



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

Regular Monthly Board Meeting		
10.22.2020	5:18pm	ECHS
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Dr. Marsha Horton, Ms. Ayeda Silent, Ms. Dayna Cobb, Ms. Paige Chapman, Ms. Dara Savage, Ms. Sandy Spangler, Dr. Evelyn Edney, Dr. Nyia McCants, Ms. Mahogany George, Ms. Robin Demby, Ms. Lois Hobbs, Ms. Juanita Wilson, Mr. Charles McDowell	
Board Members Absent	Ms. Crystal Gillis, Mr. Ronald Pinkett, Ms. Saphria Gibbons	
Other Attendees	No other attendees	
Approval of Agenda	Motion adopt the agenda - Horton 2nd – Hobbs YES- Horton, Silent, Cobb, Chapman, Savage, Spangler, George, Demby, Hobbs, Wilson NO- None Motion unanimously approved.	
Approval of Meeting Minutes	Motion to approve August 27, 2020 meeting minutes – Horton 2nd – Hobbs YES- Silent, Cobb, Chapman, Savage, Spangler, Horton, George, Demby, Hobbs, Wilson NO- None Motion unanimously approved.	
Public Comment		
3 minutes per speaker		
Comments	No public comments.	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	Juanita Wilson presented report. Discussed the school leader’s criteria for the bonus framework. Additional details will be discussed in Executive session.	
Finance/Facilities (F/F) Committee		
	Ayeda Silent , F/F Chairperson	

Comments

Ayeda Silent presented report. The last meeting held was a joint meeting of Finance/Facilities and CBOC.

On-Going Concerns:

- Transportation contracts
- School District Local Per Pupil Amounts
 - o Preliminary Local School district per pupil amounts were published for the second time with enrollment updates on October 09, 2020.
 - 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 an 14% total reduction for amount of \$104,519.87 from FY2020. The average per pupil reduction of 11% currently reflects a reduction of \$193.97. School district reduced spending coupled with student category configuration triggered the change from FY2020.

For the Month Ending September 30, 2020

25.0% of the year is complete:

- Projected Enrollment: 400 (September 30 unit count moved to November 13)
- Projected Division I Teacher Units: 22.38
- Revenues:
 - The Web Report reflects receipts of 69.2% per the All Funds Total.
- Expenditures:
 - o The Account Code Expenditure Detail Report reflects 18.6% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 19.9%.
 - o 7 of 26 payrolls have been expended for a ratio of 26.9%
 - State and Local Payrolls—based upon the time period completed 25.6% salary and 25.6% OEC.
 - o The Web Report reflects 20.1% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 21.6%.
 - o Budget for FY2021 is currently funded by One-Time Funds of \$148,942 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
 - Remaining \$137,487 reflects one-time resources in support of potentially ongoing operations.
 - Custodial Supplies (COVID—19)—\$43,787
 - Medical Supplies (COVID—19)—\$3,567
- Contingencies:
 - o 2% Contingency 82,332.00
 - o Notes to Budget: (Solvency Factor set asides excluded from the budget)
 - Summer Pay 351,820.00
 - Strategic Plan 55,391.00
 - Total 407,211.00
 - APPR 98079 Contingency Balance 375,195.00
 - 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.
 - Donations 571.00
 - Reserve Tech 20,905.00
 - Total \$21,475.00
- COVID related items budgeted to reflect first phase—Virtual through December (additional adjustments will be forthcoming as new directives become final and ECHS continues to cycle through the future pandemic phases)
 - o Expense Recovery:
 - 1 position held vacant and 2 reduced to half time for the currently projected time frame for a reduced budget impact of \$64,687 state/local and \$6,215 IDEA B.
 - Athletics funded at 50% to provide support to a condensed schedule if the opportunity presents itself this winter for a reduced budget impact of \$73,557.
 - COVID expense budget adjusted to reflect projected need and supply assistance from the state to date for a reduced budget impact of \$81,899 (from \$129,253 to \$47,354).

