

ECU Community School Advisory Board  
August 13, 2020  
9:01 a.m. – 10:15 a.m.  
VIRTUALLY on Microsoft Teams

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

**Board Members in Attendance:** Dr. Kristin Gehsmann, Dr. Africa Hands, Dr. Elizabeth Hodge, Dr. Ethan Lenker, Mr. Robert Moore, Dr. Art Rouse, and Dr. Alana Zambone

**University Counsel in Attendance:** Ms. Meagan Kiser

**Guests in Attendance:** Ms. Tracy Cole, Mr. Scott Gomez, Ms. Meagan Thornton, and Mr. Rick Yakubowski

**Special Guests in Attendance:** Ms. Malorie Yeaman

**Board Members Absent from Meeting:** Ms. Bonnie Glass and Mr. Max Joyner

**Call to Order:** Dr. Chris Locklear called the meeting to order at 9:01 a.m. and thanked everyone for their attendance. He reviewed the rules for meeting online, noting that all voting would have to be done via roll call. Dr. Locklear welcomed the guests in attendance. A roll call for attendance was performed to verify that there was a quorum at the meeting. The quorum was established, so the meeting began.

**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. Dr. Elizabeth Hodge seconded the motion. The motion passed unanimously via roll call vote.

**Approval of the Agenda:** Dr. Locklear asked if there was a motion to approve the agenda. Mr. Moore made a motion to approve the agenda. Dr. Ethan Lenker seconded the motion. The motion passed unanimously via roll call vote.

**Public Expression:** None.

#### **Updates to the Board**

- A. Community School Operational Update: Dr. Art Rouse thanked Dr. Lenker and the Facilities Department, including Matt Johnson, for their help in preparing and equipping the school building with personal protective equipment and sanitizing stations for the opening of school. Dr. Rouse explained that extra furniture had been removed from the classrooms so that social distancing could be facilitated and noted that Pitt County Schools had been very collegial and helpful. He also noted that contract tracing at the Community School will mirror what Pitt County Schools is doing, following advice from the Pitt County Health Department.
- B. Personnel Report: Ms. Tracy Cole noted that there were two teacher resignations since the last meeting: Katie Hawley relocated to a new city with her spouse, and Therese Ewing returned to her previous job at Pitt County Schools. Ms. Cole welcomed several new employees: Callee Nichols, the new Kindergarten teacher, comes from Beaufort County and did her student

teaching under Katie Hawley; Tekicey Jones, the new second grade teacher, comes from Jones County and has an administrator's license; and there are three new teaching assistants, Jasmine Bullock, Randi Finley, and Paula Speight. Ms. Cole stated that there are currently two vacancies: the Director of Integrated Health and the Curriculum Director. Ms. Cole also shared that Community School faculty and staff are continuing their own educations. Three teachers have enrolled in ECU's Masters of K-12 Literacy Program, another will continue his counselor educations studies, another teacher was recently accepted into the EdD program, and a teacher assistant is working on an undergraduate degree in Education. Ms. Cole shared that Yvette Spells, the Administrative Assistant, is enrolled in the undergraduate program at ECU, and Ms. Cole herself is completing courses towards her E.Ds.

- C. Finance Report: Mr. Rick Yakubowski offered some information regarding the budget for this year that was approved last year. The Department of Public Instruction is supplying \$850,923. Pitt County Schools is supplying \$210,625. \$330, 173 comes from the Federal Government. He explained that the contribution from UNC Systems will come in two allocations: the first is \$267,500, and the second will be distributed after enrollment is confirmed at approximately \$500 per student for every student over 85 students. Mr. Yakubowski noted that funding for this school year is based on an enrollment of approximately 117 students. ECU is supplying funding for the 4<sup>th</sup> year in a row that essentially supports four of the Teaching Assistant positions. The University is committed to temporary funding and reallocation money, which is up to approximately \$250,000. This has been included into the budget in terms of total expenses, so the expenses within the budget have been decreased to account for that funding. Funding from ECU is listed as \$184,157 in recurring funding and \$123,400 in reallocated money. The Community School is also receiving \$50,934 from Federal CARES support for a total of just over 2 million dollars in funding. Mr. Yakubowski noted that the budget is balanced, and that most of the budget is for salaries: 9 teachers, 7 Teaching Assistants, 1 EC Director, an EC teacher, a counselor, a social worker, a Director of Integrated Health, a Curriculum Director, the Principal, and administrative and program support. Salary and benefits total \$1,668,736, and there is \$348,975 in non-personnel expenses for a total of \$2,017,711, which matches the funding provided. Mr. Yakubowski then explained the spending plan for Federal Emergency Covid Relief funding being provided this year. The Community School will also receive approximately \$51,000. This funding is provided for additional cleaning supplies and hand sanitizer, but the bulk of the funding is for technology to ensure that there is sufficient technology for remote learning, including Wi-Fi access. Budgeting for this funding also includes an allotment for meeting student needs. The spending plan is flexible according to directions from the Department of Instruction. Mr. Yakubowski then explained that Covid Relief from the state is not being directed to the Community School because all the Lab Schools in the state were not included, as they are governed by the Board of Governors and the UNC System. The Community School will have to work with ECU to petition for that component part of relief funding that the university receives from the state for Covid Relief. Dr. Art Rouse added that the funding the comes from the UNC System will likely be decreasing. The UNC System is adding more Lab Schools to the state from 5 up to 9, so that funding will have to be divided by 9 schools in the future, instead of the current 5. That will have a serious impact on the budget in the coming years. Dr. Rouse commended Mr. Yakubowski, Ms. Cole, and Meagan Thornton for doing exceptional work at balancing the budget.

