



Early College High School
 @ Delaware State University

Board of Directors
Marsha Horton, PhD
Board President

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Board of Directors
Minutes of Meeting (full audio recording available at ECHS website)

Regular Monthly Board Meeting		
4.23.2020	3:55pm	ECHS
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Marsha Horton, Crystal Gillis, Lois Hobbs, Ayeda Silent, Juanita Wilson, Sandy Spangler, Robin Demby, Gwendolyn Scott-Jones, Ronald Pinkett, Dayna Cobb, Dara Savage, Charles McDowell, Paige, Chapman, Jacob Roddy, Evelyn Edney, Nyia McCants	
Board Members Absent	N/A	
Other Attendees	None	
Approval of Agenda	Motion to approve agenda - Wilson 2nd – McDowell YES- Horton, Gillis, Hobbs, Silent, Wilson, Spangler, Demby, Scott-Jones, Pinkett, Cobb, Savage, McDowell NO- None Motion unanimously approved.	
Approval of Meeting Minutes	Motion to approve February 27, 2020 meeting minutes – Hobbs 2nd – Savage YES- Horton, Gillis, Hobbs, Silent, Wilson, Spangler, Demby, Scott-Jones, Pinkett, Cobb, Savage, McDowell NO- None Motion unanimously approved.	
Public Comment		
3 minutes per		
Comments	No public comments.	
Finance/Facilities (F/F) Committee		
	Ayeda Silent , F/F Chairperson	

