



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

Regular Monthly Board Meeting		
6.28.2018	5:15pm	ECHS
Facilitator	Marsha Horton, ECHS Board President	
Note taker	Nyaia McCants, ECHS Recording Secretary	
Board Members Present	Marsha Horton, Crystal Gillis-Hammond, Denese Lindsey, Juanita Wilson, Lue-Ann DeCastro, Charles McDowell, Gwendolyn Scott-Jones, Sandra Spangler, Kimberly King, Lois Hobbs, Bob Martin (via phone), Evelyn Edney (Ex-Officio)	
Board Members Absent	Saundra Sutton, Jalen Johnston, Ronald Pinkett	
Other Attendees	Tim Yancy, Joena Henry, Kyle Sheppard	
Approval of Agenda	<b>Motion to approve June 28, 2018 meeting Agenda – McDowell</b> <b>2<sup>nd</sup> – Lindsey</b> <b>Motion carries.</b>	
Approval of Meeting Minutes	<b>Motion to approve April 19, 2018 meeting minutes – McDowell</b> <b>2<sup>nd</sup> – Lindsey</b> <b>Motion carries.</b>	
Public Comment		
3 minutes per		
Comments	No public comments.	
Executive Committee		
	Marsha Horton, Chairperson	
Comments	<p>Horton reported that the Executive Committee did not meet. Horton provided the President Highlights:</p> <ol style="list-style-type: none"> <li>1. Risk Assessment conducted by DSU, was sent electronically, hard copies were provided at the meeting to those that needed it. <ul style="list-style-type: none"> <li>• Highlights: Report prepared by C. Muhlenstein (DSU). Indicate where possible areas of risk are and identify possible concerns and develop mitigation plan.</li> <li>• Areas addressed included: 1) Unsupervised time time, 2) Drug/Alcohol abuse, 3) Sexual abuse/misconduct, 4) Transportation, 5) Campus awareness, 6) Compliance with laws (including background checks), 7) Medical, 8) Internet exposure, 9) Emergency procedures, and 10) Special needs. Under each area the inherent risk was identified and then under that ECHS response to the inherent risk. The Board President advised for all board members to review and see the degree of due diligence to each area of concern.</li> <li>• Hobbs asked if is there any kind of list provided to the staff that are supervising the study room. Edney responded, yes a schedule is provided and counselor knows students and parents.</li> <li>• Decastro asked if DSU professors take attendance. Scott-Jones/Horton responded they are supposed to take attendance. Horton clarified that there is an expectation. Scott-Jones added that every department chair should reiterate to staff to take daily attendance.</li> <li>• Hobbs asked if the students are identified as an ECHS student on the DSU roster? – No</li> <li>• McDowell: Discussion about the requirement of students wearing a lanyard on campus</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>Hobbs asked if ECHS students are taught the DSU Student Code of Conduct expectations. Edney responded that ECHS teaches the expectations to students during the student orientation days.</li> <li>Board members discussed background check of DSU faculty.</li> </ul> <ol style="list-style-type: none"> <li>An email was sent about one month ago to board members for recommendations for new board member, specifically individuals with financial expertise. Hobbs has received an interest resume from one person, Robin Denby.</li> <li>Board President provided an update on facilities. Board President has preliminary information about where ECHS students will be housed on campus. Target is to have facilities on campus that do not change every semester. The University is looking at several options and what needs to happen to make facilities available to ECHS. Once the plans are finalized, the Board President will provide information.</li> <li>Conflict of Interest Statements – McCants reported there is one pending signature and will be taken care of today.</li> </ol>
<b>Personnel Committee</b>	
	Juanita Wilson, Chairperson
Comments	Wilson presented the report. The committee reviewed the draft Policies and Procedures, Section 500. The tool for the school leader bonus will be discussed in executive session. The school leader evaluation is not finalized and was not presented.
<b>Finance/Facilities (F/F) Committee</b>	
	Denese Lindsey , F/F Chairperson
Comments	Lindsey presented the financial report. <ol style="list-style-type: none"> <li>The committee reviewed the May 31<sup>st</sup> web report, about 91-92% through the year. As of that point in time, there was about \$190,000 surplus. There are still outstanding items for the month of June. Still looking to have a positive final balance and a potential payment on the line-of-credit in the month of July. The committee will meet in July to discuss 2019 budget.</li> <li>Committee has received engagement letters from Michelle Lambert, CPA and Mallie, audit firm, to perform audit for SY2018. Reported that a list of items has been requested and will responses will be sent to them over the next month. Audit will begin mid to end of July.</li> <li>The committee discussed athletic program and requested more information and will discuss in July to make a more informed decision to decide on expanding program. In addition committee will meet to discuss finance policies of the Board Policy Manual. Preliminary agenda for July 26<sup>th</sup> – budget, athletics, and policies.</li> </ol>
<b>Nominating Committee</b>	
	Lois Hobbs, Chairperson
Comments	Hobbs presented the report. Requesting board members to send names of prospective board members to Lois Hobbs. Hobbs congratulated Mrs. Crystal Gillis-Hammond as the new ECHS Board of Directors Vice President.
<b>Marketing Committee</b>	
	Vacant, Chairperson
Comments	No report
<b>Academic Affairs Committee</b>	
	Sandy Spangler, Chairperson
Comments	Horton reported that Sandy Spangler is the new chairperson. Bob Martin has resigned from the ECHS Board of Directors. ECHS is working with DSU to review the program of studies. The committee will focus on reviewing the draft policy manual with an initial focus on Section 600. The committee is planning on meeting at the end of July to prepare for the August board meeting.
<b>Audit Committee</b>	
	Charles McDowell , Chairperson
Comments	No report
<b>School Leader</b>	
	Evelyn Edney, School Leader

