

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**JANUARY 29, 2020**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, January 29, 2020, at the Smithfield Building in Norfolk, Virginia.

**PRESENT:** Board Members: Mr. Thomas Mercer, Mrs. Vicky Hulick, Dr. Judith Brooks-Buck, Mrs. Lorita Mayo, Alternate Board Member, and Mrs. Beverly Anderson, Alternate Board Member

**ABSENT:** Dr. Andrea Hall-Leonard, Mr. Carlos Clanton, Ms. Angelia Allen, Dr. Carolyn Modlin, and Mrs. Kimberly Melnyk

**PRESENT:** Committee of Superintendents: Dr. Jared Cotton, Dr. Jim Thornton, Dr. Sharon Byrdsong, Dr. Gwendolyn Shannon, Dr. John Gordon, III, and Dr. Roni Myers-Daub, Executive Director of Special Education, representing Dr. Aaron Spence

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

**PRESENT:** SECEP Staff: Mr. David Sadler, Mrs. Brenda Estes, and Ms. Annette Walters, Director of Pupil Personnel Services from Southampton County Public Schools

The Joint Board Meeting was called to order at 12:30 p.m.

**WELCOME AND INTRODUCTIONS**

**APPROVAL OF MINUTES:**

Mr. Thomas Mercer, Chairperson, asked for a motion to approve the minutes of the October 9, 2019, Joint Board meeting. A motion was made by Dr. Judith Brooks-Buck, and seconded by Mr. Thomas Mercer. Motion carried. (Ayes 5, Nays 0.

**COMMENTS FROM THE PUBLIC:**

None.

**REPORT OF THE EXECUTIVE OFFICER:**

**SECEP FY2019 AUDIT:**

Dr. Jared Cotton, Executive Officer of the Committee of Superintendents stated that the auditors from Clifton Larson Allen, LLP, attended the superintendent meeting at 9:00 a.m., and presented the FY2019 Audit for SECEP. Dr. Cotton stated that it was a clean audit. No further discussion was needed.

**APPROVED ADDITION TO THE SECEP LONG-TERM PROJECT FUND:**

Dr. Cotton stated that approval was needed for the addition of funds to the Long-Term Capital Project Fund. A handout was passed out to each board member. These unexpended revenues, upon approval from the Joint Board, will move into the Long Term Project Fund. Mr. Sadler stated that every year after the audit is completed these unexpended revenues are allocated to each of the participating divisions. The allocated funds this year totaled \$1,195,799. A motion was made by Mrs. Vicky Hulick and seconded by Dr. Judith Brooks-Buck to approve this transfer. Motion carried. (Ayes 5, Nays 0).

**REQUEST TO WITHDRAW FUNDS FROM THE SECEP LONG-TERM PROJECT FUND:**

Isle of Wight County Public Schools submitted a letter requesting \$55,300 from the Long-Term Project Fund to offset tuition costs. A motion was made by Dr. Judith Brooks-Buck and seconded by Mrs. Vicky Hulick. (Ayes 5, Nays 0). Motion carried.

**REPORT OF THE EXECUTIVE DIRECTOR:**

**PROGRAM UPDATE:**

Mr. David Sadler highlighted several of the events and success stories that were published in the January 2020 edition of the "Eye on SECEP" Newsletter. A few of the events are listed below:

- The 8<sup>th</sup> grade World Geography and Civics class at the SECEP Suffolk Center invited Delegate Clinton Jenkins and his wife from Suffolk to come to their classroom so they could share their concerns and ideas with him pertaining to education and social issues.

Dr. Brooks-Buck also stated that Delegate Jenkins' wife Mrs. Karen Jenkins, is on the Suffolk School Board.

