

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**MAY 28, 2020**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Thursday, May 28, 2020, virtually by Zoom.

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

**ABSENT: Board Member:** Mrs. Vicky Hulick

**PRESENT: Committee of Superintendents:** Dr. Jared Cotton, Dr. Michael Cataldo, Acting Deputy Superintendent for Academic Affairs representing Dr. Sharon Byrdsong, Dr. Jim Thornton, Dr. Elie Bracy III, Dr. Gwendolyn Shannon, Dr. John Gordon, III

**ABSENT: Committee of Superintendents:** Ms. Tamara Sterling, Dr. Sharon Byrdsong, and Dr. Aaron Spence

**PRESENT: SECEP Staff:** Mr. David Sadler, and Mrs. Brenda Estes

The Joint Board Meeting was called to order at 1:00 p.m.

**WELCOME AND ANNOUNCEMENTS:**

Mr. Thomas Mercer, Chairperson, welcomed everyone to the SECEP virtual Board meeting.

Mr. Mercer congratulated Dr. Elie Bracy, Superintendent of Portsmouth Public Schools, on being awarded the Superintendent of the Year for Region II. He also congratulated Dr. Sharon Byrdsong as officially being appointed as Superintendent of Norfolk Public Schools. Dr. Mike Cataldo was representing Dr. Brydsong at the meeting. Mr. Carlos Clanton, Norfolk Board Member, will make sure to let Dr. Byrdsong know of the announcement.

**APPROVAL OF MINUTES:**

Mr. Thomas Mercer, Chairperson, asked for a motion to approve the minutes from the January 29, 2020, Joint Board Meeting. A motion was made by Dr. Carolyn Modlin and seconded by Mr. Carlos Clanton (Ayes 7, Nays 0). Motion carried.

**COMMENTS FROM THE PUBLIC:**

None.

**REPORT OF THE EXECUTIVE OFFICER:**  
**ADOPTION OF THE SECEP OPERATING BUDGET FOR FY 2020-2021:**

Dr. Jared Cotton, Chairman of the SECEP Committee of Superintendents asked Mr. Sadler to present the budget.

Mr. David Sadler, Executive Director of SECEP, presented the SECEP Amended Proposed Budget for the 2020-21SY. The budget and a comprehensive budget summary sheet were sent to each member prior to the meeting. Mr. Sadler proceeded to highlight the following information effecting the budget:

- The Amended Proposed Budget for FY21 is \$55,764,575. This represents a 4.89% increase over FY2020.
- The breakdown of revenue for the budget:
  - \$55,076.844 - Projected revenue from tuition funds
  - \$ 635,731 - Projected revenue from VDOE Alternative Ed. Grant
  - \$ 52,000 - Projected revenue from VPSA Technology Grant
- The SECEP overall average salary increase of 2.00% aligns with NPS FY2021 Budget Proposal.
- Health Insurance – NPS is projecting a 12% increase in premium costs. This will affect both SECEP costs as well as the employee’s monthly premium cost.
- Increase in VRS contribution of .94%.
- SECEP will continue to provide bonuses for filling difficult to staff assignments.
- Tuition Assistance.
- Increase of \$225,000 to the SECEP supplies due to providing virtual/distant learning platforms that more closely align with the school divisions.
- VACORP Worker’s Compensation and General Liability Insurance Costs will decrease by 24%.
- Proposed 30-student increase in the ASP Program.
- Hiring of two (2) School Counselors for the Re-ED Program.
- Hiring of two (2) Curriculum Specialists.
- Hiring of one (1) Transition Specialist

Mr. Thomas Mercer, Vice-Chairperson, asked for a motion to adopt the 2021SY Budget. A motion was made by Dr. Judith Brooks-Buck and seconded by Dr. Andrea Hall-Leonard. (Ayes 7, Nays 0). Motion carried.

**APPROVAL FOR ADDITIONAL HIRES – REACH PROGRAM:**

Mr. Sadler stated that in response to the COVID-19 pandemic, St. Mary’s Home for Disabled Children might issue a medical directive that restricts residents from leaving the Home to attend school in a comprehensive school in Norfolk or Virginia Beach in order to maintain the safety of all residents. This would be a potential increase of 26 students to be served in SECEP REACH classrooms at St. Mary’s Home during the 2020-2021 school year.

**APPROVAL FOR ADDITIONAL HIRES – REACH PROGRAM: (Cont.)**

The SECEP FY2021 Budget has eight (8) Teachers and 17.5 Teacher Assistants allocated to provide service for 77 budgeted students. This would not be a sufficient level of staffing to provide necessary educational services for a potential addition of 26 students.

A request was made for the SECEP Joint Board to approve SECEP to hire up to an additional five (5) Teachers, up to an additional 10 contract Teaching Assistants and up to an additional six (6) part-time Teaching Assistants to accommodate the need of providing educational services if needed.

The request was recommended by the SECEP Committee of Superintendents at their meeting held at 12:30 p.m. prior to the board meeting.

A motion was made by Dr. Judith Brooks-Buck and seconded by Mrs. Kimberly Melnyk to approve the hiring of staff for the REACH Program if needed. (Ayes 7, Nays 0). Motion carried

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

Chesapeake Public Schools submitted a letter requesting \$1,144,700 from the Long-Term Project Fund for proposed expenditures/improvements for various facilities housing SECEP students. A detailed list was included in the board documents sent to all members. A motion was made by Dr. Judith Brooks-Buck and seconded by Mr. Carlos Clanton. (Ayes 7, Nays 0). Motion carried.

**2020-2021 JOINT BOARD MEETING DATES:**

The dates for the SECEP Joint Board Meetings for 2020-2021 were established:  
Wednesday, September 30, 2020  
Wednesday, February 3, 2021  
Wednesday, March 24, 2021  
Wednesday, May 26, 2021

**JOINT BOARD ITEMS FOR DISCUSSION:**

None.

**PERSONNEL DOCKET:**

A motion was made by Dr. Judith Brooks-Buck 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, September 30, 2020.

**ADJOURNMENT:**

The meeting was adjourned at 1:32 p.m.

Respectfully Submitted,



---

David B. Sadler,  
Clerk of the Board

APPROVED:



---

Mr. Thomas Mercer  
Chairperson