



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

Regular Monthly Board Meeting		
12.12.2019	5:30pm	ECHS
Facilitator	Marsha Horton, Board President	
Note taker	Nya McCants, ECHS Recording Secretary	
Board Members Present	Marsha Horton, Crystal Gillis, Juanita Wilson, Ronald Pinkett, Charles McDowell, Sandy Spangler, Robin Demby, Paige Chapman, Dayna Cobb, Jacob Roddy, Sara Gildon, Evelyn Edney, Nya McCants	
Board Members Absent	Briona Denby, Lois Hobbs, Ayeda Silent, Gwendolyn Scott-Jones	
Other Attendees	Timothy Yancy	
Approval of Agenda	Horton announced that the Board will go into Executive Session <b>Motion to modify the agenda to add Executive Session and move Finance/Facilities as first committee report – Wilson</b> <b>2<sup>nd</sup> – Gildon</b> <b>YES-Horton, Gillis, Wilson, McDowell, Spangler, Demby, Chapman, Cobb, Gildon</b> <b>NO-None</b> <b>Motion unanimously approved.</b>	
Approval of Meeting Minutes	<b>Motion to approve October 24, 2019 meeting minutes – McDowell</b> <b>2<sup>nd</sup> – Wilson</b> <b>YES-Horton, Gillis, Wilson, McDowell, Spangler, Demby, Chapman, Cobb, Gildon</b> <b>NO-None</b> <b>Motion unanimously approved.</b>	
Public Comment		
3 minutes per		
Comments	No public comments.	
Executive Committee		
	Marsha Horton, Chairperson	
Comments	Dr. Horton welcomed the newest board member, Ms. Paige Chapman. Reminded all board members to discuss highlights of reports and not read the reports verbatim.	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	For Information Only Wilson presented report. Personnel committee met and discussed the school leader's bonus. The bonus will be decided upon during the Executive Session.	

Finance/Facilities (F/F) Committee	
	Ayeda Silent , F/F Chairperson
Comments	<p>T. Yancy presented report.  Finance/Facilities Committee meeting held today  Certified enrollment (as of September 30 Unit Count) – 421 Increase of 28 students from FY19  Division I Teacher Units: 22.27 Increase by 1.2 from FY19</p> <ul style="list-style-type: none"> <li>A. Receipts: <ul style="list-style-type: none"> <li>a. Web Report reflects receipts of 74.3% per All Funds Total;</li> <li>b. Concerns: <ul style="list-style-type: none"> <li>i. Per pupil amounts are down for following districts: Caesar Rodney, Cape, Christina, Seaford, and Smyrna</li> </ul> </li> </ul> </li> <li>B. Dual Enrollment; <ul style="list-style-type: none"> <li>a. State deposit of \$30K related to dual enrollment expenditure correction; <ul style="list-style-type: none"> <li>i. Deposited funds are reimbursement for dual enrollment expenditures incurred in previous fiscal year but received in current fiscal year;</li> <li>ii. The \$30K is not included in any of the funding used for the FY2020 Preliminary Budget.;</li> </ul> </li> </ul> </li> <li>C. Expenditures; <ul style="list-style-type: none"> <li>a. The Account Code Expenditure Detail Report reflects 32.9% of the budget for all funding sources has been expended;</li> <li>b. The ratio for State and Local funding reflects 35.6%</li> <li>c. 11 of 26 payrolls have been expended for a ratio of 42.3%; <ul style="list-style-type: none"> <li>i. State and Local payrolls-based upon the time period completed 40.6% salary and 39.4% OEC;</li> </ul> </li> <li>d. Discussed Adjusted accounting codes due to accounts payable from prior year, object code, or spend to status year</li> <li>e. Web Reports reflects 34.1 % of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 36.7%;</li> <li>f. Budget for FY2020 is currently funded by One-Time funds of \$69,019 excluding the Accounts Payables amount of \$39,878 supported by State/Local; <ul style="list-style-type: none"> <li>ii. Line of Credit received an additional support of \$0;</li> <li>iii. One-time purchase of furniture - \$25,310</li> <li>iv. Safety &amp; Security, a 3 year state grant had a continued amount of \$11,606</li> <li>v. Remaining \$32,103 reflects one-time resources in support of ongoing operations.</li> </ul> </li> </ul> </li> <li>D. Contingencies; <ul style="list-style-type: none"> <li>a. 2% Contingency - \$85,137 <ul style="list-style-type: none"> <li>i. This amount would be continued into next fiscal year or line-of-credit balance.</li> <li>ii. Set-asides (excluded from budget) <ul style="list-style-type: none"> <li>1. Summer Pay - \$375,610</li> <li>2. Strategic Plan - \$130,459</li> </ul> </li> </ul> </li> </ul> </li> <li>E. Unallocated (Restricted resources that operate within separate appropriations and can only be expended to the level that has been received and for a specific purpose. <ul style="list-style-type: none"> <li>a. Federal - \$7,942</li> <li>b. Cafeteria - \$6,216</li> <li>c. Misc Receipts - \$15,176</li> <li>d. Donations - \$1,000</li> <li>e. Student activities - \$2,599</li> <li>f. Reserve Tech - \$14,145</li> </ul> </li> <li>F. FY 2020 Budget Update: <ul style="list-style-type: none"> <li>a. School districts have sent most of funds;</li> <li>b. Administration are working with HR Contractor to review new staff members’ degree and experience</li> </ul> </li> </ul> <p>The classroom door locks in the 9<sup>th</sup> Grade Academy have been updated. The Grossley renovation project has been completed with a bathroom for staff on the first floor.</p>
Nominating Committee	
	Lois Hobbs, Chairperson
Comments	No report.

