ECU Lab School Advisory Board
May 10, 2018
8:51-9:44 a.m.
Speight 203

Presiding: Dr. Grant Hayes, ECU Dean of the College of Education

Board Members in Attendance: Dr. Bilbro-Berry, Dr. Bonnie Glass, Dr. Grant Hayes, Mr. Max Joyner, Dr. Elizabeth Hodge, and Dr. Alana Zambone.

University Counsel in Attendance: Ms. Toni Grace

Guests in Attendance: Sherrie Rogers and Meagan Thornton

Board Members Absent from Meeting: Dr. Ethan Lenker, Dr. Mark L’Esperance, Dr. Chris Locklear, and Mr. Robert Moore.

Call to Order: Dr. Laura Bilbro-Berry called the final meeting of the ECU Lab School Advisory Board to order at 8:51 a.m. She asked for a motion to elect a temporary chair for this meeting only as Dr. Chris Locklear, the chair, or Dr. L’Esperance, the vice chair, could not attend. Dr. Elizabeth Hodge made a motion to elect Dr. Grant Hayes as the chair pro temp for this meeting. Mr. Max Joyner seconded the motion, and it was passed. Dr. Hayes then officially began the meeting by suggesting that they begin with new business as he had to leave early to attend another meeting. The Board agreed to start with New Business.

Public Expression - none

Consent Items - none

New Business – Require Board Action

Action Items: Dr. Grant Hayes presented the following action items.

A. Election of 2018-2019 Officers
Dr. Hayes called for a motion to nominate someone to serve as the Chair for next year. Dr. Bilbro-Berry made a motion to nominate Dr. Chris Locklear as Chair. Dr. Alana Zambone seconded the motion. The motion passed unanimously. Dr. Hayes called for a motion to nominate someone to serve as the Vice-Chair for next year. Dr. Bilbro-Berry made a motion to nominate Dr. Mark L’Esperance as Vice-Chair. Dr. Zambone seconded the motion. The motion passed unanimously. Dr. Hayes called for a motion to nominate someone to serve as the Secretary for next year. Dr. Hodge made a motion to nominate Dr. Bilbro-Berry as Secretary. Dr. Zambone seconded the motion. The motion passed unanimously. Dr. Hayes asked all Board members present to complete the paper ballots they had received at the beginning of the meeting to elect the nominees for each position. The ballots were submitted to Ms. Toni Grace to be counted. All the nominees were elected unanimously.
B. Approval of 2018-2019 Lab School Calendar
Dr. Hayes asked for a motion to approve the Lab School calendar for the upcoming school year. Dr. Zambone made a motion to approve the calendar. Dr. Hodge seconded the motion. Dr. Hayes called for discussion before a vote was made. Dr. Bilbro-Berry noted that there were some typos that needed to be corrected. Dr. Bonnie Glass suggested that the calendar might include two more teacher work days, as the curriculum committee had noted that teachers needed more time for professional development. Dr. Glass suggested that these days would be backed up to the existing teacher workdays so that teachers could have a full work day instead of losing half of it to professional development. Dr. Bilbro-Berry noted that there was already a half day on Oct 11th and then a full day on the 12th. Mr. Max Joyner noted that this is the purpose of creating a calendar this far in advance. Dr. Bilbro-Berry noted for the group that teachers already have additional professional development requirements and are currently enrolled in Master’s degree programs. Dr. Hayes asked if parents would be able to make adjustments since they would have quite a bit of advanced notice. Dr. Bilbro-Berry said that there are parents with students in both districts, causing conflicts when the Lab School calendar is not aligned with the Pitt County School district calendar. Dr. Hodge suggested March 13th after the half day on the 12th. Mr. Joyner suggested that making Oct 11th a full-length teacher work day. Ms. Sherrie Rogers noted that students lose nutrition when out of school extra days. Dr. Glass reiterated that teachers need more workdays and professional development. Dr. Hodge made a formal motion to make Oct 11th a full-length teacher work day. The motion passed by majority with Dr. Bilbro-Berry abstaining from the vote. Dr. Glass made a motion proposing Feb 22nd as a full-length teacher work day. Dr. Hodge suggested that extending a half day in March might be more feasible. Dr. Zambone suggested approving the current calendar as is and tabling the discussion of further changes until the new Principal and other new staff are hired so all committees can be involved in these decisions. Dr. Hodge noted that these changes could be voted on in August prior to sending information home to parents. Mr. Joyner asked if there was secondary issue, preventing any changes from being made. Dr. Bilbro-Berry noted that the Lab School students rely on the nutrition that they get on school days. Mr. Joyner asked about parents with students in different schools. Dr. Bilbro-Berry stated that parents will keep both children home when one school is open and the other is closed. Mr. Joyner noted that changes could be made again in August with these amendments. Dr. Glass removed her motion from the table. Dr. Hayes asked if they should approve the amended calendar, including correcting typographical errors. Dr. Zambone made a motion to approve the calendar with corrections made and one amended workday. Dr. Hodge seconded the motion. The motion passed by majority vote.