- D. Legal Report: Ms. Meagan Kiser explained that there are several policy updates to follow in the Action items section of the agenda, so she will wait to offer detailed explanations then. The policy updates are due to revisions made to Title IX this past year.
- E. Principal Report: Ms. Tracy Cole shared the Principal's Report. Ms. Cole started by saying that she will address reopening plans later in the agenda. She explained that New Employee Orientation was held on August 7<sup>th</sup> and 10<sup>th</sup> with 5 new employees and 2 additional employees who started when the pandemic began. The orientation established a culture of consistency and included tours of the campus and the neighborhood. There is a new Principal and 2 new Assistant Principals at South Greenville, and Ms. Cole is pleased with the partnerships and collaborations being formed with them. The first collaboration was on August 10<sup>th</sup>, where the Community School faculty joined the faculty of South Greenville for a Campus Beautification Project. First day for Staff was August 11<sup>th</sup>, a drive-thru Open House will be on the 14<sup>th</sup>, and students will begin on August 17<sup>th</sup>. Ms. Cole expressed gratitude to Pitt County Schools for their unwavering support. She also thanked ECU's College of Education for all of their support in helping the school prepare to open. She noted that the Office of Assessment, Data Management, and Digital Learning, led by Holly Fales, provided instructional supports for the Community School teachers. Technology Support has been instrumental in keeping all hardware operational. English Education and Literacy Studies have helped the Community School to continue to develop its literacy framework and will continue to provide training in professional development all year long. The Counseling Division has implemented a program to further support social and emotional learning, and the Division of Student Affairs is helping to run an after-school tutoring program. Mr. Moore asked what the drive-thru open house will look like. Ms. Cole explained that teachers and teacher assistants will be outside of the school at tables, ready to meet parents as they drive through the traffic circle in front of the school. The teachers will provide a packet containing schedules, contact information, and overviews of the curriculum to be covered. Mr. Moore asked if the staff is prepared for people who get out of their cars and approach without masks. Ms. Cole responded that the staff is prepared with masks for teachers and parents. She noted that the end of the previous school year was done in this drive-thru fashion and was very successful. The staff have called all parents ahead of time to explain the procedures, and parents have respected the procedures in the past. She also noted that Dr. Rouse and Dr. Hodge were at the end of year drive-thru and that all board members are invited to the Open House. Mr. Moore said he looked forward to receiving an invitation. Dr. Locklear thanked Ms. Cole and the partnerships with Pitt County Schools and the College of Education.

### **Discussion Items**

- A. Revisions to 2020-2021 Community School Calendar  
Dr. Locklear explained that the school calendar had already been approved last May, so the new calendar being presented was simply to provide updates about revisions that were made. Ms. Cole explained that she and Scott Gomez had revised the calendar based on changes that were made to the Pitt County Schools calendar. There will be one minor deviation: August 19<sup>th</sup> will be a remote learning day for Pitt County but will remain a regular day for the Community School. Transportation and Nutrition will support the students attending ECUCS that day.
- B. Plan for reopening

