



Early College High School
Delaware State University

Board of Directors
Alton Thompson, PhD
Board President

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Board of Directors
Minutes of Meeting

Regular Monthly Board Meeting	
12.17.2015	5:22 pm ECHS
Facilitator	Alton Thompson, ECHS Board Chairman
Note taker	Rebecca Fox-Lykens, Board Secretary
Board Member Attendees	Alton Thompson, Teresa Hardee, Rebecca Fox-Lykens, Charles McDowell, Lois Hobbs, Marsha Horton, John Austin, Bob Martin, Lue-Ann DeCastro, Evelyn Edney (School Leader, Ex-Officio, Non-voting member)
Board Members Absent	Joan Engel, Bob Dayton, Danielle Watson
Other Attendees	Teresa Gerchman Innovative Schools- CMO
Approval of Agenda	Motion to approve agenda- Marsha' Horton 2nd – Teresa Hardee Motion carried.
Approval of Meeting Minutes	Motion to approve minutes of November 19, 2015 with noted corrections – Lois Hobbs 2nd – Charles McDowell Motion carried.
Public Comment	
3 minutes per	
Comments	None
Executive Committee	
Comments	Annual Report was submitted on time (Dec. 1) to DE DOE. It contained some explanations regarding Audit Report findings. Teresa Gerchman from IS will be doing all invoicing while Operations Manager is out on maternity leave.
Personnel Committee/ Chairman's Report	
	Alton Thompson, ECHS Board Chairman and Personnel Committee Chairman
Comments	Dr. Thompson announced that he will be on sabbatical leave for spring 2016 semester. He thanked the board members for their service to DSU and ECHS. Mr. McDowell commented that Dr. Thompson had two full-time jobs, Provost of the University and Chairman of ECHS and that his energy and efforts were impressive. Ms. Hobbs (Nominating Committee Chairperson) recommended that Marsha' Horton be nominated to replace Dr. Thompson as Board Chairperson. Motion to approve recommendation of Marsha' Horton as Board Chairperson – Teresa Hardee 2nd - Charlie McDowell Motion carried
Finance/Facilities (F/F) Committee Report	

	Teresa Hardee, F/F Chairperson
Comments	Dr. Hardee distributed the financial report. ECHS has stayed within budget. ECHS is having some issues with food service provider, we are checking with legal counsel to see what can be done with contract and imposing penalties. Final budget will be distributed at January meeting. There are 133 applications for next year, thus far.
Nominating Committee	
	Lois Hobbs, Chairperson
	Lois will be contacting board members whose terms are expiring. Mr. McDowell will speak to President Williams about nominations; Lois will make recommendations to the ECHS board for any member that needs to be replaced. Please send any nominations to Mr. McDowell and/or Ms. Hobbs.
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	No report at this time. Please see school leader's report for any academic affairs reports.
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). Choice application period ends January 30. Recruitment is going well. Currently have 133 applications. Marsha' Horton asked about the Advisory Class Period at the end of the school day. It is a one-credit, elective class focused on college and career readiness. Student set goals, teachers check in with students regarding progress towards goals, also a relationship building time for students to teachers.
Charter Management Company Report	
	Representative - Teresa Gerchman Innovative Schools
Comments	CMO report was distributed. Operations Manager will be out on maternity leave, Teresa will redistribute duties so that all areas of operation continue while the Manager is out on leave. Please see attached document outlining responsibilities during the Operations Manager's leave. Dr. Thompson asked about Pre-Audit exercises, so that we can be sure that the same mistakes made at the last audit will not occur again. IS agreed to do a pre-audit exercise and will submit a progress report to the board. Mr. McDowell asked about the number of students currently enrolled at ECHS that have IEPs. The number is 22.
Parent Association Report	
	Danielle Watson, Chairperson
Comments	Danielle was not present at meeting. Dr. Edney commented that she had met with the PTO and they ironed out specific roles, Dr. Edney took some of the roles and redistributed to school staff. PTO had positive comments on most areas of previous concerns.
Teacher Report	
	Lue-Ann DeCastro, Chairperson

Comments	<p>Ms. DeCastro thanked the Board for no water leaks! She reported that the new science teacher, Mr. Moore made a very good transition into ECHS. Finals were this week; school last day for the fall semester was today. Students were given a list of all the high school students who would be taking college classes when they return from semester break. She reported that this is good motivation for students as some were surprised that their final grades in high school courses were not high enough to transition into college classes next semester. The teachers like the teaching evaluations that are being done by the school leader. There are short visits from the school leader but several ones over a time frame. Some have even agreed to video tape themselves while teaching and then they sit down with the school leader and discuss the learning. She thanked the board for an experienced teacher/ school leader, she reported that the school leader is able to give the teachers ideas for teaching and tips on classroom management. Students had teachers felt that they had a productive fall semester and look forward to the spring semester.</p>
Executive Session	
Comments	No Executive Session called.
Additional Notes: None	
<p>Motion to Adjourn meeting – Lois Hobbs 2nd – Marsha Horton Meeting adjourned at 6:45 pm</p> <p>Minutes submitted by – Rebecca Fox-Lykens</p>	



Finance Report
November 2015.pdf



CMO Report Nov
2015.pdf



School Leader's
report Dec 2015.pdf