

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS**  
**(SECEP)**  
**MINUTES OF MEETING**  
**MARCH 28, 2018**

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, March 28, 2018, at the Smithfield Building in Norfolk, VA.

**PRESENT: Board Members:** Mr. Thomas Mercer, Mrs. Jacqueline Carr, Ms. Angelia Allen, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

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

**PRESENT: Committee of Superintendents:** Dr. Anita James, Assistant Superintendent for Curriculum and Instruction for Dr. James Roberts, Dr. Jim Thornton, Dr. Melinda Boone, Dr. Elie Bracy III, Dr. Deran Whitney, and Mrs. Tania Sotomayor, Director of Compliance and Special Education, representing Dr. Aaron Spence

**ABSENT: Committee of Superintendents:** Dr. James Roberts, Ms. Tamara Sterling, Dr. Gwendolyn Shannon, and Dr. Aaron Spence

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

**APPROVAL OF MINUTES:**

Dr. Judith Brooks-Buck, Chairperson, asked for a motion to approve the minutes from the February 7, 2018, Joint Board Meeting. A motion was made by Mrs. Jacqueline Carr and seconded by Ms. Angelia Allen. (Ayes 5, Nays 0). Motion carried.

**COMMENTS FROM THE PUBLIC:**

None

**REPORT OF THE EXECUTIVE OFFICER:**

**DISBURSEMENT OF THE LONG-TERM CAPITAL FUNDS:**

An approval was requested by Dr. Melinda Boone to disburse the audited funds from the Long-Term Capital Fund to the participating school divisions. Mr. Sadler stated these funds are disbursed back to each of the participating school systems based on the percentage of revenue contributed by each division. These funds are available for use at the discretion of the superintendent and the approval of the board for anything related to SECEP classrooms and facilities that host SECEP classrooms. A motion was made by Mr. Thomas Mercer and seconded by Mrs. Jacqueline Carr. (Ayes 5, Nays 0). Motion carried.

## **REPORT OF THE EXECUTIVE DIRECTOR OF SECEP:**

### **PROGRAM UPDATES:**

Program Update Reports were included in the board packets. Mr. Sadler highlighted several of the items from each of the SECEP programs.

#### **Re-ED/TRAEP Program:**

Dr. Leigh Butler, Assistant Director, has been instrumental in incorporating “*movement*” into many aspects of our instructional activities. We are trying to get our students active. SECEP has developed a “running club” and this year fourteen of our students participated in the “Shamrock Final Mile.” A new golfing program has been developed. SECEP received a donation from Virginia Natural Gas to cover the cost of training five physical education teachers and two sets of First Tee equipment. A program for tennis is also being set up. This is an opportunity for our students to explore other activities that they would not necessarily participate in. This also falls in line with SECEP’s new vision of *Learn, Work, Play*.

SECEP has been working with our students on project-based learning assignments. Some of these projects included working with our math instructional team in constructing gingerbread houses and also refurbishing an old surfboard.

Board members from the Princess Anne Garden Club (PAGC) visited the Virginia Beach SECEP Center at Renaissance Academy. After the visit they were so impressed with our horticulture program that they donated two vertical gardens.

#### **REACH/ASP/EBICS Programs:**

Mr. Sadler invited the Superintendents and Board Members to participate in the upcoming Science Fair on April 26, 2018, from 10 – 2 p.m. at St. Mary’s Home for disabled Children for our REACH students.

He also highlighted that SECEP has successfully re-integrated two REACH Program students back into Norfolk Public Schools and Virginia Beach Public Schools. This will allow these two students to have more access to a variety of peers in a comprehensive school setting.

SECEP has also reintegrated several ASP/EBICS students into Chesapeake Public Schools as they have demonstrated the skills needed to be successful in their homes schools.

SECEP Project Search has had 24 graduates since the program began in September of 2013. Currently, 21 graduates are still gainfully employed. SECEP recognizes that these successes are due in a large way to our community/business partner, Maryview Hospital. We thank them for their continued support.

### Human Resources and Support Services:

SECEP is continuing to bolster our Teacher Development Program (TDP). TDP gives SECEP the teachers that are needed. TDP depends upon the ongoing partnerships formed between local universities and SECEP. When working for SECEP, these college students gain behavior and academic experience while determining if the teaching profession is a good fit for them as a future career choice. To reach potential candidates for employment, SECEP HR is developing a social media presence. Our promotional videos are now available on Facebook and YouTube. These videos celebrate the success of the students and highlight the dedication of SECEP employees.

