



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

Regular Monthly Board Meeting		
6.24.2021	5:19pm	Zoom Virtual Meeting
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Marsha Horton, Crystal Gillis, Charles McDowell, Dara Savage, Evelyn Edney, Lois Hobbs, Ayeda Silent, Sandy Spangler, Juanita Wilson, Robin Demby, Dana Cobb, Nyia McCants	
Board Members Absent	Paige Chapman, Ronald Pinkett	
Other Attendees	No other attendees	
Approval of Agenda	<b>Motion adopt the agenda - McDowell</b> <b>2<sup>nd</sup> – Hobbs</b> <b>YES- Horton, Gillis, Silent, McDowell, Savage, Cobb, Wilson, Hobbs, Demby, Spangler</b> <b>NO- None</b> <b>Motion unanimously approved.</b>	
Approval of Meeting Minutes	<b>Motion to approve April 22, 2021 meeting minutes – McDowell</b> <b>2<sup>nd</sup> – Hobbs</b> <b>YES- Horton, Gillis, Silent, McDowell, Savage, Cobb, Wilson, Hobbs, Demby, Spangler</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.  
Combined meeting was held earlier today, with CBOC and Finance & Facilities.

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 May 31, 2021

91.7% of the year is complete:

- November 13, 2020 Enrollment: 399
- Division I Teacher Units: 22.37
- Revenues:
  - The Web Report reflects receipts of 100.3% per the All Funds Total.
    - Local Funds
      - Collection of \$11,402.39 in unbudgeted Interest. (No interest was posted by the State Treasurer's Office for May.)
      - Cafeteria receipts reflect intent to pursue student outstanding collections which now exceeds the projection by \$4,807.10.
      - Student Activity exceeds projected collections by \$5,985.96.
      - Athletics exceeds projected collections by \$872.70.
    - Federal
      - Cares Act—\$109,667—Received
      - COVID-19—\$35,000—Received
      - Research for Better Teaching—\$15,150—Received
      - ESSER II—\$457,996—Received
      - ESSER III—\$1,028,594—for application **(Received \$685,730 on 052121, but unable to spend until application process has been finalized and approved. This will be included as a note to the budget.)**
      - Expansion Grant—\$750,000—Received
      - The outstanding receipt of \$5,256 reflects the annual DOE adjustments impacting all educational agencies.
- Expenditures:
  - The Account Code Expenditure Detail Report reflects 59.8% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 77.7%. (The appearance of savings is due to the recent influx of multi-year federal relief and expansion resources.)
  - 24 of 26 payrolls have been expended for a ratio of 92.3%
  - State and Local Payrolls—based upon the time period completed 83.8% salary and 85.7% OEC. (The appearance of savings will be corrected with the payment of the Staff Bonus scheduled for the first pay of June.)
  - The Web Report reflects 60.1% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 78.2%.
  - 3% Staff Bonus—\$60,000—compensation effort to staff without building the budget for payment in June.
  - Budget for FY2021 is currently funded by One-Time Funds of \$100,283 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

Comments

- Line of Credit One-Time amount of \$88,828. (Savings plus the One-Time continuing funds was used to paydown the balance of \$374,411.88 Principal and Interest expense.)
- Contingencies:
  - 2% Contingency 84,533.00
  - Notes to Budget: **(Solvency Factor set asides excluded from the budget)**
    - Summer Pay 350,675.00
    - Strategic Plan 152,601.00
      - Total 503,276.00
      - **APPR 98079 Contingency Balance 503,166.00**
  - 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.
    - Donations 571.00
    - Reserve Tech 23,199.00
      - Total \$23,770.00

**PRELIMINARY BUDGET PREPARATION: June 20, 2021**

**CONCERNS:**

- Transportation—According to DOE, Per Pupil Revenue allocations will decrease given impact of COVID savings for Technical Schools, but there are no mandates that the formula must be applied to the prior year spending pattern. (Instructions will be forthcoming over the next couple of months.)
- Revenue
  - If the State salary bonus of \$1,000 is mandated to be passed on to charter employees, this could be problematic since all staff are not in revenue generating units.
  - Local—FY2021 Covid-19 impact may pose further school district per pupil reductions. (Information will be forthcoming from DOE during the August/September timeframe.)
- New Financial Framework is slated to increase number of days cash necessary to meet criteria.

