

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**OCTOBER 9, 2019**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, October 9, 2019, at the Smithfield Building in Norfolk, Virginia.

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

**ABSENT:** Dr. Andrea Hall-Leonard

**PRESENT:** Committee of Superintendents: Dr. Craig Pinello, Special Education Director, representing Dr. Jared Cotton, Ms. Trish Magner, Special Education Director, representing Dr. Jim Thornton, Dr. Sharon Byrdsong, Dr. Elie Bracy III, Dr. LaToya Harrison, and Dr. Roni Myers-Daub, Director of Special Education, representing Dr. Aaron Spence

**ABSENT:** Committee of Superintendents: Dr. Jared Cotton, Ms. Tamara Sterling, 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 12:45 p.m.

**APPROVAL OF MINUTES:**

Dr. Judith Brooks-Buck asked for a motion to approve the minutes of the May 29, 2019, Joint Board meeting. A motion was made by Mrs. Kirstin Cook 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. Jared Cotton to be the Executive Officer for the SECEP Committee of Superintendents for the 2019-2020SY. Dr. Cotton was not present at the meeting. Mr. Sadler will be officially contacting him after the meeting to discuss the parameters of the position. Dr. Judith Brooks-Buck nominated Mr. Thomas Mercer as Chairperson. Nominations were closed. Dr. Carolyn Modlin nominated Dr. Judith Brooks-Buck as Vice-Chairperson. Nominations were closed. The motion to appoint Mr. Thomas Mercer as Chairperson and Dr. Judith Brooks-Buck as Vice-Chairperson was unanimous. (Ayes 7, Nays 0). The slate of officers was presented:

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

**INTRODUCTION OF NEW MEMBERS TO THE JOINT BOARD:**

Mr. Sadler acknowledged the following individuals:

Dr. LaToya Harrison, Interim Superintendent from Suffolk Public Schools

Dr. Sharon Byrdsong, Interim Superintendent from Norfolk Public Schools

Mrs. Kimberly Melnyk, new Joint Board Member from Virginia Beach Public Schools

**COMMENTS FROM THE PUBLIC:**

None.

**REPORT OF THE EXECUTIVE OFFICER:**

**REQUEST TO CARROVER FUNDS FROM FY2019 TO FY2020 – LONG-TERM PROJECT FUND:**

Mr. David Sadler, Executive Director, acting on behalf of Dr. Jared Cotton, stated that the Committee of Superintendents met earlier and had recommended the request to approve a carryover from FY2019 of \$290,000 for capital one-time expenditures into FY2020. The funds will be expended by the end of FY2020. The expenditures will include 100 Boxlight Mimio Procolor 65" Interactive Flat Panel Displays, 165 10.2" I-Pad WI-FI 32 GB, and additional Computer/Technology Components. Mr. Sadler 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 \$1,195,799 from FY2019. This is an increase compared to the FY2018 allocation which was \$866,482.

Mr. Carlos Clanton, Joint Board Member, asked where the unexpended funds originate. Mr. Sadler stated that these funds originate from SECEP's revenue which is driven by tuition cost. The primary expenditure that SECEP has is staff. When these types of unexpended funds occur it is because SECEP has more students than staff balance. This occurs when we have an increase in the ADMs for the second semester, especially in March, April, and May. The students enroll and we provide the services that we can, but we cannot find new teachers late in the school year to bring on board. SECEP will hire additional classified staff to help balance the classrooms. But the teacher salary is what drives the money. Predictions on how many students will enroll is a collaboration between the school divisions and SECEP.

Mr. Sadler stated that the Long-Term Capital Project Fund was developed by the superintendents and their financial staff from several of the larger divisions and Dr. Judith Green, former SECEP Executive Director, to develop a mechanism for the money to be placed in a fund that the divisions can use. Each division has an account.

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

**POLICY ADOPTION FOR E-RATE COMPLIANCE: CHILDREN'S INTERNET PROTECTION ACT:**

Joint Board members received a copy of the Norfolk Public Schools (NPS) Acceptable Use Policy/Regulation several days prior to the meeting for review of the proposed language in the SECEP Acceptable Use Policy/Regulation. The SECEP proposed Acceptable Use Policy/Regulation utilizes the same language of the current NPS Policy but substitutes SECEP in place of NPS in the SECEP version. A copy of the SECEP policy adoption was handed out to each board member and superintendents. SECEP as an entity is qualified to receive E-Rate reimbursement funds. Mr. Sadler stated that currently SECEP is spending approximately \$56,000 in internet costs at our centers in Norfolk, Chesapeake, and Portsmouth as well as the SECEP administrative office in Norfolk. These internet costs will be offset by a projected reimbursement of \$32,000 from E-Rate Central. The proposed SECEP Policy/Regulation of Acceptable Computer System Use ensures that we are providing protection for our students and staff when they are engaged with the internet. Also, that students and staff understand their responsibility when they access the internet through SECEP's computers. Training is provided and will be updated as needed.

A motion was made by Mrs. Kirstin Cook, and seconded by Dr. Judith Brooks-Buck. Motion carried. (Ayes 7, Nays 0)

**REPORT OF THE EXECUTIVE DIRECTOR:  
PROGRAM UPDATES:**

A video featuring many of our SECEP staff and students was presented to the Joint Board, along with the graduation ceremony of the students from Project SEACH for the 2018-19SY.

**PROGRAM ENROLLMENT REPORT:**

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

**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 and moving from the

area. Included in the report was information on Service Awards and the SECEP Teachers and Teacher Assistants of the Year Awards.

**VDOE REVIEW OF THE REACH PROGRAM: ST. MARY'S HOME/LAKE TAYLOR TRANSITIONAL CARE HOSPITAL:**

The Virginia Department of Education staff conducted their review the second week of school at St. Mary's Home and Lake Taylor Transitional Care Hospital. SECEP will receive a written report from VDOE within two months. We do anticipate from their verbal feedback that there are some corrective items around our IEP development. Once SECEP receives the written report, a corrective action plan will be put in place.

**SECLUSION AND RESTRAINT: VBOE APPROVED REGULATIONS – OCR REVIEW OF SECEP UPDATE:**

The Virginia Board of Education did vote on July 25, 2019, and approved amended regulations for Seclusion and Restraint. The language was added back in that bans/prohibits the use of prone or facedown restraints. SECEP is moving forward in implementing some of these approved regulations mainly to help facilitate the work we are currently doing with OCR. In particular, to provide our parents with a written report on restraint and/or seclusion that their child may be involved in. Currently, SECEP provides a verbal notification the day of the incident. The new regulation states that a written report must be provided to the parent(s).

**SECEP LOCATIONS:**

Mr. Sadler stated that an updated list on SECEP locations was included in the board packets for the 2019-20SY.

**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 25, 2019, at the Virginia Beach Renaissance Academy, and on November 1, 2019, at the SECEP Chesapeake Center @Great Bridge. Promotional flyers were included in each packet.

**JOINT BOARD ITEMS FOR DISCUSSION:**

None.

**PERSONNEL DOCKET:**

Mr. Sadler highlighted that SECEP promoted fourteen Teacher Assistants to Teacher positions for the 2019-20SY.

A motion was made by Ms. Angelia Allen, and seconded by Mrs. Kimberly Melnyk, 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, January 29, 2020 at 12:30 p.m.

**ADJOURNMENT:** The meeting was adjourned at 1:37 p.m.

Respectfully Submitted,



David B. Sadler  
Clerk of the Board

APPROVED:



Mr. Thomas Mercer, Chairperson