

ECU Community School Advisory Board
February 13, 2019
9:00-9:26 a.m.
Speight 203

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

Board Members in Attendance: Dr. Bilbro-Berry, Ms. Bonnie Glass, Dr. Grant Hayes, Dr. Mark L'Esperance, Dr. Chris Locklear, Mr. Robert Moore, and Dr. Alana Zambone.

University Counsel in Attendance: Ms. Toni Grace.

Guests in Attendance: Ms. Tracy Cole and Dr. Art Rouse.

Board Members Absent from Meeting: Dr. Elizabeth Hodge, Mr. Max Joyner, and Dr. Ethan Lenker.

Call to Order: Dr. Chris Locklear called the meeting to order at 9:00 a.m. He thanked everyone for attending. Dr. Locklear also thanked Dr. Mark L'Esperance for presiding over the previous meeting when Dr. Locklear was unable to attend.

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. Dr. L'Esperance seconded the motion. The motion passed unanimously.

Approval of the Agenda: Dr. Locklear asked if there were any adjustments to the agenda; none were mentioned. Dr. Locklear called for a motion to approve the agenda. Mr. Robert Moore made a motion to approve the agenda. Dr. Laura Bilbro-Berry seconded the motion. The motion passed unanimously.

Public Expression: None.

Updates to the Board

- A. Community School Operational Update: Dr. Bilbro-Berry shared her report on the current state of operations for the Community School. She noted that current enrollment is 82 students. Dr. Bilbro-Berry shared that the Community School is currently working on compiling data for the Department of Education for their Civil Rights Data Collection biennial survey. Ms. Toni Grace has been helping to prepare the report that is due on April 22nd. Dr. Bilbro-Berry noted that the IDEA Fiscal Audit needs some corrections based on feedback from DPI; the updated report is due February 22nd. She shared that the modular unit is on site and should soon be ready for occupancy. Dr. Bilbro-Berry also stated that the enrollment projection for the 2019-2020 school year is 129 students. Dr. Locklear asked if enrollment is increasing for next year. Dr. L'Esperance noted that the Community School plans to have two kindergarten classes and two first grade classes. Dr. Alana Zambone asked about the plans for pre-kindergarten. Dr. L'Esperance responded that those plans are on hold for another year because the requirements for pre-kindergarten are much more stringent, so more planning is needed.
- B. Personnel Report: Dr. Bilbro-Berry shared news about new personnel at the Community School. She noted that one substitute teacher, Ary Pritchard, has been hired. The searches for a counselor and

an additional teacher are both still ongoing. Thus far, there is only one teacher applicant; however, this candidate does not qualify. Dr. Locklear asked for which grade level this teacher is supposed to be. Dr. Bilbro-Berry said that it is flexible because the upper grade levels are being taught by content areas (math, science and language arts) instead of grade levels.

