



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	
8.25.2016	5:32 pm
ECHS	
Facilitator	Marsha Horton, ECHS Board Chairperson
Note	Rebecca Fox-Lykens, Board Secretary
Board Members Present	Marsha Horton, Denese Lindsey, Rebecca Fox-Lykens, Charles McDowell (phone), Lois Hobbs, Juanita Wilson, John Austin, Bob Martin, Kimberly King, LuAnn DeCastro, Evelyn Edney (School Leader, Ex-Officio, Non-Voting member)
Board Members Absent	Bob Dayton, Danielle Watson
Other Attendees	Teresa Gerchman- Innovative Schools- CMO, Nyia McCants – Asst. Principal ECHS
Approval of Agenda	Motion to Accept – Lois Hobbs 2nd – Bob Martin Motion carried.
Approval of Meeting Minutes	Motion to approve Minutes of July 21, 2016 – John Austin 2nd – Denese Lindsey Minutes approved.
Public Comment	
3 minutes per	
Comments	None
Executive Committee	
	Marsha Horton, Chairperson
Comments	No action yet on CMO contract and MOU, Executive Committee will meet today.
Audit Committee	
	Charles McDowell, Chairperson
<p>New statute now requires the State Auditor to be involved with audits under certain condition. Since our audit was started before this statute came into effect, our auditors have contacted the state office to make sure that we do not need to involve the state office and this is the case. Chairperson has not heard anything about how our audit is progressing, asked if anyone on the Board knew how the audit is going. Denese Lindsey stated that Casey said they meet with auditors today and today was the last day of the auditors' field work. They have listed items that are needed. I will also get a list of items that they have requested from the University. We will get these items to them as soon as possible.</p>	
Personnel Committee	
	John Austin, Chairperson

Comments	No report at this time. Dr. Horton asked when the committee anticipates that they will meet, there were some questions regarding policy on sick days. Committee meets Wednesday of next week. Reminder to post meeting announcements in advance. Board subcommittee meetings do not have to be audio recorded but minutes of meetings do have to be posted to website.
Finance/Facilities (F/F) Committee Report	
	Denes Lindsey , F/F Chairperson
Comments	Committee met today, revenue stands at \$1,965,696.24, represents about 43% of draft budgeted revenues, most collected are the state appropriations. Expenditures to date are \$443,595.26 with another \$29,687.99 encumbered. This is about 10% of the drafted budget. Committee will meet on Sept. 2 so that they can present a revised budget to Board that more accurately reflects enrollment at this point in time. Web Report distributed, it identifies appropriations with a tentative 2017 budget, it projects a \$25,000.00 surplus but this will be revised to reflect current enrollment. Motion to accept web report and post to Website – Rebecca Fox-Lykens 2nd – John Austin Motion carried.
Nominating Committee	
	Lois Hobbs, Chairperson
	John Ridgeway from DSU’s Board of Trustees has recommended a person that we might be interested in contacting to serve on ECHS Board. He is a finance person which is what we are seeking. Has worked as a CFO at Wilmington Trust and JC Morgan, currently working for a non-profit. he is a DSU alum. Asked if committee should contact him. Also on Edison Charter School board, should not be a conflict. Committee Chairperson will contact him.
Marketing Committee	
	Rebecca Fox-Lykens, Chairperson
Comments	Dawn Moseley from DSU Marketing has been contacted, will contact again.
Academic Affairs Committee	
	Bob Martin, Chairperson
Comments	Committee met today, three items were reviewed: Program of Study, Weighted GPAs and DSU logistics for 11 th grade students on campus. Individual programs of study will be developed to help parents and students see what college classes and high school classes will be used. Committee will present revised grading policy to include weighted grades at next Board meeting.
School Leader Report	
	Evelyn Edney, School Leader
Comments	Enrollment stands at 302 students. Still recruiting, have Open Houses scheduled through Sept. Oct./Nov. will begin recruitment for next incoming class. Master schedule is completed. Have filled two positions. Currently interviewing for a biology position. Professional Development activities are ongoing. Ms. Savage is in charge of student activities, students are involved in many activities. Meet with Dr. Hardee regarding facility, still working on HVAC. Had a Parent night by grade level doing the same with students, staggered start dates for each grade. Corrections noted to School Leader report. Question, lost 12 students between July and August? Yes, all lost are 10 and 11 grade. Lost due to being behind in coursework. Ms. Decastro stated that students need to prepare for college classes and if they don’t, they cannot enroll in college classes. See School Leader Report July 2016 for full report.
Charter Management Company Report	
	Representative - Teresa Gerchman Innovative Schools
Comments	CMO report was distributed. One question was asked regarding transportation. We have to use same as last year there are no available buses to serve ECHS. There are not enough bus drivers in DE.
Parent Association Report	
	Danielle Watson, Chairperson
Comments	No report.
Teacher Report	

