

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
FEBRUARY 6, 2019

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, February 6, 2019, at the Smithfield Building in Norfolk, Virginia.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Robert Holt, Mrs. Kirstin Cook, Mr. Carlos Clanton, Ms. Angelia Allen, Dr. Carolyn Modlin, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

ABSENT: None

PRESENT: Committee of Superintendents: Dr. Jared Cotton, Dr. Jim Thornton, Dr. Melinda Boone, Dr. Elie Bracy III, Dr. Deran Whitney, and Dr. Roni Myers-Daub, Director of Special Education, representing Dr. Aaron Spence

ABSENT: Committee of Superintendents: Ms. Tamara Sterling, Dr. Gwendolyn Shannon, 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 October 10, 2018, Joint Board meeting. A motion was made by Dr. Carolyn Modlin, and seconded by Mr. Robert Holt. Motion carried. (Ayes 7, Nays 0, with 1 abstention from Mrs. Carolyn Weems who was not present at the October meeting.)

COMMENTS FROM THE PUBLIC:

None.

A well written letter was included in the board packets from a grandfather whose son is enrolled in the SECEP Chesapeake Center Re-ED Program. The letter shared their positive experience with SECEP and with Chesapeake Public Schools.

REPORT OF THE EXECUTIVE OFFICER:

Dr. Melinda Boone stated that the Committee of Superintendents met at 9:00 a.m. and there were no recommendations to bring forward to the Joint Board for consideration. Preliminary budget discussions were held around the parameters and goals for the 2019-20SY budget for SECEP.

REPORT OF THE EXECUTIVE DIRECTOR:

PROGRAM ENROLLMENT REPORT:

Mr. Sadler reviewed the information presented on each program.

- TRAEP – Regular Education and Special Education – Mr. Sadler stated that the enrollment decrease was typical because of the end of the semester. TRAEP students transition back to their home schools for the second semester.
- ASP/EBICS Programs – The budget number of 522 students is below the currently enrolled number of 463 students as of February 6, 2019. The ASP Program has not grown as quickly as in past school years. The EBICS Program has grown on point this year with a current enrollment of 186 students. The budget for the EBICS Program is based on 197 students, and SECEP will be close to meeting the budget.
- Re-ED Program – This is a guaranteed number program. For the 2018-19SY there are 329 students which are guaranteed by the divisions. The program is currently at 239 students with 8 referrals. For the Re-ED Program, semester change is also a time for reintegration.
- REACH Program – Current enrollment is at 69 full time students and 1 part-time student, with 3 referrals. There are 14 out of the 69 full time students that are going out to a less restrictive comprehensive special education classroom in Norfolk or Virginia Beach.

Mr. Carlos Clanton, Norfolk School Board member, asked for clarification on the guarantee number for the Re-ED Program and if the numbers change from year to year. Mr. Sadler stated that for next school year SECEP has already received decreased guarantee numbers. These guarantee numbers are what the SECEP budget is built upon.

“EYE ON SECEP” NEWSLETTER:

A copy of the “Eye on SECEP” Newsletter was included in each of the board packets. The newsletter showcases many of the events and classroom activities across all of the programs and cities.

FEDERAL MONITORING – Office of Civil Rights (OCR):

Mr. Sadler gave an update on the Federal Monitoring, stating that SECEP is still working on the OCR Compliance review on utilization of Restraint and Seclusion. SECEP is happy to report that we are now negotiating a 302 agreement. This is an agreement which will come back with recommendations for SECEP, or items that OCR would want SECEP to change in our practice. This agreement will not

have a finding of non-compliance. SECEP has engaged the law firm Reed, Smith, LLC to be the point of contact for this compliance review.

Mr. Sadler also stated that SECEP had a complaint back in 2015 from OCR in regards to the web site and accessibility. SECEP has changed the web site and now uses Blackboard as the host for the web site. The OCR reviewer is now ready to state that SECEP is in compliance and we will receive a letter to state that the complaint has been resolved.

FY2018 AUDIT TIMELINE:

SECEP has engaged the same auditing group that Norfolk Public Schools and the City of Norfolk is using. The group is Clifton, Larson and Allen. The engagement letter indicates that the audit will cost approximately \$30,000. The amount is what SECEP has set aside for the cost of the audit. Mr. Sadler stated that SECEP hopes to have something by the next Joint Board Meeting on March 27, 2019. This will depend upon how quickly they can turn around and have the final write up for the audit.

FY2020 BUDGET TIMELINE:

Preliminary discussions were held earlier today with the superintendents around the parameters of the F2020 SECEP Budget. Mr. Harry Hunter, SECEP's Finance Coordinator, will begin to work with Mr. Sadler on the numbers based around the ADM's – Average Daily Membership. Mr. Sadler stated that we will be significantly lowering the numbers for the ASP, Re-ED and TRAEP Programs. A proposed budget will be presented to the Joint Board at the March 27, 2019 meeting. The final vote on the budget will take place at the May 29, 2019 meeting.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

PERSONNEL DOCKET:

A motion was made by Mrs. Kirstin Cook, and seconded by Mr. Carlos Clanton to accept the Personnel Docket. Motion carried. (Ayes 8, Nays 0).

THE NEXT MEETING DATE AND TIME:

The next meeting of the SECEP Joint Board will be held on Wednesday, March 27, 2019.

ADJOURNMENT: The meeting was adjourned at 12:49 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'D. Sadler', written over a horizontal line.

David B. Sadler
Clerk of the Board

APPROVED:

A handwritten signature in blue ink, appearing to read 'Judith Brooks-Buck', written over a horizontal line.

Judith Brooks-Buck, Chairperson