

ECU Community School Advisory Board
November 14, 2019
9:00 a.m. – 9:39 a.m.
Speight 203

Presiding: Dr. Chris Locklear, ECU Community School Advisory Board Chair

Board Members in Attendance: Ms. Bonnie Glass, Dr. Elizabeth Hodge, Dr. Ethan Lenker, and Dr. Chris Locklear, Mr. Robert Moore, and Dr. Alana Zambone

University Counsel in Attendance: Ms. Meagan Kiser

Guests in Attendance: Ms. Tracy Cole, Mr. Scott Gomez, Dr. Art Rouse, and Mr. Rick Yakubowski

Special Guest in Attendance: Ms. Ariana Kraft, reporter from WNCT Channel 9

Board Members Absent from Meeting: Dr. Grant Hayes and Mr. Max Joyner

Call to Order: Dr. Chris Locklear called the meeting to order at 9:00 a.m. He thanked everyone for attending. He also thanked Dr. Alana Zambone for running the previous meeting in his absence. Dr. Locklear welcomed Ms. Megan Kiser, who is replacing Toni Grace, and special guest Ms. Ariana Kraft who is covering the meeting for the evening news.

Approval of the Minutes: Dr. Locklear called for a motion to approve the minutes from the last meeting. Mr. Robert Moore made a motion to approve the minutes from the previous meeting. Ms. Bonnie Glass seconded the motion. The motion passed unanimously.

Approval of the Agenda: Dr. Locklear noted that the agenda needed to be adjusted so that the New Teacher Preparation Plan could be an Action Item. He then asked if there was a motion to approve the adjusted agenda. Mr. Robert Moore made a motion to approve the agenda. Dr. Elizabeth Hodge seconded the motion. The motion passed unanimously.

Public Expression: None.

Updates to the Board

- A. Community School Operational Update: Dr. Art Rouse shared that he has received an estimate for the overhang for the breezeway connecting the modular unit to the main building. He hopes to have that work completed by the end of the year. Mr. Moore thanked Dr. Rouse for his diligence in pursuing completion of this project.
- B. Personnel Report: Ms. Tracy Cole shared that seven core teaching positions are currently filled. Four teaching assistant positions have been filled. The EC Director, Social Worker, and Counselor positions have also been filled. There is one core teaching position vacant that is currently being filled by a long-term substitute with experience in teaching math and science. There are also still vacancies for a special education teacher, 2 teaching assistants, and the Director of Integrated Health. Application screenings and interviews are ongoing to fill those position vacancies.

- C. Finance Report: Mr. Rick Yakubowski shared the new structure for the budget of the Community School that details all revenues and expenses. He noted that he anticipates 1.8 million in revenue for the current school year with expenses estimated to be 1.386 million. He explained that the current surplus was due to the positions that have not yet been filled.
- D. Legal Report: Ms. Meagan Kiser introduced herself as the new representative from the Office of University Counsel who will be working with the Advisory Board for the Community School. She explained that she is still reviewing all the work that has been done thus far and has no new updates for the board at this time.
- E. Principal Report: Ms. Tracy Cole shared the Principal's Report. Ms. Cole noted that enrollment is 116 students out of the 129 students that were projected for this school year. She shared that there is continued growth in student development and achievement based on the benchmark assessments that were administered in October. The first nine week marking period has been completed and report cards were distributed on November 4th. Ms. Cole was pleased to announce that family involvement in Parent Conference Day on November 7th was a record 75%. Utilizing the Community School for teacher preparation continues: Junior 1s reported in August for an orientation with Ms. Cole and continue to report every Monday and Wednesday to work in the classrooms with the Community School scholars. Administrator preparation also continues at the Community School, as NC Principal Fellows classes are held twice weekly. The Principal Fellows have created the Beginning Teacher Comprehensive Support Plan and are also working on a culture and climate audit of the Community School. Ms. Cole was proud to share that community involvement with the ECU Community School continues to grow. The Community School worked with ECU Police, Greenville Fire/Rescue, Greenville Police, and Pitt County Sheriff's Departments to host a 9/11 event. The Brody School of Medicine arranged for the Country Doctor Museum to complete an in-school field trip for 4th graders in both the Community School and South Greenville Elementary. ECUCS Kindergarteners visited a local assisted living center to read with the inhabitants, and the older grades participated in the ECU Women's Basketball Education Day. At the end of the month, with the help from a grant that was acquired by two Community School teachers, the entire Community School, staff and students, will take a field trip to the Aquarium in Pine Knoll Shores. Dr. Locklear congratulated the ECUCS students, staff, and parents for their participation in the ECU Homecoming Parade. Dr. Rouse noted that the 9/11 commemoration was remarkable and thanked Ms. Cole for organizing the event. Ms. Cole commented that the ECU Police participate frequently: they helped on the first day of school and have also organized a clothing drive. She also noted the ECU Holiday Drive that ensures that every scholar will receive a sweatshirt and some books.

