



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

Regular Monthly Board Meeting		
6.27.2019	5:29pm	ECHS
Facilitator	Marsha Horton, ECHS Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Robin Demby, Sandy Spangler, Juanita Wilson, Gwendolyn Scott-Jones, Nyia McCants, Ronald Pinkett, Marsha Horton, Charles McDowell, Lois Hobbs, Ayeda Silent	
Board Members Absent	Saundra Sutton, Briona Denby, Tawanna Prophet-Brinkley, Jacob Roddy, Evelyn Edney, Crystal Gillis	
Other Attendees	Dorcell Spence	
Approval of Agenda	<b>Motion to approve the revised agenda – HOBBS</b> <b>2<sup>ND</sup> – MCDOWELL</b> <b>Motion unanimously approved.</b>	
Approval of Meeting Minutes	<b>Motion to approve February 28, 2019 meeting minutes – HOBBS</b> <b>2<sup>nd</sup> – SCOTT-JONES</b> <b>Motion unanimously approved.</b>	
Public Comment		
3 minutes per		
Comments	No public comments.	
Executive Committee		
	Marsha Horton, Chairperson	
Comments	Executive committee did not meet. No report	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	Wilson shared that she has one item regarding the school leader's evaluation which will be discussed during Executive session.	
Finance/Facilities (F/F) Committee		
	Ayeda Silent , F/F Chairperson	

<p>Comments</p>	<p>Dorcell Spence, Financial Consultant for ECHS, presented the report.  Reviewed the highlights of the Financial reports for month ending May 31, 2019 and preliminary budget for FY2020.  91.7% of the year is complete:</p> <ul style="list-style-type: none"> <li>• Enrollment: 393 (down by 27 students from FY2018)</li> <li>• Division I Teacher Units: 22.07 (down by 1.56 from FY2018)</li> <li>• Revenues:</li> </ul> <p>The Web Report reflects receipts of 100.3% per the All Funds Total.  § State fund operations adjustments are final.  § From a second update to Educational Sustainment, the schools final allocation will be \$59,830 and not \$65,218 per the initial notification.  § All funds have been received as billed to the Local School Districts.  § Interest to date is so noted by the \$9,997.68 received above and beyond the Local School District Receipts. Interest receipts are such a varying, minimal factor and therefore not budgeted.</p> <p>Expenditures:</p> <ul style="list-style-type: none"> <li>o The Account Code Expenditure Detail Report reflects 87.1% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 90.0%.</li> <li>§ Acct Code 55000 Auditors additional payment of \$3,045 was for the completion of the annual federal 990—116.3%</li> <li>§ Acct Code 55051 Consultants for services paid final—100%</li> <li>§ Acct Code 55434 Transportation will exceed the budget due to an additional hub stop in Seaford—99.7%</li> <li>§ Acct Code 55452 Insurance paid in full—100%</li> <li>§ Acct Code 55610 Advertisement—Recruiting efforts—174%</li> <li>§ Acct Code 55641 Food Service—Aramark contract still remains unresolved</li> <li>§ Acct Code 56157 Textbooks—based upon student college course participation—103.3%</li> <li>o 24 of 26 payrolls have been expended for a ratio of 92.3%</li> <li>§ State and Local Payrolls—based upon the time period completed 93.7% salary and 87.7% OEC.</li> <li>o The Web Report reflects 88.0% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 91.1%.</li> <li>o 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>§ The 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 a 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>o 2% Contingency 80,764.00</li> <li>o Notes to Budget: (for set-asides excluded from the budget)</li> <li>§ Summer Pay 338,786.00</li> <li>§ Strategic Plan 78,616.00</li> <li>• Total 417,402.00</li> <li>• APPR 98079 Contingency Balance 416,790.00</li> </ul> <p>o 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. (While these accounts were not allocated in totality at the time of the budget approval, additional resources as needed have been disbursed.**)</p> <ul style="list-style-type: none"> <li>§ Federal 319.00</li> <li>§ Miscellaneous Receipts 15,056.00**</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</li> <li>• Total \$75,944.00</li> </ul> <p>Northern Data Center Reports to First State Financial Report (FSF) Reconciliation</p> <ul style="list-style-type: none"> <li>• The following items did not reconcile from the Northern Data Center System reports to the First State Financials System Report for the month ending May 31, 2019. Final processing is expected during June.</li> <li>o Expenditures \$288.80</li> </ul> <p>Preliminary preparation of the FY2020 budget is being based on enrollment of 415 students. Expect to have a planning budget by the time of the next board meeting in August.</p>
<p><b>Nominating Committee</b></p>	
	<p>Lois Hobbs, Chairperson</p>

