



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

Regular Monthly Board Meeting		
6.25.2020	5:15pm	ECHS
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Horton, Gillis-Hammond, Hobbs, Silent, Wilson, McDowell, Spangler, Scott-Jones, Demby, Chapman, Cobb, Pinkett, Savage, Edney, McCants	
Board Members Absent	Denby, Roddy	
Other Attendees	None	
Approval of Agenda	<b>Horton recommending to add Executive Session to the 6/25/20 Agenda</b> <b>Motion to modify and agenda - Hobbs</b> <b>2<sup>nd</sup> – McDowell</b> <b>YES- Horton, Gillis-Hammond, Hobbs, Silent, Wilson, McDowell, Spangler, Scott-Jones, Demby, Chapman, Cobb, Savage</b> <b>NO- None</b> <b>Motion unanimously approved.</b>	
Approval of Meeting Minutes	<b>Motion to approve April 23, 2020 meeting minutes – McDowell</b> <b>2<sup>nd</sup> – Demby</b> <b>YES- Horton, Gillis-Hammond, Hobbs, Silent, Wilson, McDowell, Spangler, Scott-Jones, Demby, Chapman, Cobb, Savage</b> <b>NO- None</b> <b>Motion unanimously approved.</b>	
Public Comment		
3 minutes per speaker		
Comments	No public comments.	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	Wilson presented report (For Information Purposes Only). The committee did not meet today. State of DE amended all educator evaluations to be waived for this year. The Committee determined it is best to have a summary evaluation for the school leader based on: 1) plenty of data prior to pandemic and 2) allows for criteria for annual bonus which is contracted with school leader. Edney and Wilson had a conference and the specifics of this conference will be discussed in executive session.	
Finance/Facilities (F/F) Committee		
	Ayeda Silent , F/F Chairperson	

Comments

Silent presented report.

91.7 % 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)
- Revenues:
  - The Web Report reflects receipts of 100.0% per the All Funds Total.
    - Additional State amount of \$5,458 was deposited 060420.
    - 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. ECHS has requested a waiver and has been approved for Federal reimbursement. **The school has received a recovery of \$13,995.** In addition, current projected revenues and expenditures will fall short of the projected amounts due to the lack of participation during COVID- 19.
    - Local Fund Interest Collections have been budgeted for receipts collected through April 30, 2020. Additional receipts collected total \$2,002.60.
- Expenditures:
  - The Account Code Expenditure Detail Report reflects 85.3% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 88.6%.
    - Given the current COVID-19 environment, it is not clear impact to financial picture for the remaining 2 months of FY2020. There are budgeted items that have been identified as savings due to the lack of activity in the specific area.
  - 24 of 26 payrolls have been expended for a ratio of 92.3%.
    - State and Local Payrolls—based upon the time period completed 90.9% salary and 84.1% OEC.
  - The Web Report reflects 86.0% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 89.4%.
  - 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.
    - 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—\$100,000.
      - LOC Balance at 06/05/20 was \$357,834
  - The Amended Budget for FY2020 as noted above is currently supporting One- Time Expenses of \$202,164, supported by recurring funds for the 3% Staff Bonuses and additional paydown of the Line of Credit.
- Contingencies:
  - 2% Contingency \$88,501.00
    - \$84,804 of the 2% required contingency will be used to pay down the Line of Credit as noted above.
  - Notes to Budget: (for set-asides excluded from the budget)
    - Summer Pay \$378,698.00
    - Strategic Plan \$27,939.00
      - Total \$406,637.00
      - **APPR 98079 Contingency Balance \$416,790.00**
  - 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.
    - Donations \$471.00
    - Reserve Tech \$14,145.00
      - Total \$14,615.00

Northern Data Center Reports to First State Financial Report (FSF) Reconciliation

