



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

Regular Monthly Board Meeting		
10.28.2021	5:15pm	Zoom Virtual Meeting
Facilitator	Marsha Horton, Board President	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Juanita Wilson, Ayeda Silent, Charles McDowell, Marsha Horton, Crystal Gillis, Lois Hobbs, Robin Demby, Dayna Cobb, Ron Pinkett, Anas Ben Addi, Joell Whitley, Tahira Lyons, Paige Chapman, Latricia Vicks, Sydney Johnes, Evelyn Edney, Nyia McCants	
Board Members Absent	Paige Chapman, Sandra Spangler	
Other Attendees	None	
Approval of Agenda	Approval of Agenda Motion approve the agenda – Hobbs 2nd – Wilson YES- Wilson, Silent, McDowell, Horton, Gillis, Hobbs, Demby, Cobb, Pinkett, Ben Addi, Whitley, Lyons NO- None Motion unanimously approved.	
Approval of Meeting Minutes	Motion to approve August 26, 2021 meeting minutes – Wilson 2nd – Gillis Discussion: McCants requested amendment to modify the minutes. The date of the previous meeting minutes was June 24, 2021. YES- Silent, Demby, Pinkett, McDowell, Wilson, Gillis, Horton, Hobbs, Cobb, Ben Addi, Whitley NO- None Motion unanimously approved.	
Public Comment		
3 minutes per speaker		
Comments	No public comments.	
President's Comments/Report		
	Marsha Horton, President	

Comments	
Personnel Committee	
	Juanita Wilson, Chairperson
Comments	<p>Ms. Wilson shared that the personnel committee has met and will be making a presentation to the Executive board.</p> <p>Dr. Horton stated that due to the availability of several board members, the board will go into Executive session early.</p> <p>Upon returning from Executive session, Ms. Wilson shared that the personnel committee would like to make a recommendation that the committee accepts the bonus for Dr. Edney as described in the Executive session.</p> <p>Motion to accept the School Leader Bonus as described in the Executive session – Wilson 2nd – Hobbs YES –Demby, Cobb, Horton, Vicks, Lyons, Hobbs, Wilson, Whitley, McDowell, Pinkett NO – None Motion unanimously approved.</p> <p>Motion to approve the proposed framework for next year’s bonus-Wilson 2nd – McDowell YES – Demby, Cobb, Horton, Vicks, Lyons, Hobbs, Wilson, Whitley, McDowell, Pinkett, Ben Addi NO – None Motion unanimously approved.</p>
Finance/Facilities (F/F) Committee	
	Ayeda Silent , F/F Chairperson

Comments

Ms. Silent shared the report. The combined Finance & Facilities and CBOC met to review school finances.

On-Going Concerns:

- Transportation
 - Meeting discussions with the DOE signal intent to continue the per pupil amount at the FY2021 level. (Instructions will be forthcoming from DOE.)
 - Shortage of Transportation Drivers resulting in loss of necessary buses for transport.
- Revenue
 - State salary bonus of \$1,000 details are forthcoming.
 - Local—FY2022 Charter Billing was updated 091521.
 - FY2022 projected revenue is \$539,430.62, down from FY2021 amount of \$673,500.74. Factors impacting the amount include reduction in enrollment, school districted reduced per pupil amount where it applies and change in student configuration.
 - 65% of ECHS projected FY2022 student population reside in school districts that have reducing local expenditures from FY2020 to FY2021.
 - Enrollment is 85.7% of FY2021, while revenue reflects 80.5%
- New Financial Framework is slated to increase number of days cash necessary to meet criteria.
- The State APPR 05213 continuing amount was restored on 090921 in the amount of \$173,944.96 continued from FY2021.

