made by Mr. Thomas Mercer and seconded by Ms. Yvonne Wagner. (Ayes 7, 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 in regards to the projected reintegration of SECEP students for next school year. He stated that it is always good to partner with our divisions to reintegrate SECEP students into a less restrictive environment.

Mr. Fairheart highlighted information about SECEP's Project Search interns stating that staff anticipates all the interns will have job offers by the end of June.

Mr. Fairheart announced that Mr. Randy Fiery will be retiring after serving as the Assistant Director for the Re-ED/TRAEP Programs since 1993. Mr. Fiery will be recognized at the SECEP Year End banquet on June 10, 2016, for his efforts and commitment to our student population and SECEP as a whole.

Mr. Fairheart highlighted the information from SECEP's Department of Human Resources and Support Services Update Report.

FEDERAL MONITORING AND REVIEW:

Mr. Fairheart updated the joint board regarding the Federal Monitoring and Review with the Virginia Department of Education (VDOE). VDOE returned to SECEP for an on-site visit May 23-25, 2016. They reviewed randomly selected files that had been deemed to be out of compliance and were very satisfied with what they saw within the files and commended SECEP for making the corrections. A great deal of positive feedback was received from VDOE. SECEP is continuing to complete the correction action needed in modifying the seclusion rooms. The work to complete this project will begin this summer and the goal is to complete this by the start of the new school year.

RECOGNITION OF DEPARTING MEMBERS:

Mr. Fairheart recognized Dr. Alvera Parish, Superintendent of Southampton County Public Schools who will be retiring on June 30, 2016, for her guidance and support of SECEP.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

MOTION FOR GOING INTO CLOSED SESSION:

Dr. Judith Brooks-Buck, Chairperson, stated that the Board would convene in Closed Session. Mrs. Brenda Estes, Deputy Clerk of Board, 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 Mr. Thomas Mercer and seconded by Mrs. Carolyn Weems to convene in closed session. (Ayes 7, Nays 0). Motion carried.

MOTION FOR EXITING CLOSED SESSION:

AYES: (7) (Mr. Thomas Mercer, Mr. Robert Holt, Mr. Alvin Wilson, Ms. Yvonne Wagner, Mr. James Bridgeford, Dr. Judith Brooks Buck, Mrs. Carolyn Weems)

NAYS: (0)

ABSENT DURING VOTE: (Dr. Carolyn Modlin)

ABSENT DURING MEETING: (Dr. Carolyn Modlin)

PERSONNEL DOCKET:

A motion was made by Mrs. Carolyn Weems and seconded by Mr. Thomas Mercer to accept the personnel docket as presented. (Ayes 5, Nays 2). Motion carried.

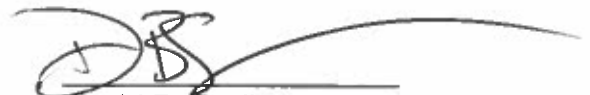
NEXT MEETING DATE:

The next meeting of the SECEP Joint Board will be held on Wednesday, September 28, 2016.

ADJOURNMENT:

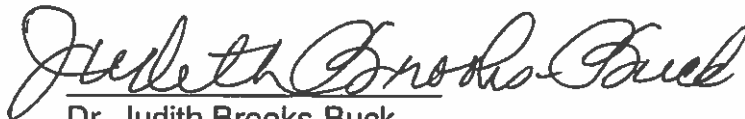
The meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



David B. Sadler,
Clerk of the Board

APPROVED:



Dr. Judith Brooks-Buck
Chairperson

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.

June 1, 2016

**A RESOLUTION OF CERTIFICATION OF THE CLOSED
SESSION OF JUNE 1, 2016, 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) Mr. Thomas Mercer, Mr. Robert Holt, Mr. Alvin Wilson, Ms. Yvonne Wagner, Mr. James Bridgeford, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

NAYS: (0)

ABSENT DURING VOTE: (1) Dr. Carolyn Modlin

ABSENT DURING MEETING: (1) Dr. Carolyn Modlin

ADOPTED BY THE SOUTHEASTERN COOPERATIVE EDUCATIONAL
PROGRAMS (SECEP)

September 28, 2016

DATE

APPROVED AS TO FORM:



ASSISTANT CITY ATTORNEY