



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

Regular Monthly Board Meeting		
2.28.2019	5:24pm	ECHS
Facilitator	Crystal Gillis, ECHS Board Vice-President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Robin Demby, Jacob Roddy, Sandy Spangler, Crystal Gillis, Juanita Wilson, Gwendolyn Scott-Jones, Tawanna Prophet-Brinkley, Evelyn Edney, Nyia McCants, Brionna Denby (via phone), Ronald Pinkett, Marsha Horton Initially did not have a quorum, however, additional board member (Ronald Pinkett) joined the meeting and quorum present.	
Board Members Absent	Charles McDowell, Lois Hobbs, Sandra Sutton	
Other Attendees	Ayeda Silent, Dorcell Spence, and Timothy Yancy	
Approval of Agenda	Changes to agenda: Move Finance/Facilities Committee report before Executive Committee Report Add Board policy recommendation impacting Board Policy Sections 100, 400, and 700  <b>Motion to approve the revised agenda – WILSON</b> <b>2<sup>ND</sup> – SPANGLER</b> <b>Motion carries.</b>	
Approval of Meeting Minutes	<b>Motion to approve December 20, 2018 meeting minutes – SPANGLER</b> <b>2<sup>nd</sup> – WILSON</b> <b>Motion carries.</b>	
Public Comment		
3 minutes per		
Comments	No public comments.	
Executive Committee		
	Marsha Horton, Chairperson	
Comments	Horton presented information. Shared that they had an emergency on campus. DSU students had been involved in a car accident. Vigil was held tonight due to one of the students passing due to injuries. Please keep this student's family in prayer. Student had been an organ donor.  Executive committee did not meet.	
Personnel Committee		
	Juanita Wilson, Chairperson	

Comments	<p>Wilson presented the report. The committee reviewed the grievance procedures that are currently in the Board Policy manual. The committee discussed moving from 700-10 to Section 400 (Home, Family Section) added as 400-07. In addition, modify the language to include student and/or parent/guardian as the grievant. Spangler stated that the change will make the policy more inclusive. The change would be reflected in the Student/Parent Handbook as well.</p> <p><b>Motion to move the grievance procedures in the Board Policy manual from 700-10 to Section 400-07 with the modified language to include student and/or parent/guardian as the grievant – Pinkett 2<sup>nd</sup> – Scott-Jones Motion carries.</b></p>
<b>Finance/Facilities (F/F) Committee</b>	
Vacant , F/F Chairperson	
Comments	<p>Dorcell Spence, Financial Consultant for ECHS, presented the report. Reviewed the highlights of the Financial reports for month ending January 31, 2019. 58.3% of the year is complete. Web report reflects receipts of 96.7% per the All Funds Total Expenditures - Ratio for State and Local funding reflects 48.3%. Expenditures currently in line with budget.</p> <ul style="list-style-type: none"> <li>• Mrs. Spence reviewed the expenditure percentages for account codes, 55051 (consultants), 55452 (insurance), 55101 (postage), 55506 (custodial services), 55641 (food service, Aramark contract still remains unresolved), 56145 (computer supplies), 56128 (medical supplies), and 56960 (athletic supplies).</li> <li>• 15 of 26 payrolls have been expended for a ratio of 57.7%</li> <li>• The Web report reflects 48.1% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 49.2%.</li> <li>• Budget for FY2019 is currently funded by One-Time funds of \$143,118 excluding the Accounts Payables amount of \$56,962 supported by state/local.</li> <li>• Line of Credit has additional support of \$100,000.</li> <li>• If the 2% required contingency amount of \$80,764 is not used it would minimize the negative impact to the Financial Framework. In addition, should enrollment improve to the approved amount of 425 for FY2020, the board could choose to use a portion to further pay down the Line of Credit, October 2019</li> </ul> <p>Contingencies:</p> <ul style="list-style-type: none"> <li>• 2% Contingency - \$80,764.00</li> <li>• Set asides excluded from the budget <ul style="list-style-type: none"> <li>○ Summer Pay - \$338,786.00</li> <li>○ Strategic Plan - \$78,616.00</li> </ul> </li> <li>• Unallocated: Restricted resources that operate within separate appropriations and therefore can only be expended to the level that has been received and for a specific purpose. <ul style="list-style-type: none"> <li>○ Federal - \$319.00</li> <li>○ Miscellaneous Receipts - \$15,056.000</li> <li>○ Donations - \$1,000.00</li> <li>○ Student Activities - \$2,599.00</li> <li>○ Reserve Tech - \$6,970.00</li> <li>○ Longwood Foundation - \$50,000.00 <ul style="list-style-type: none"> <li>▪ Total - \$75,944.00</li> </ul> </li> </ul> </li> </ul> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>• Board to approve FY2019 budget as Final</li> <li>• Contingency Appropriation 98079 is increased from \$287,790 to \$417,402 as reflected in the budget.</li> </ul> <p>Wilson requested Spence to review the enrollment information again. Spence explained that ECHS is approved to enroll 425 students which dictates state revenue. The school districts calculate an amount for regular, basic, intense, and complex student classifications which will be transferred based on students' classification. The enrollment also determines the number of units (staffing) a school may have. The budget is set up based on the current enrollment of 393.</p> <p>Spence discussed the state education reductions of approximately \$60,000 and five school districts had lower per pupil amounts. These factors are out of the school's control. The sooner the line of credit can be paid down will help to improve financial outlook of school.</p> <p><b>Motion to approve the FY2019 Budget and Web report – Wilson 2<sup>nd</sup> – Prophet-Brinkley Motion carries.</b></p> <p><b>Motion to approve pay \$100,000 on the Line of Credit – Wilson 2<sup>nd</sup> – Prophet-Brinkley Motion carries.</b></p>