FINANCIAL FACTORS:

- Enrollment and student configuration adjusted to 342 from the FY2021 399 students and units to 19.30 from 22.37.
 - Enrollment ratio: 80.5% (342 of 425 approved)
- Revenue
 - State
 - FY2021 Transportation per pupil amount of \$1,025.79 as calculated from the FY2020 expenditure details will continue for FY2022 has been the conversation.
 - Federal
 - New Consolidated Application Allocations as provided by DOE
 - 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—\$491,199.44 from State/Local and \$240,000 from ESSR III for a total transportation budget of \$731,199.44. Calculated transportation revenue support is \$350,820.
 - The DSU lab fees budget has increased by a total of \$52,603 for course materials for FY2021 totaling \$22,602.50 (impact to state/local); FY2022 estimated of \$26,342 (impact to state/local) plus \$3,658.50 (impact to federal).
 - A new substitute line was added moving resources from contracted to employed staff in the amount of \$22,055 for salary and OEC.
 - Child Nutrition Services—projected contract amount of \$237,392.87 with budgeted support of \$166,187.87 S/L and projected available support from Federal reimbursements and student collections of \$71,205.
 - Student Settlements will be consideration for the 2% Contingency, given past timing of the expenditures.
 - 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 Safety and Security, 3 Year State Funding; \$897 Opportunity Grant; \$250.54 Transportation; \$34,401.36 Various encumbrances and \$369,480.35 one-time support to the budget.

For the Month Ending September 30, 2021

25.0% of the year is complete:

- Revenues:
 - The Web Report reflects receipts of 83.0% per the All Funds Total.
- Expenditures:
 - The Account Code Expenditure Detail Report reflects 16.0% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 21.5%.
 - 7 of 26 payrolls have been expended for a ratio of 26.9%
 - State and Local Payrolls—based upon the period completed 26.0% salary and 24.8% OEC.
 - July was a 3 pay month.
 - Now that ESSR II & III approvals are complete, salary recodes are in process.

- DSU Budget Addition for Course Materials includes \$52,602.50
 - Fall 2020 (FY2021)—\$8,046.00
 - Spring 2021 (FY2021)—\$14,556.00
 - Projected FY2022 Fall & Spring—\$30,000
- The Web Report reflects 16.4% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 22.1%.

Contingencies:

- 2% - 78,519.00
- Notes to Budget: (Solvency Factor set asides excluded from the budget)
 - Summer Pay 354,076.00
 - Strategic Plan 346,147.00
 - Total 700,223.00
 - APPR 98079 Cont. Bal. at 063021 503,166.00
- APPR 98079—Contingency—FY2021 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).

Report reconciliation FSF to Data Center:

- Purchase Orders totaling \$40,287.15 included on the FSF Chart of Accounts are expected to process in October.

Dr. Horton mentioned that the report is for information purposes only.

