

ECU Community School Advisory Board
February 18, 2021
3:01 p.m. – 3:45 p.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, Mr. Max Joyner, Dr. Ethan Lenker, Mr. Robert Moore, Dr. Art Rouse, and Dr. Alana Zambone

University Counsel in Attendance: Ms. Patrice Goldmon 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: Dr. Elizabeth Hodge

Call to Order: Dr. Chris Locklear called the meeting to order at 3:01 p.m. and thanked everyone for their flexibility. The meeting had to be rescheduled due to a conflict with another meeting. 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 had a question about financial report in the minutes before calling a vote. He asked if it might be helpful to offer a more detailed explanation of the revenue inputs. Mr. Rick Yakubowski explained the budget is based on all funding sources, which includes state and local ADM. Thus far, the Community School has collected just under \$900,000 in state and local ADM and \$405,507 from ECU and the Systems Office. The school has expended \$1,019,779 leaving a net profit of \$278,933. Projecting towards the end of the year and final allotments are brought in from state and local ADM as well as the \$250,000 that comes from ECU. Those additional allotments go into the projected total revenue for the end of the year. The school is projected to spend \$2,032,927 for the year. When that is compared to the total projected revenue, there is a projected net surplus of about \$6,000. Dr. Locklear suggested that the explanation in the minutes from the previous meeting was still not completely clear. It was agreed that a statement referring back to the budget materials provided in the last packet would be added to the minutes to further clarify the financial report. Dr. Locklear then called for a motion to approve the revised minutes from the last meeting. Dr. Alana Zambone made a motion to approve the revised 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. Dr. Ethan Lenker 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 had been one resignation since the last meeting: Mr. Vincent Biggs, a teacher's assistant. Mr. Biggs has graduated and secured a teaching position with Lenoir County Public Schools. There are two new employees recently hired. Mrs. Towanda Wilkins is the new Testing Coordinator, which is a part-time position. She retired as Testing Coordinator from Pitt County Schools and started in January. Dr. Judy Byrd is the new Curriculum Director. She has worked at every level in secondary education and is currently a Clinical Assistant Professor at Arizona State University. She starts next month. There are two vacancies: the Director of Integrated Health and the teaching assistant position vacated by Mr. Biggs.
- C. Finance Report: Mr. Rick Yakubowski reminded everyone that he had already summarized the budget update earlier in the meeting during and added an explanation about funding provided for pandemic relief in addition to the primary budget. Federal CARES funding combined with the Governor's Emergency Relief funding is \$73,218. Mr. Yakubowski has been working with the Dean and Ms. Cole on budgeting that pandemic relief funding, which can be spent through September of next year. This funding is being directed towards the acquisition of technology in alignment with the purpose of that funding. He reiterated that after all funding and expenses are pulled into the budget by the end of the year, the Community School is expected to end up with a surplus of \$6,072. Mr. Moore asked if that leftover money can be used to make the entrances and exits at the school safer for social distancing due to Covid. Mr. Yakubowski explained that the surplus is actually aligned to temporary funding that the Community School receives from ECU. The money that the Community School does not use from that allotment stays with ECU, so there is no real money left over. The Federal CARES money is for PPE and Covid safety.
- D. Legal Report: Ms. Meagan Kiser explained that there are no legal updates at this time.
- E. Principal Report: Ms. Tracy Cole shared the Principal's Report. Ms. Cole noted that the staff continues to work to provide quality academic and social experiences for scholars along with the help of community partners. Currently, there are 103 students enrolled: 89 daily in person accounting for 86% and 14 attending virtually, which is 14%. As of today, there are no positive cases of Covid among students or staff. There have been 3 cases of Covid among virtual scholars, but they have not reported to campus since March 2020. The school has had remote learning days included in the school year as required by state legislation. Additionally, the school moved to remote learning after the winter break for safety and again on January 28th due to snow. In all instances, the staff delivered online instruction or provided work packets to continue the learning process. The After School Tutorial Program is thriving. It meets Tuesdays and Thursdays from 1:45-3:30 where students receive personalized instruction in reading and math. Ms. Cole expressed thanks to the partnership with Pitt County Schools, which provides nutrition, facility, and transportation to the school. The partnership with South Greenville Elementary continues to thrive and expand, including monthly meetings and a committee to plan campus-wide events for Black History Month and Read Across America Day. The ECU Honors College completed a service-learning project where ECU students came and sanitized

