

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
SEPTEMBER 30, 2015

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, September 30, 2015, at the Smithfield Building in Norfolk, Virginia.

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

ABSENT: Ms. Yvonne Wager

PRESENT: Committee of Superintendents: Dr. James Roberts, Dr. Willie J. Bell, Dr. Deran Whitney, Mrs. Heather Tuck, Assistant Superintendent for Dr. Jim Thornton, Dr. Michael Thornton, Dr. Elie Bracy III

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

APPROVAL OF MINUTES:

Dr. Judith Brooks-Buck asked for a motion to approve the minutes of the May 27, 2015, Joint Board meeting. A motion was made by Mr. Thomas Mercer and seconded by Dr. Carolyn Modlin. Motion carried. (Ayes 7, Nays 0)

COMMENTS FROM THE PUBLIC:

None.

Donna Sayegh from the Civic League in Portsmouth was present.

Yolande Derni, Education Specialist for SECEP was present.

ELECTION OF OFFICERS:

Dr. Judith Brooks-Buck 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 Mr. James Bridgeford and seconded by Mr. Alvin Wilson. 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 – Acting Superintendent
Deputy Agent: Dr. Michael Thornton

REPORT OF THE EXECUTIVE OFFICER:

REQUEST FOR FUNDS FROM THE LONG-TERM PROJECT PLAN:

Suffolk Public Schools submitted a letter requesting \$13,616.74 from the Long-Term Project Fund for facility upgrades and enhancements to the SECEP site located at John F. Kennedy Middle School. A motion was made by Mr. Mercer and seconded by Mr. Bridgeford. (Ayes 7, Nays 0). Motion carried.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Fairheart stated that the Committee of Superintendents met earlier and supported that Dr. Deran Whitney, Superintendent for Suffolk Public Schools, would remain in his role as the Executive Officer.

PROGRAM ENROLLMENT REPORT:

Mr. Fairheart reviewed the information presented on each program, including the operation of the Summer Program for SECEP students.

PROGRAM UPDATES:

Program Update Reports were included in the board packets for the ASP/EBICS/REACH Programs, Re-ED/TRAEF Programs, and for the Department of Human Resources and Support Services. Mr. Fairheart reviewed and highlighted the information provided in the reports.

Mr. Fairheart mentioned that SECEP's Principal for the REACH Program, Ms. Terry Lyle, was named the 2015-2016 Champions for Children Honoree for Education and will be honored at an Award Luncheon on October 13, 2015.

SECEP has fully transitioned to *SafetyCare* as the Crisis Prevention and Intervention Protocol from MANDT and Handle with Care.

Mr. Fairheart stated that an updated list on SECEP locations was included in the board packets.

FEDERAL MONITORING FEEDBACK:

SECEP went through federal monitoring with the Virginia Department of Education (VDOE) in the spring of 2014 for the REACH Program and then in the spring of 2015 for all of the rest of SECEP's programs. The REACH Program has been released from the monitoring process as of July 2015. SECEP has worked collaboratively with VDOE to ensure that the necessary actions steps were put in

place in order to fulfill issues that were identified such as non-compliance with IEP's or grammatic issues.

SECEP has received feedback from VDOE regarding the remainder of the programs. SECEP is beginning the process of fixing the issues that have been identified. There are two basic types of issues that VDOE has identified: 1) A Non-Compliance Issue and 2) Issues for Corrective Action. Correction Action items mean that SECEP has time to put things in place to remedy the situation(s). Non-Compliance issues are related typically to IEP development. SECEP has 60 days to remedy these items. Examples of items: Failure to obtain proper files from school divisions, LEA representatives not present at IEP meetings. Several of the items that SECEP was cited for are associated with the on-line IEP program. The changes have been made to reflect the requests of VDOE or a work order has been placed to make these corrections. VDOE has requested that SECEP collaborate with each of the LEA representatives to review the files of each student that is served in SECEP. SECEP met with all of the Special Education Directors on Wednesday, September 23, 2015, and a process was identified to move forward immediately. The Correction Action Plan involves several areas that have a direct impact on the LEA's. 1) The SECEP Referral Packets must be complete and total when students are referred to all the SECEP programs. 2) A representative from the school division must be present at all IEP meetings. The final Corrective Action item that was discussed by Mr. Fairheart pertained to student transportation. One of the unique, appropriate and important aspects of SECEP programming is that transportation is provided to our students for Community Based Instruction (CBI). SECEP staff transport 1, 2 or 3 students at a time into the community for instructional opportunities. Traditionally, SECEP has facilitated this transportation by using staff vehicles. VDOE has asked SECEP to stop this process and utilize only SECEP/agency provided vehicles or collaborate with school divisions to utilize their transportation. This has already been established in some of the SECEP localities, based on numbers and the routine of the educational opportunities. As SECEP moves forward with this directive from VDOE negotiations will be made with school divisions to utilize their transportation and SECEP will reimburse the divisions accordingly. SECEP will also attempt to acquire more agency vehicles. SECEP does not want to limit these educational opportunities for our students. A Corrective Action Plan will be put in place to cease having staff transport students by the end of this school year.

SECEP was the first regional program to be chosen by VDOE to go through the Federal Monitoring Process. In the past, SECEP was involved directly with each school division as they were monitored.

SEEDS OF CHANGE – FALL PIG & PANSY SALE:

Mr. Fairheart announced the Seeds of Change Industries Fall Pig & Pansy Sale which will be held on October 16, 2015, at the Virginia Beach Renaissance Academy, and on October 23, 2015 at the SECEP Chesapeake Center @Great Bridge. Promotional flyers were included in each packet.

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.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

PERSONNEL DOCKET:

A motion was made by Mr. Thomas Mercer seconded by Mr. Alvin Wilson 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, December 9, 2015.

ADJOURNMENT: The meeting was adjourned at 12:50 p.m.

Respectfully Submitted,



Donald R. Fairheart, MBA
Clerk of the Board

APPROVED:


Judith Brooks-Buck, Chairperson