



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

Regular Monthly Board Meeting		
2.25.2021	5:16pm	Zoom Virtual Meeting
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Ms. Paige Chapman, Ms. Dayna Cobb, Ms. Robin Demby, Dr. Evelyn Edney, Ms. Mahogany George, Ms. Crystal Gillis, Ms. Lois Hobbs, Dr. Marshá Horton, Dr. Nyia McCants, Mr. Charles McDowell, Mr. Ron Pinkett, Ms. Dara Savage, Ms. Ayeda Silent, Ms. Juanita Wilson	
Board Members Absent	Ms. Saphria Gibbons	
Other Attendees	No other attendees	
Approval of Agenda	<b>Motion adopt the agenda - Horton</b> <b>2<sup>nd</sup> – Hobbs</b> <b>YES- Chapman, Cobb, Demby, Gillis, Hobbs, Horton, McDowell, Pinkett, Savage, Silent, Wilson</b> <b>NO- None</b> <b>Motion unanimously approved.</b>	
Approval of Meeting Minutes	<b>Motion to approve December 10, 2020 meeting minutes – McDowell</b> <b>2<sup>nd</sup> – Hobbs</b> <b>YES- Chapman, Cobb, Demby, Gillis, Hobbs, Horton, McDowell, Pinkett, Savage, Silent, Wilson</b> <b>NO- None</b> <b>Motion unanimously approved.</b>	
Public Comment		
3 minutes per speaker		
Comments	No public comments.	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	No report.	
Finance/Facilities (F/F) Committee		
	Ayeda Silent , F/F Chairperson	

Ms. Silent presented the report.



ECHS Budget  
Highlights for Januar

**REPORT PREPARATION:**

All reports are prepared based upon a cash basis of accounting to ensure solvency of the Early College High School during the year. **(Solvency factors measured by the DOE include the summer pay set aside, accounts payables budgeted and continued from the prior year and the school's level of deficit spend.)**

Financial statements are prepared at year-end per requirements of the State and actions of the contracted auditors. **(This document is included in the State's fiscal year-end Financial Statement, a tool for measuring factors within the Financial Frameworks as completed by the DOE and the pursuit of Facility funding.)**

Federal funds are considered received when authorized by the State. The State of Delaware allows this action by a reimbursement method of state funds, not ECHS funds.

The administration has pursued and has been forgiven the \$181,587 obligation owed to DSU that should be reflected in the FY20 Financial Statements.

**On-Going Concerns:**

- Transportation
  - Revenue—\$409,290
  - Expense projection—\$511,548
  - While FY2021 Non-Transportation Eligible Students per Regulation 1150 totals 80, the ECHS location has been deemed a Unique Hazard. That being said all students are considered transportation eligible. This item would be under review should the ECHS transfer to a new location where walking safety is no longer a hazard.
- School District Local Per Pupil Amounts
  - Local School district per pupil amounts.
    - Appoquinimink, Cape Henlopen, Capital, Laurel, Red Clay, Seaford, Woodbridge School Districts all have lower per pupil amounts down from FY2020 due to less spending for last fiscal year.
    - Impact to local revenues for ECHS currently equates to a 13% total reduction for amount of \$99,529.12 from FY2020. The average per pupil reduction of 8% currently reflects a reduction of \$152.58.
    - School district reduced spending coupled with student category configuration change and a reduced enrollment triggered the change from FY2020.

**For the Month Ending January 31, 2021**

58.33% of the year is complete:

- November 13, 2020 Enrollment: 399
- Division I Teacher Units: 22.37
- Revenues:
  - The Web Report reflects receipts of 98.0% per the All Funds Total.
    - State Funds have been updated to reflect Final staff experience and degrees.