and cleaned throughout the classrooms and building. The Brody School of Medicine conducted two parent training sessions, helping families identify tools and strategies to decrease burnout and enhance adult/child connections. The Brody School of Medicine also conducted a staff training on ACES 101. Ms. Cole also thanked the College of Education, including the Dean's Office, the IT Department, and all the other departments in the college for their incredible support. The College of Education held a Hustle Fundraiser that brought in \$2,330 for the Community School. Mrs. Kristian Backman, the school's social worker, has arranged for approximately 40 scholars to receive "Weekend Power Packs" from the Food Bank of Eastern and Central North Carolina. Dr. Locklear asked about the legislation for funding for summer school, specifically if Lab Schools will be included in that funding. Dr. Art Rouse explained that currently Lab Schools are not included in the debate on this current legislation. He has scheduled a meeting with Dr. Laura Bilbro-Berry to ensure that Lab Schools are included. Dr. Locklear asked for an update at the next meeting. Mr. Moore asked how the percentage of students attending virtually has changed. Ms. Cole explained that it started at 50% virtual last March and dropped to 18% in November. It has recently dropped to only 14% as of this month. Mr. Moore asked if having no Covid cases for students attending in person is out of the ordinary. Ms. Cole responded that the school is very fortunate to have students and families who are diligent in following all procedures for Covid safety. However, there is no information comparing how different counties are doing with Covid cases. Dr. Kristin Gehsmann asked about the Kids Read Now program. Ms. Cole stated that she is currently working on a grant that will cover half of the program; otherwise, ECU would have to fund the entire cost. She explained that Dr. Rouse had recently met with Dr. Swaggerty about a gift that might cover some or all of the program. Dr. Rouse noted that even without the grant, ECU should be able to fund the entire program based on a donation of \$10,000 from a donor associated with Margaret Blunt Harvey in the Literacy Department. This donation was provided for early learning literacy initiatives at the Community School. Ms. Cole is also grateful to Dr. Atkinson and Dr. Marjorie Rowe in the LEHU Department who have agreed to organize the Kids Read Now program for the upcoming year. Ms. Cole noted that Dr. Ethan Lenker had noted in the chat section that Pitt County Schools has half of its schools reporting zero Covid cases.

Discussion Items

A. Revision to Board Policies

i. 10.901-P (Procedure for Records)

Ms. Meagan Kiser explained that there have been 2 revisions to this policy since the last meeting but were not included in the version sent. The revised policy will be sent. Dr. Africa Hands asked if the reference to "eligible student" is defined anywhere in the document. Ms. Kiser explained that it is defined in FERPA legislation and will be included if it is missing from the policy. Mr. Moore asked about the section that says that parents can request records. He noted that schools go to extra lengths to make sure that records do not go out but questions copies being made for those persons requesting them. Ms. Kiser responded that parents and students can inspect the records according to FERPA, and in some cases copies might have to be made. Students and parents have the right to own records, but a process is followed to ensure that student records are not accidentally mixed up. Mr. Moore asked for how long are student records kept. Ms. Kiser stated that ECU follows its own retention policy. She is not familiar with the retention policy, but noted that the standard seems to be 7 years. Ms. Bonnie Glass noted a

needed edit on page 4 where the word “your” is not required. Ms. Kiser stated that the document will be revised accordingly and supplied prior to the next meeting.

Action Items – Require Board Action

A. **Beginning Teacher Support Plan**

Ms. Cole explained that the Beginning Teacher Support Plan was created with Principal Fellows and submitted to the state. The Community School had to make some revisions due to changes made at the state level; the updates have been highlighted. The changes have been made in the following sections: program management and beginner teacher identification, verification, and documentation process; beginner teacher orientation and induction; and mentor selection, assignment and training. All changes align with the requirements that come from the state. This plan must be approved by the board and then signed by Dr. Locklear, Dr. Rouse, and Ms. Cole to be submitted to the state. Dr. Locklear asked if there was a motion to approve the revised Beginning Teacher Support Plan. Mr. Robert Moore made a motion to approve the revised Beginning Teacher Support Plan. Dr. Alana Zambone seconded the motion. The motion passed unanimously via roll call vote.

Closing Comments: Dr. Locklear asked if there were any other comments. Mr. Moore thanked the 15 people present in this meeting, noting the support for the Community School. He asked if the new Chancellor has been updated on the Community School and thanked Dr. Lenker, Ms. Cole, and Dr. Rouse. Dr. Locklear explained that he has shared information about the Community School with Chancellor Rogers and hopes to get him to visit the school to see for himself after he arrives on March 15th. Dr. Locklear also expressed how impressed he was by all the partners mentioned by Ms. Cole. He offered kudos to Ms. Cole, noting that all the partnerships are a reflection of her work and the school she runs.

Dr. Locklear adjourned the meeting at 3:45 p.m.

Next meeting: May 13, 2021, 9:00 a.m., location TBD