

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
OCTOBER 10, 2018

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, October 10, 2018, at the Smithfield Building in Norfolk, Virginia.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Robert Holt, Mrs. Kirstin Cook, Alternate Board Member, representing Mrs. Jacqueline Carr, Mr. Carlos Clanton, Dr. Carolyn Modlin, Dr. Judith Brooks-Buck, and Mrs. Kimberly Melnyk, Alternate Member, representing Carolyn Weems

ABSENT: Ms. Angelia Allen, Mrs. Jacqueline Carr, and Mrs. Carolyn Weems

PRESENT: Committee of Superintendents: 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: Dr. Jared Cotton, 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.

INTRODUCTION OF SUPERINTENDENTS AND JOINT BOARD MEMBERS

APPROVAL OF MINUTES:

Mr. David Sadler, Executive Director of SECEP, asked for a motion to approve the minutes of the May 30, 2018, Joint Board meeting. A motion was made by Mr. Robert Holt and seconded by Mr. Thomas Mercer. Motion carried. (Ayes 7, Nays 0)

ELECTION OF OFFICERS:

Mr. David Sadler stated that the superintendents had nominated and selected Dr. Melinda Boone to remain as the Executive Officer for the SECEP Committee of Superintendents for the 2018-2019SY. Mr. Thomas Mercer nominated Dr. Judith Brooks-Buck as Chairperson. The motion was seconded by Dr. Carolyn Modlin. Nominations were closed. Dr. Judith Brooks-Buck nominated Mr. Thomas Mercer as Vice-Chairperson. The motion was seconded by Mr. Robert Holt. Nominations were closed. The motion to appoint Dr. Judith Brooks-Buck as

Chairperson and Mr. Thomas Mercer as Vice-Chairperson was unanimous. (Ayes 7, Nays 0). The slate of officers was presented:

Executive Officer:	Dr. Melinda Boone
Chairman:	Dr. Judith Brooks-Buck
Vice Chairman:	Mr. Thomas Mercer
Clerk:	Mr. David Sadler
Deputy Clerk:	Mrs. Brenda Estes
Agent:	Dr. Melinda Boone
Deputy Agent:	Mrs. Rhonda Ingram

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

REQUEST TO CARROVER FUNDS FROM FY2018 TO FY2019 – LONG-TERM PROJECT FUND:

Dr. Melinda Boone stated that the Committee of Superintendents met earlier and had one recommendation for approval to go before the Joint Board. The Committee of Superintendents recommended the request from Mr. Sadler, Executive Director, to approve a carryover from FY2018 of \$250,000 for capital one-time expenditures into FY2019. The funds will be expended by the end of FY2019. The expenditures will include six (6) mini-van passenger vehicles, one (1) cargo-style van for technology, and technology replenishment of instructional desktop/laptop computers. Dr. Boone stated that if approved by the Joint Board, this will leave an unaudited Fund Balance for allocations in the Long Term Capital Project Fund of \$886,482 from FY2018. This is an increase compared to the FY2017 allocation which was \$840,755. Dr. Boone stated that there are many community-based programs that the SECEP students participate in and the additional vehicles will support and expand these programs.

A motion was made by Mr. Thomas Mercer, and seconded by Dr. Judith Brooks-Buck. Motion carried. (Ayes 7, Nays 0)

REPORT OF THE EXECUTIVE DIRECTOR:

PROGRAM UPDATES:

Mr. Sadler highlighted some of the information that was presented in the hand out for the Department of Human Resources and Support Services.

- SECEP has become a V-3 employer under the Virginia Values Veterans Program. SECEP has now become active in the effort to support employment for military spouses and active duty members that are beginning the transition from military life to civilian life. This is another resource for SECEP to tap into on seeking out individuals who have interest in working with our student population.
- Mr. Daniel Holloway, our Student Information Systems Manager (SSIS – Synergy)), is a code writer. He has developed several applications to help

facilitate our work. One example of a new application that has been developed by Mr. Holloway is a “Related Service Management System” for our Occupational and Speech Therapists. This new web-based system pulls student data into a user interface, and allows the related service provider to have the most up-to-date student information. This system gives them a quick and friendly platform to enter student data.

- The June edition of “The Eye on SECEP” newsletter was included in each board packet. The newsletter has great articles about our staff and students in all of our programs and across all of the cities.

