



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

| Regular Monthly Board Meeting | | |
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| 1.28.2016 | 5:22 pm | ECHS |
| Facilitator | Marsha Horton, ECHS Board President | |
| Note taker | Rebecca Fox-Lykens, Board Secretary | |
| Board Member Attendees | Marsha Horton, Teresa Hardee (by tele-conference), Rebecca Fox-Lykens, Lois Hobbs (by tele-conference), Joan Engel, John Austin, Bob Martin, Lue-Ann DeCastro, Evelyn Edney (School Leader, Ex-Officio, Non-voting member) | |
| Board Members Absent | Charles McDowell, Bob Dayton, Danielle Watson | |
| Other Attendees | Innovative Schools- Janice Oppenheimer (interim ECHS operations manager) Denese Lindsey – DSU’s Accounting and Finance Manager | |
| Approval of Agenda | Motion to approve agenda- Lois Hobbs 2nd – Bob martin Motion carried. | |
| Approval of Meeting Minutes | Motion to approve minutes of December 17, 2015 – Joan Engel 2nd – Rebecca Fox-Lykens Motion carried. | |
| Public Comment | | |
| 3 minutes per | | |
| Comments | None | |
| Executive Committee | | |
| Comments | No report | |
| Personnel Committee/ Chairman’s Report | | |
| | Marsha Horton, ECHS Board Chairman and Personnel Committee Chairman | |
| Comments | Dr. Horton distributed a written report to Board (see attached). She requested that all committees, etc. prepare written reports that are distributed prior to the meeting in order to use our meeting time efficiently. She, along with others and the school leader will be doing an audit of what back-office support and services are needed by ECHS. Innovative Schools has listed all services available through their charter management division and they will be discussed in relation to what services are currently needed. She will be distributing some board training materials prior to next board meeting in February for discussion by the board. | |
| Finance/Facilities (F/F) Committee Report | | |
| | Teresa Hardee, F/F Chairperson | |

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| Comments | Denese Lindsey distributed the financial report and narrative (see attached). Teresa Hardee stated that the final 2015-16 budget will be on the agenda for approval at the next meeting. She pointed out that a line item for computer supplies (\$45,000.00) has been reallocated to other needed areas. ECHS has stayed within budget. Lois Hobbs asked if we have any positive balances, Dr Hardee said she is anticipating about a \$7,000.00 positive balance overall. Rebecca Fox-Lykens asked about the WSFS loan and if we are already paying on it. Dr. Hardee stated that, currently, we are only paying the interest payment (\$1100.00, monthly). She said we would build in a repayment line in 2017 budget. All grant monies held by DSU's Foundation have been transferred to ECHS, scholarship funds for ECHS will remain with the foundation. |
| Nominating Committee | |
| Lois Hobbs, Chairperson | |
| Lois Hobbs stated that the board has three vacancies. We need one more parent, a student and a replacement for Stephanie Wright who has elected to not renew her commitment to serve on the board. Lois asked that any nominations be sent to her and she will forward to DSU's President. She has requested thank you letters from DSU's President for Stephanie Wright and Alton Thompson. | |
| Marketing Committee | |
| Rebecca Fox-Lykens, Chairperson | |
| Comments | No report at this time. Please see school leader's report for any recruitment reports. |
| Academic Affairs Committee | |
| Bob Martin, Chairperson | |
| Comments | Bob Martin distributed the Summer program schedule (see attached). He said that the same space used last year on campus will be utilized again this summer. AA Committee meets every week before board meeting, currently working with Registrar to have ECHS student register with Athlete and Seniors for fall 2016 semester. Motion to approve the summer program schedule – Bob Martin 2nd – Lois Hobbs Motion carried. |
| Audit Committee | |
| Charles McDowell, Chairperson | |
| Comments | No report at this time. |
| School Leader Report | |
| Evelyn Edney, School Leader | |
| Comments | Dr. Edney provided a written board report (see attachment). State Board of Education was interested in ECHS' teacher evaluation system and invited Dr. Edney to present at their monthly meeting. ECHS is using PLATO web for credit recovery. ECHS' Boys and Girls Basketball teams will be playing Dover High School at 4 pm this coming Monday, she invited Board members. Two days were used for snow days so far this year. New lunch vendor has been contracted and lunch is much better. |
| Charter Management Company Report | |
| Representative - Innovative Schools | |
| Comments | CMO report was distributed (see attached). Janice Oppenheimer is the interim Operations Manager. Casey Guerke and Teresa Gerchman are processing all payments in the operations manger's absence. Cassandra McKay is at school one a week to help out. |
| Parent Association Report | |
| Danielle Watson, Chairperson | |
| Comments | No report. |
| Teacher Report | |
| Lue-Ann DeCastro, Chairperson | |

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| Comments | Ms. DeCastro distributed teacher report (see attached). Some highlights from report: Students are going to produce a literary work called Poetry Slam. Students are enjoying lunch again with new vendor in place. | |
| Executive Session | | |
| Comments | No Executive Session called. | |
| Additional Notes: | OLD BUSINESS <ul style="list-style-type: none"> • COI still missing from two board members • Professional Development for Directors • Strategic Plan for ECHS (including plans for permanent facility) • Need a VP for board (nominate or volunteer) | |
| | Motion to Adjourn meeting – Bob Martin 2nd – John Austin Meeting adjourned at 6:52 pm Minutes submitted by – Rebecca Fox-Lykens | |


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