



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

Regular Monthly Board Meeting		
10.25.2018	5:17pm	ECHS
Facilitator	Marsha Horton, ECHS Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Saundra Sutton, Marsha Horton, Crystal Gillis, Juanita Wilson, Lue-Ann DeCastro, Gwendolyn Scott-Jones, Sandra Spangler, Nyia McCants, Kimberly King (via phone), Lois Hobbs (via phone), Denese Lindsey (via phone)	
Board Members Absent	Jalen Johnston, Ronald Pinkett, Charles McDowell, Brionna Denby, Evelyn Edney (Ex-Officio)	
Other Attendees	Robin Demby	
Approval of Agenda	Changes to agenda: McCants requested to move Finance & Facilities report to a later portion of the agenda due to D. Lindsey expected to arrive late to the meeting. Motion to approve modified October 25, 2018 meeting Agenda – Sutton 2nd – Wilson Motion carries.	
Approval of Meeting Minutes	Motion to approve August 30, 2018 meeting minutes – deCastro 2nd – Scott-Jones Motion carries.	
Public Comment		
3 minutes per		
Comments	No public comments.	
Executive Committee		
	Marsha Horton, Chairperson	
Comments	Horton thanked all board members for prayers and support during the recent loss of her father. The Executive Committee did not meet and there is no report.	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	Wilson presented the report. The system for evaluation the school leader will change to DPASII system which is the state system. Juanita Wilson has attended the training and will perform the evaluation of Dr. Edney. This is consistent with what Dr. Edney will use to evaluate her two administrators. School Leader Bonus (2017-18) – still cannot make that determination because still waiting on the framework from DOE. Information should be available early November. Board Policy Manual (Section 500) – The committee will take one more week to review. The committee will have a conference call next week and will be prepared to report at next board meeting.	

	Horton stated the report was for information only.
Finance/Facilities (F/F) Committee	
	Denese Lindsey , F/F Chairperson
Comments	<p>Lindsey presented the financial report and audit report. The finance committee met on 10/25/18. Items discussed: September 30th unit count – Revenue based on current enrollment of 393 students (27 students less than last fiscal year). 25% through the current fiscal period. Revenues – received approximately 87% of state, 26.9%, local, and 46.9% federal funds. This represents a total of approximately 70.3% overall revenue received. Expenditures are in line with what we would expect at this time of year. Approximately 25% of salaries and benefits have been expended. The obligated expenditures are comprised of 23.8% - operations, 5.7% - federal, 3.9% - cafeteria, .3% - miscellaneous. This represents a total of 21.5% of the budget. On target to receive a slight surplus of approximately \$43,700. The committee approved to post the September Web Report to the website. Areas of potential concern are unknowns that may impact the local revenue: per pupil amount is down. We do not know what this impact will be until we receive the local funding from the school districts. To plan for this decrease, we have set aside some contingency funds so we can ensure that we have a positive operating budget. The committee also discussed the audit report. The committee met with the external auditors to discuss the financial audit report. Charlie McDowell provided the update on what was discussed. The auditor presented an audit report to the audit committee. The auditors did not find any deficiencies in internal controls over financial reporting that they would consider to be material weakness. There were no conflicts between the auditors and school management. The auditors had no significant matters to report to the audit committee. The auditor’s opinion was a clean opinion and the financial statements were presented in all material aspects fairly. The year ended with a \$292000 positive surplus, which is about \$118000 ahead of where the budget was. The school added about \$264000 in cash reserves while paying down the debt. Due to some changes in accounting and reporting principals, we were required to account for other long-term liabilities (other employment benefits). The information comes from the state actuary. The school and other state agencies have no control over this. The information just gets added to the financial statements. At year end, we had about \$800000 outstanding in the line of credit, which has an impact on our sustainability and financial frameworks with the DOE. We are working on paying down the debt and have set aside about \$100000 reserve to further reduce the debt. The report shows that the school meets standard on two of the tests, approaching standard on one test, and falls far below standard on two tests. It should be noted that while we do fall below standard, we are making improvements and working towards approaching the standard. The large long-term liability and cash flow are currently holding us back from meeting standard. We are working towards increasing the cash flow as noted this year with \$264000 in cash reserves. In summary, we received a sound financial audit and currently working on the 990 tax return with the audit committee.</p>
Nominating Committee	
	Lois Hobbs, Chairperson
Comments	<p>Hobbs presented the report.</p> <p>Thanked LueAnn DeCastro for serving on the ECHS Board of Directors as the teacher representative for the last three years.</p> <p>Nominating the following for endorsement: Tawanna Prophet-Brinkley – Teacher Representative Motion – Hobbs; 2nd – Horton Motion carries.</p> <p>Endorsement for Reappointment to the ECHS Board through 2021 Charles McDowell and Juanita Wilson Motion – Hobbs; 2nd – Horton Motion carries.</p> <p>Nominating the following for endorsement: Robin Denby Motion – Hobbs; 2nd – Lindsey Motion carries.</p> <p>Recommendation for slate of officer renewals: Marsha Horton – President Crystal Gillis – Vice President Nyia McCants – Recording Secretary Denese Lindsey – Treasurer Motion – Horton; 2nd Sutton Motion carries.</p>