<b>Marketing Committee</b>	
	Vacant, Chairperson
Comments	No report.
<b>Academic Affairs Committee</b>	
	Sandy Spangler, Chairperson
Comments	Spangler presented report. For Information Only The committee met and reviewed the school academic goals/strategy and the academic performance data from the 2018-19 Annual Report. The school leader will review with staff during professional development day on 12/17/19. Dr. Edney shared the mid-year school college readiness data. The school administration has split the study hall groups to provide better monitoring. Students are separated based on college readiness and grade level. The study group for students who have earned college readiness status have an electronic sign in/sign out system, SWIPE. Student Jacob Roddy feels that the splitting of the study groups has been good.
<b>Audit Committee</b>	
	Charles McDowell , Chairperson
Comments	McDowell presented. The committee and school administration have met with the auditors for a review of the report. The audit resulted in a clean audit report.
<b>School Leader</b>	
	Evelyn Edney, School Leader
Comments	<p>Attendance/Enrollment/Marketing/Recruitment</p> <ul style="list-style-type: none"> <li>All Open Houses were successful. We have received 57 applications in the first month of the process.</li> <li>The state-wide School Choice Application closes on January 8</li> <li>ECHS Lotter is scheduled for January 10</li> <li>Acceptance videos will go out on January 13</li> <li>Hornet Hellos: January 29 (5:30pm), February 12 (5:30 pm), February 29 (9:00 am)</li> </ul> <p>Professional Development – Representatives for cadres of each academic discipline and support attend monthly meetings.</p> <p>Academics/Students @ DSU</p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Marking Period report cards will be mailed to students on December 18, 2019</li> <li>1<sup>st</sup> MP Academic Celebration – Students received donuts and drinks</li> <li>2<sup>nd</sup> MP Academic Celebration – Students received cookies and flavored milk</li> <li>College readiness data was shared by grade level for the first three grade reporting periods.</li> </ul> <p>Student Activities:</p> <ul style="list-style-type: none"> <li>Hornets in Action has sponsored the annual Stuff the Bus Food Drive: 212 Non-Perishable Items were collected.</li> <li>Hornets in Action have put together Manna Bags: Ziploc Baggies filled with hygiene products and small non-perishable food items for a state-wide project with Multiplying Good.</li> <li>The winter sports season has begun with girls and boys basketball and cheerleading.</li> <li>The 9<sup>th</sup> and 10<sup>th</sup> graders competed in a Holiday Door Decorating Contest while the 11<sup>th</sup> and 12<sup>th</sup> graders battled each other collecting hats and gloves for homeless shelters. The winners of the contest will receive a “New Year’s Party” during School Choice Week in January.</li> <li>The Staff and Board collected money to benefit the needy families of ECHS for the holidays.</li> <li>The Winter Holiday Concert took place on Wednesday, December 11<sup>th</sup>. The band and chorus as well as the drumline performed.</li> </ul> <p>Parents/Community</p> <ul style="list-style-type: none"> <li>The Honoring Our Legacy event for ECHS was held on October 26, 2019 with 64 attendees to honor Dr. Bebe Coker and Norman Oliver for their work in the community. The event yielded ECHS roughly \$3500.</li> <li>To increase parental communication and in addition to Schoology messages, email messages, and placing items on the website, the School Leader sends out a weekly online newsletter entitled, Hornet Happenings to families. The School Leader will also share these with the Board.</li> <li>The PTSA held meetings on October 22 and November 2. Parents who could not participate physically could log onto Zoom Conferencing.</li> </ul> <p>Personnel</p> <ul style="list-style-type: none"> <li>New Hornets have been hired in the places left vacant:</li> <li>Brianna Abdallahi, Chorus</li> </ul>