Comments

- One-Time Enrollment Revenue—\$81,202—received
  - Local Funds reflects a collection of \$7,857.40 in Interest.
    - Cafeteria receipts reflect intent to pursue student outstanding collections.
  - Federal
    - Cares Act—\$109,333—Received
    - COVID-19—\$35,000—Received
    - Research for Better Teaching—\$15,150
    - ESSER II—\$470,664—for application
- Expenditures:
  - o The Account Code Expenditure Detail Report reflects 44.9% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 46.1%.
    - 16 of 26 payrolls have been expended for a ratio of 61.5%
      - State and Local Payrolls—based upon the time period completed 56.5% salary and 55.7% OEC.
    - The Web Report reflects 45.6% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 46.9%.
    - Plan for Line of Credit Payoff—principal balance \$327,342.05
      - January payment of \$106,334—01/20/21.
      - Estimated remaining principal is \$221,008 as of 01/31/21.
        - Account Code 55629 Balance before adds—\$31,056.51
        - Hold Harmless One Time Enrollment—\$81,202.00
        - Food Services contract savings—\$106,000.00
        - Collection of other operational savings—\$2,749.54
    - 3% Staff Bonus—\$60,000—compensation effort to staff without building the budget.
    - Budget for FY2021 is currently funded by One-Time Funds of \$100,393 excluding the Accounts Payables amount of \$49,230 supported by state/local.
      - Safety and Security, a 3-year state grant had a continued amount of \$11,455
      - Line of Credit One-Time amount of \$88,938
  - Contingencies:
    - 2% Contingency 84,278.00
    - Notes to Budget: **(Solvency Factor set asides excluded from the budget)**
      - Summer Pay 350,675.00
      - Strategic Plan 152,491.00
        - Total 503,166.00
        - **APPR 98079 Contingency Balance 416,790.00**

	<ul style="list-style-type: none"> <li>○ <u>Unallocated</u>: Restricted resources that operate within separate appropriations and therefore can only be expended to the level that has been <u>received</u> and for a specific purpose.</li> <li>● Donations 571.00</li> <li>● Reserve Tech <u>23,199.00</u></li> <li>○ Total \$23,770.00</li> </ul> <p><b>Motion to finalize the FY2021 budget – Silent 2<sup>nd</sup> – McDowell YES- Chapman, Cobb, Demby, Gillis, Hobbs, Horton, McDowell, Pinkett, Savage, Silent, Wilson NO- None Motion unanimously approved.</b></p>
--	--

**Nominating Committee**

	Lois Hobbs, Chairperson
--	-------------------------

Comments	No report.
----------	------------


**Fund Development Committee**

	Ronald Pinkett, Chairperson
--	-----------------------------

Comments	Dr. Edney and Mr. Pinkett presented the report. For information Only The committee met and decided to focus on applying for grants that can enhance the music program. Mr. Pinkett has provided a link to an available grant with the Bank of America and drafted a possible grant budget. Dr. Edney also reported that ECHS has been communicating with Dr. Carla Becker from the DSU Music department on ways to partner.
----------	--

**Academic Affairs Committee**

	Sandra Spangler, Chairperson
--	------------------------------

Comments	<p>Ms. Spangler presented the report.</p> <p> PDF</p> <p>Academic Affairs Meeting Minutes 02:</p> <ol style="list-style-type: none"> <li>1. Academics for ECHS Expansion ECHS presented the Springboard curriculum for the middle school expansion to CSAC. The committee wanted more detail than was originally provided at the initial CSAC meeting. The CSAC wanted to see greater alignment. The ECHS team revised the documents and resent to CSAC.</li> <li>2. School Reopening in Hybrid Format The school is expected to reopen in a hybrid format on March 29, 2021. Dr. Edney shared the reopening plan which included the student bell schedule and weekly schedule as each grade level will report to school one day per week. The committee discussed the plan for COVID rapid testing once the students enter the building from the buses. Information was also shared regarding school response to positive test results. Meals will be delivered to students in the classrooms during third period with a staggered dismissal between classes. The nightly cleaning schedule was discussed. DSU is in planning to transition classes to include face-to-face format as well as virtual learning. There has not been a date set for the face-to-face format.</li> <li>3. College Readiness Data Dr. Edney shared the college readiness data. The student interim progress reports was available to parents on February 24, 2021. The 3<sup>rd</sup> marking period showed a 62.5% college readiness across grade levels. There was a concern with the number of seniors who were not doing well. Dr. Edney shared that this is typical during this time of the year and generally there is improvement after she meets with the student and parent. Overall, Dr. Edney stated she was pleased with the progress of the college readiness data.</li> <li>4. SAT Update An SAT preparatory program began on February 8<sup>th</sup> with twenty students enrolled. The sessions are facilitated by Dr. Broughton on Tuesdays and Thursdays.</li> </ol>
----------	--

ELA strategies are embedded within the 11<sup>th</sup> grade ELA classes, Math strategies are embedded within the mathematics classes, and both ELA and Math strategies are embedded within the 11<sup>th</sup> grade Advisory classes.

**Audit Committee Report**

Charles McDowell, Chair

Comments No report.

**School Leader Report**

Evelyn Edney, School Leader

Dr. Edney presented the report.