Comments	<p>Edney provided report.  A copy of the school leader update provided to board members.  Highlights (hard copy provided to board members):</p> <ul style="list-style-type: none"> <li>• Board members received yearbook, staff shirt, and grad gift. Expressed thanks for attending graduation.</li> <li>• Enrollment update provided. 402 total as of today. Last year in June we were at 409. Actively recruiting. Additional hornet hellos are scheduled in the coming weeks and planned attendance at community events. Rangel/Rodriguez still working through list that have not accepted. <ul style="list-style-type: none"> <li>○ Board wanted to know attrition rate from 9<sup>th</sup> to 10<sup>th</sup> grade level. Scott-Jones stated that ECHS can set up a table for youth basketball tournament, 6/29 and 7/28 in wellness center, 8a-3p.</li> </ul> </li> <li>• 11 senior students who did not fulfill graduation requirements by graduation date are completing summer school work, still waiting for summer school results.</li> <li>• Provided updates on numbers for where students going post-secondary.</li> <li>• ECHS has been working with Rejoice from DSU archives. A display will be created at office.</li> <li>• Staff PD completed at the end of the school year. Administration have attended two conferences in last week, National Charter School Conference in Austin, TX and Middle College National Consortium Conference in Jersey City, NJ. Debating if we will join the Middle college group.</li> <li>• Student Activities update provided. Secretary of Education Scholars. 1<sup>st</sup> prom/promenade in DSU MLK Center. National Honor Society and Hornet Awards. PTSA sponsorship throughout the year. National winners of BPA Conference.</li> <li>• College readiness meetings during the month of May and June for non-college ready students, mostly in 9<sup>th</sup> grade, most were salvageable.</li> <li>• Personnel. Replaced a math teacher. We have to replace one additional math teacher. Replaced special education teacher.</li> <li>• Facilities. Transformer was replaced. Still waiting to find out what they will do about the HVAC system. Nurses office still only has cold water. Working on summer cleaning.</li> <li>• ECHS received the grant from the Longwood Foundation for the afterschool program. Students have already been assigned to this program.</li> <li>• Board Policy and Procedure manual has been a massive undertaking.</li> </ul> <p>Reviewed school data.</p> <ul style="list-style-type: none"> <li>• Academic data. College readiness data throughout the school year. By end of year 74.5% were college ready. McDowell – requesting information to be disaggregated by grade level.</li> <li>• PSAT/SAT data presented for 9, 10, and 11.</li> <li>• Credits earned by grade level. McDowell – would like to know the total number of students in each grade level.</li> <li>• Graduation rate – will have once summer school session has completed.</li> <li>• Student Attendance rate – provided over the last couple of years.</li> <li>• Discipline data. 0-1, 2-5, 6+. ECHS comparison with state data.</li> <li>• PBS data. School Climate Survey. Began survey in 2016-17. All areas fell within PBS standard normal range. Area for ECHS to work on is student:student relationships (Parent). Staff, lowest is student engagement.</li> <li>• Panoramic survey data.</li> </ul> <p>Other Highlights: Awards, Student scholarships, NAACP Award, 67 junior, 71 senior capstone presentations, 1<sup>st</sup> alma mater song, school seal, ecology lab partnership, participation at DSU chairs committee, Wellness Center partnership, Student govt-students who hold state and national officer positions, 1<sup>st</sup> interact club induction, sport highlights: 14-6 boys varsity basketball, 2 students qualify for state track and field competition, staff highlights: state cadre, staff instituted peer evaluation system, new teacher advisory, staff member of the year-McCants, teacher of the year-Grimm, PTSA: fundraiser, sponsored appreciation events for students, staff, admin, zoom conferencing so all parents have opportunity to participate.</p> <p>McDowell discussed the attrition rate. As of May 11<sup>th</sup>, 179 9<sup>th</sup> grade and now 126 10<sup>th</sup> grade students. Why? Edney responded due to students failing to meet expectations regarding discipline and/or academics (failing most or all subjects). Students who were 1-2 credits short of passing to 10<sup>th</sup> grade, offered summer school to catch them. Some students self-selected to not return.</p> <p>Lindsey asked about the juniors now seniors, if the attrition rate the same. Edney responded that there were a few who are not returning due to grades and continued lack of success. Two or three who have self-selected to not return.</p> <p>Horton stated that this year there was a large 9<sup>th</sup> grade class, did that negatively impact the attrition. Edney responded there was a crew of students who were not interested in school. Staff brainstormed ways that we can help provide more support, such as Brandywine Counseling and Community justice for conflict resolutions. Considering reviewing the grouping of advisory and working with Officer Camacho to provide additional info to students. In addition, the staff have discussed developing a Parent Academy to schedule sessions throughout the school year.</p> <p>Decastro reported staff meet on weekly basis to discuss students academically and behaviorally. When students are not successful, it is not due to because efforts have not been provided to support the student in correcting their behavior.</p>
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	Horton informed Edney that DSU is one of the owners of the Schwartz Center. Dr. Francine Edwards is the point of contact. Think about this venue for special programs. Edney reported that ECHS is having 1 <sup>st</sup> ever band camp.
<b>Parent Association Report</b>	
	Crystal Gillis, Chairperson
Comments	Gillis provided report. On June 6 <sup>th</sup> , PTSA executive committee attended training on how to keep parents engaged. PTSA had a planning committee meeting in May.
<b>Teacher Report</b>	
	Lue-Ann DeCastro, Chairperson
Comments	DeCastro provided the report. Staff are currently on summer vacation. End of year professional development was based on reflection. This year we are more prepared than any other year since joining the school. Data that is being collected is helping to determine fit for students, develop activities, and working on placement to get us all in one place. Scott-Jones commented that graduation was beautiful, but it was too long. Suggestion to have the awards ceremony on a different night. Hobbs agreed that the ceremony was too long. Edney thanked for feedback and stated that there will be a cutdown on the number of speeches and presenters.
<b>Executive Session</b>	
	<b>Motion to enter Executive Session to discuss personnel matters – McDowell</b> <b>2<sup>nd</sup> – Wilson</b> <b>Motion carries.</b> Executive session held 7:17p-7:57p
Comments	Following Executive session, in public session: <b>Motion for the Board to authorize the Personnel committee to finalize the school leader bonus framework – Hobbs</b> <b>2<sup>nd</sup> – Gillis-Hammond</b> Horton clarified that the bonus framework pertains to the 2017-18 school year <b>Motion carries.</b>

