

MINUTES
SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
JOINT BOARD MEETING
SEPTEMBER 25, 2024

The SECEP Joint Board, ("Board") convened on September 25, 2024, at 12:30 pm, at the SECEP Administrative office and virtually. Attending the meeting were:

JOINT BOARD MEMBERS:

Mr. Norman Pool*	Chesapeake City Public Schools	
Mr. Robert Holt	Franklin City Public Schools	Chairman
Mr. John Collick	Isle of Wight County Schools	
Mr. Carlos Clanton	Norfolk 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-Chair

SUPERINTENDENTS:

Ms. Diane Edwards	Chesapeake City Public Schools	Designee
Dr. Carlton Carter*	Franklin City Public Schools	
Dr. Christopher Coleman	Isle of Wight County Schools	Designee
Dr. Sharon Byrdsong	Norfolk Public Schools	
Dr. Nicole DeVries	Portsmouth Public Schools	Designee
Dr. Gwendolyn Shannon*	Southampton County Public Schools	
Dr. Donald Robertson	Virginia Beach City Public Schools	

SECEP STAFF:

Ms. Laura Armstrong	Executive Director
Dr. Dwana White	Director of Human Resources
Dr. Christian Nierman	Assistant Director of Programs
Dr. Timothy Bostic	Assistant Director of Curriculum, Instruction & PD
Ms. Edna Felton	Finance Coordinator
Ms. Neysha Pearson	Executive Assistant

(*) Virtual

OTHER ATTENDEES:

Ms. Karen Jenkins, Suffolk Public Schools Board Member

CALL TO ORDER:

Mr. Holt, Chairman, called the meeting to order at 12:30 pm.

APPROVAL OF MINUTES:

There were no corrections to any of the minutes. All minutes were approved as written.

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

The Superintendents' Committee postponed officer elections until January 2025.

REPORT OF THE EXECUTIVE DIRECTOR:**Introduction of 2024-2025 Senior Leadership:**

Ms. Armstrong began her report by introducing the Senior Leadership Team: Dr. Dwana White, Director of Human Resources; Dr. Timothy Bostic, Assistant Director of Curriculum, Instruction, and Professional Development; Dr. Christian Nierman, Assistant Director of Programs and Ms. Edna Felton, Finance Coordinator.

Strategic Plan Update:

A significant accomplishment from last year was the installment of the current strategic plan, Pathway to 2028. An overview of what has been accomplished in each domain of the plan was presented. Transitioning the learning management system from Schoology to Canvas, improving incident reporting, developing on-demand training modules with progress tracking, expanding recruitment platforms, and implementing goal-setting as a part of the appraisal process are examples of accomplishments.

Additionally, an independent evaluation of Pathway to 2028 was conducted in August. The purpose of the evaluation was to gain an early indication of the overall scope, quality, and effectiveness of the plan as SECEP continues to pursue our organizational vision and mission. In addition to recognizing accomplishments, the evaluation identified areas that require additional attention and recommended actions for the future.

Mr. Carlos Clanton inquired about the timeline for the strategic plan, which Ms. Armstrong confirmed is set to be completed by 2028. Mr. Clanton also asked whether there are annual benchmarks to measure progress toward the plan's goals, emphasizing the importance of realistic evaluations to ensure SECEP is heading in the right direction. Ms. Armstrong replied that SECEP is currently working to establish these benchmarks, beginning with prioritizing needs and formulating achievable goals.

A poster highlighting the strategic goals of Pathway to 2028 was presented. Posters will be displayed in centers to support awareness and engagement.

Enrollment Report:

The enrollment reports have been reformatted. Enrollment data is not presented by division. This change allows for a quicker overview of the budgeted Average Daily Membership (ADM), the current ADM, and the status of referrals in progress within each division.

Financial Report:

Ms. Armstrong began the financial reporting by providing a snapshot of revenue by program. and Year-end results are still pending. A breakdown of expenditures by program and long-term project fund expenditures was reviewed.

JOINT BOARD ITEMS FOR DISCUSSION:

Ms. Armstrong provided an update on the 2017 Office of Civil Rights (OCR) review. The revision and formalization of the current policy and development of corresponding procedures regarding restraint and seclusion are completed. Training has been submitted to OCR for review.

Online modules reviewing the content of the procedures will begin in October. Modules will be updated after the review if needed.

Mr. Clanton asked for verification that the SECEP policy and procedures align with NPS's policy. Ms. Armstrong noted that SECEP's policies and procedures note that NPS does not permit the use of seclusion or supine restraints. The REACH program does not engage in seclusion or restraint. Dr. Brooks-Buck asked what methods staff use when physical restraint and seclusion cannot be applied. Dr. Nierman and Dr. Bostic discussed the strategies that SECEP staff employ in situations where physical restraint and seclusion are not options.

ANNUAL PERSONNEL REPORT:

Dr. White presented the annual personnel report, which includes data on staff demographics, licensure status, current vacancies, hiring and resignations.

PERSONNEL DOCKET:

A motion to enter into a closed session was made by Ms. Melnyk, and seconded by Dr. Brooks-Buck. The motion carried. (Ayes 7, Nays 0, Abstentions 0). The Motion for Entering Closed Session was read.

The Resolution Certification of Closed Session was read. A motion to approve the personnel docket was made by Ms. Melnyk and seconded by Dr. Brooks-Buck. The personnel docket was approved (Ayes 6, Nays, 0, Abstentions, 1)

ADJOURNMENT:

The meeting adjourned at 1:45 pm.

Respectfully Submitted



Laura W. Armstrong,
Clerk of the Board

APPROVED:



Mr. Robert Holt
Chairman