

SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
(SECEP)
MINUTES OF MEETING
MAY 26, 2021

The Southeastern Cooperative Educational Programs (SECEP) held its Joint Board Meeting on Thursday, May 26, 2021, virtually by Zoom.

PRESENT: Board Members: Mr. Thomas Mercer, Mr. Robert Holt, Mr. Carlos Clanton, Mr. Vernon Tillage, Jr, Dr. Judith Brooks-Buck, and Mrs. Kimberly Melnyk

ABSENT: Board Member: Mrs. Vicky Hulick and Mr. William Worsham

PRESENT: Committee of Superintendents: Dr. Jared Cotton, Dr. Sharon Byrdsong, Dr. Elie Bracy III, Dr. John Gordon, III, and Dr. Roni Myers-Daub, Special Education Director, for Dr. Aaron Spence

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

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

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 March 24, 2021, Joint Board Meeting. A motion was made by Mr. Carlos Clanton and seconded by Dr. Judith Brooks-Buck (Ayes 6, Nays 0). Motion carried.

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

ADOPTION OF THE SECEP OPERATING BUDGET FOR FY 2021-2022:

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 Revised Proposed Budget for the 2021-22SY based on Norfolk Public Schools approved budget. 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 Revised Proposed Budget for FY21 is \$57,266,905. This represents a 2.69% increase over FY2021.

- The breakdown of revenue for the budget:
 - \$56,555,991 - Projected revenue from tuition funds
 - \$ 635,915 - Projected revenue from VDOE Alternative Ed. Grant
 - \$ 52,000 - Projected revenue from VPSA Technology Grant
- Norfolk Public Schools (NPS) raised the Teacher salary at Step 1 to \$47,200. This is an increase of 6.74% over the FY21 Step 1 salary that is \$44,220. The SECEP FY22 Revised Proposed Budget aligns SECEP Salary increases to NPS, providing all SECEP employees a 1-step increase on their assigned NPS FY22 Salary Schedule.
 - NPS FY22 Teacher Salary Schedule are adjusted to align with the increase in step one salary. NPS FY22 average teacher salary increase is 6.1%.
 - • The NPS Classified staff will receive a step increase. The Classified Salary Schedules are adjusted as well and NPS FY22 Classified employees average a 6.0% salary increase.
 - NPS FY22 Budget provides for a 1-step increase to Administrators resulting in an average 4.0% salary increase. Administrative Salary Schedules are adjusted for FY22.
- Health Insurance – NPS is projecting a 6.6% increase in premium costs. This will affect both SECEP costs as well as the employee’s monthly premium cost.
- VRS Contributions:
 - Primary VRS retirement contribution remains at 16.62%
 - VRS Group Life Insurance remains at 1.34% and
 - VRS Health Credit remains at 1.21%
- SECEP will continue to provide bonuses for filling difficult to staff assignments.
- SECEP FY22 Proposed Budget continues to provide \$88,000 for Tuition Assistance as part of the overall budget.
- The SECEP FY22 Revised Proposed Budget maintains a modest 1.63% increase in Other Expenditures. This is an increase of \$60,965.
 - These expenses are those other than Total Wages/Benefits and contribute 6.62% to the overall FY22 Revised Proposed Budget.
- Total Wages/Benefits make up 93.38% of the overall SECEP FY22 Proposed Budget.

Factors Affecting FY2022 Budget:

- Decrease in overall ADM/Guarantee/Slots of 87 or 6.93%
- A 6.1% average increase in teacher salaries and 6.0% increase in classified employee salaries. These are SECEP’s two largest employee groups: Teacher Level=262 (36.6%) positions and Classified Level=371.5 (51.9%). Administrative Level=82 (11.5%).

Mr. Carlos Clanton asked for clarification on the raise percentages for Teachers, Classified, and Administrative staff. Mr. Sadler stated that historically SECEP has always followed what our Fiscal Agent, Norfolk Public Schools salary

schedules are. NPS has been SECEP's fiscal agent since 1978. He stated that during the middle years of 2000, NPS fell behind Virginia Beach Public Schools and Chesapeake Public Schools for the salary scales. The Joint Board during this time approved for SECEP to add a supplemental salary to teacher contracts to help SECEP continue to attract, hire, and keep teachers. Now that NPS has caught up to our other divisions, the need for this supplemental salary is no longer needed.