	Lue-Ann DeCastro, Chairperson
Comments	No written report. Have started 9 and 10 grade. Having orientations sessions with students, going over policies and procedures included summer bridge. Summer bridge helps build relationship for upcoming school year. Collecting student feedback on various activities this can be used to improved activities and programs.
Executive Session	
Comments	NONE
<p>OLD BUSINESS: ECHS Strategic Plan. Dr. Horton stated that we need to look at sustaining and managing growth. The Taskforce was looking at adding 7th and 8th grades but the decision was that until we are financial stable we will not pursue this at this time. We may increase our enrollment size upon our next charter application. The Taskforce will look into this. The strategic plan that was started to open the school may still be applicable, especially the Goals. Please review this and maybe we can just update the strategies, this will expedite the process. Lois Hobbs suggested that we add a Goal – Student Success. Board agreed. With the charter needing to be renewed at the end of this academic year, new Strategic Plan should be done by January 2017. Reminder regarding school board members' requirements. IS will check to see what is on record. CBC for new members will go to School Leader.</p>	
<p>Announcements: Next Board meeting be prepared for a picture, will be placed on Website. New Board page now includes subcommittees, check page for accuracy. Executive Committee will meet as soon as this meeting is adjourned.</p> <p>Motion to adjourn – Bob Martin 2nd – Juanita Wilson Meeting adjourned at 6:11 pm.</p>	
Minutes submitted by – Rebecca Fox-Lykens, Board Secretary	



School Leader



CMO BOARD

Update August 2016.REPORT 08252016.d



Board of Directors School Leader Update August 2016

Enrollment

(as of 06/21/16)	Grade 9 127	• 23 Basic
	Grade 10 99	• 2 Intense
	Grade 11 76	
	Total 302	25 Special Ed

Attendance/Marketing/Recruitment: Class of 2020

- The School Leader continues to do either individual or small group Hornet Hello Program sessions in recruiting students.
- The School Leader and ECHS staff members attended the Delaware State Fair (July 25, 227, 28) and the Seaford African American Festival (August 13), Middletown Peach Festival (August 20).
- Open Houses are scheduled for the following dates for 2016-17 enrollment recruitment
 - September 14, 21, 28
- Open Houses are scheduled for Wednesdays in late-October, November, and early-December for recruitment of the class of 2021.

Scheduling/Academics

- The School Leader, the two School Counselors, and the Assistant Principal have completed the schedules for the 2016-17 Master Schedule.
- The scheduling and logistics for the junior class at DSU have been completed.

Personnel

- Two were filled: Administrative Assistant, Amoscita Rodriguez began on August 22, 2016, and Food Service Worker, Vernisha Waters will begin on August 24, 2016.
- Interviews for a biology teacher will take place on August 23, 2016.

Staff Professional Development

- In July, the following professional development took place
 - July 26, 2016 School Leader—Review of Performance PLUS
 - July 28-29 School Leader—Charter School Annual Leaders Meeting
 - August 1-3 Assistant Principal—DPAS II Boot Camp
 - August 4 School Leader & Assistant Principal—Mandatory School Crime, Discipline & Suspension/Expulsion Reporting; School Climate & Discipline Regulation Review & Updates
 - August 8 Assistant Principal—Teaching Excellence Framework

- August 9 School Leader, Assistant Principal—ESSA Workshop
- August 15-16-17 Entire ECHS Staff—Professional Development Days
- August 22 School Leader, Assistant Principal, Operations Manager,
New Administrative Assistant—Unit Count Training

Student Activities

- In July, the School Leader, the Assistant Principal, and the Student Activities Coordinator Mrs. Savage, met with the DSU Student Activities division to discuss partnerships: mentoring, tutoring, student activity advisor, etc.

