

**APPROVED MINUTES
SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
JOINT BOARD MEETING
MAY 22, 2024**

The SECEP Joint Board, ("Board") convened on May 22, 2024, at 12:33 pm, at the SECEP Administrative office and virtually. Attending the meeting were:

JOINT BOARD MEMBERS:

Mr. Robert Holt	Franklin Public Schools	Chairman
Mr. Carlos Clanton*	Norfolk Public Schools	
Ms. Quniana Futrell*	Portsmouth Public Schools	
Ms. Cassandra Hobbs	Southampton County Public Schools	
Dr. Judith Brooks-Buck*	Suffolk Public Schools	
Ms. Kimberly Melnyk*	Virginia Beach City Public Schools	Vice-Chairwoman

SUPERINTENDENTS:

Dr. Jared Cotton	Chesapeake City Public Schools	Executive Officer
Dr. Sharon Byrdsong	Norfolk Public Schools	
Dr. Nicole DeVries	Portsmouth Public Schools Designee	
Dr. Donald Robertson	Virginia Beach City Public Schools	

SECEP STAFF:

Ms. Laura Armstrong	Executive Director
Dr. Dwana White	Director of Human Resources
Ms. Edna Felton*	Finance Coordinator
Ms. Neysha Pearson	Executive Assistant

(*) Virtual

OTHER ATTENDEES:

Ms. Karen Jenkins, Suffolk Public Schools Board Member
Ms. Aires Wright, Auditor, CliftonLarsenAllen, LLP

CALL TO ORDER:

Mr. Holt, Chairman, called the meeting to order at 12:33 pm.

APPROVAL OF MINUTES:

There were no corrections to the March 27, 2024, minutes. The minutes were approved as written.

FY 2023 AUDIT REPORT:

Ms. Aires Wright, the Auditor with CliftonLarsenAllen, presented the FY 2023 audit. She affirmed that no significant changes since year-end could impact the 2023 year-end. Additionally, the financial statements included supplemental information deemed important by management to help the Board and others understand the financial data. The audit is essentially complete, and there are no findings. CLA will complete the control process this week.

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

Dr. Cotton reported requests from various Superintendents to use long-term project funds. The Superintendents support the requests for funds.

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

Ms. Armstrong presented the Enrollment Report, which details the budgeted average daily membership with actual students for all programs.

FINANCIAL REPORTS:

Current revenue was reported at \$56,749,000. Expenditures totaling \$40,921,633 were detailed, indicating a favorable budgetary position. Funds allocated for the office relocation were expended. Transactions for the remaining \$11,000 of the funds earmarked for technology equipment are in process.

PROPOSED FY 2025 OPERATING BUDGET:

Ms. Armstrong reported on the modifications to the proposed FY 2025 Budget since the first reading in March. Budgeted enrollment in the Autism Spectrum Program increased by two students. Budgeted enrollment in the Educational and Behavioral Interventions for Challenging Students program decreased by 16 students. These changes resulted in a \$122,186 increase in projected revenue. The FY2025 budget development timeline was added, and minor formatting changes were made.

Mr. Holt called for a motion to approve the FY 2025 Operating Budget. A motion was made by Ms. Karen Jenkins and seconded by Ms. Quniana Futrell. The motion carried (Ayes 6, Nays 0, Abstentions 0)

STRATEGIC PLAN UPDATE:

Ms. Armstrong reported on the progress of the strategic plan. The strategic plan landing page on the website has been updated to provide information about progress on each domain.

JOINT BOARD ITEMS FOR DISCUSSION:**LONG-TERM PROJECT FUND:**

The current balance of the long-term project fund is \$11,400,668 Superintendents requesting funds submitted letters to Ms. Armstrong in advance of the meeting. Ms. Armstrong provided the Board copies of the request letters and a chart summarizing all requests as follows:

Dr. Robertson requested \$1,500,00 on behalf of Virginia Beach City Public Schools to support facility and equipment improvements for SECEP students at Pembroke and Kings Grant Elementary Schools, such as adding bathrooms to classrooms, replacing playground equipment, and repairing fences.

Dr. Gordon requested \$100,000 on behalf of Suffolk Public Schools to support rebuilding the SECEP Center at John F. Kennedy Middle School. Funds will be used for furniture, fixtures, and equipment.

Dr. Carter requested \$161,106.75 on behalf of Southampton to offset SECEP tuition costs and \$46,107.75 to contribute to rebuilding the SECEP Center, as this is a joint-use facility. Dr. Cramer requested \$38,944.00 to support the Suffolk Center rebuild on behalf of Isle of Wight County Schools.

Mr. Holt called for a motion to approve the pending funds transfers. The motion was made by Ms. Jenkins and seconded by Ms. Futrell. The motion carried (Ayes 6, Nays 0).

A request from Norfolk Public Schools is forthcoming.

2024-2025 JOINT BOARD MEETING DATES:

The Board agreed to the following meeting dates:

September 25, 2024 (4th Wednesday)

January 29, 2025 (5th Wednesday)

March 26, 2025 (4th Wednesday)

May 28, 2025 (4th Wednesday)

PERSONNEL DOCKET:

A motion to enter into a closed session was made by Ms. Hobbs, and seconded by Mrs. Melnyk. The motion carried. (Ayes 6, Nays 0, Abstentions 0). The Motion For Entering Closed Session was read.

The Resolution Certification of Closed Session was read. Mrs. Melnyk made a motion to approve the personnel docket. Mr. Robert Holt seconded the motion. The motion carried. (Ayes 5, Nays 0).

ADJOURNMENT:

Mr. Holt adjourned the meeting at 1:35 pm.

Respectfully Submitted,



Laura W. Armstrong,
Clerk of the Board

APPROVED:



Mr. Robert Holt
Chairperson