



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

Regular Monthly Board Meeting	
10.26.2017	5:15pm ECHS
Facilitator	Marsha Horton, ECHS Board President/Chairperson
Note taker	Nyia McCants, ECHS Recording Secretary
Board Members Present	Marsha Horton, Crystal Gillis-Hammond, Juanita Wilson, Lue-Ann DeCastro, Kimberly King, Charles McDowell, Denese Lindsey, Evelyn Edney (Ex-Officio)
Board Members Absent	Ronald Pinkett, Brionna Denby, Danielle Watson, Lois Hobbs, Bob Martin
Other Attendees	Dorcell Spence (Neely & Spence Consulting), Tom Forbes (Knowledgeworks Consultant)
Approval of Agenda	Dr. Horton noted that the Executive session is not on the agenda. The agenda was corrected online. The Executive session will not be placed on the agenda unless we know in advance. Motion to approve agenda – McDowell 2nd – Wilson Motion carries.
Approval of Meeting Minutes	Motion to approve September 21, 2017 meeting minutes – DeCastro 2nd – McDowell Motion carries.
Public Comment	
3 minutes per	
Comments	Board President called for Public Comment, no public comments made.
Executive Committee	
	Marsha Horton, Chairperson
Comments	<p>The Chairperson reported the Executive Committee has not met. Dr. Horton shared thoughts from the perspective of the President. Charter Renewal Application submitted by the required date. A Public Hearing was held on October 10, 2017. ECHS administrators, teachers, parents, and students were in attendance for support. (5:18pm) On October 25, 2017, a group met to respond to any questions by the Charter School Accountability Committee (CSAC) about the renewal application. All responses are due to CSAC by November 4, 2017. Upcoming dates regarding charter renewal application process:</p> <ul style="list-style-type: none"> - December 1st – CSAC issues final report - December 5th – Public Hearing - December 8th – End of public comment period - December 21st – DOE Board of Education final decision <p>Board members are strongly encouraged to write a letter of support to State Board of Education for your support of ECHS. Please encourage your colleagues, friends, students, and parents to also write a letter of support. Dr. Williams is leaving DSU. He will become the President of the Thurgood Marshall Fund.</p>

Personnel Committee	
	Juanita Wilson, Chairperson
Comments	<p>Committee has not met.</p> <p>Finalized the goals for the school leader. Under New Business on the agenda the Personnel Committee would like to discuss goals for the school leader. Mrs. Wilson passed out hard copies of school leader performance goals. Goals are aligned to the school leadership rubric which has been used for the past three or four years. In coordination with Dr. Edney and the Personnel committee we further aligned the school leader goals to the rubric. Mrs. Wilson reviewed the different components of the evaluation. Dr. Edney provided additional information about the parent survey. Previously, the state of Delaware administered the TELL Delaware Survey. Last school year, this survey was only administered to educators. Currently, ECHS uses the School Climate Survey (administered to staff, parents, and students) and the Parent, Student, Staff surveys administered by an independent consultant contracted by ECHS. Mrs. Wilson stated that conversation was held to discuss the possibility of administering the teacher satisfaction survey to parents twice per year (1st and 2nd semester).</p> <p>Horton – Requested for the committee chairperson to clarify the Timelines for process (Goal-setting and evaluation periods).</p> <p>Wilson – Addressed concern about delayed availability of data. Ideally, the goals would be set in August prior to school starting, however, the data is often not available until after school begins. The committee has looked at using other measures, such as DPAS, however, DPAS will be changing within the year. Mrs. Wilson will conduct the school leader evaluations on a quarterly basis with observations in between.</p> <p>Horton – Discussed that some of the goals appear that they can rollover from year to year. For example, if our goal is to demonstrate 80% satisfaction to meet the school vision then that 80% could be what we look for every year. If our goal is to be at or above the state average in math, that could be our goal every year. Dr. Horton discussed that we may be able to set the goal in July or August and have an adjustment period based upon the data.</p> <p>For information only. Official discussion and voting at next meeting.</p>
Finance/Facilities (F/F) Committee	
	Denese Lindsey , F/F Chairperson
Comments	<p>Chairperson was initially absent.</p> <p>Dorcell Spence presented the financial reports.</p> <p>Financial reports emailed to Board members. Spence discussed the budget highlights (sent electronically to all Board members).</p> <p>Additional comments (Spence):</p> <ul style="list-style-type: none"> - Paying down the line of credit by using the budgeted principle and interest amount plus the contingency funds. Spence did note that this will decrease the amount of cash available, but this will improve the ECHS financial framework. - Need to ensure that all staff are titled and categorized sufficiently for them to be pulled into the system for revenue services. In addition, ensure that teachers are certified. When teachers are not certified you get a 10% deduction in what the state will provide. If any teachers are pending certification or in ARTC, need to provide documentation to DOE. <p>Discussion regarding Aramark contract. Dr. Edney reported that Mr. Yancy is currently working with Aramark to finalize the contract with a dollar amount.</p> <p>Motion to approve Web Report - McDowell 2nd – Lindsey Motion carries.</p>
Nominating Committee	
	Lois Hobbs, Chairperson
Comments	<p>Chairperson was absent.</p> <p>Board President presented that Nominating Committee chairperson is requesting Board approval to renew another three year term for Mrs. Crystal Gillis-Hammond as a board member.</p> <p>Motion to approve – McDowell 2nd – King Motion carries.</p> <p>Mrs. Hobbs is also considering resumes from other possible candidates. Two of the candidates are retired educators and one has fundraising experience.</p>

