

ECU Community School Advisory Board
February 8, 2024
8:59 a.m. – 9:46 a.m.
Hybrid: Speight 203 and MS Teams

Presiding: Dr. Elizabeth Hodge, Chair

Board Members in Attendance: Dr. Kimberly Anderson, Dr. André Green, Dr. Ethan Lenker, Dr. Chris Locklear, Mr. Robert Moore, Dr. Rita Soulen, and Dr. Elizabeth Swaggerty

University Counsel in Attendance: Mr. C.J. Click-Kimber

Guests in Attendance: Ms. Tracy Cole and Ms. Meagan Thornton

Special Guests in Attendance: None

Board Members Absent from Meeting: Mr. Jeff Roberts and Dr. Alana Zambone

Call to Order: Dr. Elizabeth Hodge called the meeting to order at 8:59 a.m. She thanked everyone for their participation.

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

Approval of the Agenda: Dr. Hodge asked if there was a motion to approve the agenda. Dr. Ethan Lenker made a motion to approve the agenda. Dr. Elizabeth Swaggerty seconded the motion. The motion passed unanimously.

Public Expression: None.

Updates to the Board

- A. Community School Operational Update: Dr. Hodge shared that the Community School had undergone a Federal Programs ESSER-GEER monitoring visit since the last meeting. All public schools are required to participate to ensure that Covid funding is aligned to the submitted plan. Improvements were suggested and have been fully implemented. The Department of Public Instruction (DPI) has noted that the Community School has made those improvements and a resolution was signed in February.
- B. Personnel Report: Ms. Tracy Cole noted that there has been one resignation since the last meeting: Dr. Malinda Pennington has accepted a position at Western Carolina University and will leave at the end of this school year. Intent forms have been distributed to all staff members. There is one confirmed resignation, Dr. Pennington, and one more possible.

- C. Finance Report: Ms. Meagan Thornton shared an update on the budget. There were no questions.
- D. Legal Report: There was no legal update.
- E. Principal Report: Ms. Cole shared the Principal's Report. The UNC System conducts monthly check-in meetings with all lab schools. During the November 16th meeting, Dr. Clay Smith, the Assistant Director of Teacher Preparation and Lab Schools provided an update from the Board of Governor's Lab School sub-committee. The BOG subcommittee is not pleased with the overall performance of lab schools. As a result, each lab school must work with the UNC System to develop a Lab School Improvement plan. Dean André Green and Ms. Tracy Cole met with Dr. Lauren Lampron, the Director of the North Carolina Principal Fellows Program, to develop the school's plan. The plan focuses on improving student proficiency in mathematics. This plan includes the following: a 2-course buy-out of a OCE Math Education faculty member; workshops on the effective use of mathematical best practices; trainings on the effective use of math assessment tools, interpretation of the results, and the use of a common formative assessment math tracker; and one-on-one coaching with math teachers. Dr. Swaggerty stated that the new plan sounds wonderful and asked if there will be an impact on the reading plan that is already in place with this new focus on math. Ms. Cole noted that the reading plan will not be impacted and will continue as it has. Enrollment is 116. Ms. Cole noted that most schools have a transient population, but the Community School does not. Intent forms have been sent to families and scholars; all families and scholars have indicated that they plan to return next year. Currently, there are 11 kindergarten students who have submitted applications. The second benchmark tests have been administered for reading, math, and science: the school continues to see growth in all subjects. The After-School Tutorial program has started, under the leadership of Dr. Kimberly Anderson. The program runs on Tuesdays and Thursdays from 2:30 to 3:50 p.m. The scholars receive a snack from PCS Nutrition and get transportation from PCS Transportation. There are 34 scholars receiving extra support in literacy and 14 scholars who are participating in the Science Olympiad practice sessions. Ms. Cole expressed thanks to the ECU faculty and students who are assisting with the literacy tutoring, including Dr. Marjorie Rowe. The school is scheduled to present its Black History Program on February 22nd at 5:30 p.m. Students have been researching African Americans who have had or are having a positive impact on the community, state, and nation. Dr. Malinda Pennington is being recognized by the North Carolina Council for Exceptional Children with the Distinguished Service Award. Dr. Carrie Lee is providing math customized professional development for our teachers. She is on our campus at least 20 hours per week. Dr. Lee assists with assessing our scholars, interpreting the results, planning lessons, selecting instructional materials, and co-teaching. Dr. Crisiane Berry presented on the use of Artificial Intelligence in the Elementary setting on February 6, 2024. Currently, the Community School has 6 math practicum students, 50 reading practicum students, and 4 school counseling graduate assistants. There are also 3 occupational therapy students, 2 psychology students, a CARE Corp Birth to Kindergarten student teacher, and a CARE Corp school counselor working at the Community School.

