

ECU Lab School Advisory Board
February 8, 2018
8:59 a.m. to 9:28 a.m.
Speight 203

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

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

University Counsel in Attendance: Ms. Toni Grace

Guests in Attendance: Jennifer Glawson and Sherrie Rogers

Board Members Absent from Meeting: Ms. Bonnie Glass, Dr. Ethan Lenker, and Mr. Robert Moore.

Call to Order: Dr. Chris Locklear called the 2nd meeting of the ECU Lab School Advisory Board to order at 8:59 a.m.

Public Expression: None.

Consent Items: None.

Informational Reports and Updates to the Board:

A. Director/Principal's Report:

- i. **Operational Update:** Dr. Laura Bilbro-Berry provided an update on the number of students now enrolled at ECU Lab School. Dr. Bilbro-Berry stated that the Lab School hosted a successful family event that was well attended. Dr. Bilbro-Berry also stated that the calendar for the school year has been updated to account for the inclement weather that occurred, and the number of hours and days scheduled meets all legal requirements. Dr. Bilbro-Berry noted that Lab School Operations is successfully working with the vendor to have all broken furniture repaired and/or replaced. Dr. Locklear asked if the Lab School is satisfied with this furniture vendor. Dr. Bilbro-Berry stated that there have been substantial issues with this vendor, so changes have already been made to the furniture for Pre-Kindergarten/Kindergarten and First grades. Dr. Bilbro-Berry stated that other vendors will be used for the upcoming purchases for Fifth grade. Dr. Bilbro-Berry also noted that Lab School Operations is also collaborating with the faculty on supply needs for the current school year as well as the next. Dr. Bilbro-Berry stated that there are currently three interns working at the Lab School and that the ELEM 3600 Practicum class is interacting with the Lab School students. Dr. Bilbro-Berry noted that Dr. Elizabeth Hodge has arranged the first Lab School field trip for March 26th where the fourth graders will witness a presentation by Dr. Jacques Cousteau's son about ecology. Dr. Bilbro-Berry stated that adjustments are still being made to improve the curriculum and that negotiations are taking place with Pitt County Schools for the purchase and installation of modular classrooms for next year. Dr. Locklear requested additional details about the modular classroom purchase. Dr. Mark L'Esperance stated that the current plan involved purchasing one large modular unit that contained eight classrooms; however, this plan is still under negotiations

and has not been finalized. Dr. L'Esperance stated that these eight new rooms will include two rooms for Integrated Health, a Pre-K/Kindergarten classroom, a First-grade classroom, an Art classroom to be shared with Pitt County Schools, a Music classroom that would also be shared, a Principal's Office, and a Professional Development/Conference Room. Dr. L'Esperance also stated that this plan currently involves replacing the modular units that currently exist with this one large unit. Dr. L'Esperance noted that the current Integrated Health Clinic will become the Fifth-grade classroom. Mr. Max Joyner asked if this plan is intended to be a permanent solution. Dr. L'Esperance noted that it is meant to be a permanent solution for both the Lab School and for Pitt County Schools. Dr. Locklear asked if the negotiations over this plan include safety considerations. Ms. Toni Grace stated that ECU was working very closely with Pitt County Schools to address every facet of the purchase and installation of the modular classrooms.

