

ECU Community School Advisory Board
August 8, 2019
9:00-9:55 a.m.
Speight 203

Presiding: Dr. Alana Zambone

Board Members in Attendance: Dr. Grant Hayes, Mr. Max Joyner, Mr. Robert Moore, and Dr. Alana Zambone

University Counsel in Attendance: Ms. Toni Grace

Guests in Attendance: Ms. Tracy Cole, Dr. Art Rouse, Mr. Rick Yakubowski

Board Members Absent from Meeting: Ms. Bonnie Glass, Dr. Elizabeth Hodge, Dr. Ethan Lenker, and Dr. Chris Locklear

Call to Order: Dr. Alana Zambone called the meeting to order at 9:01 a.m. She thanked everyone for attending. Dr. Zambone presided over the meeting as Dr. Locklear was unable to attend.

Approval of the Minutes: Dr. Zambone called for a motion to approve the minutes from the last meeting. Mr. Max Joyner made a motion to approve the minutes from the previous meeting. Mr. Robert Moore seconded the motion. The motion passed unanimously.

Approval of the Agenda: Dr. Zambone asked if there were any adjustments to the agenda; none were mentioned. Zambone called for a motion to approve the agenda. Mr. Max Joyner made a motion to approve the minutes from the previous meeting. Mr. Robert Moore seconded the motion. The motion passed unanimously.

Public Expression: None.

Updates to the Board

- A. Community School Operational Update: Dr. Art Rouse shared that the modular has technology fully installed and is ready for occupancy. There are a few minor issues to address, but nothing that will impact students. The last major problem to address is installing a covered walkway between modular and main buildings: currently waiting on an estimate. Mr. Joyner asked if this project was in the current budget. Dr. Rouse responded that it is not. Mr. Joyner asked Ms. Tracy Cole to make a wish list for the state legislature. Mr. Joyner intends to get members of the legislature to visit the Community School to see it in action. He suggested making this a yearly invitation. Mr. Robert Moore suggested that Ms. Cole include anything that Pitt County Schools can help with to her wish list. Dr. Rouse finished by explaining that the Community School has expanded by adding two additional classrooms for Kindergarten and 1st grade. Furniture for these classrooms has been ordered but has not yet been delivered. The Community School is looking to borrow furniture from Pitt County Schools until the new furniture is delivered.
- B. Personnel Report: Ms. Tracy Cole shared that the school has a new counselor who has experience with this demographic. Seven of the core teaching positions are filled; however, one

teacher resigned yesterday. The school is still searching for an EC teacher, 2 teaching assistants, an IHC Coordinator, and a Nurse. Mr. Joyner asked about class sizes. Ms. Cole said that all classes are capped at 18 students. Mr. Joyner asked where the school finds new teachers to hire. Ms. Cole responded that they come from a variety of places: talking to other good teachers, the ECU Job Fair, and advertising on the ECU website. Mr. Joyner asked about paying teachers more to work at the Community School. Dr. Rouse noted that Community School teachers are given \$8,000 more than teachers in other districts. He added that these teachers are given an 11-month contract, a \$4,000 bonus, and tuition reimbursement.

- C. Finance Report: Mr. Rick Yakubowski noted that the expenses for last year were \$1,750,000 with revenues that matched. The expenses for the modular did not happen during last fiscal year. The budget for 2019-2020 is also projected at \$1,750,000 with matching revenues. He noted that there might be some variances due to personnel shortages. This budget is based on enrollment of 129 students for the year, with state and local funding based on supporting those enrollment numbers. There was an extended discussion about the problem with revenue being dependent upon enrollment, causing fixed expenses that are not always met by variable revenue. This is the problem that all public schools face. While most schools can seek additional funding from their county government, the ECU Community School cannot. Mr. Joyner then asked about recruiting. Mr. Cole explained that she recruits students by holding an Open House, sending flyers to Sadie Saulter and South Greenville, meeting with students at those schools, walking the neighborhood, and signing-up parent walk-ins. Parents fill out applications on a first come, first served basis, and a waiting list is created once all slots are filled. Mr. Joyner then asked about assessments. Ms. Cole responded that formative assessments are given all year, noting the strengths and weaknesses of each student. There was an extended discussion about comparing testing scores with other lab schools in the state. It was noted that the other lab schools have very different student populations and grade levels, so comparisons are difficult to make. It was stressed by Dr. Rouse and Dr. Grant Hayes that the ECU Community School has carefully chosen this student population to make the greatest impact and help maintain ECU's partnership with Pitt County Schools.
- D. Legal Report: Ms. Toni Grace shared information from the Office of University Counsel relating to the Community School. She noted that the admissions policy needs to be revised, including the school's policy on admitting siblings. The policy on bullying and harassment also needs to be updated to align with the policies at ECU since the Community School students are considered ECU students. Lastly, a new policy must be created for New teacher preparation since 2 new teachers have been hired this year. Dr. Hayes noted that the MOU with Pitt County Schools probably needs to be updated since the Community School has expanded grade levels beyond what was created originally. Mr. Moore noted that the Community School students should have the same access to ECU facilities as ECU graduates since the Community School students are considered ECU students.
- E. Principal Report: Ms. Tracy Cole shared the Principal's Report. Ms. Cole noted that she and her staff are excited about the new school year. She held a new teacher orientation from August 7th through the 14th for the two new teachers. Current enrollment is 96 with parents still filling out applications. The ECU Faculty Senate is holding a supply drive for the Community School and the students at South Greenville Elementary, so students at both schools have everything they need. Ms. Cole communicates regularly with the administration at South Greenville Elementary to maintain a strong partnership with them. Ms. Cole also noted that she is working to expand

partnerships with the Brody School of Medicine and the ECU Police Department. ECU Community School is having its Open House for all students on Thursday the 22nd from 4-6pm. Mr. Moore asked if Ms. Cole is comfortable with the salaries being offered to hire teachers. Ms. Cole responded that the current salaries are working well.

Discussion Items:

- A. Advisory Board membership rotation plan
Dr. Zambone has discussed the current membership rotation plan with Dr. Chris Locklear, and they both have agreed to suggest keeping the current board membership for one more year, for a total of 5 years, to keep the group stable with the new Chancellor. After next year, they suggest creating a reappointment cycle with certain members being reappointed for 2 or 4 years. There is not a quorum present at this meeting, so no voting could take place on this issue. Mr. Joyner suggested making this an informal proposition for the next meeting. Dr. Zambone also tabled the election of a new Secretary until the next meeting.

- B. Fingerprinting of Advisory Board members
Dr. Zambone asked Mr. Scott Gomez to explain the current fingerprinting process. He noted that he currently works with the Human Resources Department and the ECU Police to schedule fingerprinting for any person who works directly with the students at the Community School or any person who supervises ECU students who work at the Community School. He noted that Advisory Board members must also be fingerprinted. There was an extended discussion about a plan for how this could be most easily accomplished. It was decided that any board members who could get fingerprinted by the ECU Police on campus should be scheduled to do so next month, and the remaining board members would be scheduled to have their fingerprints taken at the next board meeting in November.

Action Items – Require Board Action: None

Closing Comments: Dr. Zambone asked if there were any closing comments. Mr. Moore asked if these board meetings were being publicized. Mr. Gomez noted that a press release is sent out to all local press prior to every meeting. There being no further comments, Dr. Zambone adjourned the meeting at 9:55 a.m.

Next meeting: November 14, 2019, Speight 203, 9:00 a.m.