Comments	<p>Silent presented report.</p> <p>For the Month Ending March 31, 2020</p> <p>75.0% of the year is complete: Certified Enrollment: 421 (up by 28 students from FY2019) Division I Teacher Units: 23.27 (up by 1.2 from FY2019)</p> <p><u>Revenues:</u></p> <ul style="list-style-type: none"> ○ The Web Report reflects receipts of 100.5% per the All Funds Total. <ul style="list-style-type: none"> ▪ Local School district per pupil amounts are down for Caesar Rodney, Cape, Christina, Seaford and Smyrna. ▪ Cafeteria Revenue is in arrears due to the lack of a contract with Aramark, which was settled during the month of February 2020. The DOE will not release federal reimbursement prior to December 2019 for a loss of an estimated \$26,000, unless so approved by Federal. ECHS has requested a waiver from the Federal DOE as recommended by Delaware DOE. In addition, current projected revenues will fall short of the projected amount due to the lack of participation due to COVID-19. ▪ Local Funds reflect a collection of \$43,098.59 beyond what was budgeted. Interest is an item not easily determined, in addition it will provide support to the paydown of the Line of Credit and/or other budgeted items that may fall short in collections. ▪ Degree and experience confirmations are still under review awaiting DOE approval. If approved, additional state funding of \$5,800 may be received beyond what is currently budgeted. <p><u>Expenditures:</u></p> <ul style="list-style-type: none"> ○ The Account Code Expenditure Detail Report reflects 66.1% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 69.4%. <ul style="list-style-type: none"> ▪ Acct Code 55010 Med Related Services—inflated by a prior year payable—101.4% ▪ Acct Code 55031 Student Support Services—funding disbursed to subgrantee— 92.4% ▪ Acct Code 55035 Central Administrative Services—Audit Firm paid in full—100.0% ▪ Acct Code 55452 Insurance—is not cyclical where payments are made on a specific date cycle—100.0% ▪ Acct Code 56145 Computer Supplies—One-Time expenditure for the category, and a budget adjustment will be applied—100.0% ▪ <i>Acct Code 56150 Instructional Supplies—Still awaiting a final determination on the FY2019 DSU Lab Fees Invoice—52.9%</i> ▪ Acct Code 56960 Athletic Supplies— not cyclical where payments are made on a specific date cycle, but as needed for the sport in season—100.0% ▪ <i>Given the current COVID-19 environment, it is not clear impact to financial picture for the remaining 3 months of FY2020. There are budgeted items that have been identified as savings due to the lack of activity in the specific area.</i> ▪ <u>Projected State/Local Savings and Recommended Redirection</u> <ul style="list-style-type: none"> - Projected Savings: <ul style="list-style-type: none"> ○ Child Nutrition Services \$57,465 ○ Student Activities 9,784 ○ Unbudgeted Local Interest 43,100 ○ 2% Contingency 87,480 • Projected Savings \$197,829 - Potential Redirection to One-Time events: <ul style="list-style-type: none"> ○ LOC \$137,431 ○ Staff Bonus 3% 60,398 • Potential Redirection \$197,829 ○ 20 of 26 payrolls have been expended for a ratio of 76.9% <ul style="list-style-type: none"> ▪ State and Local Payrolls—based upon the time period completed 76.4% salary and 70.3% OEC. ○ The Web Report reflects 67.1% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 70.5%. ○ Budget for FY2020 is currently funded by One-Time Funds of \$168,451 excluding the Accounts Payables amount of \$39,878 supported by state/local. <ul style="list-style-type: none"> ▪ One-Time purchase of furniture—\$25,310 ▪ Safety and Security, a 3 year state grant had a continued amount of \$11,606 ▪ Remaining \$31,535 reflects one-time resources in support of ongoing operations. ▪ The Line of Credit has additional support of \$100,000. <ul style="list-style-type: none"> - LOC Balance at 04/06/20 was \$507,984 <p><u>Contingencies:</u></p> <ul style="list-style-type: none"> ○ 2% Contingency 87,480.00 <ul style="list-style-type: none"> ▪ If the 2% required contingency is not used it would minimize a negative impact to the Financial Framework. In addition, the board could choose to further pay down the Line of Credit as recommended above. ○ Notes to Budget: (for set-asides excluded from the budget) <ul style="list-style-type: none"> ▪ Summer Pay 378,698.00 ▪ Strategic Plan 27,939.00 - Total 406,637.00
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	<ul style="list-style-type: none"> - APPR 98079 Contingency Balance 416,790.00 o Unallocated: Restricted resources that operate within separate appropriations and therefore can only be expended to the level that has been received and for a specific purpose. <ul style="list-style-type: none"> ▪ Donations 471.00 ▪ Reserve Tech 14,145.00 - Total \$14,615.00 <p>COVID Funds - \$109,613 – This will help to defray some of the costs that are COVID-19 related (i.e. technology, cleaning, subscription licenses). Dr. Edney is in the process of developing a plan for any anticipated and current expenditures that are COVID-19 related.</p> <p>Transportation – Schools are required to pay 90% of the contract to pay salaries of bus drivers. This requirement is per the State of DE.</p> <p>Pinkett asked if the PPE money for COVID is strictly earmarked for payroll. Dr. Edney explained that we are still awaiting complete guidance on spending rules. ECHS was just informed of the allocation amount this week.</p> <p>Pinkett explained that if the funds are from the same source that he just received for his business then 75% of the funds have to go towards payroll. If 75% of the funds are not for payroll, then the funds will become a loan instead of grant funds. McCants responded that the funds that the school is receiving is not from the same funding source as small businesses. The COVID Cares funds are being allocated into the federal Title I grant.</p>
School Leader	
	Evelyn Edney, School Leader
Comments	Edney reviewed the submitted school leader report. (See Attached)
Student Report	
	Jacob Roddy, Chairperson
Comments	Roddy reported. Shared information about events that have occurred such as, National School Choice Week and the student Pep Rally. Acknowledge the chorus group.
Discussion/Action Items	
Comments	<p>Motion to redirect funds for payment on line-of-credit – Pinkett 2nd – Savage YES- Horton, Gillis, Hobbs, Silent, Wilson, Spangler, Demby, Scott-Jones, Pinkett, Cobb, Savage, McDowell, Chapman NO- None Motion unanimously approved.</p> <p>Motion to redirect funds for 3% one-time bonus for all ECHS@DSU staff/faculty – Savage 2nd – Hobbs Discussion: Pinkett asked for the total cost of this one-time bonus. Horton responded, \$60,398. Pinkett asked if we could provide a 2% bonus and 1% increase in salary. Horton explained that at this time we are unable to support this suggestion. The board and administration may review this in the future. YES – Horton, Gillis, Hobbs, Silent, Wilson, Spangler, Demby, Scott-Jones, Pinkett, Cobb, McDowell, Chapman NO – None Abstention – Savage Motion approved.</p> <p>Edney presented the 2020-2021 School Calendar. The calendar at-a-glance was provided and the hourly attendance survey. The number of days for students (166), this includes exam days. Instructional hours per day is 7 on full days. Total number of instructional hours is 1128. The state requires 1060 hours for grades 9-11 and 932 hours for grade 12.</p> <p>Motion to approve the SY2021 School Calendar and attendance survey – Wilson 2nd – Hobbs YES – Horton, Gillis, Hobbs, Silent, Wilson, Spangler, Demby, Scott-Jones, Pinkett, Cobb, McDowell, Chapman, Savage NO – None Motion approved.</p>

New Business – None

Information Items – None

Announcements – Horton reminded board members to read the ECHS newsletters and information emails to look for the rescheduled senior commencement date as it will be after May. In addition, if any board member is able to assist the school with delivering senior items contact Edney.

Motion to adjourn – Hobbs

2nd – Demby

YES – Horton, Gillis, Hobbs, Silent, Wilson, Spangler, Demby, Scott-Jones, Pinkett, Cobb, McDowell, Chapman, Savage

NO – None

Motion approved.

Meeting adjourned at 5:09pm

Next Board meeting will be on June 25, 2020.

Minutes submitted by – Nyia McCants