**Old Business –**

- 1. Parent Survey**
  - Edney provided information in School Leader report
- 2. School Code of Conduct**
  - Will be addressed in policy manual
- 3. Risk Assessment**
  - Horton provided information in President’s report

**New Business –**

1. Policy and Procedures Manual – Each committee was assigned a section to review. Please review very carefully. Board President wants everyone to review the document and please focus on your committee assignment. Secondary, please look at other sections of the document. This will be a living document. At the next board meeting, we need to make decisions about key pieces because information needs to be included in other documents for students and families.
2. Board meeting schedule – The request has been made to reconsider the board meeting schedule.
  - Motion – Meet six times per year (McDowell); 2<sup>nd</sup> – Scott Jones
    - Discussion: McDowell noted that every 3 months was not frequent enough. Scott-Jones discussed that with the policies needing to be done, need to meet more often. Other subcommittees will meet in July to prepare for board meeting in August.
    - Motion passed unanimously.
  - Next board meeting will be held on August 23, 2018. Committee chairs will need to meet with their committees in July.
    - Wilson requesting that personnel committee not meet because there is an overlap of committee members. Personnel will meet before the board meeting on August 23, 2018.

- On July 26, 2018, the following committees will meet: Executive (10a), Finance & Facilities (12p), Academic Affairs (2p)
- Make sure that minutes of committee meetings are taken by a designated individual for each committee meeting
- During the August board meeting, committees will meet at their normal times prior to the board meeting

**Announcements –**

1. If any board member has attended any type of training, please scan/email a copy to Lois Hobbs.
2. Bob Martin has officially resigned from the Board. The Board thanks Bob for his service.
3. Scott-Jones, DSU Department of Psychology is having a community fundraiser, youth basketball tournament. It will be in the Wellness Center in Memorial Hall. If you are unable to attend, we will take an \$8 donation.

**Motion to adjourn – Hobbs**

**2<sup>nd</sup> – Wilson**

**Meeting adjourned at 7:59pm**

**Next Board meeting will be on August 23, 2018.**

Minutes submitted by – Nyia McCants