

ECU Community School Advisory Board
November 12, 2020
9:00 a.m. – 9:36 a.m.
VIRTUALLY on Microsoft Teams

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

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

University Counsel in Attendance: Ms. Patrice Goldman and Ms. Meagan Kiser

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

Special Guests in Attendance: none

Board Members Absent from Meeting: Mr. Max Joyner

Call to Order: Dr. Chris Locklear called the meeting to order at 9:00 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. Dr. Alana Zambone made a motion to approve the minutes from the previous meeting. Mr. Robert Moore 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. Robert Moore made a motion to approve the agenda. Ms. Bonnie Glass 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 stated that there were no operational updates at this time.
- B. Personnel Report: Ms. Tracy Cole noted that there were no personnel updates as all positions are currently filled.
- C. Finance Report: Mr. Rick Yakubowski reminded members of the board that he had sent them a copy of the budget update via email prior to the meeting. As of this meeting, the Community School has received 83% of its expected revenue for the year, covering 92% of salaries and benefits. The total revenue for the end of the year projections is expected to be \$1,376,695. Expenses are projected at \$2,152,148. Once all of the expected allotments are received, the

Community School is expected to end with a surplus of approximately \$25,407. Clarification about this budget summary can be found by referring back to the budget materials provided in the meeting documents. In the funded line from the UNC allocation, the school is scheduled for an allotment of \$267,500; it has received \$200,000 of that so far. There is one more allotment expected from them for this year. The other update is with regard to the System Office; they are currently in the process of putting their budget proposals together for the entire system for the next fiscal year. Mr. Yakubowski has questioned Dr. Laura Bilbro-Berry at the System Office about the proposals for next year's budget. Specifically, Mr. Yakubowski asked about additional funding that was listed in the 2019-2020 budget of \$500,000 of non-recurring funds that was never sent. The 2019-2020 budget was never certified which explains why that money was never sent. However, Mr. Yakubowski questioned if the System Office was going to reinsert that line item into the budget for 2022. The response from the System Office was that they did not intend to include that funding in the new budget. This means that the Systems Office will most likely get \$2,000,000 in reoccurring state funds for budgetary planning for the Lab Schools all across the state. In the Community School budget, ECU funding is approximately \$434,000, of which \$184,000 is reoccurring funds that supports the salary and benefits of four of the teaching assistant positions. The other portion of the ECU funding is approximately \$250,000 in non-reoccurring state funds.

- D. Legal Report: Ms. Meagan Kiser explained that most of the legal work that is being done in her office is caused by issues related to FERPA, including language to deal with technology and virtual learning. These revisions align with the policies of Pitt County Schools.
- E. Principal Report: Ms. Tracy Cole shared the Principal's Report. Ms. Cole expressed gratitude for having such a strong start to the school year. There are currently 105 students enrolled: 82% are attending in person and 18% are attending virtually. As of today, there are no confirmed cases of Covid among students nor staff. The College of Education maintains a Covid dashboard on the website to keep the community informed. Ms. Cole noted that the first 9-week period included time spent acclimating students to daily in-person instruction and/or virtual learning, as well as teaching safety expectations and behavior expectations in all areas of the school. There were 3 referrals and 2 out of school suspensions so far this year. The After School Tutorial Program started on October 20th, where staff meet with small groups of scholars 2 days per week to provide personalized instruction. Parent Conference Week is happening this week, and the first Quarter Awards program will be this coming Friday. This will be a virtual awards program hosted on the social media website for the school. The Community School is excited and proud to be continuing to collaborate with South Greenville Elementary. These collaborations include monthly administrative meetings, the establishment of a Collaboration Committee, a Staff Meet and Greet on September 30th and observations that allow teachers from South Greenville to watch and discuss what Community School teachers are doing in the classroom. ECU's EC Scholars have donated books to the Community School and will make an additional donation to South Greenville on November 16th. The Community School celebrated World Unity Day on October 21st and Red Ribbon Awareness Week during the week of October 26th. The school, in collaboration with South Greenville Elementary, hosted a First Responder Celebration on October 23rd where students made posters and thank you cards and supplied refreshments to representatives from the ECU Police, Greenville Police, the DARE officer, and Greenville Fire and Rescue. The staff of the Community School continues to participate in ongoing professional development related to literacy with Dr. Kristin Gehsmann and the Literacy, English Education and History Education Department at the College of Education (COE). This

partnership with the COE has resulted in a publisher's donation of \$250,000 worth of books to support instruction. Dr. Gehsmann expressed her desire to see the literacy work extend to South Greenville also.

