



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	
5.25.2017	5:15 pm ECHS
Facilitator	Marsha Horton, ECHS Board President/Chairperson
Note taker	Nyia McCants, ECHS Board Secretary
Board Members Present	Marsha Horton, Lois Hobbs, Denese Lindsey, Ronald Pinkett, Bob Martin, LuAnn DeCastro, Charles McDowell, Evelyn Edney (School Leader, Ex-Officio, Non-Voting member), Nyia McCants (Ex-Officio, Non-Voting member)
Board Members Absent	Kimberley King, Bob Dayton, Juanita Wilson, Danielle Watson, Brionna Denby
Other Attendees	
Approval of Agenda	Motion to approve agenda – Charles McDowell 2nd – Lois Hobbs Motion carried.
Approval of Meeting Minutes	Correction to Minutes of April 27, 2017 – Marsha Horton confirmed last name of Innovative Schools representative as Mark Swanson. The 4/27/17 Board minutes had a question mark (?) after the last name. Motion to approve Minutes of April, 2017 – Charles McDowell 2nd – Lois Hobbs Minutes approved
Public Comment	
3 minutes per	
Comments	Board President called for Public Comment, no public comments made.
Executive Committee	
	Marsha Horton, Chairperson

Comments	<p>Committee met on May 25, 2017. The key activities of the Executive Committee are the ECHS Charter Renewal and fundraising.</p> <p>Charter Renewal – DOE renewal application needs to be completed. The committee has been working on 5-year projections, most of this work has been done with the Finance Committee, and a revised MOU.</p> <p>Fundraising – Short term activity being planned for the summer, Honoring Our Legacy. It is an opportunity to recognize someone in our community who has strong ties to education. The honoree is Dr. Reba Hollingsworth. Information will be going out for people to purchase tickets to attend or advertisements. All of the funds raised will go towards the operating costs of ECHS. It is becoming more evident of the need for our own facility. The DSU Institution of Advancement is helping ECHS with efforts.</p> <p>Early May, Charles McDowell sent a report to the Chairman of the Board of Delaware State University regarding issues pertaining to ECHS. The report included statistics about where our students are, 100% of 11th grade, 72% of 10th grade, and 53% of 9th grade have been deemed college ready. By January 2017, ECHS 9th grade students had earned a total of 791.5 high school credits and 255 college credits, while 11th grade students had earned 1,397.5 high school credits and 1,084 college credits (Marsha Horton will forward the report to the Board electronically).</p> <p>Financial information will be shared during Financial committee report.</p> <p>Nyia McCants has been assigned as the new ECHS Board Secretary.</p> <p>The Executive Committee is submitting a recommendation to survey parents in the Fall as a means to gain additional parent feedback.</p> <p>The Committee discussed changing the Board meeting schedule from monthly to bimonthly. The Board will not meet in June and July due to the work that needs to be completed for the Charter Renewal. Marsha Horton is expecting for Academic Affairs to have meetings as ECHS has issues in the summer. The Finance Committee has already stated there will not be a meeting held in July. The next meeting will not be held the fourth Thursday in August due to student orientation. The meeting has been rescheduled to August 17, 2017.</p>
Personnel Committee	
Juanita Wilson, Chairperson	
Comments	Chairperson was absent. Board President reported no new additions.
Finance/Facilities (F/F) Committee	
Denes Lindsey , F/F Chairperson	
Comments	<p>Chairperson gave report:</p> <ul style="list-style-type: none"> • The F/F Committee met today and discussed revenue and expenses. The revenue as of April 30, 2017 was \$3,409,832 which represents 78.8% of projected revenue. Expenditures are \$3,256,527 which represents 75.4%. We have drawn against the line of credit in the amount of \$151,793. We are on track to draw a total estimated amount of \$849,000, which was approved by the Board. • The budget for 2018 was discussed and we are working within a very conservative proposal. Currently, we have 407-409 students registered. We are going to base our preliminary expenditure budget on roughly 90% of the revenue projection. We will continue to monitor enrollment throughout the summer and into the September 30th timeframe. We will discuss any potential changes based on any fluctuations in enrollment. We are on track to have a balanced budget utilizing the line of credit drawdowns. Several items impacting our proposed budget that will not be completely known until the State budget has been finalized. • The next F/F meeting will be held on June 29, 2017 at 10AM due to different individual obligations. The F/F committee will not meet in the month of July. We will meet again August 17, 2017 during normal scheduled time at 4pm. Report submitted as information only.
Nominating Committee	
Lois Hobbs, Chairperson	
Comments	<p>Chairperson gave report:</p> <ul style="list-style-type: none"> • Lois Hobbs introduced Mrs. Crystal Gillis, parent representative, and a copy of her resume was forwarded to the Nominating Committee for review. There were no objections from the Nominating Committee for Mrs. Gillis to serve on the Board through 2017. Before Mrs. Gillis is able to officially assume her role as an ECHS Board member, DSU President Williams will need to write her letter. Mrs. Gillis is also the ECHS PTSA President.
Marketing Committee	