Nominating Committee	
	Lois Hobbs, Chairperson
Comments	<p>Horton presented report. D. Lindsey is no longer a member of the board. A new person, Ayeda Silent, is being recommended for nomination to the ECHS Board of Directors.</p> <p><b>Motion – Pinkett 2<sup>nd</sup> – Wilson Motion carries.</b></p>
Marketing Committee	
	Vacant, Chairperson
Comments	No report
Academic Affairs Committee	
	Sandy Spangler, Chairperson
Comments	<p>Spangler presented the report (For Information Only). Spangler introduced the newest committee member, Tawanna Prophet-Brinkley. The committee discussed the priority area of the process mapping committees, part of the strategic planning process for ECHS. Dr. Edney shared updates from the two meetings held by the Academic process mapping committee and DSU (Drs. Lee and Murray-Jackson). During the two meetings with DSU, the group members discussed professional development (ways in which ECHS staff can access DSU PD and/or ECHS staff providing PD sessions for DSU faculty) and academic support for ECHS students. ECHS met with DSU Chairs Council to discuss communication with DSU professors to be notified of class cancellation, internship opportunities, specific classes for students who may be considered to be on academic probation, and curriculum alignment. The Hornets in Action club will be presenting to the local rotary club. The committee discussed registration process for ECHS students for DSU classes. ECHS will continue to work with DSU admissions and registrar to streamline the process.</p>
Audit Committee	
	Charles McDowell , Chairperson
Comments	No report
School Leader	
	Evelyn Edney, School Leader
Comments	<p>Edney distributed a copy of the update to all board members present.</p> <p>Reviewed highlights:</p> <ul style="list-style-type: none"> <li>- Enrollment, 141 applications 122-9, 19-10. Goal for incoming 9<sup>th</sup> is 130</li> <li>- PD – Data analysis and action planning, monthly professional development, hosted TEF training for observation calibration</li> <li>- School Leader and Assistant Principal attended the first state of Delaware Women in Leadership Conference</li> <li>- Highlighted college readiness, juniors have the highest percentage, followed by freshman</li> <li>- 40 9<sup>th</sup> graders have met college readiness to take college courses in fall 2019</li> <li>- Celebration of college readiness – Donut/juice</li> <li>- Winter Pep Rally – celebrate top academic students and athletic participants</li> <li>- PTSA – held two meetings, will be voting on slate of officers for next school year</li> <li>- Chorus – sang at Alpha MLK Prayer Breakfast, Senate meeting</li> <li>- Continuing to have priority mapping meetings with ECHS and DSU Staff</li> <li>- Facilities – expansion and improvement of Grossley</li> <li>- Provided list of upcoming events</li> <li>- Carter awards – 2/27/19, Dr. Mishoe attended</li> <li>- 3/8/19 – Food Truck Expo, Economics class project, will be at ECHS Multi-Purpose Room</li> <li>- Capstone Day – 4/26/19, Grossley Hall on DSU Campus</li> <li>- 5/14/19 – Senior Graduation</li> </ul>
Parent Association Report	
	Crystal Gillis, Chairperson