Dr. Sharon Byrdsong, Superintendent for Norfolk Public Schools also confirmed the increases in the salary schedules would be an average of 6.1% for Teachers, and average of 6% for classified staff, and an average of 4% for administrators.

Mr. Thomas Mercer, Vice-Chairperson, asked for a motion to adopt the 2022SY Budget. A motion was made by Mr. Carlos Clanton and seconded by Dr. Judith Brooks-Buck. (Ayes 6, Nays 0). Motion carried.

REQUEST FOR LONG-TERM CAPITAL PROJECT FUND MONIES:

Isle of Wight County Public Schools submitted a letter requesting \$120,000.00 from the Long-Term Project Fund for proposed expenditures to improve the facilities at Smithfield High School where they support one of our SECEP's ASP Program classroom. They will be creating an outdoor sensory social area for students with and without disabilities to enjoy. A motion was made by Dr. Judith Brooks-Buck and seconded by Mrs. Kimberly Melnyk. (Ayes 6, Nays 0). Motion carried.

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

Mr. Sadler reviewed the enrollment and referral information presented on each of the five programs SECEP operates. Both the TRAEP and Re-ED Programs have been greatly reduced in the number of students attending due to COVID-19.

PROGRAM UPDATES:

Mr. Sadler shared several events that happened and will be happening in the near future:

- On June 5, 2021, our SECEP Chesapeake Center will be hosting a Drive-Thru Food Drive at Chesapeake City Hall from 11 a.m. to 2 p.m. Our students and staff will be collecting canned goods, non-perishable items, and pet supplies to benefit local food pantries and the SPCA. If five items are donated, individuals will receive a free seasonal plant gifted by SECEP. Our students have grown these plants in our greenhouses. SECEP could not hold our regular plant sales this year due to COVID, but will be bringing back these plants sales events in the fall and next spring.
- Mr. Sadler shared information on an article that was posted on NPS's Facebook and Twitter pages. This article was about one of our SECEP Norfolk Center teachers, Sherita White. During the pandemic, Ms. White and the SECEP staff were challenged with learning new programs and creating videos for online learning. They created "How To" videos that

would help assist parents working with their children at home with schoolwork. Ms. White and the SECEP staff hosted virtual field trips, lab activities, as well as rewards, which they delivered right to their students' homes so that they could remain focused on studying while having a good time. The entire staff also created a bookmobile program and dropped books off at students' homes to promote literacy. They delivered Thanksgiving Baskets to over 25 families. Ms. White and the SECEP staff celebrated individual student achievements such as honor roll and reintegration. They went above and beyond to make sure that every student had an opportunity to learn and grow in their own way, without feeling different or isolated. SECEP is very appreciative of NPS highlighting on their social media one of our SECEP staff at the center and for the collaborative support that NPS has given to the center over the years.

- Mr. Sadler played a video regarding our collaborative agreement with Old Dominion University in the CEC's Program. ODU is helping SECEP produce a Behavioral Skills Training Series for our staff. This is part of standardizing the training that we want all SECEP staff to have available to them for Positive Behavioral Support. The video presented was the introduction part to the 8-part series of instructional videos. The videos will be completed by August 2021, so that SECEP can schedule all of our staff to take this through Schoology. Schoology is the learning management platform for our staff development. Mainly our SECEP staff who are BCBA certified are creating this instructional video.
- Mr. Sadler acknowledged Mrs. Brenda Estes, who will be retiring at the end of this school year. She has been with SECEP for 30 years. He thanked her for service.

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 6, Nays 0). Motion carried.

NEXT MEETING DATE:

The next meeting of the SECEP Joint Board will be held on Wednesday, September 29, 2021, at the SECEP Administrative Office. Mr. Mercer asked for a consensus on meeting in person in September. Everyone agreed to be meet in person.

ADJOURNMENT:

The meeting was adjourned at 1:21 p.m.

Respectfully Submitted,



David B. Sadler,
Clerk of the Board

APPROVED:



Mr. Thomas Mercer
Chairperson