Discussion Items – None

A. ECUCS Parent Bill of Rights

Dr. Hodge reminded the board members that the new policies that make up the Parent Bill of Rights were sent prior to the meeting. Mr. Click-Kimber explained that he and Ms. Cole have been working to create these new policies by adapting policies created by the Pitt County School system (PCS). These new policies are consistent with PCS, other public schools in the state, and other Lab Schools, especially Western Carolina Lab School. There are 4 policies that are new or have been updated to create this Parent Bill of Rights, as mandated by the state. The school must have parental notification and consent for protected topics. Policy 7.013 Staff Responsibilities is not necessarily new: it simply collates applicable law. There are also the following: Policy 11.001 Parental Involvement, Policy 11.002 Parental Inspection of and Objection to Instructional Materials, and Policy 11.003 Surveys of Students. Dr. Green asked if there is a class of 30 and one parent objects, then what is the process? Mr. Click-Kimber explained that the principal will make a decision in that situation: materials should only be removed if there is a constitutional violation. IN this case, Ms. Cole would make a decision and the parent could appeal that decision. Mr. Chris Locklear proposed a few edits, including a definition for “at-risk” as mentioned in Policy 11.003. Mr. Click-Kimber stated that “at risk” is not defined in the law and might be intentionally vague. Dr. Locklear understood but insisted that there be a mechanism with which to educate someone who has questions. Mr. Click-Kimber suggested that the board is within its rights and all by-laws to waive a second reading of these policies in order to adopt them at this meeting, as required by the time-sensitive nature of this situation. Dr. Hodge asked if there was a motion to waive the second reading of these policies. Dr. Chris Locklear made a motion to waive the second reading of these policies. Dr. Ethan Lenker seconded the motion. The motion passed unanimously.

Action Items – None

B. ECUCS Parent Bill of Rights

Dr. Hodge asked if there was a motion to approve these new policies with the proposed amendments and send them to the Chancellor. Mr. Robert Moore made a motion to approve these new policies with the proposed amendments and send them to the Chancellor. Dr. Kimberly Anderson seconded the motion. The motion passed unanimously.

C. 2023-2024 Summer Program Plan

Ms. Cole explained that schools are given the chance to administer the end of course tests a second time, but they can only do so if they have a plan that is approved by the board. This plan must identify students who will participate, explaining their levels of proficiency. The plan must also give the dates of instruction, the last academic day, and the last staff day. The Community School’s plan includes additional instruction on June 12, 13, 17, and 18 at 5 hours per day. The tests will be re-administered on June 19, 20, 25, and 26: this allows for 3 days of testing and one day for makeup testing. Dr. Lenker asked what testing materials refers to. Ms. Cole explained that there are training manuals for administrators

and proctors. Dr. Green asked why there are only 4 days of instruction. Ms. Cole explained that PCS is only open 4 days per week during the summer break. Dr. Green asked about learning loss in July and August. Ms. Cole noted that extending the school year to cover July and August would require additional funding and personnel. Dr. Hodge asked if there was a motion to approve the 2023-2024 Summer Program. Dr. Ethan Lenker made a motion to approve the 2023-2024 Summer Program. Dr. Chris Locklear seconded the motion. The motion passed unanimously.

Closing Comments: Dr. Hodge thanked everyone for attending the meeting. Dr. Chris Locklear noted that elections will be during the next meeting in May. He also noted that 3 members of the board will finish their final term at the end of the next meeting. The board will need to look at replacing them. Dr. Green also noted that the board will need to replace Mr. Scott Gómez as the Acting Secretary after the next meeting, as he has a new position as the Administrative Associate for the Special Education, Foundations and Research Department. Dr. Hodge asked if there is a process for getting a new Admin to work for the board. Dr. Green stated that he is working on replacing Mr. Gómez's old position with the Community School; however, the ECUCS Advisory Board will have to replace Mr. Gómez after May 9th. Dr. Rita Soulen asked what the process is for bringing in new board members. Mr. Gómez volunteered that the process has always been informal: new members are usually suggested to the Chair and/or the Dean and one of them invites those who have been suggested. Mr. Robert Moore suggested that it would be beneficial if the board included at least one parent of a student who attends the school, giving the board insight into how parents and students experience the Community School. Dr. Hodge thanked everyone for their input and stated that she would discuss all of these recommendations with Dr. Green and Ms. Cole.

Dr. Hodge adjourned the meeting at 9:46 a.m.

Next meeting: May 9, 2024, 9:00 a.m., TBD