Ms. Cole started by expressing her thanks to Kristin Martin, the Public Communications Specialist for the College of Education, for her help with updating the ECUCS website. The Community School is operating under Plan B outlined by Governor Cooper which allows 50% occupancy and moderate social distancing, which equates to approximately 16 students per classroom. Ms. Cole explained that the Community School only has 16 students per classroom, so there was no need to reduce capacity. Parents and students were offered the choice of face-to-face instruction or remote learning, which included scheduled on-time learning or recorded lessons for flexible scheduling. Parents made their selections and the Community School planned accordingly, using Seesaw, a learning software website, to help prepare and present lessons. Student drop-off will be between 7:30 and 8:00 a.m., and the school day will end at 1:00 p.m., as opposed to 2:30 previously. This new schedule allows for buses to be cleaned before meeting middle school students. Classrooms and desks are set up for social distancing, and teachers will be instructing the students on how to maintain social distancing protocols. The hallways are marked to help with maintaining social distancing, and the school has masks for all students. The counselor and social worker are prepared to help support students with social/emotional needs. With help from Pitt County Schools, there are sanitizing stations in every classroom, and there will be regular hand washing and hand sanitizing breaks during the day. There will also be mask breaks to help students adjust to long days wearing masks. Staff members will be ready to take temperatures, and there is an isolation area for students with temperatures. There are also protocols for anyone who shows symptoms. Dr. Africa Hands asked how parents are navigating that extra hour after school. Ms. Cole admitted that she is not sure. Dr. Hands asked if plans are in place to ensure that students are doing lessons asynchronously. Ms. Cole explained that plans are in place and that teachers are requiring student contact every day. Student/parent contact will be monitored daily, and the social worker and counselor will be ready to contact parents and students who do not make daily contact. This will require extra time for teachers and the rest of the staff, so Ms. Cole is working with them to be accommodating of their time. Dr. Alana Zambone asked if the school has access to shields. Ms. Cole said that the state and Pitt County Schools both sent shields, so they are available. Dr. Locklear asked if there are dedicated isolation rooms or if they are being shared with South Greenville. Ms. Cole explained that the isolation rooms are shared with South Greenville. Dr. Locklear asked about plans for students who have to quarantine and how they will receive services while at home. Ms. Cole noted that every student can check out a laptop, and there is federal funding to help families who need help establishing Wi-Fi. Additionally, all lessons will be streamed live and recorded, so students in quarantine can watch live or watch later. Teachers will be in contact daily. Dr. Rouse noted that all classrooms will be able to broadcast lessons live to all students, regardless of physical location. He is grateful that ECU has the resources to offer this to all students. Mr. Moore asked if visitors will be able to watch these broadcast classroom lessons. Ms. Cole said that the capability exists; however, she is not sure that it should be so openly available to anyone who wants to watch due to FERPA laws. Dr. Locklear thanked everyone at ECU and ECUCS for preparing for an unusual semester.

C. Spending plan for expenses related to Covid-19

Dr. Locklear noted that this was already covered during the financial report

### **Action Items – Require Board Action**

**A. 2019-2020 ECUCS School Improvement Plan**

Ms. Cole explained that this plan has been in development for over a year because there was some confusion as to whether the state Lab Schools need to follow the guidelines established in NC Star. It was eventually decided that the Community School did need to follow these guidelines, so work on this plan started late. Work on the plan was further interrupted by the pandemic. Ms. Cole stated that the improvement plan offers explanations of standards and the indicators for meeting each standard. The plan also outlines the plans for meeting regularly to check on the progress of meeting of all the standards delineated in the plan. Mr. Moore noted that the plan is very comprehensive and asked who will note that the plan has been completed. Ms. Cole explained that the School Improvement Plan Team will review progress and must submit report to the Department of Public Instruction for review and final approval. With no more questions or comments, Dr. Locklear called for a motion to approve the 2019-2020 ECUCS School Improvement Plan. Mr. Robert Moore made a motion to approve the plan. Dr. Elizabeth Hodge seconded the motion. The motion passed unanimously.

**B. Revision to Board Policy—**

- i. 10.200 (Anti-Discrimination, Harassment and Bullying)
- ii. 10.206-P (Procedures for Student Conduct Rules)
- iii. 10.620 (Child Abuse and Neglect)
- iv. 10.620-P (Procedures Regarding Child Abuse)