	Kimberley King, Chairperson
Comments	Chairperson was absent, no committee report.
Academic Affairs Committee	
	Bob Martin, Chairperson
Comments	<p>Chairperson gave report</p> <p>Items under discussion and review:</p> <ul style="list-style-type: none"> • Check with the DSU Wellness Center to determine if we can have the PE classes there in the Fall and Spring, Monday through Friday, 8AM-11AM. Bob Martin will check with Jordan. • Request for an extra classroom at Memorial Hall. ECHS currently has one and there is a need for an additional. Bob Martin will follow-up with Terrell Holmes. • There was conversation about how we are going to house everyone, based on Nyia's response we are in good shape. There needs to be some work done at the university to get everything prepared and approved. • Scheduling still is an issue due to lack of access. <p>Board President commented:</p> <ul style="list-style-type: none"> • We are awaiting the approval of the MOU from the DSU Board of Trustees, we appear to be on good track right now. • In the past, Dr. Edney was directed to work directly with the Registrar's office; however, within the past year there have been some issues with the scheduling process. We are now working more closely with the Dean of the University College (handles registration for all DSU freshmen) so we hope to make this a smoother transition and registration process for our students taking DSU classes. • The timelines for the weighted grades had been previously set based upon information provided by the management company about what the contractor was going to do. The contractor did not fulfill their responsibilities which is why we are now trying to get this done on our own. <p>Edney provided update to the Board regarding weighted grades:</p> <ul style="list-style-type: none"> • Cassandra McKay from Innovative Schools had been working on this project, but she unfortunately became ill and was unable to complete. • Ms. McKay will train Dr. Edney and Mrs. McCants this summer to complete the project • Goal is to have all courses that should have weighted grades updated this summer, mail revised transcripts to students with the August informational mailing.
Audit Committee	
	Charles McDowell , Chairperson
Comments	<p>Chairperson gave report:</p> <p>Denese Lindsey has received a proposal from our auditor. We need to make sure the audit is completed in time to submit with the renewal application on September 30, 2017. We expect to come to the Board in September with a final audit report.</p>
School Leader	
	Evelyn Edney, School Leader
Comments	<p>Dr. Edney emailed the report to the Board</p> <ul style="list-style-type: none"> • Enrollment for next year is at 409 students, 123-9th, 123-10th, 92-11th, 71-12th • Just received 19 new applications within the past week, Mrs. Rodriguez is working with the families to schedule them for Hornet Hello Registration visits • We will continue to schedule Hornet Hello events throughout the summer by appointments • Mrs. Rodriguez is calling students who have not accepted or declined our invitation to attend • Three open houses scheduled for August 30th, September 6th, and September 13th for recruiting • Juniors completed their finals and presented their capstone proposals • Student summer work requirements – Rising Seniors-Capstone, Rising Juniors-Reading project related to US History, Rising Sophomores-ELA/Math assignments on Study Island • Professional Development days for staff – May 15th-17th • Teacher Appreciation Week in May • 9th and 10th grade students completed final Advisory presentations focusing on college readiness and program of study, respectively. • Final exams completed on May 10th and 11th • College Readiness data for the full year provided • Charter Renewal application timeline provided. ECHS will work on the application through the summer months and have ready for August Board meeting • Facilities – working on a summer meeting to discuss/review needs

	Charles McDowell had question about the change in percentages on the college readiness report data. Evelyn Edney explained that the college readiness data is captured every four and a half weeks, each grade reporting period, so a student could have fluctuating averages at any given point.
Charter Management Company Report	
Comments	Board President noted that a report was not received from the Charter Management Organization. Evelyn Edney commented that Teresa Gerchman will be at ECHS next week for the non-SEA grant monitoring. Evelyn Edney has been working with Teresa Gerchman on obtaining documents and preparing for the monitoring visit. Individuals from WestEd will complete the on-site monitoring on May 31 st and June 1 st .
Parent Association Report	
	Chairperson
Comments	Evelyn Edney reported that PTSA has met with Mrs. Gillis as the new President of the PTSA. The group did some planning for activities the PTSA would like to occur during the upcoming school year. Mrs. Savage, ECHS teacher representative on the PTSA, is developing a planning calendar for PTSA activities. Mrs. Gillis is planning a meeting for the leadership group within the next two weeks to review.
Teacher Report	
	Lue-Ann DeCastro, Chairperson
Comments	<p>Chairperson gave report:</p> <ul style="list-style-type: none"> • Discussed Professional Development days held in May • Staff is looking forward to the upcoming graduation in 2018 • There will be a lot of changes with having a 9th grade academy and other grade levels on campus • Lesson planning will be done over the summer months • Looking forward to next year
Executive Session	
Comments	No executive session held.
<p>Old Business – Charter Renewal was discussed in earlier reports. Revised MOU was provided to the Board and will be deliberated by the DSU Board of Trustees next week. The posting and sharing of the new Public Comment policy has been complete. In the future we will follow the policy for public comment.</p> <p>New Business – None</p> <p>Announcements – The Honoring Our Legacy Luncheon will be held Saturday, July 29, 2017 at Delaware State University MLK. It would be wonderful to have strong presence from the ECHS Board, staff, and students. Dr. Hollingsworth attended the Delaware State College high school when they were only high school for African-American students in Kent and Sussex area. She also graduated from Delaware State College, very active DSU alumni.</p> <p>Next Board meeting will be on August 17, 2017.</p> <p>Motion to adjourn – Charles McDowell 2nd – Lois Hobbs Meeting adjourned at 5:53 pm.</p> <p>Minutes submitted by – Nyia McCants</p>	