

ECU Community School Advisory Board
August 8, 2018
9:00-9:29 a.m.
Speight 203

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

Board Members in Attendance: Dr. Bilbro-Berry, Dr. Bonnie Glass, Dr. Grant Hayes, Mr. Max Joyner, Dr. Elizabeth Hodge, Dr. Ethan Lenker, Dr. Mark L'Esperance, Dr. Chris Locklear, Mr. Robert Moore, and Dr. Alana Zambone.

University Counsel in Attendance: Ms. Toni Grace

Guests in Attendance: Sherrie Rogers and Meagan Thornton

Guests Absent from Meeting: Dr. Art Rouse

Call to Order: Dr. Ethan Lenker called the meeting to order and 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. Dr. Elizabeth Hodge seconded the motion. The motion passed unanimously.

Approval of the Agenda: Dr. Lenker asked if there were any adjustments to the agenda; none were mentioned.

Public Expression - none

Updates to the Board

- A. **Financial Update:** Ms. Sherri Rogers, Business Officer for the College of Education, shared her report on the funding for the new school year. Funding this year includes \$5,372 per student for State ADM, \$161 per student for Local ADM, and \$15,916 per month from Pitt County Schools. Additionally, Federal funding is projected at \$74,731, State EC funds are \$35,713, IHC Nurse Navigator funding is \$20,000 from PCS, and UNC Systems Office has committed \$200,000. Thus, total revenue for 2018-19 is projected at \$1,021,385.
- B. **Community School Operational Update:** Dr. Laura Bilbro-Berry shared her report on the current state of operations for the Community School. She noted that current enrollment is 98-99 students and shared that the modular classroom unit has shipped and is scheduled to be installed in late September. Dr. Bilbro-Berry shared the plans for classroom and IHC operations while the modular is being installed; she also shared plans for when the modular is installed and ready for habitation. Dr. Bilbro-Berry noted that pertinent enrollment and operations information has been shared with PCS Transportation and with Nutrition and that the IDEA Grant for this school year has already been submitted and is awaiting approval. Lastly, Dr. Bilbro-Berry shared that the Extended Day program has been put on hiatus for this school year due to budgeting and personnel constraints. Several Board members questioned the future of the Extended Day program, and Dean Grant Hayes responded that there is every intention to continue the program next school year after spending time this year planning how it can operate more effectively.

- C. Personnel Report: Dr. Bilbro-Berry shared news about the new personnel at the Community School. She noted that a Principal has been hired, who will be introduced separately. Additionally, the school will have Kathleen Welch Hawley for Kindergarten, Adrian Gray for 1st grade, and Dora Ellison for the upper grade level team, comprising 3rd, 4th, and 5th grades. Dr. Bilbro-Berry also noted that the other grade level teachers are all returning. She shared that the searches are still in process for both the EC teacher and the teaching assistant positions. Dr. Bilbro-Berry thanked Pitt County Schools for helping with the searches for the social worker and counselor positions. Dr. Bilbro-Berry stated that the previous Principal and the PE/Extended Day Coordinator both resigned and will not return. Mr. Max Joyner asked if exit interviews revealed the reasons why these employees resigned. Dr. Bilbro-Berry explained that the PE teacher had to move back home for personal reasons. Dr. L'Esperance stated that an exit interview with the outgoing principal was conducted.
- D. Principal Introduction: Dr. Chris Locklear introduced the new Principal, Tracy Cole, and welcomed her to the Community School. Ms. Tracy Cole introduced herself and shared a brief overview of her resume and expressed her excitement for working at the ECU Community School. Ms. Cole has already had conversations with the staff, as well as with the Principal at South Greenville Elementary. She is committed to helping foster a more productive instructional environment for students and staff, as well as a more collaborative relationship with South Greenville and Pitt County Schools. Mr. Joyner asked if Ms. Cole had any concerns at this point, and she noted that there seems to be a limited common language, especially related to discipline. Ms. Cole plans to focus on identifying a common language and outlining specific expectations related to discipline for teachers and students. Dr. Lenker stated that communication between the Community School and South Greenville Elementary would be better this year, noting that Ms. Cole is well-known and respected in Pitt County Schools.

Action (Consent) Items – Require Board Action: Dr. Ethan Locklear presented the following action items.

A. Editorial Change to ECU-CS Policy Manual – Name Change

Dr. Locklear noted that legal counsel has suggested that all non-substantive name changes in the Policy Manual could be approved wholesale instead of every instance individually. There were no questions and no discussion, so Dr. Locklear asked for a motion. Dr. Alana Zambone made a motion to approve all non-substantive name changes in the policy manual. Mr. Robert Moore seconded. The motion passed unanimously.

B. Policy Revisions

i. 10.101 – Student Attendance

Dr. Locklear asked Ms. Toni Grace to explain the reasoning behind revising the student attendance policy. Ms. Grace noted that student attendance was a substantial problem and that the previous policy was adopted directly from Pitt County Schools. In an effort to more directly address the student population at the Community School, the policy was reviewed and substantive changes were made. Mr. Robert Moore noted that the new policy looked exceptional. Dr. Locklear called for a motion to approve the revisions to the Student Attendance Policy. Dr. Hodge made the motion to approve the revisions, and Dr. Zambone seconded the motion. The motion was approved unanimously.

ii. 10.101-P – Procedure for Student Attendance

Ms. Grace explained that this policy was reviewed and changed for the exact same reasons that the Student Attendance Policy was changed. Dr. Locklear called for a motion regarding the revisions.

Mr. Moore made a motion to approve the revisions to the Procedure for Student Attendance, and Dr. Mark L'Esperance seconded the motion. The motion passed unanimously.

New Business: Dr. Locklear asked if there was another other new business. There was none.

Closing Comments

Dr. Locklear asked if there were any closing comments. As no one had any, Dr. Locklear adjourned the meeting at 9:29 a.m.

Next meeting: Wednesday, 14 November 2018 9:00 a.m. in Speight 203.