

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**MAY 28, 2018**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, May 28, 2018, at the Smithfield Building in Norfolk, VA.

**PRESENT: Board Members:** Mr. Thomas Mercer, Mr. Robert Holt, Mrs. Jacqueline Carr, Ms. Angelia Allen, Dr. Carolyn Modlin, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

**ABSENT: Board Member:** Ms. Yvonne Wagner

**PRESENT: Committee of Superintendents:** Dr. James Roberts, Mr. Tom Chelgren, Special Education Director, representing Dr. Jim Thornton, Dr. Melinda Boone, Dr. Gwendolyn Shannon, Dr. Deran Whitney, and Dr. Veleka Gatling, Executive Director for OPEC, representing Dr. Aaron Spence

**ABSENT: Committee of Superintendents:** Ms. Tamara Sterling, Dr. Jim Thornton, Dr. Elie Bracy III, and Dr. Aaron Spence

**PRESENT: SECEP Staff:** 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 28, 2018, Joint Board Meeting. A motion was made by Mrs. Jacqueline Carr and seconded by Ms. Angelia Allen (Ayes 7, Nays 0). Motion carried.

**COMMENTS FROM THE PUBLIC:**

None.

**REPORT OF THE EXECUTIVE OFFICER:**

**OPERATING BUDGET FOR FY 2018-2019:**

Dr. Melinda Boone, Executive Officer, stated that the 2018-2019 Operating Budget that was presented at the March 28, 2018 had no changes in it. She stated that the Committee of Superintendents met earlier and recommended adoption of the operating budget. She asked Mr. Sadler to share some highlights regarding the operating budget and answer any questions.

A motion was made by Mr. Thomas Mercer and seconded by Mrs. Carolyn Weems to approve the 2018-19 SECEP Operating Budget. (Ayes 7, Nays 0). Motion carried.

**APPROVAL TO FILE A RATE APPLICATION FOR FY 2018-2019:**

Dr. Boone asked the Joint Board for their approval for SECEP to file a Rate Application for FY 2018-19 based on the budget that was presented. A motion was made by Mr. Thomas Mercer and seconded by Mr. Robert Holt (Ayes 7, Nays 0). Motion carried.

**REPORT OF THE EXECUTIVE DIRECTOR OF SECEP:**

**RECOGNITION OF DEPARTING MEMBERS:**

Mr. Sadler recognized Dr. James Roberts, Superintendent of Chesapeake Public Schools who will be retiring on June 30, 2018, for his guidance and support of SECEP. The resolution was read and recorded into the minutes.

Mr. Sadler also recognized Dr. Valeka Gatling, Executive Director for OPEC with Virginia Beach Public Schools, for her support over the years. Dr. Gatling represented Dr. Aaron Spence, Superintendent, on many occasions for both the Committee of Superintendent's and the SECEP Joint Board Meetings. Dr. Gatling will be leaving to accept a position with Old Dominion University.

**PROGRAM ENROLLMENT REPORT:**

Mr. Sadler reviewed the Program Enrollment Report including current enrollment and referrals.

**PROGRAM UPDATE – SECEP STRATEGIC PLAN 2018-2023:**

The SECEP Strategic Plan 2018-2023 was included in each of the board packets. This plan was the culmination of work completed by the SECEP Strategic Plan Development Team consisting of 40 staff members and the SECEP Leadership Team. There were 5 SECEP committees that were focused on the following areas:

- Culture and Climate
- Instruction
- Safety and Behavior
- Professional Development
- Recruitment and Retention

Mr. Sadler showed a PowerPoint presentation that was put together to summarize an overview of the strategic plan.

The SECEP Strategic Plan 2018-2023 will be the roadmap that guides SECEP for the next 5 years. SECEP has been in existence for almost 40 years. SECEP has found continued success working with children and adolescents with unique and challenging instructional and behavioral needs.

**FEDERAL MONITORING AND REVIEW – UPDATE ON OCR – RESTRAINT/SECLUSION REVIEW:**

Mr. Sadler updated the joint board regarding the OCR Review on Restraint/Seclusion. This process began in August 2017 and is still on-going. SECEP has retained Reed, Smith, LLC out of Richmond, Virginia. They have worked with OCR in the past and their team is our point of contact with OCR. This has been very beneficial. Reed, Smith, LLC is working with OCR to set up some dates to come out and review our records. Mr. Sadler will keep the board up to date with any news.

Mrs. Jacqueline Carr asked Mr. Sadler if SECEP staff were trained in how to properly handle difficult behaviors using physical restraint. Mr. Sadler responded that all SECEP staff are trained in Safety Care Techniques. He stated that SECEP was not targeted for the OCR Review by any reports or complaints that were submitted. Reviews are done randomly and SECEP was selected. This is strictly a formality for OCR to come out and review our data to make sure that SECEP is not taking away FAPE from any student by utilization of restraint and seclusion.

**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 Dr. Carolyn Modlin to convene in closed session. (Ayes 7, Nays 0). Motion carried.

**MOTION FOR EXITING CLOSED SESSION:**

**AYES: (7)** (Mr. Thomas Mercer, Mr. Robert Holt, Mrs. Jacqueline Carr, Ms. Angelia Allen, Dr. Carolyn Modlin, Dr. Judith Brooks Buck, Mrs. Carolyn Weems)

**NAYS: (0)**

**ABSENT DURING VOTE:** (Ms. Yvonne Wagner)

**ABSENT DURING MEETING:** (Ms. Yvonne Wagner)

**PERSONNEL DOCKET:**

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

**PERMISSION POLICY - RELEASING A TEACHER FROM A CONTRACT**

Historically the Executive Director of SECEP has released a teacher from their contract after June 15<sup>th</sup> in compliance with the Code of Virginia §22.1-304C. Mr. Sadler asked the Joint Board for permission to continue this practice. The Joint Board only meets four times per year and this would not be productive. A motion was made by Mrs. Carolyn Weems and seconded by Dr. Carolyn Modlin as requested. (Ayes 7, Nays 0). Motion carried.

**NEXT MEETING DATE:**

The next meeting of the SECEP Joint Board will be held on Wednesday, October 10, 2018.

**ADJOURNMENT:**

The meeting was adjourned at 1:32 p.m.

Respectfully Submitted,



David B. Sadler,  
Clerk of the Board

APPROVED:



Dr. Judith Brooks-Buck  
Chairperson