**ASSUMPTIONS:**

- Enrollment and student configuration at the FY2021 level of 399 students and 22.37 units
- Revenue
  - State revenue
    - Adjusted for revenue State Schedule Step per unit staff degree and experience levels, but proposed State adjustments to the FY2022 schedules have not been included.
    - Opportunity Grant—\$67,704
  - FY2021 Local revenue of \$676,500.74 was **reduced by 10%--\$67,650.07**
    - Estimated Continuing—\$528,309 (excluding notes to budget contingency of \$503,166)
  - Federal
    - New Consolidated Application Allocations as provided by DOE
    - ESSR III—\$1,028,594
    - Estimated Continuing
      - Title I—\$79,629.22
      - Title II—\$48,272.24
      - Title IV—\$2,473.31
      - IDEA-B—\$70,251.73
      - Perkins—\$9,754.77
      - Cares Act—\$32,574
      - RBT—\$3,106.61
      - ESSR II—\$457,996
      - Expansion Fund—\$750,000
- Expenditures
  - Accounts Payable Estimate—\$42,241 all to be expended from the estimated continuing amount of \$528,309. (Any fluctuations in the final Accounts Payable obligations will impact the FY2021 continuing balance with any savings difference being moved to the Strategic plan continuing fund contingency)
  - Transportation—\$431,249.44 from State/Local and \$240,000 from ESSR III. Still awaiting determination on athletic use of the Wesley fields and the expense to transport.
  - Child Nutrition Services—projected contract amount of \$134,925.65 S/L and projected available support from Federal reimbursements and student collections—\$71,205.

	<ul style="list-style-type: none"> <li>○ Student Settlements will be consideration for the 2% Contingency, given past timing of the expenditures.</li> <li>○ Budget for FY2022 is currently funded by One-Time Funds of Accounts Payables, an amount of \$42,241 supported by state/local and budgeted in FY2021; \$2,893.75 Safety and Security, 3 Year State Funding.</li> <li>○ Added Contingency set aside of \$63,884 beyond the required 2% in support of other potential fluctuations relating to vendor contracts and/or State/Local revenue adjustments.</li> </ul> <ul style="list-style-type: none"> <li>● Contingencies: <ul style="list-style-type: none"> <li>○ 2% + Contingency 142,712.00</li> <li>○ Notes to Budget: (Solvency Factor set asides excluded from the budget)</li> <li>○ Summer Pay 381,398.00</li> <li>○ Strategic Plan 607,836.00 <ul style="list-style-type: none"> <li>▪ Total 989,234.00</li> <li>▪ APPR 98079 Cont. Bal. at 063021 503,166.00</li> </ul> </li> <li>○ APPR 98079—Contingency—FY2021 year-end balance is expected to be \$503,166 (where the summer pay, and strategic plan resources are safeguarded to further support the solvency factors relating to the Financial Framework requirements).</li> </ul> </li> </ul> <p>Ms. Silent presented the FY2022 preliminary budget to request board approval. A copy of the preliminary budget was shared with all board members.</p> <p><b>Motion to approve the FY2022 preliminary budget – McDowell 2<sup>nd</sup> – Hobbs</b>  <b>Discussion: Ms. Wilson asked for the number of students in which the preliminary budget is based. Ms. Silent reported the budget is based on 399 students.</b>  <b>YES – Horton, Gillis, Silent, McDowell, Savage, Cobb, Wilson, Hobbs, Demby, Spangler</b>  <b>NO – None</b>  <b>Motion unanimously approved.</b></p>
<b>Nominating Committee</b>	
	Lois Hobbs, Chairperson
Comments	Dr. Edney reported that she currently does not have a name for the Parent representative at this time. She also did not have the name of the teacher representative. Mrs. Savage will be moving out of the classroom next year as she will be in full capacity as an instructional coach. A new teacher representative will be elected the ECHS staff. The new student representative is Sydney Johnes. She is a rising senior, strong academic student, and athlete. She will be serving on the strategic management committee of the expansion committee.
<b>Fund Development Committee</b>	
	Paige Chapman, Chairperson
Comments	No report. Dr. Horton reported that the committee is now chaired by Paige Chapman.
<b>Academic Affairs Committee</b>	
	Sandra Spangler, Chairperson
Comments	No meeting this month. Academic affairs topics will continue with the Academics & Curriculum committee through the Expansion Committee.
<b>Audit Committee Report</b>	
	Charles McDowell, Chair
Comments	No report.
<b>School Leader Report</b>	
	Evelyn Edney, School Leader

