

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
MARCH 27, 2019

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Wednesday, March 27, 2019, at the Smithfield Building in Norfolk, VA.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Robert Holt, Mrs. Kirstin Cook, Ms. Angelia Allen, Mr. Carlos Clanton, Dr. Judith Brooks-Buck, and Mrs. Carolyn Weems

ABSENT: Dr. Carolyn Modlin

PRESENT: Committee of Superintendents: Dr. Jared Cotton, Dr. Jim Thornton, Mr. John Coleman, Executive Director of Secondary Schools, representing Dr. Melinda Boone, Ms. Kelli Gillette, Director of Curriculum and Instruction, representing Dr. Gwendolyn Shannon, Mrs. Diane Glover, Director of Special Education, representing Dr. Deran Whitney, and Dr. Roni Myers-Daub, Special Education Director, representing Dr. Aaron Spence

ABSENT: Committee of Superintendents: Ms. Tamara Sterling, Dr. Melinda Boone, Dr. Elie Bracy III, Dr. Gwendolyn Shannon, Dr. Deran Whitney, 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 6, 2019, Joint Board Meeting. A motion was made by Mr. Robert Holt and seconded by Ms. Angelia Allen. (Ayes 7, Nays 0). Motion carried.

COMMENTS FROM THE PUBLIC:

None

REPORT OF THE EXECUTIVE OFFICER:

No Report from the Designee Mr. John Coleman, Executive Director of Secondary Schools for Norfolk.

Mr. David Sadler gave an update to the Joint Board regarding the proposed Seclusion and Restraint Regulations that were discussed at the Superintendent Committee Meeting held at 9:00 a.m. These regulations were presented at a public hearing held on March 21, 2019, after the regular Virginia Board of

Education business meeting. There is a 30 day continuance for public comment to review and present their concerns and questions on these regulations. After the 30 day public comment review is closed, VBOE will determine whether or not any revisions to the regulations are required. Mr. Sadler has had conversations with the Virginia Department of Education regarding the regulations and they do project that the Restraint and Seclusion Regulations will go into effect the beginning of the 2019-20SY. This will have an impact on SECEP, because we do utilize seclusion and restraint as a safety measure to maintain the safety when a child is at emanate risk of hurting themselves or others. There is really no change for SECEP because we are already in compliance with the majority of the proposed VBOE regulation.

REPORT OF THE EXECUTIVE DIRECTOR OF SECEP:

PROGRAM UPDATES:

A copy of the "Eye on SECEP" Newsletter was included in each of the board packets. This publication was also e-mailed to everyone.

Mr. Sadler presented a compilation video on SECEP's Writing Contest that was held. The contest had over 300 SECEP students that participated. All students were given a medal for participation. Also included in the video were clips of SECEP's Leadership for Literacy Program. Mrs. Suzanne Baur, our Technology Resource Teacher, created the video.

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 26, 2019, at Renaissance Academy in Virginia Beach, and at the SECEP Chesapeake Center @ Great Bridge on Friday, May 3, 2019. Flyers were included in each of the board packets.

PROPOSED OPERATING BUDGET FOR FY 2019-2020:

Mr. Sadler stated that the Proposed Operating Budget for FY 2019-2020 was presented for review and discussion.

Mr. Sadler proceeded to highlight and discuss the proposed budget through a PowerPoint presentation:

- The overall Proposed Budget for FY20 is \$53,165,129, a 1.65% increase over the FY19 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 \$589,484 for FY20, and \$52,000 in technology funds that SECEP has received each fiscal year for the past several years.

- For FY20, SECEP employees will receive a 1-step advancement on their respective salary schedules. This is an average of a 3% pay raise depending on the employee's scale placement. This is in line with the Norfolk Public Schools (NPS) pay raises in their proposed FY20 budget.
- This budget also includes a 4% increase in healthcare costs. This will be a shared cost, with a 4% increase to employees' premium.
- The budget also includes an increase in part-time teacher assistant hourly rates, and to follow the Affordable Care Act requirements on healthcare benefits for part-time employees working an average of 30 hours/week or more. This should provide more stability in our classrooms without having such a turnover in staff due to leaving for higher paying positions with benefits.
- SECEP is projecting an increase of 108% in VACORP Worker's Compensation. This increase is based on SECEP's preliminary experience modification factor going up. This is more than double our current cost. The experience modification factor is based on a 3-year history. SECEP has switched up our physical management system. Prior to this school year, SECEP was using a system called *Safety Care*. This year we are using *Handle with Care*. SECEP's goal over the next 3 years is to reduce our claims which will eventually reduce the experience modification factor and bring the costs back down.
- SECEP is looking into providing School Resource Officers (SRO). The goal is to provide an SRO for SECEP's middle and high school centers. Mr. Sadler has been in contact with several of the divisions to set this up. Money has been added to the SECEP budget in the event that there may be costs involved and also to provide training for the SRO because of our special needs population.
- SECEP will continue to provide bonuses for filling difficult to staff assignments.
- SECEP will continue to provide \$88,000 in tuition assistance as part of the overall budget. This is primarily to assist provisionally licensed teachers to complete required coursework to gain full licensure.
- A reduction in ADM is projected for FY2020: ASP Program – down by 32 students, EBICS Program – growth of 13 students, REACH Program – no change, Re-ED Program – down by 39 guarantees, and TRAEP – down by 26 slots. The reduction in overall projected ADM is 84 students/guarantees/slots = a 6.35% decrease.
- With the reductions of our ADM and guarantees for FY2020, SECEP will have a reduction in staff in the ASP, Re-ED, TRAEP and REACH Programs. Teacher positions have been eliminated in the Re-ED/TRAEP Programs, but SECEP must have core/content teaching positions to provide the instruction that is required by VDOE. The EBICS Program has a slight increase in staffing due to growth. There is an increase of 24

teacher assistants in the EBICS Program. These additional positions will bolster SECEP's effects to maximize planning time for our teachers.

- Long-Term Capital Project Fund – This fund is the accrual of any unexpended revenue from each fiscal year. This fund is utilized at the discretion of superintendent to provide items for the regional programs within their division. Examples would be technology refreshments and renovating school sites/centers that SECEP currently uses. These funds are outside of the current operating budget. The audit has not been completed and therefore these funds have not been transferred. The audit will be completed by mid-April and this will be presented at the May 29, 2019 Board meeting for review and approval.

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 2019-2020 School Year Budget will take place at the May 29, 2019 meeting.

2019-2020 JOINT BOARD MEETING DATES:

The dates for the SECEP Joint Board Meetings for 2019-2020 were established:

Wednesday, October 9, 2019
Wednesday, January 29, 2020
Wednesday, March 25, 2020
Wednesday, May 27, 2020

A motion was made by Ms. Angelia Allen and seconded by Mrs. Carolyn Weems to accept and approve the dates for the Joint Board Meetings for FY20. (Ayes 7, Nays 0). Motion carried.

JOINT BOARD ITEMS FOR DISCUSSION:

None.

PERSONNEL DOCKET:

A motion was made by Mr. Thomas Mercer and seconded by Mr. Robert Holt to accept and approve 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, May 29, 2019.

ADJOURNMENT:

The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'D. B. Sadler', written over a horizontal line.

David B. Sadler
Clerk of the Board

APPROVED:

A handwritten signature in blue ink, appearing to be 'Thomas Mercer', written over a horizontal line.
Thomas Mercer, Vice - Chairperson