- ii. Personnel Report: Dr. Laura Bilbro-Berry stated that ECU Lab School has is still working on hiring substitute teachers: after one round of interviews, one candidate has been hired pending paperwork. Dr. Bilbro-Berry noted that the job posting needs to be rewritten because it is currently more restrictive than it needs to be. Dr. Bilbro-Berry also stated that the Lab School is also working on hiring teacher assistants: one candidate is in the process of being hired and a second round of interviews were just held and are waiting on reference checks. Dr. Bilbro-Berry also shared that the Lab School is waiting for the completion of criticalities in order to begin the hiring process for additional teachers for next year to meet the grade level expansion plan. Dr. Locklear requested an update on staffing plans for next year. Dr. L'Esperance stated that there will be thirteen full time positions and one half-time position. Dr. L'Esperance also noted that Dr. Hodge is working closely with Pitt County Schools on wraparound services.
- B. Financial Report: Ms. Sherrie Rogers, Business Officer for the College of Education, shared her report on the Lab School's budget. Ms. Rogers stated that there are four major funding sources for the Lab School: the State Average Daily Membership provides \$5,122 per student for a total of \$373,934; the Local Average Daily Membership provides \$161 per student, which also includes \$10,000 per month from Pitt County Schools; the Office of North Carolina Systems provided a one-time stipend of \$310,000 for the year; and Federal funding provides \$33,189 for Title I, \$14,558 for IDEA – Exceptional Children, and \$2,928 for Title II. Ms. Rogers stated that this makes up the operating funds for the Lab School for 2017-2018, totaling \$844,609. Mr. Joyner asked about the decrease in the number of students at the Lab School compared to original enrollment. Dr. Bilbro-Berry stated that some students had moved and others had left because they had siblings who attended other schools. Mr. Joyner asked if exit interviews are being conducted. Dr. Bilbro-Berry stated that they are not currently being conducted; however, they could be included going forward.
- C. University Counsel Report: Ms. Toni Grace, Assistant University Attorney, stated that there are new laws governing the rights of educators to free speech and public expression that went into effect December 15th. Ms. Grace noted that the Lab School is currently exempt from these rules, but she suggested that the Lab School should consider incorporating policies into the policy manual to cover this issue. Ms. Grace noted that Pitt County Schools follows the policies, so the Lab School might try adopting the same policies already being used by Pitt County. Dr. Locklear noted that the Advisory Board intends to work on a draft for the next meeting.

Old Business: None.

New Business – Require Board Action

Action Items: Dr. Chris Locklear presented the following action items.

A. Revision to Board Policy 7.003 (Criminal History Checks)

The ECU Lab School policy concerning criminal history checks is being negotiated because state and federal laws require fingerprinting, which would include the members of the Advisory Board. Ms. Grace noted that University Counsel is working with ECU Police to help expedite this process. Dean Hayes noted that persons with an active teaching license are exempt from this policy, so Dr. Ethan Lenker should be exempted. Dr. Locklear asked if the board members would be asked to resign if they failed the criminal history check. Ms. Grace noted that this would be at the Chancellor's discretion. Ms. Grace stated that she is trying to gain final direction for the board before the next meeting. Dean Hayes suggested having the ECU police at the next meeting to do the required fingerprinting. Mr. Joyner suggested that the Greenville Police might be more equipped to do so.

B. Adoption of ECU Lab School Policy

Dr. Chris Locklear asked the board if they were ready to approve the policy revisions: he asked for a motion to adopt the changes as they are written in the board materials. Dr. Alana Zambone made a motion to approve. Dr. Elizabeth Hodge seconded the motion. The motion passed unanimously.

C. Delegation of Authority to COE Dean for NCDPI system platforms

ECU Lab School is requesting that the Dean of the College of Education be given delegation of authority over the systems used for various platforms required by the Department of Public Instruction so as not to overtax the Chancellor as the signature within these systems. Dr. Bilbro-Berry noted that these systems are only electronic and require approval at the Superintendent level. Dr. Bilbro-Berry also noted that the approver must have training and access to the systems, so it might prove burdensome to the Chancellor. Dr. Locklear stated that this is a recommendation that will not be automatically approved. Dr. Chris Locklear asked for motion to adopt the policy changes as they are written in the board materials. Dr. Alana Zambone made a motion to approve. Dr. Mark L'Esperance seconded the motion. The motion passed unanimously.

Closing Comments

Dr. Locklear stated that he is very impressed at what has been accomplished with the creation of the ECU Lab School, and he also expressed congratulations on behalf of the Provost.

Dr. Locklear noted that there seemed to be some issues with having the meeting at 9:00 a.m., so he stated that a poll would be made prior to the next meeting to try to arrange a more convenient time for all Board members to meet.

Mr. Joyner noted that he has a Board of Trustee meeting next week and asked if the Lab School wanted to provide a three-minute report. Dr. Bilbro-Berry stated that she would present a report on behalf of the Chancellor's Office.

Dr. Bilbro-Berry expressed her gratitude for the Board members' support of the Winter Clothing Drive on behalf of the Lab School staff, students, and parents.

Dr. Chris Locklear called for any other comments.

Dr. Chris Locklear asked for any objections to adjourn. No objections were made.

Board meeting officially adjourned at 9:28 a.m.