PROGRAM ENROLLMENT REPORT:

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

- TRAEP – Regular Education and Special Education – The ADM numbers have declined compared with the final June ADM numbers. Mr. Sadler explained that this was typical of the TRAEP Program. The students at the end of last year were transitioned back. He also stated that the school year has just begun and divisions have not needed to utilize their slots yet. The goal is to transition the students back as soon as they are ready or have met the criteria for their long term suspension or expulsion.
- ASP/EBICS Programs – The ADM totals for the ASP Program from June 2018 compared with the start of the 2018-19SY indicate a drop in enrollment due to several factors. More students are able to be maintained in the divisions. They are not needing the more restrictive placement of SECEP. Mr. Sadler stated that we have staffed appropriately for this decrease in numbers. The EBICS Program has continued to maintain a steady growth in student numbers. The ADM is about 11 students down from June 2018, but several of the students either aged out or were reintegrated back.
- Re-ED Program – The program is a guaranteed number program. For the 2018-19SY there are 329 students which are guaranteed by the divisions. The program is currently at 246 students. It is typical to begin the school year with a lower number of students. SECEP does anticipate growth in the numbers during the first quarter of the school year due to referrals of students who need a more restrictive placement.
- REACH Program – The number of students are down from 70 in June 2018 to 66 currently enrolled. One of reasons the numbers are down is because more students are coming into the program that are able to go out to comprehensive schools. Last year, 8 students were going out to schools, this year we currently have 12 students. This gives the students more access to interact with non-disabled peers than they would have at the center.

PERSONNEL REPORT AND UPDATE:

Mr. Sadler presented the Personnel Report on SECEP staff. He reviewed the racial composition of the staff, hires pertaining to replacement, and the reasons for professional staff leaving SECEP. The higher percentages of our teachers leaving were due in part to being hired by our local divisions. Mr. Sadler stated that SECEP does appreciate the fact that our teachers are picked up by our divisions. This is a “Win-Win” situation for the students. The divisions are getting well trained SECEP teachers! This hopefully will help the students to be maintained in a less restrictive environment. Included in the report was information on Service Awards and the SECEP Teachers and Teacher Assistants of the Year Awards.

This year SECEP held an Opening Event at the Virginia Beach Convention Center on August 22, 2018. This event was brought back to kick off the opening of school, to present SECEP’s Strategic Plan which was presented to the Joint Board last May, and to also celebrate SECEP’s 40th Anniversary in operation. This event also gives our staff, who are located in all of the divisions in our region, the ability to come together and celebrate one another.

SECEP LOCATIONS:

Mr. Sadler stated that an updated list on SECEP locations was included in the board packets for the 2018-19SY.

SEEDS OF CHANGE – FALL PIG & PANSY SALE:

Mr. Sadler announced the Seeds of Change Industries Fall Pig & Pansy Sale which will be held on October 26, 2018, at the SECEP Chesapeake Center @Great Bridge, and on November 2, 2018, at Virginia Beach Renaissance Academy, Promotional flyers were included in each packet.

FEDERAL MONITORING – Office of Civil Rights (OCR):

Mr. Sadler gave an update on the Federal Monitoring, stating that SECEP is now in the middle of the Office of Civil Rights (OCR) compliance review regarding our utilization of restraint and seclusion. In August, 2018, SECEP had its first site visit. The team consisted of 6 OCR staff to review records and visit the SECEP sites at Renaissance Academy and the Norfolk Center. The next scheduled visit is for October 25, 2018, at SECEP’s Elementary Center @Windsor Woods, SECEP Chesapeake Center @Great Bridge, and the SECEP Suffolk Center. They will be touring the school sites and interviewing our SECEP Center Principals. Mr. Patrick Andriano, along with Ms. LaRana Owens from Reed Smith, LLP, will be representing SECEP for this next visit. They will be on site supporting our staff.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

PERSONNEL DOCKET:

A motion was made by Mrs. Kimberly Melnyk, Alternate Board Member, and seconded by Mrs. Kristin Cook, Alternate Board Member, 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, February 6, 2019.

ADJOURNMENT: The meeting was adjourned at 1:04 p.m.

Respectfully Submitted,



David B. Sadler
Clerk of the Board

APPROVED:



Judith Brooks-Buck, Chairperson