



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

Regular Monthly Board Meeting		
8.26.2021	5:19pm	Zoom Virtual Meeting
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Marsha Horton, Crystal Gillis, Ayeda Silent, Juanita Wilson, Lois Hobbs, Paige Chapman, Robin Demby, Ronald Pinkett, Sandy Spangler, Evelyn Edney, Nyia McCants	
Board Members Absent	Charles McDowell, Dayna Cobb	
Other Attendees	Leah Jenkins (ECHS)	
Approval of Agenda	<p><b>Modification to Agenda:</b>  <b>Dr. Horton will be sharing information regarding board business from the president's perspective.</b>  <b>Motion adopt the agenda – Wilson</b>  <b>2<sup>nd</sup> – Gillis</b>  <b>YES- Horton, Gillis, Silent, Wilson, Chapman, Spangler</b>  <b>NO- None</b>  <b>Motion unanimously approved.</b></p>	
Approval of Meeting Minutes	<p><b>Motion to approve June 24, 2021 meeting minutes – Spangler</b>  <b>2<sup>nd</sup> – Wilson</b>  <b>YES- Horton, Gillis, Silent, Wilson, Chapman, Spangler</b>  <b>NO- None</b>  <b>Motion unanimously approved.</b></p>	
Public Comment		
3 minutes per speaker		
Comments	No public comments.	
President's Comments/Report		
	Marsha Horton, President	
Comments	<p>John Sheehan from the Office of the Governor advised that there are three options for holding public meetings. Options to consider are: Virtual meetings with no anchor locations, Virtual meetings with anchor location, or an outdoor location for attendees to attend without a mask. Our bylaws permit virtual meetings provided we can verify that each member permitted to vote is a member, member or proxy holder has a reasonable opportunity to participate in the meeting and vote on matters, and member votes or takes other action at the meeting by remote communication and regular vote or action shall be maintained by the corporation. If these actions are taken then a virtual meeting is permissible according to our bylaws. Dr. Horton wanted to be sure that everyone was aware that we do have options for meetings even when the public health emergency is over we may still continue to meet in a virtual setting.</p> <p>We have been having ongoing communications with Delaware State University regarding the MOU. There have been some significant changes on DSU's end about their expectations of ECHS. 1) There will be some</p>	

	<p>form of a lease agreement in place for the use of the DSU facilities. They are not interested in charging ECHS, but they do want to have some legal protections in place in the event that there are some issues. 2) The counselors and administrators will no longer have access to Banner to register the ECHS students. Initially, there was a person at DSU who was in charge of registering the ECHS students. Every semester that person would change and every semester that process was not working very well. Dr. Holmes and Dr. Allen worked together to come up with a process to allow our counselors to have access to Banner to register the ECHS students. This process has been working very well for the last three years. There is now a new provost and new person in charge of enrollment management and they do not want to continue with this process. They want to return to a designee from the university registering the ECHS students in Banner for courses. This is supposed to begin for the Spring 2022 courses. The MOU is not yet ready to be signed.</p> <p>There have been some significant issues with facilities and we have had to involve the senior administration of the university. ECHS will have a meeting with individuals to ensure that these issues do not occur again.</p>
<b>Personnel Committee</b>	
	Juanita Wilson, Chairperson
Comments	<p><b>Motion to approve School Leader Evaluation – Wilson</b>  <b>2<sup>nd</sup> – Spangler</b>  <b>YES – Horton, Chapman, Spangler, Wilson, Silent, Gillis, Demby</b>  <b>NO – None</b>  <b>Motion unanimously approved.</b></p>
<b>Finance/Facilities (F/F) Committee</b>	
	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
  - 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.)
    - Shortage of Transportation Drivers resulting in loss of necessary buses for transport.
- 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.
    - Cost Estimate
    - State—\$26,556
    - ECHS Operations—\$9,584 (support from Strategic Plan Budget)
    - ECHS Federal—\$9,118 (support from funds paying employee specific salaries)
  - 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.
- The new Fiscal Year Chart of Account reflects a continuing amount due to the school in the amount of \$173,944.96 continued from FY2021, which was supposed to be corrected by August 20, 2021.

ASSUMPTIONS:

- Enrollment and student configuration reduced to 350 students for a ratio of 82.4% of approved 425 and 19.58 Division I units.
  - Adjustment from the FY2021 level of 399 students and 22.37 Division I Units.
- Revenue
  - State
    - FY2021 Transportation per pupil amount was adjusted to enrollment to 350 and reduced by 10%--\$35,903 in anticipation of FY2021 Technical School new FY2022 calculated amount.
  - FY2021 Local revenue of \$673,500.74:
    - Adjusted for enrollment to 350
    - Ratio of school district comparative spend from FY20 to FY21
      - 71% of ECHS FY2021 student population reside in school districts that have reducing local expenditures from FY2020 to FY2021
    - Estimated FY2022 Local revenue of \$577,618.88
    - This analysis does not yet take into consideration student configuration change by classification and/or school district.
  - Federal
    - New Consolidated Application Allocations as provided by DOE. (No adjustment for enrollment drop has been considered yet.)
    - ESSR III—\$1,028,924
    - Estimated Continuing
      - Title I—\$79,254.53
      - Title II—\$46,380.49
      - Title IV—\$2,473.31
      - IDEA-B—\$69,130.88
      - Perkins—\$9,754.77
      - Cares Act—\$20,267.13
      - RBT—\$3,106.61
      - ESSR II—\$457,996
      - Expansion Fund—\$737,342.06
- Expenditures
  - Transportation—\$411,899.44 from State/Local and \$240,000 from ESSR III. Still awaiting determination on athletic use of the Wesley fields and the expense to transport. Also looking for RJK to/from school replacement route costs for Linwood Bus Company.
  - Child Nutrition Services—projected contract amount of \$134,824.00 S/L and projected available support from Federal reimbursements and student collections—\$72,000.
  - Student Settlements will be consideration for the 2% Contingency, given past timing of the expenditures.
  - Continuing Funds are itemized per the following: Budget for FY2022 is currently funded by One-Time Funds of Accounts Payables, an amount of \$17,496 supported by state/local and budgeted in FY2021; \$2,893.75

Comments

	<ul style="list-style-type: none"> <li>○ Safety and Security, 3 Year State Funding; \$897 Opportunity Grant; \$250.54 Transportation; \$200 Standards and Assessments; \$34,401.36 Various encumbrances and \$253,428.35 one-time continuing support.</li> </ul> <p><u>For the Month Ending July 31, 2021</u> 8.33% of the year is complete:</p> <ul style="list-style-type: none"> <li>• <u>Revenues:</u> <ul style="list-style-type: none"> <li>○ The Web Report reflects receipts of 74.9% per the All Funds Total.</li> </ul> </li> <li>• <u>Expenditures:</u> <ul style="list-style-type: none"> <li>○ The Account Code Expenditure Detail Report reflects 6.3% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 10.0%.</li> <li>○ 3 of 26 payrolls have been expended for a ratio of 11.5% <ul style="list-style-type: none"> <li>▪ State and Local Payrolls—based upon the period completed 10.5% salary and 9.8% OEC. <ul style="list-style-type: none"> <li>• July was a 3 pay month.</li> </ul> </li> </ul> </li> <li>○ The Web Report reflects 8.4% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 10.9%.</li> </ul> </li> <li>• <u>Contingencies:</u> <ul style="list-style-type: none"> <li>○ 2% Contingency 76,849.00</li> <li>○ Notes to Budget: (Solvency Factor set asides excluded from the budget) <ul style="list-style-type: none"> <li>▪ Summer Pay 382,197.00</li> <li>▪ Strategic Plan 434,078.00 <ul style="list-style-type: none"> <li>• Total 816,275.00</li> <li>• APPR 98079 Cont. Bal. at 063021 503,166.00</li> </ul> </li> <li>▪ <u>APPR 98079—Contingency—FY2021</u> year-end balance was \$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> </li> </ul> <p>Ronald Pinkett – Why are the numbers lower than what was in the budget? Is this due to COVID or are we just missing the numbers?</p> <p>Evelyn Edney – Will address during the school leader report. A lot of the decrease is due to parents wanting to keep their children home due to COVID or transferring their student back to home district to keep the student closer to home. We lost about 30 kids that we were not anticipating losing.</p> <p>Marsha Horton – This has been an issue for all of the charter schools.</p>
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**Nominating Committee**

Lois Hobbs, Chairperson

Comments	<p>No report from the Chairperson.</p> <p>Dr. Edney – We have two ECHS parents (Mrs. Vicks and Mrs. Lyons) that will be a part of the board and will attend the next meeting. The student representative will be Sydney Johnes who is the vice president of her class, has been in the top five of her class since her freshman year, and has already been accepted to Stevenson College on a scholarship for softball.</p> <p>Dr. Horton – The board has received resumes from the parent representatives and she will entertain a motion to vote on the recommendation of the two parent representatives as board members.</p> <p><b>Motion to approve the recommendation for Mrs. Vicks and Mrs. Lyons to serve as board members for the ECHS Board of Directors – Pinkett</b>  <b>2<sup>nd</sup> – Wilson</b>  <b>YES – Chapman, Horton, Gillis, Silent, Wilson, Spangler, Pinkett, Demby</b>  <b>NO – None</b>  <b>Motion unanimously approved.</b></p>
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**Fund Development Committee**

Paige Chapman, Chairperson

Comments	No report. Dr. Horton reported that the committee is now chaired by Paige Chapman.
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**Academic Affairs Committee**