Facilities/Contractors

- **Aramark:** The School Leader & Assistant Principal met with Aramark and the Student Affairs Director to establish
- **DSU Facilities:** With the assistance of Dr. Hardee, there are several facilities projects going on to prepare for the start of the school year: HVAC regulation, ceiling tile replacement, moving large furniture items, etc.

Upcoming

- **Off to a Great START:** Orientation for all ECHS stakeholders on the following dates:
 - **Staff:** August 15-17, 2016
 - **Student Leaders:** August 18, 2016
 - **Parents:** August 16-17, 2016
 - **Grade 9:** August 24, 2016
 - **Grade 10:** August 25, 2016
 - **Grade 11:** August 26, 2016



Early College High School @ DSU July 2016 Board Report

Chief Schools Officer		Teresa Gerchman
Dates worked on ECHS 7/11, 7/12, 7/13, 7/18, 7/21, 7/22, 7/25, 7/27, 7/28, 7/29		Hours spent on ECHS 48.50
Goal	Activities	Next Steps
2016-2017 School year is successful with systems in place and being followed by staff and students	<ul style="list-style-type: none"> Completed and submitted Consolidated Grant application; Title I, Title II, IDEA and Perkins funds Continued to reach out to transportation companies to try and find coverage for Northern Routes 	<ul style="list-style-type: none"> Work on transportation for next school year Continue to support as needed and requested by the school leader
Successful implementation of new initiatives and Charter goals	<ul style="list-style-type: none"> Call with EdWorks to discuss progress and support for next year Discussion with Dr. Edney around Expansion location and timing Followed up with Eddie Moat, US DOE, on additional materials to support spending of NON SEA funds Submitted NON SEA quarterly report Worked with Bloom Board on set up for implementation for SY 2017 	<ul style="list-style-type: none"> Continue work on the feasibility of a middle school Support with Bloom Board implementation for Teaching Excellence Framework
Ensure school is compliant with doe regulations.	<ul style="list-style-type: none"> Continued worked on offer letters, determined pay offers for 2016-2017 Worked on offer letter for Dr. Edney 	<ul style="list-style-type: none"> Prepare for Annual report



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	<ul style="list-style-type: none"> Completed TEF final report for submission to DOE by July 29th 	
Program Manager	Cassandra McKay	
Dates worked on ECHS 7/1, 7/4, 7/5, 7/7, 7/8, 7/12, 7/13, 7/15, 7/20, 7/22, 7/25, 7/29	Hours spent on ECHS 34	
Goal	Activities	Next Steps
Ensure school systems are in place and that school is compliant with doe deadlines.	<ul style="list-style-type: none"> Prepared for eSchool Roll Over Assisted with roll over Supported mark reporting for Summer Bridge classes Schoology fix access issues Worked on master schedule issues around coding of courses Followed up on students who ECHS will be held accountable for with assessments in grade 11 Resolved various issues with staff and IMS applications Set up Schoology for SY 2017 	<ul style="list-style-type: none"> Provide IMS application supports as needed
Support administration of Choice to ensure adherence to requirement/timelines and achievement of 2016-17 enrollment goals	<ul style="list-style-type: none"> Reviewed enrollment, identified issues with kick list and follow-up on student count with Ms. Thompson 	<ul style="list-style-type: none"> Continue to update the school on progress and make suggestions as needed



