Minutes
School Directors' Advisory Group Meeting
March 25, 2025

The School Directors' Advisory Group met at Pitt Community College on Tuesday, March 25, 2025, at 12:00 pm.

Advisory Group Members

Present	Absent
Calvin Shaw	Daniel Hicks
Bryan Christy	Tim Fuss
Major Jeremy Brewington	
Pam Pope	
Terry Clanton	
Bryan Brown	
Milton Davis	
Thomas Forrest	
Will McIntosh	
Chief Anthony Davis	
Christopher Baldwin	
Jesse Swartz	

Staff/NCJA Members

Deputy Director Michelle Schilling
Jason McIntyre
Rosie Battles
Russell Henderson
Mike Whitley
Mike Brim
Billy Bradshaw
Holly Cardoza
Lisa Bass
Alex Gazaway
Jennifer Fisher, Community Colleges
Autumn Hannah, Sheriff Standards

Deputy Director Michelle Schilling officially convened the meeting at 12:01 PM, extending a warm welcome to all attendees. School Director Thomas Forrest followed by greeting participants, expressing his appreciation for their presence at Pitt Community College, and sharing essential logistical details.

Approval of January 28, 2025, meeting minutes.
The minutes from the January 28, 2025, meeting were approved following a motion by Calvin Shaw, which was seconded by Pam Pope.

Online Testing/State Examination Update
The CCT and HazMat Specialized Instructor state exams have been added to the Acadis testing portal and are now available for online testing.   The LE Firearms Instructor is being worked on and should be added to the Acadis testing portal by the end of April.

Field representatives are evaluating delivery sites to facilitate additional laptop testing. Testing will occur only twice a week in each Region. The Form F-23 must be provided to field representatives by 4:00 PM on the day prior to testing.   School directors should ensure that students have access to Acadis ahead of the scheduled testing date.

Level Set – Orientation
The Level Set – Orientation will be held on April 8, 2025, at the Raleigh Police Training Academy. Registration is available in Acadis.

ISTC (In-Service Training Coordinator) Training
The Criminal Justice (CJ) Standards Division is currently delivering the ISTC Training class, an intensive 8-hour instructional program. Two pilot sessions were successfully conducted at Western Piedmont Community College and Johnston Community College, led by Rosie Battles and Mary Burton.

Additionally, CJ Standards is offering a refresher course that incorporates updates to codes, documents, forms, and procedures to ensure participants are equipped with the latest knowledge and practices.

Medical Screening Working Group
The Medical Screening Working Group is divided into two distinct groups: practitioners, comprising doctors and surgeons, and non-practitioners. Initially, the practitioners will review the guidelines and forms, followed by the non-practitioners, who will assess the proposed changes.

Deputy Director Schilling will prepare a draft of the guidelines and submit it to the School Director Advisory Group for their feedback.

NEW BUSINESS
Administrative Changes
1. Eliminating the 60-day extension (January 1 – February 28) that was given to instructors if they didn't complete the 1-hour course before end of the year.

2. Time-distance (Speed Measurement Instrument – SMI) will be going away. Time-distance is not being utilized out in the field.
3. Reissuance for SMI Instructors – The individual must hold current general certification, was certified within last 6 years as a RADAR instructor, and must complete all pre-qualification requirements, complete the RADAR instructor re-certification course, and pass the state examination.

Annual Conference
The advisory group discussed the 2025 School Directors' Conference agenda.

The contests for the 2025 School Directors' Conference will be the Ugliest Car and Best Academy Uniform.

Regional Meetings
Region 1 – April 15, 2025, at McDowell Technical Community College
Region 2 – April 22, 2025, at Guilford Technical Community College
Region 3 – April 10, 2025, at Pitt Community College
Region 4 – April 23, 2025, at NCJA Salemburg

BLET (Basic Law Enforcement Training) Academy Requests
The Mecklenburg County Sheriff's Office has submitted an accreditation application to administer the BLET program. Field Representative Jason McIntyre will conduct required facility inspections.

Instructor Revocation
The 1-hour online course will no longer have a grace period after 2025. There will be no waivers or appeals. If the 1-hour is not completed by the end of the year, the General Instructor certificaton will be revoked.

Accommodations
A request for accommodation needs to have supporting documentation from a medical provider and the request needs to be specific as to what is being requested for accommodation. The request should be submitted during orientation, if possible.

Instructor Training Program
Discussion will be had at the upcoming Education and Training Standards Committee meeting to revamp the curriculum to enhance its effectiveness. The proposed restructuring would divide the program into two distinct courses: lesson plan development and teaching delivery. Dedicated teams would focus on creating high-quality lesson plans, while others would specialize in delivering the content through instruction. The training curriculum would cover essential topics such as platform skills, strategies for engaging students, techniques for teaching adult learners, and a variety of other critical areas to ensure well-rounded instructor preparation.

Updates

NC Justice Academy:

There will be updated BLET forms.

The Driving group is testing trucks and Sport Utility Vehicles (SUV) on the courses.

The Cooper test is being replaced for Physical Training (PT).

Firearms and CCT Instructor updates need to be completed by December 31, 2025.

Sheriffs' Standards:

Nothing to report.

Community College System:

Nothing to report.

Discussion

Level – Set Orientation:

      June 26 at Forsyth Technical Community College

      August 3 at Gaston Community College

      September 21 at School Directors' Conference

      November 3 at Sampson Community College

Next Meeting: May 27, 2025, at Gaston Community College