During the meeting we received an audit update, the audit has been finalized. In summary, we had a clean audit. Extends appreciation to Dr. Edney and the ECHS leadership team. There were

	<p>two items that we were approaching standard, however, when compared to previous years we are moving in a positive direction. We have been able to pay down the line of credit leaving a balance of approximately \$300K.</p> <p>Dr. Horton reiterated the positive standing that we are currently in. The team has spent the last year completing a forensic audit to review all expenses and revenues. Special thanks to the team.</p>
Nominating Committee	
	Lois Hobbs, Chairperson
Comments	No report.
Fund Development Committee	
	Ronald Pinkett, Chairperson
Comments	<p>For information purposes only.</p> <p>Dr. Edney presented the report. During the last meeting, we discussed potential areas for fund requests (i.e. music program and transportation). Mr. Pinkett plans to reach out to a few banking institutions for possible grants.</p>
Academic Affairs Committee	
	Sandra Spangler, Chairperson

For Information Purposes Only
 Ms. Spangler presented the report.
 New Attendance Procedures/Impact on Attendance
 Dr. Edney reported that attendance has been “fabulous” – approximately 97% so far this school year. Improved and/or new procedures impacting attendance include:
 1. Teachers taking daily attendance and emailing parents if students are absent
 2. Teachers logging attendance information into iTracker - all information in one place and viewable to all
 3. Daily attendance reports are sent out to teachers with Dr. Edney notifying teachers if their attendance is missing.
 4. Nurses are utilized as needed and work to remind parents of the necessity of notes regarding absences.
 5. Attendance Committee meetings are held to put action plans into place. Referral to Truancy Court is the last resort. When asked about excused vs. unexcused absences, parents are being worked with to ensure correct reporting for coding.

1st marking period College Readiness Status (MP closed 10/14)
 Dr. Edney reported that improved attendance and assessments were positive factors for the large majority of students.

Grade Level	Beginning of 1 st MP College Ready	Close of 1 st MP College Ready
9	65.6%	70%
10	52%	63%
11	62.8%	70.3%
12	65.6%	73.1%

Comments

Expansion Grant
 Actually a two-part grant, one for planning (\$50,000) that is carried out over the first 18 months and the second one for implementation (\$750,000) which would continue the work into 2023.

The Expansion Grant would allow ECHS to add 7th and 8th grades to the school. The grant outlines 5 Committees, including their scope of work and timelines for implementation.
 1. Management/Finance would serve as administrative body
 2. Furniture/Facilities – Assessment for what is needed
 3. Resources/Supplies – for office, classrooms, students
 4. Recruitment/Retention – of staff and students
 5. Curriculum/Scheduling – curriculum, PD

*Notice of the award should come this month.

Additional discussion included:
 1. Dr. Horton suggesting that a board member serve on each of the committees. Dr. Edney agreed and added that staff, parents, and students would also be included.
 2. the possibility of ECHS moving to current Wesley buildings to allow 7-12 grades to be together on one campus.

Major Modification
 If the Expansion grant is awarded, the ECHS Charter will need to be modified and presented to the Charter School Office for approval. This is a lengthy process that Dr. McCants and Dr. Edney are working on.

School Reopening Plan
 Dr. Edney notified ECHS parents that remote learning will continue through the end of the first semester (end of 2020).
 If and when face-to-face instruction begins, it will be conducted in a hybrid fashion (Monday-Thursday), with grade levels attending different days. Friday will be an extra help day.