Comments	Gillis presented the report (For Information Only). Some of the parents met with Dr. Edney about marketing and fundraising for the school Parents are sponsoring a college readiness event on 3/27/19, Dover Skating Rink, 130p-330p
<b>Teacher Report</b>	
	Tawanna Prophet-Brinkley, Chairperson
Comments	Prophet-Brinkley presented the report (For Information Only). Apologizes for not sending the report in advance. Seniors have been working on applications and scholarships. One senior has received a total of more than one million dollars in college scholarships 10 <sup>th</sup> grade Advisory classes are working on college program of study School counselors have been conferencing with students who have been deemed college ready and will be taking college courses in the fall Meetings will be scheduled with students/parents for students are not college ready
<b>Student Report</b>	
	Jacob Roddy, Chairperson
Comments	Roddy presented the report (For Information Only). After winter break, it was nice to see peers. More students are enrolled in college courses. Mid-terms week. Students were more focused in study hall. Pep Rally – all students enjoyed Carter Awards – great experience for students
<b>Budget Items</b>	
Comments	<b>Motion to Increase contingency from \$287,790 to \$417,402 – Pinkett 2<sup>nd</sup> - Demby Motion carries.</b>
<b>Discussion/Action Items</b>	
Comments	<ol style="list-style-type: none"> <li>1. Parental Leave Policy <ol style="list-style-type: none"> <li>a. The state has sent a template for the newly required parental leave policy. The ECHS Draft of this policy was emailed to all board members. The policy is required to go in effect on April 1, 2019. The board will not meet again until April. McCants reviewed the policy draft.</li> <li>b. <b>Motion to approve Parental Leave Policy – Pinkett 2<sup>nd</sup> – Spangler Motion carries.</b></li> </ol> </li> <li>2. Approval of Budget for FY2019 – Discussed during Finance &amp; Facilities Committee report.</li> <li>3. Board Meeting Dates for SY2019-20</li> <li>4. Edney discussed board meeting dates for the upcoming school year. At the beginning of this current school year, the board met in September. If the board is going to meet in August, Edney suggests moving the meeting earlier because the current date falls during the first week of school. Horton stated that she feels that the current meeting schedule works for the board members. Edney suggests changing the meeting dates for August and December. August meeting date will be August 8 December meeting date will be December 12</li> <li>5. Board Policy Recommendations – Discussed during Academic Affairs Committee report.</li> </ol>
<b>Executive Session</b>	
Comments	N/A

<b>Old Business – N/A</b>
<b>New Business – N/A</b>
<b>Appeals/Reviews – None</b>
<b>Announcements</b>
<b>Motion to adjourn – Prophet-Brinkley</b>

2<sup>nd</sup> – Wilson

**Meeting adjourned at 6:24pm**

**Next Board meeting will be on April 25, 2019.**

Minutes submitted by – Nyia McCants