Marketing Committee	
	Vacant, Chairperson
Comments	<p>Chairperson present.</p> <p>Dr. Horton discussed need for a standing Marketing Committee on the Board. The board needs to consider if the Board's bylaws need to be changed based upon the needs of the school. Dr. Edney stated that she reports marketing information at the school level in her monthly school leader reports.</p> <p>Ms. Lindsey share that she thought that at one point DSU was supposed to help in that effort. Dr. Horton clarified that DSU Institution of Advancement does some marketing of ECHS which is stipulated in the ECHS-DSU memorandum of understanding. This will not be affected if ECHS Board of Directors does not have standing marketing committee.</p> <p>McDowell stated that he thinks the Board should continue to have a committee with a vacancy as there may be a board member with this interest.</p>
Academic Affairs Committee	
	Bob Martin, Chairperson
Comments	<p>Chairperson was absent.</p> <p>Dr. Horton provided information. The committee did not meet today. There are some adjustments being made to the curriculum, specifically with one course because it is not appropriate for ECHS students until they are fulltime DSU students. Once that is finalized the committee will report updates to the Board.</p>
Audit Committee	
	Charles McDowell , Chairperson
Comments	<p>Chairperson present.</p> <p>Final audit received by Lindsey.</p> <p>Discussion about DSU liability and line-of-credit listed as long-term instead of short-term debt. Lindsey reported that the line-of-credit cannot be classified as a long-term debt as the repayment must be longer than a year's timeframe. ECHS has already started the repayment as they should as the debt is a line-of-credit. The nature of a line-of-credit is that you draw on the line and pay it back. The DSU liability should be classified as a long-term debt.</p> <p>Dr. Horton advised that Dorcell Spence spoke with Brook Hughes from DOE and the audit report did not indicate the DSU liability as a long-term debt. Ms. Lindsey will follow-up with Maillie to correct this information.</p> <p>Mr. McDowell stated that this did not appear to be an issue with DOE because there were no concerns presented at the first CSAC meeting.</p> <p>Dr. Horton explained that this information needs to be corrected as it does impact the ECHS Financial Framework.</p> <p>Ms. Lindsey stated that it may be the type of governmental presentation. The representative from the audit company lists liability as liability, they do not distinguish between long and short-term liability. The representative was supposed to put in the notes.</p>
School Leader	
	Evelyn Edney, School Leader
Comments	<p>Highlights (hard copy provided to board members):</p> <ul style="list-style-type: none"> • Enrollment is currently at 420 students, one pending withdraw due to transportation issues • Recruiting events • Students @ DSU highlights • Professional development • Student Activities • Principal for Day – Enid Wallace-Simms • College Readiness & School Data • Personnel • Charter Renewal Information • Facilities/Contractors
Parent Association Report	
	Crystal Gillis, Chairperson
Comments	<p>Chairperson reported:</p> <p>PTSA met after homecoming to discuss pros and cons and ways to improve for next year.</p> <p>The parents discussed the meeting times of the DSU-ECHS Fundraising committee. The meetings occur during the day and quite a few of the parents have day jobs, the parents are requesting some of the meetings to occur during the evening. Parents are interested in being a part of the committee.</p>