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	<ul style="list-style-type: none"> • Worked with Dr Edney on strategies to increase numbers and where support should be focused • Cleaned up Data Service Center list for student enrolled in ECHS but not showing in DSC 	<ul style="list-style-type: none"> • Continue to monitor kick list and assist with outreach efforts • Assist with trouble shooting problems around unit count numbers
Business Services	April Montgomery Casey Guerke Francine Byrd Karen Thorpe	
Dates worked on ECHS 7/27, 7/29 7/1, 7/11, 7/12, 7/13, 7/14, 7/15, 7/18, 7/19, 7/20, 7/21, 7/22, 7/25, 7/26, 7/27 7/18, 7/19, 7/25, 7/26, 7/27, 7/28 7/7, 7/11, 7/14, 7/15, 7/18, 7/20, 7/21	Hours spent on ECHS April Montgomery 1 Casey 58.5 Francine Byrd 7 Karen Thorpe 7	
Goal	Activities	Next Steps
Process FSF transactions in a timely manner according to internal control policies and ensure all funds are spent appropriately	<ul style="list-style-type: none"> • Processed invoices, got appropriate signatures and input into FSF system, assured coding of all items reflected budget 	<ul style="list-style-type: none"> • Weekly meetings to review transactions • Processing invoice
Ensure budget development and monitoring is complete and accurate and presented to budget stakeholders	<ul style="list-style-type: none"> • Compiled a preliminary budget to share with the Board, this was completed over many months with 	<ul style="list-style-type: none"> • Update FY17 budget when local revenues are updated



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	<p>inputs from School Leadership as well as IS staff</p> <ul style="list-style-type: none"> • Prepped for audit • Supported auditors as needed when they were on site 	
Ensure all reporting requirements are met timely	<ul style="list-style-type: none"> • Monthly reports completed, shared with Finance committee • Attended finance and CBOC meetings • Met with Dorcell Spence with Dr. Edney to review status of budget and current reports • Followed up on status of Pcard with the state • Completed monthly reconciliation and submitted to state 	<ul style="list-style-type: none"> • Prepare monthly reports for both the CBOC and the Board of Directors monthly meetings • Follow up on outstanding items in the reconciliation • Continue procurement of Pcard
Human Resources	Shelley Vincent Renee Beamer	
Dates worked on ECHS: 7/1, 7/6, 7/7, 7/11, 7/13, 7/15, 7/18, 7/19 7/6, 7/12, 7/13, 7/14, 7/19, 7/20, 7/21, 7/26, 7/27, 7/28, 7/29	Hours spent on ECHS Shelley 7 Renee 19.75	
Goal	Activities	Next Steps
Recruiting process for returning staff and new hires for new school year	<ul style="list-style-type: none"> • Set up interviews for new staff • Posted jobs for open positions 	<ul style="list-style-type: none"> • Continue onboarding process for SY16-17



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	<ul style="list-style-type: none"> • Reviewed Join Delaware for responses to postings 	<ul style="list-style-type: none"> • Finalize/share final offer letters as needed
Ensure all employees are informed and have their questions answered for payroll and benefit issues	<ul style="list-style-type: none"> • Answered questions from staff about benefits • Reviewed employee time off taken and days earned 	<ul style="list-style-type: none"> • Address staff needs as they arise • Share communications with staff from staff benefits office • Monitor time off for staff
Ensure all reporting requirements are met timely	<ul style="list-style-type: none"> • Provide support to employees regarding benefit concerns. • Review/follow-up on Intermittent FMLA for employee • Continue working with PMA on Workers Comp for 2 employees 	<ul style="list-style-type: none"> • Continue to support staff around DEEDS questions/licensing and certification • Continue support with special situations such as FMLA and workers comp.
On/Off board employees accurately and timely	<ul style="list-style-type: none"> • Issued and collect paperwork for staff • Issued offer letters as needed for new staff • Developed offer letter for school leader reflective of personnel committee requests 	<ul style="list-style-type: none"> • Continue processing of onboarding for SY16-17 • Finalize/share final offer letters as needed
Process all PHRST transactions with accuracy and according to internal control policies	<ul style="list-style-type: none"> • Payroll completed for July; 12 month employees and Summer Bridge stipends 	<ul style="list-style-type: none"> • Continue biweekly payroll report issuance



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