

**SOUTHEASTERN COOPERATIVE EDUCATIONAL PROGRAMS
JOINT BOARD MEETING MINUTES**

MAY 28, 2025

The SECEP Joint Board convened on May 28, 2025, at 11:00 am at the SECEP administrative office.
Attending the meeting were:

JOINT BOARD MEMBERS:

Mr. Norman Pool	Chesapeake City Public Schools	
Mr. Robert Holt	Franklin City Public Schools	Chairman
Mr. Jason Maresh	Isle of Wight County Schools	
Ms. Tanya Bhasin*	Norfolk Public Schools	
Ms. Cassandra Hobbs*	Southampton County Public Schools	
Dr. Dawn Brittingham*	Suffolk Public Schools	
Ms. Kimberly Melnyk*	Virginia Beach City Public Schools	Vice-Chair

SUPERINTENDENTS:

Ms. Diane Edwards*	Chesapeake City Public Schools	Designee
Dr. Theo Cramer	Isle of Wight County Schools	
Dr. Glenda Walters	Norfolk Public Schools	Designee
Dr. Nicole Devries	Portsmouth Public Schools	Designee
Dr. Tanya Taylor	Southampton County Public Schools	Designee
Dr. John Gordon	Suffolk Public Schools	
Dr. Donald Robertson	Virginia Beach City Public Schools	Executive Officer

SECEP STAFF:

Ms. Laura Armstrong	Executive Director
Dr. Angel Grant	Human Resources Generalist
Dr. Timothy Bostic	Assistant Director of Curriculum and Instruction
Dr. Christian Nierman	Assistant Director of Programs
Dr. Dwana White	Director of Human Resources
Ms. Edna Felton	Finance Coordinator

(*) Virtual

CALL TO ORDER:

Mr. Holt, Chairman, called the meeting to order at 11:00 am.

APPROVAL OF MINUTES:

Minutes were approved as follows.

March 26, 2025 – Approved as written.

April 4, 2025 – Approved as written.

April 30, 2025 – Approved with correction of Mr. Maresh representing Isle of Wight.

The March and April meeting minutes were approved as written.

COMMENTS FROM THE PUBLIC:

None.

REPORT OF THE EXECUTIVE OFFICER:

Dr. Robertson reported on the superintendents' committee meeting. A subcommittee comprising each division's representative has reviewed fee structures, and a report will be shared with the board in September. The program review has continued to progress, and the final report is expected to be presented at the September meeting. The superintendents' committee reviewed the Memorandum of Understanding, and the Bylaws were reviewed by superintendents, and a copy was provided to the board. Superintendents recommend forming a committee to review these documents. Superintendents support approval of the proposed FY 2026 budget as presented at the April 30, 2025, special call meeting. It was noted that the Norfolk Public Schools salary scale does not go beyond Step 30. The proposed budget includes 17 employees with 31 or more years of service and a 4.5% raise.

REPORT OF THE EXECUTIVE DIRECTOR:

Ms. Armstrong presented highlights across programs and divisions, including community events, reintegration celebrations, graduations, the SECEP Awards, and the Longevity and Retirement Ceremony. Special recognition was given to the Human Resources and Technology Departments for their collaboration on the ceremony. An overview of the preliminary findings of the program review was also presented. Enrollment and financial reports were provided.

Ms. Armstrong requested approval of the FY26 Operating Budget. Motion to approve: Passed unanimously. It was noted that two divisions had not yet formally adopted their budgets, but did not anticipate issues.

JOINT BOARD ITEMS FOR DISCUSSION:

The 25-26 school year meeting schedule, which was developed in collaboration with the Governor's School for the Arts, was presented. The March and May meetings reflected the incorrect year (2025) and have been corrected by Ms. Armstrong.

Mr. Holt asked for a discussion on the superintendent's recommendation to review the Memorandum of Understanding and Bylaws. A motion was made and unanimously approved to review them.

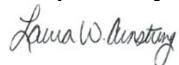
PERSONNEL AGENDA:

The personnel report was distributed. Clarification was provided on the duties of the School Community Trainer position. Motion to approve the personnel docket: Passed unanimously.

ADJOURNMENT:

A motion to adjourn was made and seconded. Meeting adjourned at approximately 11:30 AM.

Respectfully Submitted



Laura Armstrong
Clerk of the Board



Mr. Robert Holt
Chairman