Comments	Hobbs presented information. <ol style="list-style-type: none"> <li>Finance Chair, Ayeda Silent was on board to replace D. Lindsey which term will end in October 2019.</li> <li>Crystal Gillis is the parent representative, however, her child has graduated. Dana Cobb, ECHS parent will be recommended.</li> <li>Any other board members whose term may be ending in October 2019 will need to be reviewed.</li> <li>The teacher representative will need to be decided upon by the ECHS staff/faculty. McCants informed the board that the teachers will not return to school until after the August Board meeting. The board stated this position can be addressed during the October meeting.</li> </ol>

**Marketing Committee**

	Vacant, Chairperson
Comments	<p>McCants presented information about the upcoming fundraiser, 3<sup>rd</sup> Annual Honoring Our Legacy          Date: October 25, 2019          Time: 7p-12a          Location: Modern Maturity Center, Dover          Honorees: Bebe Coker and Norman Oliver          The evening will include buffet dinner, awards ceremony, and music by Best Kept Soul (live band).          Three levels of tickets: Premier Seating, General Seating, and Music/Dance Tickets only (9p-12a).          Horton encouraged all board members to support the event. In addition, board members should attend at least one event during the school year to support.</p>

**Academic Affairs Committee**

	Sandy Spangler, Chairperson
Comments	Committee did not meet.

**Audit Committee**

	Charles McDowell, Chairperson
Comments	<p>McDowell presented the report (For Information Only).          Mr. McDowell reported that the financial audit examination for the fiscal year ended June 30, 2019 has commenced with ECHS administration having been requested to provide the auditors information by July 15 and the auditor's visit scheduled for the end of July.</p>

**School Leader**

	Evelyn Edney, School Leader																		
Comments	<p>McCants presented the report.          Edney emailed all board members the School Leader report and End-of-Year Presentation.          Highlights:          Current 2019-20 enrollment (393 students). Hornet Hello registration events are still being scheduled. 12 students have accepted to attend in August 2019, need to obtain registration paperwork to enter in the eSchool system. In addition, 40 applications have been submitted, but are incomplete and have not yet been accepted/rejected. Mrs. Rodriguez and Ms. Rangel are contacting the families to confirm if the student is still interested.          Summer recruitment events:</p> <table border="1" data-bbox="454 1381 1507 1558"> <thead> <tr> <th>Date</th> <th>Event</th> <th>Time of Event</th> </tr> </thead> <tbody> <tr> <td>June 22, 2019</td> <td>Dover African American Festival (Dover, DE)</td> <td>10:00-6:00</td> </tr> <tr> <td>June 23, 2019</td> <td>Empowering Women's Expo (Dover, DE)</td> <td>9:00-2:00</td> </tr> <tr> <td>August 10</td> <td>Seaford African American Festival (Seaford, DE)</td> <td>8:00 -8:00</td> </tr> <tr> <td>August 17</td> <td>Middletown Peach Festival (Middletown, DE)</td> <td>8:00-5:00</td> </tr> <tr> <td>August 18</td> <td>August Quarterly Festival (Wilmington, DE)</td> <td>9:00-4:00</td> </tr> </tbody> </table>	Date	Event	Time of Event	June 22, 2019	Dover African American Festival (Dover, DE)	10:00-6:00	June 23, 2019	Empowering Women's Expo (Dover, DE)	9:00-2:00	August 10	Seaford African American Festival (Seaford, DE)	8:00 -8:00	August 17	Middletown Peach Festival (Middletown, DE)	8:00-5:00	August 18	August Quarterly Festival (Wilmington, DE)	9:00-4:00
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	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>The ECHS staff participated in end-of-the-year professional development on May 13-16, 2019. Activities included debriefing school data and planning for the next school year.</li> <li>During May and June, teachers have participated in summer curriculum planning by subject area and grade level.</li> </ul> <p><b>Academics/Students @ DSU</b></p> <ul style="list-style-type: none"> <li>On April 26, 2019, all juniors and seniors participated in their Capstone Project Proposals or Presentations. No Grade 9 and 10 students were in attendance, so that all ECHS staff members could act as panelists for the presentations.</li> <li>Students taking DSU courses had final exams on April 29-May 3, 2019.</li> </ul>																		

- April 29, though May 7, Ninth and tenth graders completed their Advisory Project Presentations on College Readiness and Choosing their Program of Study.
- Students taking ECHS courses had final exams on May 8-10, 2019.
- On May 14, 2019, ECHS graduated 63 students in the 2<sup>nd</sup> commencement ceremony. They collectively earned 1,655 college credits and \$6,177, 230 in scholarships
- Students all have summer projects: Grade 10 (Math/ELA Online Project or Taking an online health course; Grade 11 (Summer Reading Project); Grade 12 (Capstone Project Reflection and Research Project).