Sandra Spangler, Chairperson

	<p>Welcomed new student committee member, Sydney Johnes</p> <p>Expansion: Curriculum and Scheduling – Discussed the alignment of the current and expansion committee curriculum.</p> <p>Programs of Study – ECHS will be redoing the ECHS programs of study.</p> <p>Instructional Coach Duties – Mrs. Savage is the instructional coach. She has been taken out of the classroom to be able to do more classroom observations and provide more teacher support for instructional practices and curriculum.</p> <p>Curriculum Maps – The curriculum maps are being aligned as standards are modified and new regulations.</p> <p>Addition of AP (Advanced Placement) coursework at ECHS – There are two new AP courses added to course offerings – AP Language and AP US History</p> <p>Professional Development is ongoing for Springboard curriculum and AP</p> <p>The committee discussed college course scheduling and how parents are informed.</p> <p>Any board member who would like a copy of the committee meeting presentation should notify Ms. Spangler.</p>
Comments	

**Audit Committee Report**

	Charles McDowell, Chair
Comments	No report.

**School Leader Report**

	Evelyn Edney, School Leader
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	<p>Dr. Edney presented the highlights of the school leader report. The full report was shared with all board members.</p> <p>Enrollment: 363 students enrolled which is a loss of 36 students since 2020-2021 and is 86% of the targeted enrollment of 425.</p> <p>There is one more open house on September 8<sup>th</sup> to enroll any last few new students.</p> <p>The new recruitment season will begin in October which will include the middle school add-on.</p> <p>Staff: We just finished our professional development days last week. The theme this year is “Raise the Bar.” Dr. Edney shared the highlights of the staff professional development.</p> <p>The new teacher representative will be voted on by staff in September and this new individual will be presented at the next board meeting in October.</p> <p>Dr. Edney was elected to serve on the National Association of Secondary School Principals Board from 2021 to 2024.</p> <p>Academics: Students will be live for school. There is no virtual option unless students have medical documentation. Student orientations were during the week of August 23<sup>rd</sup>. Staff facilitated grade-level workshops for the students.</p> <p>Student Activities: The advisors have met to discuss and plan the programming for the school year. Fall sports began on August 1<sup>st</sup> (Football, Cross Country, Cheerleading, and Volleyball). Fall sports media day was held on August 22<sup>nd</sup> where athletes participated. The event was sponsored by WBOC. Student leaders participated in the annual student leaders retreat to learn about their positions and plan for the upcoming school year.</p> <p>Parent/Community: The PTSA Executive Board met in July to discuss programming, fundraising, and Parent Academy topics for the year. Welcome back nights were held during the week of August 16<sup>th</sup> and all parents were invited to attend.</p> <p>COVID Plan was sent to all board members to review. We modified the spring plan to include additional mitigation strategies for full in-person learning.</p> <p>Expansion Update: The ECHS Expansion Committee kick-off was June 2, 2021. 54 people were in attendance to hear a general overview of the expansion project. Every attendee was assigned to a subcommittee: Strategic Management, Resources and Supplies, Facilities and Furniture, Recruitment and Retention, and Curriculum and Scheduling. A chair was elected for each sub-committee. On August 19<sup>th</sup>, the chairs of each subcommittee reported progress to the Strategic Management committee.</p>
Comments	

	<p>Fundraising: ECHS will have a Double-Good popcorn fundraiser. The information has been shared with board of directors. Save the date for the ECHS Honoring our Legacy event which will be held at the Modern Maturity Center in Dover. The luncheon will be on April 22, 2022 from 12p to 2p.</p> <p>A review of upcoming events was shared with all in attendance.</p> <p>Dr. Horton – Do we know the percentage of our faculty/staff who are vaccinated?</p> <p>Dr. Edney – The nurse is collecting that data and she has not yet received that information. As soon as the data is received, she will share with the board. All are wearing a mask throughout the day and testing occurs weekly.</p> <p>Dr. Horton – She acknowledged the accomplishments of Dr. Edney by reminding all that Dr. Edney was elected as the Delaware Principal of the Year for 2022 and recently elected to the National Board.</p> <p>Dr. Edney – Thank you for stopping by the Freshman Orientation Day.</p>
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**Teacher Report**

	Vacant, Teacher Representative
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Comments	
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**Student Report**

	Vacant, Student Representative
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Comments	No report.
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**Parent Report**

	Vacant, Parent Representative
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Comments	No report.
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**Discussion/Action Items**

Comments	N/A
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**New Business - None**

**Executive Session**  
**Motion to enter Executive Session at 5:56pm – Wilson**  
**2<sup>nd</sup> – Pinkett**  
**YES – Horton, Chapman, Spangler, Wilson, Silent, Pinkett, Demby**  
**NO – None**  
**Motion unanimously approved.**

*Board returned from Executive Session at 6:45pm*

**Old Business – None**

**Information Items – None**

**Announcements – None**

**Meeting adjourned at 6:49 pm.**

**Next Board meeting will be on Thursday, October 28, 2021 at 5:15pm.**

Minutes submitted by – Nyia McCants