

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**MARCH 16, 2016**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, March 16, 2016, at the Smithfield Building in Norfolk, VA.

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

**ABSENT:** Mr. Robert Holt

**PRESENT: Committee of Superintendents:** Dr. James Roberts, Dr. Willie Bell, Mrs. Heather Tuck, Assistant Superintendent representing Dr. Jim Thornton, Dr. Melinda Boone, Dr. Elie Bracy III, Dr. Tonia Taylor, Director of Special Education representing Dr. Alvera Parrish, Dr. Deran Whitney, and Dr. Valeka Gatling, Director for the Office of Programs for Exceptional Children, representing Dr. Aaron Spence

**ABSENT: Committee of Superintendents:** Dr. Jim Thornton, Dr. Alvera Parrish, and Dr. Aaron Spence

**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:**

Dr. Judith Brooks-Buck, Chairperson, asked for a motion to approve the minutes of the December 9, 2015, Joint Board Meeting. A motion was made by Dr. Carolyn Modlin and seconded by Mr. Alvin Wilson. (Ayes 7, Nays 0). Motion carried.

**COMMENTS FROM THE PUBLIC:**

Mrs. Kristen Dailey and Mrs. Nicole Cogliandro, SECEP teachers, were present to observe the Joint Board meeting as a requirement for their Supervision and Administration K-12 Program in which they are currently enrolled in.

Ms. Trina Sprankle, Teacher Assistant for SECEP, addressed the Joint Board in regards to her employment.

**REPORT OF THE EXECUTIVE OFFICER:**  
**AUDIT – 2014-2015 SCHOOL YEAR**

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 straightforward and that the finances are in order and that SECEP had followed all of the required standards. A motion was made by Mr. Thomas Mercer and seconded by Mr. James Bridgeford. (Ayes 7, Nays 0). Motion carried.

**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. A motion was made by Mrs. Carolyn Weems and seconded by Ms. Yvonne Wagner. (Ayes 7, Nays 0). Motion carried.

**REPORT OF THE EXECUTIVE DIRECTOR OF SECEP:**  
**PROPOSED OPERATING BUDGET FOR FY 2016-17:**

Mr. Fairheart stated that the Proposed Operating Budget for FY 2016-2017 was presented for review and discussion.

Mr. Fairheart proceeded to highlight and discuss the proposed budget. The budget represents a 1.87% percent increase from the current years' operating budget. It is inclusive of a 2% compensation increase for all staff and it includes a 7.5% percent increase in health insurance premiums. These recommendations fall in line with our fiscal agent Norfolk Public Schools.

SECEP is projecting to provide services to 3 fewer students next year across all programs, and reduce the staffing by 4.5 fewer positions. The reduced staffing will occur through retirement or attrition.

Mr. Fairheart explained the rate comparisons and increases by each program. These rates vary by program based on need and associated expenses. The TRAEP Program shows the largest increase of 2% percent. The other programs are below 2% percent based on projections at this time. SECEP is staffing the TRAEP Program at a level that is appropriate to provide the level of support that is necessary to serve this population of challenging students.

Mr. Fairheart stated that the proposed budget includes a 2% compensation increase for staff, but there is a potential that this could increase or decrease depending on our fiscal agent and their collaboration with the city council. SECEP will continue to factor this in as we continue to move through this process. Alternative rate scenarios were provided to the superintendents and the

special education directors based on a lesser compensation increase or a higher compensation increase.

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.

Mr. Fairheart stated that the final approval of the SECEP 2016-2017 School Year Budget will take place at the June 1, 2016 meeting.

**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.

Mr. Fairheart stated that the ASP/EBICS Programs are on track for over 25 re-integrations this year.

Mr. Fairheart shared that the REACH Program is currently collaborating with UNC – Chapel Hill. A Project Core Team has been set up and our REACH staff are receiving training on literacy and work study presentation for students with significant disabilities. This will benefit our students and staff.

Mr. Fairheart recognized Mr. Adam Brown, our SECEP Principal for Virginia Beach Re-ED Elementary at Windsor Woods for his nomination to be a part of the 2016 Class of Emerging Leaders for the Association for Supervision and Curriculum Development (ASCD).

SECEP is continuing to purchase additional vehicles to support community-based instruction, extend workforce development, and provide transition opportunities for our students. This was part of our corrective action plan from VDOE. SECEP will no longer transport students in staff vehicles for the 2016-17 School Year.

Mr. Fairheart stated that SECEP is continuing to collaborate with each of the LEA's to implement the Corrective Action Plan inclusive of the student record review. Mr. Fairheart thanked each of the school divisions for their assistance in this process. We will meet the timelines that were established in the plan. SECEP will also be collaborating with our divisions where we have center-based instruction to make improvements to the School Quiet Areas as outlined in the Corrective Action Plan. These renovations will take place this summer. SECEP will fund the renovations.

**"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 15, 2016, at Virginia Beach Re-ED @ Renaissance Academy, and at the SECEP Chesapeake Center @ Great Bridge on Friday, April 22, 2016. Promotional flyers were handed out.

**2016-2017 JOINT BOARD MEETING DATES:**

The dates for the SECEP Joint Board Meetings 2016-2017 were established:  
Wednesday, September 28, 2016  
Wednesday, January 18, 2017  
Wednesday, March 29, 2017  
Wednesday, May 31, 2017

A motion to accept the dates for the joint board meetings was made by Ms. Yvonne Wagner and seconded by Mr. Thomas Mercer. (Ayes 7, Nays 0). Motion carried.

**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. Mr. Thomas Mercer, 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 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. Alvin Wilson, Ms. Yvonne Wagner, Mr. James Bridgeford, Dr. Carolyn Modlin, Dr. Judith Brooks Buck, Mrs. Carolyn Weems)

**NAYS: (0)**

**ABSENT DURING VOTE:** (Mr. Robert Holt)

**ABSENT DURING MEETING:** (Mr. Robert Holt)

**PERSONNEL DOCKET:**

A motion was made by Dr. Carolyn Modlin and seconded by Mr. Thomas Mercer to accept and approve the Personnel Docket as presented. (Ayes 7, Nays 0).  
Motion carried.

**NEXT MEETING DATE:**

The next meeting of the SECEP Joint Board will be held on Wednesday, June 1, 2016.

**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