

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
FEBRUARY 2, 2022

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, February 2, 2022, virtually by Zoom.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Robert Holt, Mr. Carlos Clanton, Mr. Vernon Tillage, Jr (arrived after September meeting minutes were approved), Dr. Judith Brooks-Buck, and Mrs. Kimberly Melnyk

ABSENT: Board Member: Mr. Michael Vines, Mr. William Worsham

PRESENT: Committee of Superintendents: Dr. Jared Cotton, Dr. Sharon Byrdsong, Dr. Elie Bracy III, Dr. John Gordon, III, and Dr. Aaron Spence

ABSENT: Committee of Superintendents: Dr. Tamara Sterling, Dr. Jim Thornton, and Dr. Gwendolyn Shannon

PRESENT: SECEP Staff: Mr. David Sadler, Mr. Christopher Old, and Ms. Neysha Pearson

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

WELCOME AND ANNOUNCEMENTS:

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

APPROVAL OF MINUTES:

Mr. Thomas Mercer, Chairperson, asked for a motion to approve the minutes from the September 29, 2021, Joint Board Meeting. A motion was made by Mr. Carlos Clanton and seconded by Dr. Judith Brooks-Buck. Motion carried (Ayes 5, Nays 0).

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

SECEP FY2021 AUDIT:

Dr. Cotton reported to the Board that the SECEP FY2021 Audit has been completed and that the auditors, Clifton, Larson, Allen, found no issues with the financial processes utilized within SECEP. The official audit report will be provided to the board once made available by the auditor.

ADDITIONAL REQUEST TO CARRY OVER FY2021 FUNDS INTO FY2022 (FY2021 UNAUDITED FUND BALANCE) TO FUND \$800 BOUNS FOR SECEP STAFF:

Mr. Sadler requested approval to reallocate \$70,000 from previously approved Carryover Funds from FY2021, and additional Carryover Funds in the amount of \$543,440 to give SECEP staff a one-time bonus of \$800. The total bonus cost would equal \$613,440.00.

A motion to approve the reallocation of the previously approved Carryover funds was made by Dr. Brooks-Buck and was seconded by Mr. Holt.

Mr. Mercer stated that the bonus would not equal \$800 after taxes. Mr. Clanton questioned the potential cost of increasing the one-time amount to \$1,000.00 so that staff would be closer to receiving \$800 after tax. Mr. Sadler stated that a bonus of \$1,000.00 for approximately 710 employees (\$710,000.00) plus the employer cost of FICA/Medicare (roughly \$60,000.00). Mr. Sadler confirmed that there was currently \$1,061,916 remaining in unexpended FY2021 funds and was sufficient to cover a \$1,000.00 one-time staff bonus for all SECEP employees and cover the employer tax liability of approximately \$80.00 per employee.

Mr. Clanton asked Dr. Brooks-Buck if she would be in agreement to amend her original motion to reallocate the previously approved \$70,000.00 in FY2021 Carryover funds to include approval of the one-time bonus of \$1,000.00 per SECEP employee and to include \$80.00 per employee to cover the employer tax liability. Dr. Brooks-Buck made an amended motion to reallocate \$70,000 of FY2021 Carryover funds approved at the Board's September 29, 2021 meeting to be included in a one-time staff bonus for FY2022 and to approve additional Carryover funds from FY2021 in the amount of \$696,800 to fund an \$1,000.00 one-time bonus for SECEP staff. Total allocation for FY2021 Carryover funds into FY2022 for a one-time staff bonus equal \$766,800.00. Mr. Clanton seconded the motion. Motion carried (Ayes 6, Nays 0).

Dr. Cotton confirmed the retirement of SECEP Executive Director, Mr. David Sadler. Mr. Mercer will join Dr. Cotton, Dr. Bracy and Dr. Byrdsong in an interview panel for potential applicants.

Memorandum of Agreement (MOA) to address the VDOE August 6, 2021 Regulatory Guideline FAQ affecting regional special education programs and their divisions providing services to Students with Intensive Support Needs (SISN). Superintendents and their staff, along with SECEP staff, will finalize to begin implementation by August 1, 2022.

REPORT OF THE EXECUTIVE DIRECTOR OF SECEP:

PROGRAM ENROLLMENT REPORT:

Mr. Sadler reviewed enrollment for services information presented on each program.

FY2023 BUDGET TIMELINES:

Mr. Sadler reviewed the budget timelines for SECEP's Proposed FY2023 Budget. The first reading of the Proposed FY2023 budget will be at the Wednesday, March 30, 2022 Board Meeting. SECEP will begin working on the Proposed FY2023 Budget around the beginning of March when Norfolk Public Schools presents its proposed FY2023 Budget. Approval of SECEP Proposed FY2023 Budget, with any required changes, will be voted on during the May 25, 2022 Joint Board Meeting. Mr. Clanton clarified the standard budget timelines Norfolk Public Schools usually adhere to.

JOINT BOARD ITEMS FOR DISCUSSION:

Mr. Clanton stated that he wants to present his ideas on the administrative structure of SECEP as the Board looks for a new executive director.

PERSONNEL DOCKET:

A motion was made by Mrs. Kimberly Melnyk and seconded by Mr. Carlos Clanton to accept the Personnel Docket as presented. Motion carried. (Ayes 6, Nays 0)

NEXT MEETING DATE:

The next meeting of the SECEP Joint Board will be held on Wednesday, March 30, 2022, at 12:30 pm.

ADJOURNMENT:

The meeting was adjourned at 12:58 p.m.

Respectfully Submitted,



David B. Sadler,
Clerk of the Board

APPROVED:



Mr. Thomas Mercer
Chairperson