

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
FEBRUARY 7, 2018

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, February 7, 2018, at the Smithfield Building in Norfolk, Virginia.

PRESENT: Board Members: Mr. Thomas Mercer, Mrs. Jacqueline Carr, Dr. Noelle Gabriel, Alternate for Ms. Yvonne Wagner, Ms. Angelia Allen, Dr. Judith Brooks-Buck, and Carolyn Weems

ABSENT: Mr. Robert Holt, Ms. Yvonne Wagner, and Dr. Carolyn Modlin

PRESENT: Committee of Superintendents: Dr. James Roberts, Dr. Jim Thornton, Dr. Melinda Boone, Dr. Anita Wynn, Assistant Superintendent for Curriculum and Instruction representing Dr. Elie Bracy III, Ms. Norma Jones, Special Education Specialist representing Dr. Gwendolyn Shannon, Dr. Deran Whitney, Dr. Valeka Gatling, Executive Director for OPEC, representing Dr. Aaron Spence

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

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

INTRODUCTION OF SUPERINTENDENTS AND JOINT BOARD MEMBERS

APPROVAL OF MINUTES:

Dr. Judith Brooks-Buck, Chairperson, asked for a motion to approve the minutes of the October 4, 2018, Joint Board meeting. A motion was made by Mr. Thomas Mercer and seconded by Mrs. Jacqueline Carr. Motion carried. (Ayes 5, Nays 0). Mrs. Carolyn Weems abstained as she was not present on October 4, 2018.

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

AUDIT – 2016-2017 SCHOOL YEAR

The auditors from KPMG were present at the Committee of Superintendent's Meeting on February 7, 2018, to go over the audit. Dr. Melinda Boone, Chairperson of the Committee of Superintendents, asked Mr. David Sadler to update the board regarding the audit. He stated that KPMG conducts the audit for Norfolk Public Schools and this audit was presented to their board on January

31, 2018. This is important to SECEP, as NPS is our fiscal agent. Mr. Sadler stated the audit was clean and there were no concerns, and that SECEP was again operating in the black. The audit was passed out to the board just before the meeting, and he stated that if any of the board members had any questions regarding the audit after reviewing it, to please contact him.

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

Mr. Sadler reviewed the enrollment and referral information presented on each of the five programs SECEP operates and answered questions from the board.

SECEP STRATEGIC PLAN 2018-2023 DEVELOPMENT UPDATE:

- In the 2017-18FY budget message, it stated that the SECEP Leadership Team would be “reviewing last year’s (FY17) proposed strategic plan for full implementation.”
- A new vision statement and mission statement for SECEP was vetted.
- A Focus Area of Recruitment and Retention was added to the proposed strategic plan.

Prior to Mr. Sadler becoming the Executive Director of SECEP, Mr. Donald “Rusty” Fairheart, former Executive Director, had started this process in December of 2014. This plan did not get finalized. SECEP took this draft and we have added to it.

- A Strategic Plan Development Team is now in place and is comprised of staff at all levels – teaching assistants through principals to craft the goals of the Plan based on data collected from SECEP stakeholders.
- Surveys were sent out to our staff and parents. Focus groups were held this fall and data was collected.

SECEP’s Vision Statement:

As the premier regional special and alternative education program, SECEP builds pathways for students and staff to learn, work, and play their way to success!

SECEP has already begun utilizing this vision statement. This past summer all of our staff who worked the Summer Program wore t-shirts to recognize the tag line of “Learn, Work, and Play!”

SECEP’s Mission Statement:

In partnership with students, families, and communities, SECEP provides a safe and nurturing environment, focused on meeting individual educational needs and achieving meaningful outcomes for our diverse population of students.

SECEP’s goal at the end of the school year is to have this Vision Statement and Mission statement on our web site and on all documentation that we send out.

SECEP STRATEGIC PLAN 2018-2023 DEVELOPMENT UPDATE – Cont.:

Strategic Plan Focus Areas:

- Climate and Culture
- Recruitment and Retention – (add on from original draft plan)
- Instruction
- Safety and Behavior
- Professional Development

SECEP's Strategic Plan Development Team has over 40 members subdivided into 5 groups. Each group is working on the development of one of the Focus Areas. Each Focus Area work group is being facilitated by one or more members of the SECEP Leadership Team.

The goal of the Strategic Plan 2018-2023 is to have the plan's development completed by the end of the 2017-2018 school year. Implementation of the 5-year plan will begin with the 2018-2019 school year.

The Recruitment and Retention Focus Area has been in development this year to help with the ongoing need for new teachers and classroom instructional staff. We have created a SECEP presence on Facebook as part of our social media push. SECEP has been using radio advertisements, newspaper ads, as well as attending local and regional job fairs. SECEP is creating some short video commercials that will play on our website and on our Facebook page. These video commercials are still in development and are almost complete. SECEP must make sure before we place the videos on our web site and Facebook page that we are compliant with OCR standards and regulations.

Mr. Sadler presented the video commercials for the Joint Board to watch. After the video commercials were shown, he asked for questions and feedback from the board. Dr. Jim Thornton, Superintendent of Isle of Wight County Public Schools, stated that he loved SECEP's vision and mission statements and that we should consider flashing the words or phrases from these statements during the appropriate videos of staff and parents to promote SECEP better. Mr. Sadler stated that he will work with SECEP's development team regarding this great idea from Dr. Thornton.

OCR COMPLIANCE REVIEW UPDATE:

Mr. Sadler gave an update on the OCR Compliance Review stating that SECEP has engaged Reed Smith LLP, who has experience working with OCR. SECEP is very transparent and has provided OCR with the bi-annual data collected on Restraint and Seclusion. This is just a review. Mr. Sadler stated that he will continue to keep the board updated on the OCR review.

FISCAL YEAR BUDGET – 2018-2019:

Mr. Sadler stated that SECEP is the process of preparing for the 2018-19 fiscal year budget. The first reading of the budget will be at the March 28, 2018, board meeting. SECEP is working very closely with Dr. Melinda Boone and the staff at Norfolk Public Schools on anything that will impact a rate increase such as salary increases, health insurance costs, VRS, and a reduction in teaching staff due to lower numbers in the ASP Program.

JOINT BOARD ITEMS FOR DISCUSSION:

Dr. Judith Brooks-Buck, Chairperson, asked the School Board Members to reach out to their respective legislators to fully fund our special education programs so that the school divisions can appropriately serve special needs students. This is a critical issue.

PERSONNEL DOCKET:

Mr. Sadler shared with the board that SECEP promoted 6 teacher assistants to teaching positions during the first semester. He stated that SECEP's Teacher Development Program (TDP) is crucial to us being able to staff our classrooms. SECEP's Human Resource Department is focusing on our teacher assistant pool and identifying individuals who are good candidates for growing into teachers.

A motion was made by Mrs. Carolyn Weems and seconded by Ms. Angelia Allen to accept the Personnel Docket. Motion carried. (Ayes 6, Nays 0).

THE NEXT MEETING DATE AND TIME:

The next meeting of the SECEP Joint Board will be held on Wednesday, March 28, 2018.

ADJOURNMENT: The meeting was adjourned at 1:03 p.m.

Respectfully Submitted,



David B. Sadler
Clerk of the Board

APPROVED:



Dr. Judith Brooks-Buck, Chairperson