Dr. Locklear turned the meeting over to Ms. Meagan Kiser, with University Counsel, and Ms. Malorie Yeaman, from the Office of Equity and Diversity, who can explain the policy changes that have been made. Ms. Kiser explained that the Department of Education recently made significant changes to Title IX policies affecting ECU and ECUCS. The deadline for approving the changes is August 14<sup>th</sup>. The Office of University Counsel at ECU worked all summer to make all necessary changes in order to meet this deadline. The changes have been made to follow the new definitions and standards that have been recently been put in place and to adapt to the new definitions of sexual harassment established with the changes to Title IX. Additional revisions were made to update legislation and procedures for student conduct and to meet new, significant changes to reporting regarding child abuse and neglect. ECUCS policies have been updated to align with all of these changes. Mr. Moore asked about reporting neglect or abuse with regard to visitors and teachers, specifically about having something posted outside for anyone who wants to report, including a phone number. He noted that teachers might know how to report, but visitors might not know, so that information should be posted for visitors. Ms. Cole explained that in her experiences working at other schools, random people have come to her reporting abuse. Ms. Cole takes their information and offers the phone number for the Department of Social Services; however, these reports are usually made anonymously over the phone and not in person. Dr. Locklear noted that this discussion is about implementation, not changes to the language of policy, which is what is being voted on today. Dr. Locklear asked Ms. Kiser if the board could vote on several policies in one package instead of voting on each one individually. After checking with her office on the bylaws, Ms. Kiser responded that there is nothing in the bylaws that prohibits package voting. Dr. Locklear then stated that policies 10.200, 10.206-P, 10.620, and 10.620-P would all be voted on as one package and called for a vote. Dr. Locklear noted that policy 10.620 listed mandatory training for all personnel on sex trafficking every 2 years and asked if there was a plan in place to meet this requirement. Ms. Cole stated that training for sex trafficking was already scheduled for September 8<sup>th</sup>. Dr.

Locklear called for a motion to approve the revisions to the policies in the first package (10.200, 10.206-P, 10.620, and 10.620-P). Mr. Robert Moore made a motion to approve the package of policies. Dr. Alana Zambone seconded the motion. The motion passed unanimously.

C. Adoption of ECU Community School Policy—

- i. 10-210-P (Antidiscrimination, Harassment and Bullying Student Procedures)
- ii. 10.400 (Title IX Nondiscrimination on the Basis of Sex)
- iii. 10.401 (Title IX Conduct and Reporting)
- iv. 10.402 (Title IX Grievance Process)

Ms. Kiser explained that, except for the first procedural policy, the other 3 new policies were developed with the North Carolina School Board. Policy 210-P updates the ECUCS Title IX grievance policy to address a gap in our previous policy related to non-Title IX-based discrimination. This policy allows for people to bring forward complaints for review or investigation related to general matters of discrimination or harassment. The next policy, 10.400, articulates the Community School's position on non-discrimination on the basis of sex pursuant to the requirements from the Department of Education. Policy 10.401 defines the conduct and processes for reporting any such complaints. Policy 10.402 outlines the grievance process, delineating how people can file a grievance and have it go through the entire process to resolution, including possible investigation and hearings. Mr. Moore noted that these policies seem very similar to what he has seen on previous school boards. Ms. Kiser noted that the major difference is that ECUCS has access to the Office of Equity and Diversity at ECU and the Teddy Bear resource. Mr. Moore asked who would be the investigator noted in these policies. Ms. Kiser explained that it depends upon who is being accused. If the accused is a teacher, then the investigator would be someone from the ECU Office of Equity and Diversity. Having access to ECU allows for additional resources and using them in the most appropriate fashion. Dr. Locklear thanked Ms. Kiser for noting the additional resources offered by the Office of Equity and Diversity. He asked if there had to be a joint investigation, are there plans for how that would happen? Ms. Kiser stated that the MOU outlines the structures and procedures for a joint investigation. Dr. Locklear then stated that policies 10.210-P, 10.400, 10.401, and 10.402 would all be voted on as one package and called for a vote. Dr. Locklear called for a motion to approve the revisions to the policies in this second package (10.210-P, 10.400, 10.401, and 10.402). Dr. Elizabeth Hodge made a motion to approve the package of policies. Mr. Robert Moore seconded the motion. The motion passed unanimously.

**Closing Comments:** Dr. Locklear noted that the board covered a lot of material at today's meeting. He expressed his gratitude to everyone at the meeting. Dr. Locklear thanked the Community School staff partners for their hard work in preparing for the start of the new school year. Dr. Locklear also specifically thanked Ms. Kiser and Ms. Yeaman for being present and providing helpful information on the policy changes. Dr. Rouse noted that ECU had 57 interns who served their placements at the Community School last year. In early field experiences, there were 40 student pre-service teachers in Elementary Education. There were 6 students who completed Internship I and 2 students who completed Internship II. Additionally, there were internships in other departments: one intern in Marriage and Family Therapy, one intern in School Psychology, and 7 interns in Speech and Language Pathology. So, there is excellent representation at the Community School from across the ECU campus. Dr. Rouse wanted to be sure the Advisory Board could see the broad reach of internships available by having the Community School as part of the ECU community. He noted that this is a significant amount of internship experience

considering that the Community School is only K-5. Dr. Locklear noted that Dr. Zambone mentioned in the chat section that there were Special Education internships and practica as well. Dr. Locklear asked if there were any other questions or comments. There were none, so Dr. Locklear adjourned the meeting at 10:15 a.m.

Next meeting: November 12, 2020, 9:00 a.m., Location TBD