**Student Activities**

- ECHS co-hosted the National Association of Student Councils Region II conference at Camp Arrowhead on April 26-28, 2019.
- On April 26 through May 5, the project management team of the ECHS Chapter of BPA participated in the BPA Nationals in Anaheim, CA and placed in the Top 10 in the nation.
- May 5 was the National Honor Society Induction ceremony and the newly-formed Tri-M Music Honor Society induction ceremony.
- May 9 was the ECHS All-Sports Banquet.
- May 10, 2019, the ECHS prom was held at the Duncan Center in Dover. The theme was “Memory Lane.”

**Parents/Community**

- On May 5, ECHS held its Hornet Awards to thank stakeholders for their support of the school.
- May 6-10 was Teacher Appreciation Week. May 8 was National School Nurse’s Day. The PTSA held a luncheon to thank teachers on May 10.
- The PTSA Executive Board held a planning meeting in June to discuss programming for the 2019-2020 school year.

**Facilities**

- Grossley Hall is under construction this summer. Two office suites are being demolished to create two more classrooms for ECHS
- Upgrades are being done to the bathroom on the 2<sup>nd</sup> floor in Grossley and a new bathroom is being created on the first floor.
- The Freshmen Academy is getting small upgrades
- 120 new lockers were purchased for freshmen.

Presented data for student scores on PSAT 8/9, PSAT 10, and SAT

2019	Grade 9 PSAT	Grade 10 PSAT	Grade 11 SAT
ECHS Math	362	416	445
State Math	441	412	467
ECHS ERW	381	431	479
State ERW	446	424	481

Reviewed cumulative credits earned for grades 10-12:  
Grade 10 – 394; Grade 11 – 1159; Grade 12 – 1655

ECHS received first graduation rating: 87.4% based on first cohort of 84 students

Reviewed school climate data:

Attendance – 93.58% (Average Daily Attendance)

Discipline – 0-1 Referrals-90%, 2-5 Referrals-9%, 6+ Referrals-1%

**Parent Association Report**

Crystal Gillis, Chairperson

Comments	Chairperson not present, no report.
<b>Teacher Report</b>	
	Tawanna Prophet-Brinkley, Chairperson
Comments	Chairperson not present, no report.
<b>Student Report</b>	
	Jacob Roddy, Chairperson
Comments	Chairperson not present, no report.
<b>Budget Items</b>	
Comments	No budget items for action.
<b>Discussion/Action Items</b>	
Comments	<p><b>Board Meetings:</b>  The Board agreed to continue meetings on a bi-monthly basis.  Horton asked the Board if they would like to rotate the meeting locations. The Board members discussed and agreed to keep the location in Kent County at ECHS or possibly on DSU campus.  Pinkett addressed the issue of the timing of the meetings. He stated that he finds it challenging to attend the board meetings as he resides and works in New Castle County. In addition, Pinkett shared that some meetings, such as Finance, need more time and focus. The meeting today was very engaging, however, the committee was out of time due to the Board meeting beginning at 5:15pm.  Horton thinks that the Finance meeting should be 1 ½ hours. The members agreed that allotting 90 minutes for the finance meeting is appropriate.  The majority of the board members agreed to keep the committee meetings the same.  The board meeting will now begin at 5:30pm.</p>
<b>Executive Session</b>	
Comments	<p>7:08pm  <b>Motion to enter Executive Session to discuss personnel matters – MCDOWELL</b>  <b>2<sup>nd</sup> – HOBBS</b>  <b>Motion unanimously approved.</b></p> <p>8:09pm  Executive session ended. Reconvened Board meeting</p>

<p><b>Old Business – N/A</b></p> <p><b>New Business – N/A</b></p> <p><b>Appeals/Reviews – None</b></p> <p><b>Announcements</b></p> <p>Members whose terms end in October (Pinkett, Horton) need to meet with Hobbs after the meeting. Denby's terms are also ending in October, Hobbs will contact her as she is not present today.</p> <p><b>Motion to adjourn – MCDOWELL</b>  <b>2<sup>nd</sup> – PINKETT</b>  <b>Motion unanimously approved.</b>  <b>Meeting adjourned at 8:11PM</b></p> <p><b>Next Board meeting will be on August 8, 2019.</b></p>
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Minutes submitted by – Nyia McCants