Audit Committee Report

Charles McDowell, Chair

Comments	<p>Mr. McDowell presented the report. Mr. McDowell discussed the DOE Financial Framework and informed the board that ECHS has satisfied all, but two measures within the framework. For those measures, we are approaching the standard.</p>
School Leader Report	
Evelyn Edney, School Leader	
Comments	<p>Dr. Edney presented the report. Highlights:</p> <ul style="list-style-type: none"> ▪ Enrollment – currently at 402 ▪ Recruitment – will be hosting virtual open houses to recruit students for 2021-2022 school year ▪ Reopening – remaining virtual through the end of the first semester. The hope is to begin hybrid at the beginning of the 2nd semester in January with one grade level live per day. ▪ COVID – working COVID precautions with DSU to prepare the building for students in person ▪ Transportation – working with transportation contractors to negotiate the contracts for this school year. We are looking to significantly reduce transportation. Students who reside within 2 miles of school will not be provided bus transportation. Additionally, we will offer more DART bus passes to the upperclass students. ▪ Professional Development – Staff participated in the statewide PD day on 10/9/20 ▪ Academics – We are pleased with 97% attendance rate for the first making period. ▪ Student Activities – We have been trying to have fun while being in a virtual learning environment. Each class has planned a spirit night for students to participate. Additionally, we have planned spirit days for students, staff, and parents to participate. ▪ Parents/Community – Continue to hold our monthly PTSA meetings via Zoom. After each meeting, we host a Parent Academy to discuss topics to help parents navigate having teenagers in school. <p>Dr. Edney shared a powerpoint presentation to discuss the Expansion Grant and Charter Modification Application.</p> <ul style="list-style-type: none"> ▪ ECHS has written a grant to expand with two grades (7th and 8th grade) in the 2022-23 school year. The Charter School Program Grants (Planning Grant \$50,000 and Expansion Grant \$750,000) were filed in September (See attached grant applications). ▪ Major Modification: In order to expand the charter, a major modification must be submitted. It will be available in November and submitted in December. ECHS Administration is currently writing it. <p>Dr. Horton shared that DSU is in the process of acquiring Wesley College. There has been conversation about certain departments and/or colleges moving to the Wesley site after the acquisition. The conversations have included ECHS moving to the Wesley site. Therefore, the administration felt that this may be the opportune time to apply for the expansion grant. This has not been finalized yet. Both institutions need to continue reviewing the feasibility of such a move as there will be financial implications on both. The planning grant would be important to help through the thinking process.</p> <p>Ms. Hobbs stated she has also heard these conversations. She thanked the people who have put the time and effort to write the grant. Ms. Hobbs also recommended that the school take the highlights that she read in the grant to develop a brochure. What is the reason for planning to start with 7th and 8th grades?</p> <p>Dr. Edney responded that the rationale is to begin the preparation of the college going culture sooner with both grade levels. She also advised that we do have a flyer, but we can take some of the information and update it.</p> <p>Mr. McDowell asked for clarification on the chronology of submitting the grant and application.</p> <p>Dr. Edney responded that ECHS applied for the planning and expansion grants first and then if approved will submit the charter modification application. The expansion grant was due prior to the availability of the charter modification application. ECHS would accept middle school students in Fall 2022.</p> <p>Mr. McDowell expressed concern about not having the final decision regarding the future location of Early College (at Wesley site or remain on DSU main campus).</p> <p>Dr. Horton stated that ECHS administration will need to meet with her and Ayeda Silent to discuss options.</p>

Teacher Report	
	Dara Savage, Teacher Representative
Comments	<p>Written report provided to the board members. Mrs. Savage provided highlights:</p> <ul style="list-style-type: none"> - Staff has been working on using technology efficiently to promote engagement - Staff has been charged to try to use FlipGrid - Social media presence is increasing for Facebook and Instagram
Student Report	
	Mahogany George, Student Representative
Comments	<p>Written report provided to the board members. Ms. George shared that this is College Application Month and the students have participated in different presentations by Mrs. Spence from Communities in Schools.</p>
Parent Report	
	Saphria Gibbons, Parent Representative
Comments	No report.
Discussion/Action Items	
Comments	<p>Motion to enter Executive Session - Spangler 2nd – McDowell YES- Horton, Silent, Cobb, Chapman, Savage, Spangler, George, Demby, Hobbs, Wilson NO- None Motion carries.</p> <p>Board entered Executive Session at 6:04pm.</p> <p>Motion to approve the calculation for the school leader bonus - McDowell 2nd – Demby YES- Horton, Silent, Cobb, Chapman, Savage, Spangler, George, Demby, Hobbs, Wilson, McDowell NO- None</p> <p>Motion to approve the adoption of the 2021 framework with the changes noted in Executive session to area four, specifically as it pertains to Enrollment targets – Spangler 2nd – Hobbs YES - Horton, Silent, Cobb, Chapman, Savage, Spangler, George, Demby, Hobbs, Wilson, McDowell NO - None Motion carries.</p>
<p>New Business – Mr. McDowell shared the board member appointments from Dr. Allen, DSU President. Dr. Allen has re-appointed Mrs. Savage (1 year); Ms. Gillis, Ms. Spangler, and Ms. Hobbs (3 years thru 2023); and Ms. Gibbons (thru Oct 2023)</p> <p>Information Items – None</p> <p>Announcements – None</p> <p>Motion to adjourn – McDowell 2nd – Hobbs YES – Horton, Silent, Cobb, Chapman, Savage, Spangler, George, Demby, Hobbs, Wilson, McDowell NO – None Motion carries.</p> <p>Meeting adjourned at 6:49pm</p> <p>Next Board meeting will be on Thursday, December 10, 2020 at 5:15pm.</p> <p>Minutes submitted by – Nyia McCants</p>	

