

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**MAY 29, 2019**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, May 29, 2019, at the Smithfield Building in Norfolk, VA.

**PRESENT: Board Members:** Mr. Thomas Mercer, Dr. Andrea Hall-Leonard, Mrs. Kristin Cook, Mr. Carlos Clanton, Ms. Angelia Allen, Ms. Lorita Mayo alternate Dr. Judith Brooks-Buck, and Mrs. Kimberly Melnyk alternate for Mrs. Carolyn Weems

**ABSENT: Board Member:** Dr. Judith Brooks-Buck, Dr. Carolyn Modlin, and Mrs. Carolyn Weems

**PRESENT: Committee of Superintendents:** Dr. Jared Cotton, Ms. Tamara Sterling, Dr. Melinda Boone, Ms. Kelli Gillette, Director of Curriculum and Instruction representing Dr. Gwendolyn Shannon, Dr. Deran Whitney, and Dr. Roni Myers-Daub, Special Education Director, representing Dr. Aaron Spence

**ABSENT: Committee of Superintendents:** Dr. Jim Thornton, 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:**

Mr. Thomas Mercer, Vice-Chairperson, asked for a motion to approve the minutes of the March 27, 2019, Joint Board Meeting. A motion was made by Ms. Angelia Allen and seconded by Mrs. Kirstin Cook (Ayes 7, Nays 0). Motion carried.

**COMMENTS FROM THE PUBLIC:**

None.

**REPORT OF THE EXECUTIVE OFFICER:**  
**OPERATING BUDGET FOR FY 2019-2020:**

Dr. Melinda Boone, Executive Officer, stated that the 2019-2020 Operating Budget that was presented at the March 27, 2019 had no changes in it. She stated that the Committee of Superintendents met earlier and recommended adoption of the operating budget. A summary sheet of the FY2020 Budget was included in the board packets. Dr. Boone asked Mr. Sadler to share some highlights regarding the operating budget and answer any questions.

## **OPERATING BUDGET FOR FY 2019-2020 – Continued:**

### **Highlights:**

1. The Proposed FY2020 Budget for SECEP - \$53,165,129. This represents a 1.65% increase over FY2019.
2. Break Down of Revenue:
  - \$52,523,645 – Projected Revenue from Tuition Funds
  - \$ 589,484 – Projected Revenue from VDOE Alternative Ed. Grant
  - \$ 52,000 – Projected Revenue from VPSA Technology Grant
3. Provide all employees a 1-step advancement on their respective salary schedules. Average salary increase approximately 3%. This in line with Norfolk Public Schools, SECEP's fiscal agent.
4. Increase in health insurance of 4%. This is a shared cost increase between staff and SECEP.
5. Provide an increase to the highly qualified part-time teacher assistant hourly rates. Follow the Affordable Care Act requirements on healthcare benefits for part-time employees working an average of 30 hours/week or more.
6. Provide for a projected increase of 108% in VACORP Worker's Compensation Insurance. This is due to the 3 year look back over the actual cost to the VACORP Insurance Pool. SECEP's goal is to reduce the Worker's Compensation claims over the next few years.
7. Continue to provide bonus or salary supplements for filling difficult to staff assignments.
8. Continue to provide \$88,000 for Tuition Assistance as part of the overall budget.
9. Long-Term Capital Project Statement – on Page D4 of the FY2020 Budget Book – approval is requested to disburse \$886,482 from the FY2018 unexpended funds across all eight participating divisions.
  - Mr. Carlos Clanton asked what the unexpended funds are used for. Mr. Sadler stated that in 2002, the SECEP Board approved utilization and creation of this fund. These allocations are used for long term projects. The contingency fund is divided amongst the 8 divisions based on the how much money they are putting into the revenue, based on tuition. These funds can be used for capital improvements, such as technology to buildings/centers where SECEP students are housed. These funds can also be used by a division for paying tuition costs. The request for these funds are presented to the SECEP Joint Board in written form. The board must vote on the disbursement.