Discussion Items:

- A. Admissions policy—Mr. Robert Moore questioned #3 on page 1 of Policy 10.103 about children whose parents have joint or unsettled custody. He asked if these students could still attend the Community School if one of those parents moved mid-year. Dr. Lenker stated that the child could continue attending the Community School because the transportation cost is minimal. Ms. Cole noted that, in such instances, she would ensure that conversations were held with the parents of such a child to determine what is best for the child. There were no substantive changes suggested.
- B. Policy on bullying and harassment—There were no comments made and no substantive changes were suggested.

- C. New Teacher preparation plan—This item was moved to Action Items.
- D. Revision to MOU with PCS—Dr. Locklear noted that changes needed to be made relating to full occupancy as ECU Community School now occupies the entire modular unit. He noted that he expects an updated document at the next meeting.
- E. Polies for suspensions, expulsions, and retention—Dr. Locklear asked that the references to Superintendent be removed from this policy. Otherwise, there were no comments made and no further changes were suggested.
- F. Policy for policies—Dr. Locklear noted that this is a suggestion to match a similar policy that ECU has. He noted that this new policy would make a clear connection between ECUCS, the Advisory Board, and ECU policy. Dr. Locklear volunteered to work with University Counsel to create this new policy. Ms. Megan Kiser noted that the Office of University Counsel agrees that this policy is a good idea and would make that a To Do item.
- G. Risk management plan—There were no comments made and no substantive changes were suggested.

Action Items – Require Board Action:

- A. 2019-2020 Summer Program—Ms. Cole explained that this program provides remediation and enrichment for those students who need it. Dr. Locklear noted that staff are already under contract, and Mr. Rick Yakubowski agreed to check positional costs. Dr. Locklear requested follow-up at the next meeting. Dr. Alana Zambone asked about feeding the students during the summer program. Ms. Cole stated that nutrition is already in place and that transportation can be arranged with Pitt County Schools. Dr. Lenker noted that transportation would be supplied by Pitt County Schools. Dr. Elizabeth Hodge asked if the program included 3rd, 4th, and 5th grades also. Ms. Cole stated that the plan included all grade levels. Dr. Locklear called for a motion to approve the 2019-2020 Summer Program. Dr. Zambone made a motion to approve the plan. Ms. Bonnie Glass seconded the motion. The motion passed unanimously.
- B. Beginning Teacher Orientation and Support Program Plan—Ms. Cole explained that this plan is required by the state. She noted that the new teachers were very appreciative and gave positive feedback about the orientation. The plan includes trained mentors for all beginning teachers and monthly meetings with administration. The plan ensures that beginning teachers receive continued licensure at the end of year three. Ms. Cole shared how pleased she is to be working with the New Teacher Support team at ECU. Dr. Locklear called for a motion to approve the Beginning Teacher Orientation and Support Program Plan. Mr. Moore made a motion to approve the plan. Dr. Lenker seconded the motion. The motion passed unanimously.

Closing Comments: Dr. Locklear thanked Mr. Scott Gomez for his assistance with putting together the materials for the meeting. He also thanked Ms. Cole for all the work that she has done and continues to do to make the Community School successful. Dr. Locklear also thanked Dr. Ethan Lenker for his commitment to the partnership between Pitt County Schools and the Community School. Dr. Alana Zambone thanked Mr. Gomez for his help with organizing the fingerprinting of the board members. Mr. Robert Moore expressed his thanks for everything that happens in the

board meetings and at the Community School. He enjoys sharing the news about what ECU and the Community School are accomplishing. Mr. Moore shared how impressed he is at how Pitt County Schools and ECUCS are working separately and together. He thanked Dr. Lenker and Ms. Cole for the work that both are doing. There being no further comments, Dr. Locklear adjourned the meeting at 9:39 a.m.

Next meeting: February 13, 2019, Speight 203, 9:00 a.m.