Discussion Items

A. Revision to Board Policies

i. 10.901-P (Procedure for Records)

Ms. Meagan Kiser explained that this is a technical revision of this policy as far as designation of school officials with legitimate education purpose to make sure that online platforms such as Zoom are included. There are also some revisions related to the Directory. This revision is for reading and discussion only; it will be brought back for approval at a different meeting. Dr. Locklear asked for clarification about parent notification in the revised policy. Ms. Kiser explained that parents would be notified of changes to policy in a redistribution of annual updates that parents receive every year. Dr. Locklear suggested that Ms. Cole work with University Counsel to ensure that parents are notified correctly if this policy is adopted at the next meeting. Dr. Locklear questioned the use of the term *school board* and asked if that should be changed to be more specifically the Advisory Board. Ms. Kiser agreed that it will be revised accordingly. Mr. Robert Moore noted a syntactical problem with a sentence on page 4 that is confusing. Ms. Kiser will correct the error. Dr. Locklear explained that this document will come back at the next meeting in February for a second reading and possible action.

Action Items – Require Board Action

A. 2020-2021 NC Star Comprehensive School Improvement Plan

Ms. Cole explained that since the Community School has been identified as a low performing school, it is required to complete the NC Star Comprehensive Support Improvement plan. The staff created a plan in August and has revised the plan with guidance from the Federal Programs Division to include additional key indicators. These additional key indicators are as follows: A1.07 regarding effective classroom management by teachers that includes assessment and what it will look like when met, A4.01 regarding tiered instruction that is aligned with student needs across all tiers, A4.16 regarding implementation of plans to support student transitions from grade to grade and level to level, B1.03 regarding the establishment of a Leadership Team that meets twice a month to review implementation of this plan, B3.03 regarding instructional monitoring to ensure that the Principal monitors instruction and provides feedback to teachers, C2.01 regarding the requirement that the school regularly reviews school performance data and classroom observation data and uses that data to make decisions about school improvement and professional development needs, and C3.04 regarding staff recruitment and retention to ensure that the school has protocols for recruiting, evaluating, rewarding, and replacing staff. This plan requires staff approval: they were given copies and time to discuss the plan before they approved the plan. Dr. Africa Hands asked if the Curriculum Director position is still open. Ms. Cole explained that a candidate has been selected and an offer has been made. Dr. Locklear called for a motion to approve the School Improvement Plan as presented. Dr. Alana Zambone made a motion to approve the School Improvement Plan. Dr. Kristin Gehsmann seconded the motion. The motion passed unanimously via roll call vote.

B. 2020-2021 Summer Program

Ms. Cole explained that the Department of Public Instruction (DPI) allows a second round of testing for students to improve their scores, but DPI requires that these students be given additional instruction prior to this 2nd testing. All schools are required to supply a plan for additional instruction to be approved by DPI. This year's Summer Program will provide small group instruction in math and science. This happens to be a standard setting year for Reading, so schools cannot offer a 2nd testing on Reading this year. All students in grades 3-5 are invited to participate in the Summer Program for Math; Science is for 5th graders only. This year's calendar allows 8 additional days for instruction followed by testing on June 22-24. This includes an additional day for makeup testing. This plan also addresses the safety of testing materials. Dr. Hands asked if this is an opt-in program. Ms. Cole responded that students cannot be required to participate; parents must give consent. Dr. Hands also asked about transportation. Ms. Cole explained that Pitt County Schools provides transportation. Dr. Locklear called for a motion to approve the Summer Program as presented. Dr. Ethan Lenker made a motion to approve the Summer Program. Dr. Africa Hands seconded the motion. The motion passed unanimously via roll call vote.

Closing Comments: Dr. Locklear asked if there were any other comments. Mr. Moore complimented the enthusiasm of everyone working with the ECU Community School, including the 16 people present at today's meeting. He also complimented Dr. Lenker and Pitt County Schools for all that they do to support Pitt County and the Community School. Mr. Moore noted that all schools seem to be operating without interruption which is remarkable during this pandemic. Dr. Locklear agreed that ECU and the Community School are very fortunate to have such a great relationship with Dr. Lenker and Pitt County Schools. Dr. Locklear also expressed thanks for Ms. Cole's excellent leadership. He thanked everyone serving on this board. He noted that he will pay attention to current health guidelines to decide the location of the next meeting. He also intends to inform the newly hired Chancellor about the Community School.

Dr. Locklear adjourned the meeting at 9:36 a.m.

Next meeting: February 18, 2021, 3:00 p.m., virtually on Teams