Mr. Thomas Mercer, Vice-Chairperson, asked for a motion to adopt the 2020SY Budget and to approve the disbursement of \$886,482 in unexpended funds to the Long-Term Capital Project. A motion was made by Mrs. Kimberly Melnyk and seconded by Mrs. Kirstin Cook. (Ayes 7, Nays 0). Motion carried.

### **AUDIT – FISCAL YEAR 2018**

Dr. Melinda Boone stated that the auditors from Clifton, Larson, and Allen, LLP, were present at the Superintendents Meeting held at 9:00 a.m. SECEP utilizes the same auditors that the City of Norfolk, and Norfolk Public School uses. The audit is complete and is a clean audit with no management letters or requirements needed.

### **REQUEST FOR LONG-TERM CAPITAL PROJECT FUND MONIES:**

Virginia Beach Public Schools submitted a letter requesting \$673,247 from the Long-Term Project Fund for playground equipment upgrades, fencing, and interactive white board replacements at several of the school sites that SECEP utilizes. A motion was made by Mrs. Kirstin Cook and seconded by Mrs. Lorita Mayo. (Ayes 7, Nays 0). Motion carried.

### **APPROVAL TO FILE A RATE APPLICATION TO VDOE FOR FY 2019-2020:**

Dr. Boone asked the Joint Board for their approval for SECEP to file a Rate Application for FY 2019-20 based on the budget that was presented. A motion was made by Ms. Angelia Allen and seconded by Mr. Carlos Clanton (Ayes 7, Nays 0). Motion carried.

### **REPORT OF THE EXECUTIVE DIRECTOR OF SECEP: PROGRAM ENROLLMENT REPORT:**

Mr. Sadler reviewed the Program Enrollment Report including current enrollment and referrals. Mr. Carlos Clanton asked if any the SECEP students move between programs. Mr. Sadler stated that there have been cases where our ASP students may move to our Re-ED Program, or a TRAEP SPED student may move to the Re-ED Program. This is based on the needs of a student and recommended by the IEP team. This is not typical situation, but it does occur.

### **PROGRAMS UPDATE:**

A copy of the "Eye on SECEP" Newsletter was included in the board packets and also e-mailed out to everyone. Mr. Sadler highlighted several articles to include the recognition of our Teachers and Teacher Assistants of the Year awards, April Autism Awareness Month, Community-Based Instruction (CBI's), National Poetry Month, and Project Search.

Mr. Sadler thanked the SECEP Joint Board for their support of our staff and students.

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

SECEP's review on Restraint/Seclusion began two years ago. We are currently at a stand-still. All the site visits and interviews have taken place. SECEP is waiting on the final determination. SECEP is working towards a 302 Agreement with OCR to provide us with certain things that they would like SECEP to implement. If offered a 302 Agreement, it is our understanding that this Agreement would indicate that there is no finding of any breach of civil rights.

**RECOGNITION OF DEPARTING SUPERINTENDENT AND BOARD MEMBER:**

Mr. Sadler recognized Dr. Deran Whitney, Superintendent of Suffolk Public Schools, who will be retiring on September 1, 2019, for his guidance and support of SECEP. The resolution was read and recorded into the minutes.

Mr. Sadler also recognized Mr. Robert Holt, former board member of Franklin City Public Schools for his guidance and support of SECEP.

**JOINT BOARD ITEMS FOR DISCUSSION:**

None.

**PERSONNEL DOCKET:**

A motion was made by Mrs. Kristin Cook and seconded by Mr. Carlos Clanton to accept 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, October 9, 2019.

**ADJOURNMENT:**

The meeting was adjourned at 1:00 p.m.

Respectfully Submitted,



David B. Sadler,  
Clerk of the Board

APPROVED:



Mr. Thomas Mercer  
Vice-Chairperson