	<p>Hobbs discussed the process for new and renewed board members. The board members have rotating 3-year terms. New board members will need to be fingerprinted and attend mandatory trainings. The trainings are school finance and general board processes.</p> <p>Horton stated that the official appointment occurs by the President of Delaware State University.</p> <p>Horton clarified that according to the bylaws there is no term specified for officers. We would like to review the slate on an annual basis to make sure we have who we want to serve in that capacity.</p>
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Marketing Committee

	Vacant, Chairperson
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Comments	No report
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Academic Affairs Committee

	Sandy Spangler, Chairperson
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Comments	<p>Spangler presented the report.</p> <p>Registration at DSU:</p> <ul style="list-style-type: none"> - ECHS requests that ECHS college-ready students have access to priority registration period at DSU - Registration used to be a two-part process. Now the students will be able to complete registration process when they register at ECHS. This helps to generate the DSU identification number. <p>Process Mapping that has been outlined for the strategic plan:</p> <ul style="list-style-type: none"> - Academic affairs reviewed the priority areas to determine what fits with committee <p>Operational Goals:</p> <ul style="list-style-type: none"> - The student manual is being revised and will be available in December
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Audit Committee

	Charles McDowell, Chairperson
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Comments	Lindsey presented the report.
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School Leader

	Evelyn Edney, School Leader
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Comments	<p>McCants presented the report. A copy of the report will be emailed to all board members.</p> <p>Enrollment update – 393 students</p> <ul style="list-style-type: none"> - Some reasons for decrease: dismissal of students at the end of last year due to disciplinary issues, students moved out-of-state, students self-selected to not return due to the academic challenge, expectations, perception of a “high school” <p>Recruiting</p> <ul style="list-style-type: none"> - Scheduled information sessions at ECHS - Attending community events or school fairs - School choice application opens on November 5, 2018 through beginning of January 2019 - Increase presence on social media <p>Students on DSU</p> <ul style="list-style-type: none"> - 151 students taking DSU courses for the 1st semester - 27 of the 151 earned a D or less at the midterm point, staff are meeting with these students and parents <p>Professional Development</p> <ul style="list-style-type: none"> - Staff/Faculty meeting every Tuesday - PLCs are scheduled weekly - New Teacher Advisory with new teachers and instructional coach is held weekly - All staff attended a gender equity training which was facilitated by the United Way of Delaware - Staff are working on finalizing their student improvement goals - School leader, assistant principal, and two instructional coaches attend Teaching Excellence Framework training - School Leader attends Teaching & Learning Cadre meetings with DOE on monthly basis - Assistant Principal attends DOE Special Education meetings on monthly basis <p>Student/Parent Handbook</p>
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	<ul style="list-style-type: none"> - Staff have been working in different committees to review/revise sections of the handbook - The goal is for the board to vote on the revised handbook at the December meeting <p>Student Activities</p> <ul style="list-style-type: none"> - Hornets in Action organization that is connected to local Rotary club has completed two community service projects - This is the last week of Fall sports. <p>Facilities & Contracts</p> <ul style="list-style-type: none"> - Two new HVAC units have been installed on the roof of the 9th grade academy - Mr. Yancy collected data about facility issues from the staff and this information will be shared with the DSU point-of-contact <p>Upcoming events</p> <ul style="list-style-type: none"> - Homecoming dance this weekend - Next Wednesday, Halloween costume contest - Next week, College Readiness celebration - PTSA meeting next week - November 20th – 2nd marking period interims will be distributed - December 11th – Winter Concert <p>Priority Mapping</p> <ul style="list-style-type: none"> - ECHS is working on identifying points of contact for the three priority areas
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Parent Association Report

	Crystal Gillis, Chairperson
Comments	The parents will be decorating for the upcoming homecoming dance and will also provide the students with food. PTSA is planning a student skate party.

Teacher Report

	Lue-Ann DeCastro, Chairperson
Comments	<ul style="list-style-type: none"> - 1st marking period has ended. - Teachers have had discussion to ensure that all are on same page regarding student expectations. - Teachers are meeting with non-college-ready students to develop a plan for success. - Teachers are working on a plan to improve the study hall. <p>Horton publicly thanked DeCastro for service on the board.</p>

Executive Session

Comments	<p>Motion to enter Executive Session – Hobbs 2nd – Scott-Jones The Board entered Executive Session at 6:00pm and exited at 6:30pm.</p> <p>Public Board meeting reconvened at 6:30pm. Motion to approve School Leader’s evaluation goals for the 2018-19 school year – Lindsey 2nd – Scott-Jones Motion carries.</p>

Old Business –

1. **Board Policy Manual – HR Section – addressed in the Personnel Committee report**
2. **Student/Parent Handbook – addressed in the School Leader Report**

New Business –

1. December Meeting Date -
The December meeting is currently scheduled for December 27th. Horton proposed two options: December 13th or December 20th. The members decided to meet on December 20th.

Appeals/Reviews – None

Announcements – None

Motion to adjourn – Scott-Jones

2nd – Hobbs

Meeting adjourned at 6:32pm

Next Board meeting will be on December 20, 2018.

Minutes submitted by – Nyia McCants