

Minutes
School Directors' Advisory Group Meeting
November 25, 2025

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

Members Present:

Calvin Shaw	Gaston College
Bryan Christy	Western Piedmont CC
Clyde Deal	Catawba Valley CC
Dan Hicks	Raleigh PD Training Academy
Pam Pope	Wake Technical CC
Terry Clanton	Guilford Technical CC
Bryan Brown	Forsyth Technical CC
Christopher Baldwin	NCDPS/Division of Juvenile Justice
Daniel Harless	Rowan-Cabarrus CC
Thomas Forrest	Pitt CC
Milton Davis	Martin CC
Jesse Swartz	NC Department of Adult Correction
Tim Fuss	Cape Fear CC
William McIntosh	Johnston CC

Members Absent:

Anthony Davis
Major Michael Baker NC State Highway Patrol

Staff Present

Deputy Director Michelle Schilling	Mike Brim
Brenna Borgia	Steve Parker
Rosie Battles	Holly Cardoza
Lisa Bass	Lacy McVey
Russell Henderson	Mary Burton
Jason McIntyre	Bob Overton
Michael Whitley	
Billy Bradshaw	

Guests Present:

Jennifer Fisher	NC Community Colleges System
Alex Gazaway	NC Justice Academy
Autumn Hanna	Sheriffs' Standards Division

School Directors' Advisory Group
Meeting Minutes

Date: November 25, 2025

Time: 12:02 p.m. – 3:25 p.m.

Location: Johnston Community College

Called to Order By: Deputy Director Michelle Schilling

Recorder: Lisa Bass

1. Call to Order and Welcome

Deputy Director Michelle Schilling called the meeting to order at 12:02 p.m. and welcomed all attendees. Charlotte Fournier, Dean of Public Safety at Johnston Community College, welcomed the group and provided an update on the development of the college's new multi-story shooting range.

2. Advisory Group Membership

Five Advisory Group members will complete their terms in December, and reappointment letters will be issued to those continuing their service.

3. Old Business

3.1 Spring Regional Meetings

- Locations are needed that can accommodate school directors and qualified assistants.
- Members are asked to contact their field representatives if their facilities are suitable to host a regional meeting.

4. New Business

4.1 Staff Changes

- Brenna Borgia has assumed the role of Speed Measurement Instrument (SMI) Assistant.
- Holly Cardoza became the permanent Rules Coordinator effective December 1, 2025.
- Billy Bradshaw's last working day with CJ Standards was December 15, 2025; his formal retirement date is January 1, 2026.

4.2 Region One State Exam Testing

- Amber Burgess-Cox will assist with state exam testing in Region One for several days in January.
- The Western Area Field Representative for Sheriffs' Standards will assist with state exam testing in Region One during February.

4.3 Commission Meeting Updates

Administrative Code

- All rules are undergoing the required 10-year Periodic Review.
- More than 60 rules have been repealed as redundant, no longer applicable, or merged into other rules.
- Section 09I has been created to list all forms and their contents for stakeholder use.

Special Meeting – Rules Effective January 1, 2026

- 09E.0106 – Annual Firearms Qualifications Specifications
- 09A.0204 – Suspension, Revocation, or Denial of Certification
- 09B.0405 – Completion of Basic Law Enforcement Training Course

Forms Approval

- F-1 – Medical History Report
- F-2 – Medical Examination Report
- F-2A – Tuberculosis Questionnaire
- F-2B – Medical Examination Report Addendum
 - These forms were updated to include the logos of both Commissions.
- F-33 – Officer Charges and Orders Report Form (adopted from Sheriffs' Standards).

5. End-of-Block (EOB) Tests

5.1 Test Banks

- A working group has been established, consisting of five BLET School Directors and five Division Program Managers.
- The group is revising the EOB tests; each test will include a minimum of 20 questions, regardless of the block of instruction, using the same approval process as the state exam.
- Phase One EOB test question vetting has been completed.
- Phase Two vetting began on December 10, 2025.
- Assistance is needed with test question writing for Phase Three EOB lesson plans.
- The next working group meeting is scheduled for December 19, 2025.

5.2 Question Challenges

- Questions or issues regarding EOB tests should be directed to Deputy Director Michelle Schilling at MSchilling@ncdoj.gov.

6. SDIT Pilot Course and State Exam

- The lesson plan for the driving instructor course was approved by the Commission.
- The first state examination for the course will be administered on December 11, 2025.

7. 2025 School Directors' Conference

7.1 Make-up Training

- Make-up training will be held on December 9, 2025, at the Raleigh Police Training Academy in Raleigh, NC.
- Thirteen School Directors and Qualified Assistants are required to attend.

7.2 Conference Survey Results

- Survey feedback provided recommendations for breakout sessions, keynote speakers, conference activities, and focus topics for both advisory groups.
- Additional suggestions included longer breakout sessions, more food choices, and tables for all attendees.

8. 2026 School Directors' Conference Roles

- Working groups will be created for the 2026 School Directors' Conference.

- Members of the School Directors' Advisory Group and the Qualified Assistant Advisory Group will assist Division staff with logistical planning in the following areas:
 - Food
 - Awards
 - Agenda items
 - Activities
 - New venue location beginning in 2027
 - Speakers
 - "Gimmees" (promotional items)

9. NCJA Update

9.1 BLET Lesson Plan Revision Process

- The lesson plan revision timeline includes:
 - First batch due December 31, 2025
 - Second batch due in January 2026

9.2 Instructor Training Program Revisions

- The new General Instructor (GI) pilot class is scheduled for May 2026.
- The revised GI program will have two levels: Platform and Development, and the changes should be communicated to all affected personnel.

10. Discussion Item – Qualified Role Player

- The group discussed what constitutes a qualified role player for Compliance and Control Tactics (CCT) instructors.
- A key question is whether the role player must be a certified CCT instructor.
- This item will be placed on the January CCT Advisory Group agenda and reported back at the January School Directors' Advisory Group meeting.

11. Next Meeting

- Date: January 27, 2026, 12pm – 3pm
- Location: Western Piedmont Community College

12. Adjournment

The meeting was adjourned at 3:25 p.m.

Minutes prepared by:

Name: Lisa Bass

Title: BLET/Instructor Administrative Assistant

Date: December 2, 2025

Approved by:

Name: Michelle Schilling

Title: Deputy Director

Date: January 19, 2026