	<ul style="list-style-type: none"> <li>• Emilie Chandler, Special Education</li> <li>• Alade Eason, Special Education</li> <li>• Linda Forde-Green, Science</li> <li>• Lamont Hairston, Social Studies</li> <li>• Tracey Harris, Study Group Monitor</li> </ul> <p>Facilities</p> <ul style="list-style-type: none"> <li>• Grossley Hall is complete. The teachers have moved into the two new classrooms. Other changes include: <ul style="list-style-type: none"> <li>○ Memorial 112 is now the nurse’s office on campus</li> <li>○ The Grossley Lecture Hall serves as a Study Group Room</li> <li>○ The Price is currently the sire of the other Study Group Room, but that will change to Bank of America 101 next semester.</li> </ul> </li> <li>• A leak of toilet water came through the School Leader’s Office/Teacher’s Lounge. An environmental company came to clean the office. Cabinets in the kitchenette had to be pulled out due to water damage. They have <u>still</u> not been replace as of yet.</li> </ul> <p>Upcoming Events</p> <p>12/13/19 &amp; 12/16/19 ECHS Finals  12/18/19-01/08/20 Winter Break (Students)  01/06/20-01/08/20 Staff Professional Development  01/09/20 Grades 9 &amp; 10 Start 2nd Semester  01/10/29 Grades 11 &amp; 12 Start 2nd Semester  01/13/20 All Grades Report &amp; DSU Classes Begin  01/15/20 2nd MP College Readiness &amp; Honor Roll Celebration  01/18/20 MLK Jr. Day, No School; Offices Closed  01/22/20 Chipotle Takeover (Eat at the ones designated &amp; ECHS gets40% of the proceeds)  01/27/20-01/31/20 National School Choice Week  01/31/20 Holiday Contest Winners’ Celebrations  02/03/20-02/13/20 Hornets in Action Holiday Grams  02/12/20 ECHS Hornet Hello  02/14/20 ECHS Winter Pep Rally  02/19/20 2nd Semester Open House after PTSA Meeting  02/25.20 Spring Sports Parent/Student Athlete Meeting  02/27/20 Board Meeting Day  02/28/20 ECHS Black History Month Program “The Carters”</p> <p>A copy of the ECHS Annual Report Highlight Sheet was provided to all board members in attendance.</p> <p>McDowell asked for category explanation of the college readiness data. Edney provided explanation. In addition, McDowell requests a key to accompany the college readiness graphics.</p>
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**Parent Association Report**

	Dayna Cobb, Chairperson
Comments	Cobb presented report. Ms. Cobb stated the PTSA has not received any parent complaints. The Chipotle Fundraiser is scheduled for 1/22/20 at the Dover location. School can receive 33% of sales provided there is a minimum of \$300 in sales.

**Teacher Report**

	Sara Gildon, Chairperson
Comments	<p>The student advisory classes participated in a door decorating contest, Ms. DeCastro’s Advisory was the winner on campus.</p> <p>The Hornets in Action club collected donations to put together Manna bags to give to homeless shelters.</p> <p>The winter sports season is in session.</p> <p>The previous concerns presented by faculty have been addressed and resolved.</p> <p>The new faculty members have jumped right into the school and their roles.</p> <p>End of first semester is approaching this week.</p> <p>Ms. Gillis acknowledged Mrs. Savage’s Genius Hour class project for English 9 class, very well done.</p> <p>Dr. Horton announced to the board that this is Mrs. Gildon’s last board meeting as she has accepted a position in a different district. She thanked Mrs. Gildon for her service to ECHS and the Board.</p>

**Student Report**

	Jacob Roddy, Chairperson
Comments	<p>Roddy presented report.</p> <p>College application fees for in-state schools was extended to November. The new faculty have helped to make things more organized. By separating the study groups this benefits students who need help separating from friends and making good use of time. Also, the split helps to incentivize study group locations. Students can</p>

	see the benefits of being college ready and earning privileges. DSU Reading Day was on 12/6/19 before students began taking DSU Final exams. ECHS finals begin tomorrow.
<b>Budget Items</b>	
Comments	No budget items for action.
<b>Discussion/Action Items</b>	
Comments	Horton thanked board members for supporting ECHS school events.
<b>Executive Session</b>	
Comments	<p><b>Motion to close Public session and enter Executive session to discuss personnel matters – Pinkett 2<sup>nd</sup> – McDowell</b>  <b>YES-Horton, Gillis, Wilson, McDowell, Spangler, Demby, Chapman, Cobb, Gildon, Pinkett</b>  <b>NO-None</b>  <b>Motion unanimously approved.</b>  5:56pm – 6:12pm Executive Session held. Determination made in reference to bonus for school leader. The Personnel Committee Chair will review with school leader.</p>

<p><b>Old Business</b> – ECHS Framework reports were shared by Dr. Edney</p> <p><b>New Business</b> – None</p> <p><b>Appeals/Reviews</b> – None</p> <p><b>Announcements</b> – None</p> <p><b>Motion to adjourn</b> – Demby  2<sup>nd</sup> – Pinkett  <b>YES- Horton, Gillis, Wilson, McDowell, Spangler, Demby, Chapman, Cobb, Gildon, Pinkett</b>  <b>NO-None</b>  <b>Motion unanimously approved.</b></p> <p><b>Meeting adjourned at 6:13pm</b></p> <p><b>Next Board meeting will be on February 27, 2020.</b></p> <p>Minutes submitted by – Nyia McCants</p>
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