SECEP technology continues to work smarter by automating systems. Our SIMS Administrator, Mr. Daniel Holloway, has developed a robust and secure virtual platform that has expanded time-saving applications. Recently, SECEP used one of these application to secure intent forms from staff for the 2018-19 school year. During the month of February, SECEP introduced another technology application to allow staff to register for opportunities to work during the summer program.

Dr. Marice Minor, our Accountability Coordinator, has worked with many of the divisions and the Virginia Department of Education (VDOE) to provide complete and accurate Discipline, Crime, and Violence data, as well as submitting required data to the Office of Civil Rights for its biannual data reporting from all school divisions. As the spring approaches, accountability will ensure a smooth SOL and VAAP assessment process. Dr. Minor has become a source of innovation to promote quality instruction, monitoring our system usage, and providing additional staff development to support dynamic instruction.

### 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.

### "SEEDS OF CHANGE" PLANT SALE:

Mr. Sadler announced to the board members that the Seeds of Change Industries Spring Plant Sale will be held on Friday, April 20, 2018, at Renaissance Academy in Virginia Beach, and at the SECEP Chesapeake Center @ Great Bridge on Friday, April 27, 2018. Students from our Renaissance Academy were taken to the radio station of 94.9, The Point, where SECEP is currently doing our advertising. Our students got to tour the station and create a commercial for the Spring Plant Sale Event. Promotional flyers were also handed out.

### PROPOSED OPERATING BUDGET FOR FY 2018-2019:

Mr. Sadler stated that the Proposed Operating Budget for FY 2018-2019 was presented for review and discussion.

Mr. Sadler proceeded to highlight and discuss the proposed budget:

- The overall Proposed Budget for FY2019 is \$52,301,868, a 2.76% increase over the FY18 operating budget.
- Revenue continues to come primarily from student tuition provided by our participating divisions.
- The only other revenue comes from the Virginia Department of Education grants for the Tidewater Regional Alternative Education Program (TRAEP), projected to be \$570,198 for FY19, and \$52,000 in technology funds that SECEP has received each fiscal year for the past several years.
- For FY19, SECEP employees will receive an average of 3.33% pay raise depending on the employee's scale placement. This is in line with the Norfolk Public Schools (NPS) pay raises in their proposed FY19 budget.
- A reduction in ADM. ASP Program – 8 students, EBICS Program – 2 students, REACH Program – 3 Part-time students, Re-ED Program – 15 students (11 guarantees, and 4 in growth). TRAEP – 2 students – (1 Regular Education Slot; 1 Special Education Slot).
- With the reductions of our ADM and guarantees for FY19, SECEP will have a reduction in staff. All the reductions will be through staff attrition.
- An increase of 11 teacher assistants in the ASP and EBICS Program. These additional positions will bolster SECEP's efforts to maximize planning time for our teachers

The 2018-2019SY will be guided by the SECEP Strategic Plan 2018-2023. The development team, comprised of SECEP staff at all levels and facilitated by our leadership team, has been steadily working this school year to craft a plan that will direct SECEP's path over the next five years. The team has crafted goals for the plan and will finalize the plan by the end of this school year with objectives and action steps to maximize SECEP's efforts in fulfilling its mission while staying focused on its vision. The SECEP Strategic Plan will be presented to the board at the May 30, 2018 meeting.

The Strategic Plan has five focus areas, each with multiple goals to gauge and measure our progress in each area. The focus areas are as follows:

- Climate and Culture
- Instruction
- Professional Development
- Recruitment and Retention
- Safety and Behavior

Mr. Sadler stated that this is still an on-going process and that Norfolk Public Schools will be presenting their budget to the city council for final approval in May.

Mr. Sadler stated that the final approval of the SECEP 2018-2019 School Year Budget will take place at the May 30, 2018 meeting.

**2018-2019 JOINT BOARD MEETING DATES:**

The dates for the SECEP Joint Board Meetings 2018-2019 were established:

Wednesday, October 10, 2018

Wednesday, February 6, 2019

Wednesday, March 27, 2019

Wednesday, May 29, 2019

**JOINT BOARD ITEMS FOR DISCUSSION:**

None.

**PERSONNEL DOCKET:**

A motion was made by Mr. Thomas Mercer and seconded by Mrs. Carolyn Weems to accept and approve the Revised Personnel Docket as presented. (Ayes 5, Nays 0). Motion carried.

**NEXT MEETING DATE:**

The next meeting of the SECEP Joint Board will be held on Wednesday, May 30, 2018.

**ADJOURNMENT:**

The meeting was adjourned at 1:28 p.m.

Respectfully Submitted,



David B. Sadler  
Clerk of the Board

APPROVED:



Judith Brooks-Buck, Chairperson