C. Proposal for Name Change
Dr. Hayes brought forward the next action item: the idea to change the name of the school. Dr. Hayes noted that there is a stigma associated with word laboratory. Dr. Zambone made a motion to change the name of the school to the ECU Community School. Dr. Glass seconded the motion. The motion passed by majority vote. Ms. Grace noted that the name change might need to go through the university counsel’s office to determine if there are any issues related to further approval needed to make the change. Dr. Bilbro-Berry asked when this name change would be effective. Mr. Joyner suggested making a recommendation about the date it would become effective. Ms. Grace said the name change should be sent to the Chancellor as a recommendation. Dr. Zambone amended her motion that the name change be sent to the Chancellor as a recommendation. Dr. Glass seconded the motion. The amended motion passed.
D. 2018-2019 Advisory Board Meeting Dates
Dr. Hayes asked if there was a schedule for meeting dates on which to vote. Dr. Bilbro-Berry suggested using the first Thursday of each quarter as had been done this year. Dr. Glass stated that Thursdays are not good for her. Mr. Joyner asked which days would be better. Dr. Zambone asked if Fridays are better. Dr. Hayes noted that Fridays might conflict with several other Friday meetings. Dr. Hayes asked if the 2nd Wednesday of each quarter would work better. Dr. Zambone made a motion to change the meeting schedule to the 2nd Wed of each quarter. Mr. Joyner seconded the motion. The motion passed unanimously.

Informational Reports and Updates to the Board

A. Director/Principal’s Reports:

i. Operational Update: Dr. Laura Bilbro-Berry provided an update on the Lab School. She shared that there are currently 53 students. She noted that parent conferences were recently held and were very well attended. A parent appreciation event is being held tomorrow morning, May 11, to honor 3rd nine weeks award winners and to honor parents. Dr. Bilbro-Berry did an attendance study to investigate student absences and tardies and brainstorm possible solutions with ECU Lab School staff. Dr. Bilbro-Berry noted that the staff has started to address the problem by holding classroom competitions for best attendance every week with classrooms and individuals winning a variety of prizes. Dr. Bilbro-Berry also stated that the school is currently in testing season. The Lab School is required to do state level testing. April Shackelford has students in small groups in preparation for testing; the testing window is the last week of school June 25-29. Dr. Bilbro-Berry has been trained as the district testing coordinator. School Improvement Team met last week, where Ms. Dixon, the Parent Representative, asked to have objectives added to report cards. The team also assessed if and how their goals had been met for this year. The team is currently working on new goals for next year. EPIC and representatives from Public Impact were here last week doing research—a mandate from the legislation to assess the Lab School’s progress. Parents and students have completed the TRIO survey. Dr. Bilbro-Berry reported that the staff is working on calendars for professional development, data analysis, and behavioral supports. ECU Faculty are also working on curriculum trajectory guides this summer. Several staff members made a visit this week to Pitt Community College to see an example of the kind of modular that will be installed at the Lab School. The modular will provide 6 classrooms. Dr. Bilbro-Berry noted that there will be a delayed delivery of the modular until October, so they are working on plan for how to accommodate this situation. Dr. Bilbro-Berry noted that enrollment still in progress for next year. She will attend a meeting next week at Sadie Sautler for additional applications, and the plan is to have a blended classroom for 1st and 2nd grade until modular is ready. Dr. Hayes asked about the application deadline for enrollment. Dr. Bilbro-Berry stated that the original deadline was April 1st, but that it had to be extended because they were having trouble reaching parents. Mr. Joyner asked about the Lab School’s interactions with Pitt County Schools with regards to the enrollment process. Dr. Bilbro-Berry noted that there are regular meetings with the Pitt County School System Board. Mr. Joyner asked about solving the problem of nutrition for kids with numerous absences. Dr. Bilbro-Berry responded that their efforts to get students to attend
is purposefully to help the children get nutrition. Mr. Joyner asked about the work being done. Dr. Bilbro-Berry noted that letters are sent home because many parents were not fully aware.

ii. Personnel Report: Dr. Laura Bilbro-Berry stated that ECU Lab School has hired two teacher assistants, and they are very helpful. One of the assistants began in March and the other in mid-April. Dr. Bilbro-Berry stated that the Principal search has opened and that the Lab School would also be hiring several teachers including an Exceptional Children teacher and an EC Coordinator. The Lab School also intends to hire more teaching assistants, a school counselor, and a social worker. Dr. Bilbro-Berry also noted that the Lab School had started trying to build a substitute pool back in November. Dr. Bilbro-Berry has requested that the job requirements for the substitute teachers get changed to align with the standards that Pitt County uses because finding substitutes is already very challenging for Pitt County, not to mention the Lab School. One substitute has been hired to work for teachers who will go out on military duty and maternity leave. Unfortunately, she is having health issues. Dr. Bilbro-Berry noted that there is a desperate need for more substitute teachers, and the staff is working on getting more. Dr. Hayes asked if teacher assistants can work as substitutes. Dr. Bilbro-Berry responded that it depends on the age of the students. Dr. Hayes thanked Dr. Bilbro-Berry for her report and her efforts. He also noted that the modular is very nice.

B. Financial Report: Ms. Sherrie Rogers, Business Officer for the College of Education, shared her report. She noted that there has been an increase in funding since the last meeting. She also stated that the budget needs to be adjusted for the revised enrollment. The Office of North Carolina Systems gave $30,000 in addition to the one-time allotment given earlier in the year. The Lab School is currently spending what is left for operational expenses for next year. Mr. Joyner asked about starting enrollment. Dr. Bilbro-Berry stated that it was originally 75; however, adjustments have been made for next year to cap the number of students per grade level at 18.

C. University Counsel Report: Ms. Toni Grace, Assistant University Attorney, stated that her office has finalized the agreement with the FBI for compliance with the requirements for criminal background checks at the Lab School. University Counsel is working to get the statute amended so that campus police can do fingerprinting. Ms. Grace believes the amended statute will pass but will have more to report in August. Dr. Hodge asked about legal progress with the mobile clinic. Ms. Grace responded that no progress had yet been made but that her office was still working diligently on it. Ms. Grace cautioned that the process would take much more time.

Closing Comments

Dr. Hayes asked if there were any further announcements. As no one had additional comments, Dr. Hayes adjourned the meeting at 9:44 a.m.

Next meeting: tentatively scheduled for 2nd Wednesday of August.