ECHS Board of Directors School Leader

**Attendance/Enrollment/Marketing/Recruitment**

2021-2022 Applications	Last Year
86	151

- Prospective Students: Open House Dates are as follows: Jan 27, Feb 10 & 24, March 10 & 24, April 7 & 21
- Accepted Students: Hornet Hello Registration Dates are January 27, February 10 & 27, March 10, and as needed after.
- Ms. Ali is communicating and working with the families through the enrollment process.
- There is a massive social media campaign to invite families to virtual open houses.

**Professional Development**

- On December 16, 2020, the ECHS staff participated in semester-ending professional development.
- On January 4-8, 2021, the staff gathered for professional development, which included
  - Data day to discuss the 1<sup>st</sup> semester data (grades, attendance, discipline, college readiness, and assessments) to develop plans for success for the 2<sup>nd</sup> semester.
  - Research for Better Teaching: A professional development organization dedicated to improving classroom teaching and school leadership. Founded in 1979 by Jonathon Saphier, Ed.D., RBT works to strengthen organizational culture and to institutionalize the study of teaching within schools.
  - Restorative Practices by Dr. Malik Muhammed: Participants will understand the importance of connection before content, the Social Discipline Window (a powerful framework for analyzing one’s use of authority) and two immediate practices that they can use to increase social capital and build community: affective statements and restorative questions. Through activities and thought-provoking discussion, participants will have a deeper appreciation for the value and implementation of a restorative approach.
- The ECHS staff meets every Friday in varying meetings:
  - Whole Staff Meeting: To discuss upcoming events, information from the school’s four curriculum committees, and other pertinent information.
  - Student Intervention Team: Grade-Level Meetings: To discuss students in crisis, ones who need a “pat on the back” for both improvement and excellence, etc.
  - Professional Development: To include aforementioned RBT and Restorative Practices, as well as technology and student engagement activities.
- On February 9, 2021, the School Leader appeared as a panelist on an advocacy webinar for the National Association of Secondary School Principals
- On February 10, 2021, the School Leader participated in the National Student Leadership Advisory Committee advocacy day on Capitol Hill and met with Senator Caper’s aides to discuss the National Association of Secondary School Principals’ legislative priorities.
- On February 22, 2021, the School Leader was a panelist for The Wilmington Center for Education Equity and Policy entitled, “Radical Thought & Community Mobilization to Reclaim Our Schools.”

**Academics/Students @ DSU**

- Below are the percentages of students who made “college ready” status during the 1<sup>st</sup> Marking Period Interim, represented by the following. Overall, 62.5% of the students scored as College Ready:

Comments

## 2nd MP College Readiness Scores

Grade 9  
64% Proficient

Grade 10  
68 % Proficient

Grade 11  
60% Proficient

Grade 12  
58% Proficient

- During January and February, College Readiness Meetings were held with parents for students who were not college ready, represented by the red below. In them, a “game plan” for success is created for each student. The students represented by yellow are close to being college ready and met with their ECHS Advisors individually and made a plan of success. This process will be repeated in February for the 3<sup>rd</sup> MP Interim timeframe.

### Attendance for 1st Semester by Grade Level

Grade Level	Attendance Summary
9th	95.7%
10th	96.4%
11th	97.6%
12th	98.9%
School	97.0%

### Student Activities

- A student leaders retreat was held on January 15, 2021 to provide leadership development workshops to all student leaders: class officers, club officers, and advisory reps. The student advisor leadership team and the School Leader facilitated the workshops. The students helped to brainstorm and plan virtual events for the school for the semester.
- Students started the new semester with “Off to a Great START” workshops for each grade level to get them acclimated to the new semester: Advisory Calendar/Presentations, Guidance Meeting, Check Yourself (Transcript Check), Etc.
- Chorus sold Singing Grams for Valentine’s Day in February
- The freshmen class held a “Movie Night” with their families on Zoom with class advisor, Mrs. McIntosh. The group watched the movie, “Soul” on February 17<sup>th</sup>.
- The School Leader has a meeting each month entitled, “Principal’s Presidents” to discuss any issues, bring up ideas, etc.
- The Math Team participated in the statewide Math League
- The 5<sup>th</sup> Annual Carter G. Woodson Awards (ECHS Black History Month Program) was pre-recorded and will be presented on social media, Schoology, and the school’s website on February 23, 2021.