- C. Finance Report: Dr. Bilbro-Berry shared the financial report since Ms. Sherrie Rogers could not attend. Dr. Bilbro-Berry noted that everyone had received paper copies of the financial report and that she would try to answer questions if she could. Dr. Bilbro-Berry pointed out that the final line item, LP/NCSTAR, is new and awarded to low performing schools. She highlighted that this funding requires more paperwork since the Community School must explain how the money will be spent on improving student achievement. Dr. Locklear asked if the Community School was projecting a budget shortfall for the fiscal year. Dr. Grant Hayes stated that there was a shortfall projected. Dr. Locklear stated that the university could provide a one-time allocation to cover that shortfall.
- D. Legal Report: Ms. Toni Grace shared information from the Office of University Counsel relating to the Community School. Ms. Grace is working on the OCR report and recognized that the anti-discrimination/anti-bullying policy is not well-aligned with the ECU policy, so it will need to be revised. She also noted that clarification is required regarding the Title IX Coordinator for the Community School: ECU might need to add LaKesha Forbes as a secondary coordinator. Dr. L'Esperance asked if the Title IX Coordinator has to do reporting. Ms. Grace said that it did and, more importantly, investigating. Ms. Grace also noted that the bi-annual evaluation of the Principal would need to be done next year since the Principal is new this year. Dr. L'Esperance asked if he is still supposed to evaluate the Principal yearly. Ms. Grace said that his evaluation process is unaffected by the bi-annual evaluation done by the University. Dr. Locklear asked about the procedures for that evaluation. Ms. Grace responded that her office is still working on those procedures.
- E. Principal Report: Ms. Tracy Cole shared the Principal's Report. Ms. Cole noted that her faculty has spent the first semester focused on consistency with teaching and modeling expectations to students. She stated that the focus has now shifted to academic improvement. Ms. Cole thanked the ECU faculty for helping her faculty in their efforts to improve academics. She shared that the school had a very successful STEM Night last week that was well-attended. Ms. Cole shared that there has been great progress made in the benchmark assessments: the results from the first quarter's benchmarks were in the 5-10% range, but the most recent benchmark results were in the 40-50% range. She elaborated by noting that students were testing below grade level at the beginning of the year and now are testing at grade level. Ms. Cole shared some individual student work and singled out Katie Hawley, the kindergarten teacher, for praise: Ms. Hawley is one of the few State Demonstration Teachers and has had several observers in her classroom. Ms. Cole also noted that the Community School has recently been visited by state legislators, the ECU Chancellor, the Principal of the Pitt County Chinese School, and students at ECU who are visiting from China. Ms. Cole stated that the Community School will be hosting Principals from other state Lab Schools on March 4th and that she hopes to be able to use the modular at that time. She noted that the move-in date for the modular is scheduled for the end of the month: the nurse, EC teacher and social worker will be moving to the modular at that time. Dr. Locklear thanked Ms. Cole for her report and her excellent leadership. He asked about the searches for the additional teachers for next year. Dr. L'Esperance noted that he is trying to expedite the posting of those positions to start those searches as soon as possible. Dr. Hayes stated that he expects the process to be quicker this time since Human Resources already has these types of job postings in their system from last year.

Action Items – Require Board Action:**A. Revision to 7.003 Criminal History Record Check**

Ms. Toni Grace explained that this revision is a work in progress: her office is trying to get the State Bureau of Investigation to approve background check procedures. She explained that this current revision eliminated the 3rd tier, leaving only the 1st tier who must be fingerprinted and the 2nd tier who will have background checks performed by HireRight, like all University employees. Mr. Robert Moore asked what happened to those in the eliminated tier. Ms. Grace responded that they were collapsed into the 2nd tier, as they were only observatory and are always supervised, like university practicum students. She explained that fingerprinting will be reserved for those who are unsupervised when they work with Community School students. Mr. Moore asked in which tier the Advisory Board members are placed. Ms. Grace said they are in the 1st tier as is specifically mandated in the state's statute. Mr. Moore asked about parents and Ms. Grace explained that parents are considered volunteers if they work at the school on a weekly basis; volunteers are already included in the 2nd tier. Mr. Moore asked if there are any parents who volunteer on a weekly basis. Ms. Cole stated that there are not any yet. Dr. Locklear thanked both Ms. Grace and Dr. Bilbro-Berry for their diligence in working on updating this policy. Dr. Locklear called for a motion to approve this revision. Mr. Robert Moore made a motion to approve the revision. Dr. Zambone seconded the motion. The motion passed unanimously.

Discussion Items: Dr. Locklear asked if there were any discussion items. Mr. Moore noted that he was no longer a member of the Pitt County School Board and asked if that precluded him from serving on this board. Dr. Locklear said that Mr. Moore is welcome to continue serving on this board. Ms. Grace noted that the state's statute only requires a member of the community; it does not require a school board member. Dr. Bilbro-Berry noted that Ms. Grace will not be at the next meeting, as she will be on maternity leave. Ms. Grace stated that another person from her office will attend the meeting in her place.

New Business: 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: May 8, 2019, Speight 203, 9:00 a.m.