## **PROGRAM UPDATE: (Continued)**

- SECEP's K-3 entrepreneurs created and ran their own businesses for a Winter Market Day at the Chesapeake Center. The students had a great time running their businesses and selling items, such as reindeer water bottles, snowman cupcakes, and dough ornaments, etc., to their classmates, as well as teachers and students from other classrooms in the building. This special market day tied social studies and language arts curricula to a real life experience that was personally meaningful to them.
- In December, one of SECEP's students participated in the Landstown High School Winter Chorus Concert. This was her second year participating in the concert with her general education chorus group. Mr. Sadler thanked Landstown High for their collaboration with SECEP.
- An ISAEP/GED student at the SECEP Chesapeake Center completed all program requirements and earned his GED in October. He has since accepted a job at a local retailer and has future plans that include joining the military and attending TCC.
- SECEP's Project Search Program continues to operate at Bon Secours Maryview Medical Center in Portsmouth. There are six new students in the program this school year. To date SECEP has had 30 students go through this program from the school divisions of Virginia Beach, Norfolk, Chesapeake, Portsmouth, and Suffolk. Currently, 23 graduates have maintained their employment status.
- A SECEP classroom in the REACH Program took on a science project. The science experiment determined what liquid a gummy bear would grow the most in. The liquids consisted of salt, water, vinegar, water, and a baking soda and water mixture. These students have extreme, significant disabilities and our teachers are still able to bring them into the SOL curriculum.
- The SECEP ASP classrooms at I.C. Norcom and Churchland High Schools held parent events during the month of December. Students invited their parents to their classroom to participate in activities together. Both schools had a great turn-out and the students enjoyed having their parents participate. The more parent involvement SECEP has the more success our students will experience.

### **PROGRAM UPDATE: (Continued):**

- The SECEP classroom at ODU is still going strong. The classroom consists of students who are 18 years or older and are from Norfolk. This year the students were able to join in all of the fun for Homecoming, a backstage tour at the Goode Theatre on campus, and a play. They also participated in a holiday luncheon and received personalized ODU shirts, and were treated to a pizza party hosted by Dr. Horn from the Special Education Department.

### **PROGRAM ENROLLMENT REPORT:**

Mr. Sadler reviewed the information presented on each program.

### **FY2021 BUDGET TIMELINES:**

SECEP will be developing the FY2021 Budget based on the parameters from Norfolk Public Schools. The largest influence on the budget will be what NPS will decide about salaries. The current year budget is built on salaries which represents 92% of the total FY2020 budget. Salary and wages are a large portion of the budget each year. Mr. Sadler has been in contact with other school divisions, and currently the increase in salaries is looking like a 3.25% to a 3.50% increase. Additional items that will impact the budget will be an increase of 12% in health insurance costs, and an increase in VRS costs.

A proposed budget will be presented to the Joint Board at the March 25, 2020 meeting. The final vote on the budget will take place at the May 27, 2020 meeting.

### **RECOGNITION OF JOINT BOARD MEMBER CAROLYN WEEMS:**

Mr. Sadler recognized Mrs. Carolyn Weems, School Board Member from Virginia Beach Public Schools. Mrs. Weems sat on the SECEP Joint Board from September of 2006 through June of 2019. Mr. Sadler thanked Mrs. Weems for her guidance and support of SECEP. The resolution was read and recorded into the minutes.

Mr. Thomas Mercer, Chairperson, also shared with everyone that he has been on the SECEP Board for about as long, and that Mrs. Weems was a very dedicated Board Member. Mr. Mercer shared with everyone that Mrs. Weems' great passion is to establish a facility in the Tidewater Area for drug and alcohol treatment.

Mrs. Beverly Anderson, Virginia Beach Board member, will take and present the resolution to Mrs. Weems.

**JOINT BOARD ITEMS FOR DISCUSSION:**

None.

**PERSONNEL DOCKET:**

A motion was made by Mrs. Vicky Hulick, and seconded by Dr. Judith Brooks-Buck to accept the Personnel Docket as presented. Motion carried. (Ayes 5, Nays 0).

**THE NEXT MEETING DATE AND TIME:**

The next meeting of the SECEP Joint Board will be held on Wednesday, March 25, 2020.

**ADJOURNMENT:** The meeting was adjourned at 12:54 p.m.

Respectfully Submitted,



Mr. David B. Sadler  
Clerk of the Board

APPROVED:



Thomas L. Mercer, Sr., Chairperson