	<p>Dr. Horton requested that Dr. Edney raise this concern at the next DSU-ECHS Fundraising committee meeting.</p> <p>Dr. Edney reported that the decorations of the homecoming were the best decorations she has seen. The homecoming committee did an outstanding job.</p>
Teacher Report	
	Lue-Ann DeCastro, Chairperson
Comments	<p>Chairperson reported:</p> <ul style="list-style-type: none"> Grade level meetings during staff meeting has been helpful (cross-curricular planning opportunities, student needs (academic and behavior), and curriculum)
Executive Session	
Comments	No executive session held.
Budget Items	
Old Business –	
<p>1. Charter Renewal</p> <ul style="list-style-type: none"> McDowell was very surprised with how positive the initial CSAC meeting went. This is a reflection of the uniqueness of the school, relationship with DSU, and extraordinary leadership. Horton stated that CSAC was impressed with ECHS transparency. Horton thanked everyone for their hard work and Edney for preparing the application. 	
<p>2. Schedule of ECHS Board meetings</p> <p>Dr. Horton proposed changing the ECHS Board meeting schedule from monthly to quarterly. This does not mean that committee meetings would become quarterly, committees will need to meet as they need. The committee chairpersons will lead committee meeting efforts. A change in meeting schedule is a move to transition from founding board to a sustaining board.</p> <ul style="list-style-type: none"> Mr. McDowell would like to continue to have monthly reports from the school leader. Ms. Lindsey stated finance reports would continue to provide monthly reports. 	
<p>Motion to modify ECHS Board meeting schedule to quarterly – McDowell 2nd – Lindsey Motion carries.</p> <ul style="list-style-type: none"> Meetings – September, December, March, June All financial reports will be sent to all Board members Committee chairs – give your committee members one to two weeks’ notice of meetings 	
<p>3. Parent Survey</p> <ul style="list-style-type: none"> Edney will provide input received at December meeting 	
New Business –	
<ul style="list-style-type: none"> Horton – School Climate <ul style="list-style-type: none"> Perception vs. Reality How much information should be shared that will not compromise student confidentiality Staffing (ex. Substitutes at the beginning of the year) – how much information should be shared Proposal – letter to parents to discuss positive highlights and discussion about some of what has been going on...leads to a parent newsletter DeCastro parents may need to be educated on school’s mission, purpose, and how issues are handled. ECHS is a unique school which makes it appears that when something does occur King stated that you need to understand your audience. Edney reported that a letter will go out and then follow up with parent newsletters. Gillis-Hammond stated that the letter should be transparent to help parents understand what is occurring in school because students go home to parents and tell their parents things. Parents are not in the building and may just base their perception on the student report. Mr. Forbes suggested for the PTSA to be involved in preparing the newsletter. Dr. Horton explained that the school will need to continue to adhere to the student code of conduct. This can be explained to parents and that ECHS will not share specific disciplinary consequences for students. 	

Announcements –

- Mrs. Gillis-Hammond shared that the PTSA is doing an Avon fundraiser, begins November 6th (ECHS will receive 40% of proceeds)
- Dr. Horton shared information about Honoring our Legacy Luncheon that it is continuing to be planned for next year. As information becomes available, it will be shared.

Next Board meeting will be on December 14, 2017.

Motion to adjourn – McDowell

2nd – deCastro

Meeting adjourned at 6:21pm

Minutes submitted by – Nyia McCants