	<ul style="list-style-type: none"> <li>The following items did not reconcile from the Northern Data Center System reports to the First State Financials System Report for the month ending May 31, 2020 Final processing is expected during June.</li> </ul> <p>Expenditures/Adjustments <span style="float: right;">-\$403.41</span></p>
<b>Nominating Committee</b>	
	Lois Hobbs, Chairperson
Comments	Hobbs presented the report. The following board members have terms that are due to expire in October 2020: Gillis, Hobbs, Scott-Jones, and Spangler. Hobbs will reach out to each member individually to ask if they wish to be reappointed.
<b>Fund Development Committee</b>	
	Ronald Pinkett, Chairperson
Comments	Pinkett presented the report (For Information Purposes Only). Due to COVID-19 Pandemic, the committee has been unable to meet.
<b>Academic Affairs Committee</b>	
	Sandra Spangler, Chairperson
Comments	Spangler presented the report (For Information Purposes Only). 2021 Academic Schedule has been shared State has not made final decision regarding opening of schools in the fall. Awaiting information from DOE and DSU. DSU will be making decision by July. Need to consider classroom space and bus capacity. Dr. Edney has made decision to run from 9 <sup>th</sup> grade academy. Planning to run two grades per day on a rotating basis. Classes will be 60 min with 15 min break in between. Days when students are at home, school will target students who need extra assistance or not college ready. This may be an individual session or small group. Lunches will be brought into the classrooms. Student services will continue (counseling, nursing, etc.). If students do not return, nurses will be part-time. Athletic participation is pending. The decision to have athletics is dependent upon DIAA decision. Athletics will be phased in, possibly beginning with strength and conditioning. ECHS considering e-gaming. ECHS is actively seeking student teachers, currently has one Physical Education student teacher for the fall. Jacob Roddy is graduating and awaiting next student representative to join the board.
<b>School Leader Report</b>	
	Evelyn Edney, School Leader
Comments	Edney reviewed the submitted school leader report. (See Attached)
<b>Discussion/Action Items</b>	
Comments	<p>1. McCants presented McKinney-Vento Homeless Assistance Policy Draft. The Board Policy does not currently have required policy adopted in the board policy manual. The proposed policy would be in Section 700, Policy number is 700-33.</p> <p><b>Motion to approve and adopt Board Policy 700-33, McKinney-Vento Homeless Assistance Policy – Pinkett</b>  <b>2<sup>nd</sup> – Savage</b>  <b>YES – Horton, Gillis-Hammond, Hobbs, Silent, Wilson, McDowell, Spangler, Scott-Jones, Demby, Chapman, Cobb, Savage, Pinkett</b>  <b>NO – None</b>  <b>Motion carries.</b></p> <p>Discussion:  McDowell asked where the language for the policy was derived. McCants explained that the language for the proposed policy was derived from federal regulations. The policy draft was shared with Dr. Horton for permission to present before the board. McDowell shared concerns about voting on policy without having previously reviewing the policy.  The board members reviewed and discussed the policy. All were in favor of voting on the proposed policy during the existing meeting.</p>

2. Edney presented the proposed policy revisions to the Board Attendance Policy. The revisions include adding language that the policy is for live and/or virtual settings and credit denial after a student reaches 12 absences from a class. (Revised Policy attached)

McDowell suggested that policy revisions should be cycled through the appropriate board committee prior to presenting to the full board. Scott-Jones asked what committee would review a policy such as the attendance policy. Edney responded that the Academic Committee would review this revision.

**Motion for the Board to delegate authority to the Academic Affairs Committee to review, revise, and approve the presented policy revision – McDowell**

**2<sup>nd</sup> – Hobbs**

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

**NO – None**

**Motion carries.**

**New Business – None**

**Information Items – None**

**Announcements – None**

**Motion to Enter Executive Session – McDowell**

**2<sup>nd</sup> – Pinkett**

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

**NO – None**

**Motion carries.**

Board enters Executive Session to discuss Personnel matters at 6:56pm to 7:15pm.

**Motion to adjourn – McDowell**

**2<sup>nd</sup> – Hobbs**

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

**NO – None**

**Motion carries.**

**Meeting adjourned at 7:16pm.**

**Next Board meeting will be on August 27, 2020.**

Minutes submitted by – Nyia McCants