<p>Comments</p>	<p>Dr. Edney presented the highlights of the end-of-year report. The full report was shared with all board members.</p> <p>Academic Data: ECHS participated in the annual state testing for the 2021 school year. The number of test takers was low due to COVID-19. We will now offer the PSAT/NMSQT to the top 20 juniors. This was our first year offering this test. We had the largest number of test takers for the SAT. The average “Met” percentage was just below the state average.</p> <p>Dr. Horton discussed that every year, the school has been trying something different to address the issue regarding the percentage of students meeting the benchmark for the standardized test. She is hoping that this will be addressed in the expansion conversations.</p> <p>Dr. Edney shared the overall college readiness scores. Reminded the board that the college readiness rubric is based upon student’s grades, attendance, behavior, teacher recommendations, and assessments. Dr. Edney reviewed each grade level’s college readiness data. The 9<sup>th</sup> grade class has approximately 40 students who will be taking a college class in the fall semester of their sophomore year. All grade levels average between 60-69%. The whole school average for college readiness was 64.21%. The averages compared between last year and this year was shared with this year having an overall higher college readiness average.</p> <p>Ms. Wilson asked if DSU college professors were still involved in doing ratings for the individual students. Dr. Edney shared that the ECHS school counselors were responsible for getting ratings from the DSU professors.</p> <p>Dr. Edney shared information for college credits earned for each of the classes from 2018 through class of 2023.</p> <p>The graduation rate is steadily improving. ECHS went from 87.48 to a current rate of 92.59%. Dr. Edney reminded the board that this data is on a lag year and we have consistently been above the state average. There are 9 students in the class of 2021 who require summer school and must complete graduation requirements by July 22, 2021. She invited all board members to attend the summer graduation ceremony.</p> <p>School Climate Data: Attendance was a high point given we were in a virtual learning environment. At the start of the pandemic in March 2020, we had the worse attendance data in the school’s history. As a result, the school modified attendance monitoring procedures. For the 2021 school year, we had one discipline referral. We did have a couple of students involved in an incident in the community. Since the students were learning from home, there was no action required by the school.</p> <p>Highlights: We were pleased to keep school as “school” for students. We continued to have student activities for students to be involved throughout the school year. School awards received: Yearbook Award, Won our first Math League meet, First home run in softball, Hornets in Action won the Governor’s Youth Volunteer Service Award. Mrs. Spence of Communities in Schools offered virtual “College Mondays” throughout the school year. This allowed students to interact with college admission representatives of different colleges via Zoom meetings. A mid-year student leadership retreat was held and another retreat will be held at the end of the year. The ECHS Staff Member of the Year was Mrs. Prophet-Brinkley, Teacher of the Year was Ms. Whitley, and Dr. Edney was honored as the Delaware Principal of the Year.</p> <p>ECHS Expansion Kick-Off: Dr. Edney thanked all board members for their attendance and participation in the expansion kick-off meeting. We had 54 people in attendance on June 2, 2021 at ECHS Atrium. The attendees included parents, students, teachers, DSU personnel, and Community members. The agenda consisted of an overview, sub-committee meetings to discuss goals and action items, report out, and dinner.</p> <p>Dr. Edney shared the sub-committee lists and respective chairs. There are five expansion sub-committees and chairs: 1) Strategic Management &amp; Finances (Evelyn Edney); 2) Furniture &amp; Facility Improvements (Timothy Yancy); 3) Resources &amp; Supplies (Ashley Jones); 4) Recruitment &amp; Retention (Andrea Spence/Casey Kessler); and 5) Curriculum &amp; Scheduling (Katrina Nelson).</p> <p>The progress check meetings will be held one week before scheduled board meetings to meet with all sub-committee chairs for updates. Meeting Dates: 8/19/21 (Virtual), 10/14/21 (Virtual), 12/22/21 (Live), 2/10/22 (Virtual), 4/14/22 (Virtual), 6/16/22 (Live). All meetings will begin at 5:30pm. Ribbon Cutting Celebration: TBD</p>
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	Ms. Gillis noted that the dates shared on the screen with the board need to be corrected with the proper year.
<b>Teacher Report</b>	
	Dara Savage, Teacher Representative
Comments	Mrs. Savage presented the report.  Dr. Horton thanked Mrs. Savage for her service on the board and excited about the new role she will assume.
<b>Student Report</b>	
	Vacant, Student Representative
Comments	No report.
<b>Parent Report</b>	
	Vacant, Parent Representative
Comments	No report.
<b>Discussion/Action Items</b>	
Comments	N/A
<p><b>New Business</b> – Amendments to the Corporate Charter and Bylaws  Mr. McDowell shared the updates to the bylaws.  1 – Change the name to “Early College School”  2 – Modify the purposes to include a public charter middle and high school  3 – Modify curriculum to state an advanced curriculum that is integrated with the relevant curriculum of Delaware State University  4 – Student member will be a non-voting Advisory member who will be appointed by the school principal at the pleasure of the principal for a one- or two-year term.  <b>Motion to approve adoption of the Corporate Charter and Bylaws resolution – McDowell</b>  2<sup>nd</sup> – Hobbs  <b>Discussion: Hobbs asked will the entire bylaws document be circulated again once the adoption has been approved. McDowell shared that he has shared the document with modified language with the board.</b>  <b>YES – Horton, Gillis, Silent, McDowell, Savage, Cobb, Wilson, Hobbs, Demby, Spangler y</b>  <b>NO- None</b>  <b>Motion unanimously approved.</b></p> <p><b>Old Business</b> – None</p> <p><b>Information Items</b> – Timothy Yancy is now Dr. Timothy Yancy</p> <p><b>Announcements</b> – Ms. Hobbs shared that we are glad Dr. Horton is back.</p> <p><b>Motion to adjourn – Hobbs</b>  2<sup>nd</sup> – McDowell  <b>YES – Horton, Gillis, Silent, McDowell, Savage, Cobb, Wilson, Hobbs, Demby, Spangler</b>  <b>NO – None</b>  <b>Motion carries.</b></p> <p><b>Meeting adjourned at 6:07 pm.</b></p> <p><b>Next Board meeting will be on Thursday, August 26, 2021 at 5:15pm.</b></p> <p>Minutes submitted by – Nyia McCants</p>	