### Parents/Community

- PTSA has held two meetings thus far in the 2<sup>nd</sup> semester: January 25<sup>th</sup> and February 15<sup>th</sup> at 5:00 p.m. Upcoming calendar dates, the ECHS expansion, and the draft re-opening plan were discussed.
- Parent Conferences will be held on February 24, 2021. Students will have an Asynchronous day of learning while teachers can hold parent conferences during the day.
- ECHS parents were surveyed on the re-opening school in March. Parents have until the end of February to choose to have their teens participate in school in the hybrid-model or virtually. There will be three parent Q & A sessions on March 10, 14, and 22.
- On January 18, 2021, the ECHS Administrative team attended the Alpha Phi Alpha Fraternity, Inc. Martin Luther King Jr. Prayer Breakfast virtually

### School Re-opening Plan Basics

- ECHS will re-open in a hybrid setting on March 29, 2021
- One grade level will report per day
  - Grade 9—Monday
  - Grade 10—Tuesday
  - Grade 11—Wednesday
  - Grade 12—Thursday
  - Friday—will remain as a day for supplemental instruction, but it will be done virtually
- ECHS has confirmed testing with a Mako Medical who will do it every day for each grade level and staff members present
- ECHS has confirmed with the bus companies to begin using streamlined hub stops.
- ECHS has ordered many supplies for classrooms and has planned the logistics of moving students around
- ECHS is firming up the room utilization, so that staff sharing classrooms have separate spaces

	<ul style="list-style-type: none"> <li>• Meals will be delivered to classrooms and microwaves provided for each room</li> <li>• ECHS has planned the mitigation strategies to keep the students and staff safe</li> <li>• Staff will go over the completed plan on March 5. It will be given to parents on March 7. Parents will have info Q &amp; A sessions on March 10, 14, and 22.</li> <li>• Staff will have professional development on March 19 and have classroom spaces prepared by March 26.</li> <li>• Athletes for spring sports will begin on March 1: Weekly testing and buses will be provided</li> </ul>
--	--

**Teacher Report**

	Dara Savage, Teacher Representative
--	-------------------------------------

Comments	<p>Mrs. Savage presented the report.          We have had two types of professional development. One with Dr. Malik Muhammad and one with Skillful Teacher.          Instruction – We have students who are becoming more engaged and some who are not. The staff are continually working on ways to improve student engagement in a virtual learning environment.          Social Media – Facebook reach is up. In January, we had 221 views of the Carter Awards which reach over 10,000 people. The recruitment post reached over 500 people and has 26 engagement. We have 286 (an increase of 5) followers on Instagram. We are still working on developing a plan to post more regularly.          Dr. Horton stated that the Carter G. Woodson Awards was wonderful.</p>
----------	---

**Student Report**

	Mahogany George, Student Representative
--	---

Comments	<p>Ms. George presented the report.          The 2<sup>nd</sup> semester has started and students picked up iPads (provided by DSU) and their college textbooks.          Students are taking mid-term exams this week. Senior advisory has been working on real-life skills such as budgeting, savings, and healthy relationships.          The Hornets in Action is working on the virtual game night and community service project (Clothing Closet).          The Clothing Closet will be presented at the Public Service Pitch Day. We are collecting clothes for Shephards Place, a shelter for displaced women and children. We will collect any type of clothing donation, but we are specifically looking for women and children clothing. A drop-off box will be placed inside of the school. Donation hours will be during school hours.</p>
----------	---

**Parent Report**

	Saphria Gibbons, Parent Representative
--	--

Comments	Parent representative not present.
----------	------------------------------------

**Discussion/Action Items**

Comments	N/A
----------	-----

**New Business – ECHS Reopening Plan**



Covid-Re-Opening Plan DRAFT.pdf

**Old Business – Charter Modification Application Update**  
 The school has responded to the CSAC’s initial review and submitted the responses. The final CSAC meeting is scheduled for March 25, 2021

**Information Items –**  
 Dr. Horton – Board Retreat tentatively will be planned for July 2021.  
 Ms. Hobbs – Thank you to Dr. Edney and her team for the well-planned presentation.  
 Mr. McDowell – Echoed Ms. Hobbs’ comment and thanked the ECHS leadership team for work on the charter modification application.

**Announcements –**

**Motion to adjourn – McDowell**  
**2<sup>nd</sup> – Hobbs**  
**YES – Chapman, Cobb, Demby, Gillis, Hobbs, Horton, McDowell, Pinkett, Savage, Silent, Wilson**

**NO – None**  
**Motion carries.**

**Meeting adjourned at 6:21pm.**

**Next Board meeting will be on Thursday, April 22, 2021 at 5:15pm.**

Minutes submitted by – Nyia McCants