Nominating Committee	
	Lois Hobbs, Chairperson
Comments	<p>Ms. Hobbs welcomed back returning board members who have agreed to continue serving on the board for another term, three additional years. Ms. Hobbs welcomed some of the new board members: Anas Ben Addi, Latricia Vicks, Tahira Lyons, Sydney Johnes, and Joell Whitley. Welcome to all of you and thank you for agreeing to serve on our board.</p> <p>Dr. Horton asked for each board member to share a little information about themselves. Each board member present shared their role on the board and professional role.</p>
Development Committee	
	Paige Chapman, Chairperson
Comments	<p>Ms. Chapman shared that she has attempted to schedule a meeting with committee members, however, she has not received any replies. She will send another email with proposed dates. She asks that committee members respond back so a meeting can be scheduled and the committee can get started.</p> <p>Dr. Horton shared that she has been in communication with Ms. Chapman about expanding the committee beyond the board members to include community members. Please respond to the upcoming email.</p>
Academic Affairs Committee	
	Sandra Spangler, Chairperson
Comments	<p>Dr. Edney presented the report. The committee met and welcomed their newest committee members, Dayna Cobb and Joell Whitley. Dara Savage provided an update on the instructional coaching she has been providing this school year. She is spearheading the new staff academy and working with the staff members to complete the mentoring required at the state level. In addition, she has been working with the afterschool HELP program and get partners for the program. The committee discussed the notes from the expansion subcommittee. The committee reviewed a mock schedule for the middle school and curriculum units for ELA, math, science, and the group will review the social studies curriculum to see how we can infuse HB198. The committee discussed updating the ECHS@DSU programs of study to align with DSU's recent acquisition of Wesley. The committee also reviewed the student college readiness data for the current school year.</p> <p>Dr. Horton mentioned that the report was for information purposes only.</p>
Audit Committee Report	
	Charles McDowell, Chairperson
Comments	Mr. McDowell reported that the audit has been submitted to the state and comments have been received. The audit committee has not yet met with the auditors. The report is a clean report with no findings.
Marketing & Student Recruitment Report	
	Tahira Lyons, Chairperson
Comments	<p>Ms. Lyons presented the report.</p> <p>The committee briefly met to discuss the open house last night and preparing for upcoming open houses. Dr. Dawn Mosley will send information regarding marketing as she is an expert in that area. The committee discussed ideas shared by student leader, Sydney, with respect to making our social media more exciting and attractive to potential students and families. The committee is ready to work together to do some recruiting.</p>
School Leader Report	
	Evelyn Edney, School Leader
Comments	<p>Dr. Edney shared that she sent the full DOE framework reports to the Board in an email.</p> <p>Enrollment – Enrollment is at the lowest it has ever been. Open Houses are scheduled every Wednesday between now and January 12th. We will also conduct on Facebook Live. We will provide application updates as the applications begin to come in. The application period opens 11/1 though 1/12/22.</p> <p>Financial Framework</p>

	<p>At a glance, you can see ECHS through the years. In 20-21, we had all green except for Enrollment Variance which was approaching the standard. Overall, we met the standard in our financial framework.</p> <p>Organizational Framework This framework looks at our educational program, staff, students, governance, facilities, transportation, and reporting. This report is always on a lag year. The most current data is for school year 19-20 and we met the standard.</p> <p>Academic Framework Due to COVID-19, everything for accountability has been waived. Dr. Edney provided a link to the board members to review the graphic that was shared at the board meeting to show the Enrollment, SAT-ELA, Graduation rates, Attendance, SAT-Math, and College and/or Career Ready.</p> <p>Holiday Help ECHS collects money to help needy families. Information will be shared on how board members can donate funds. We will be calling on board members to serve as holiday door decorating contest judges. The Winter Concert is scheduled for 12/6/21. All board members are invited to attend.</p> <p>Homecoming was great with 208 student in attendance.</p> <p>Dr. Edney thanked Dr. Horton for her continuous support and presence at the different activities.</p> <p>Dr. Horton informed the board members to read the Hornet Happenings as it keeps you up-to-date on all things going on at ECHS.</p>
--	--

Teacher Report

	Joell Whitley, Teacher Representative
--	---------------------------------------

Comments	<p>Ms. Whitley shared that the school year started with the Staff START, professional development/training. The theme this year is "Raise the Bar." We have 14 new staff members this year. We are doing our best to get the staff members acclimated to ECHS@DSU. The teachers are aware of the substitute shortage. The special education team has stepped up to substitute and cover classes when teachers are out. In reference to athletics, we have had volleyball, football, and cross country this fall. The football team is made up of mostly freshmen athletes. They have not yet won a game, but they have remained competitive throughout the entire season. She is proud of their resilience thus far. Special thanks to Ms. Dara Savage as she started Inspirational T-shirt Tuesday where we all where inspirational tees. This has picked up on Facebook and other schools are adopting this idea. This helps to unify the two campuses. Peer Group Connection kicked off this year which provides supports to the 9th grade students. We had our homecoming and participated in the parade this past Saturday.</p> <p>Dr. Horton shared that ECHS had one of the largest segments participating in the homecoming parade.</p>
----------	--

Student Report

	Sydney Johnes, Student Representative
--	---------------------------------------

Comments	No report.
----------	------------

Parent Report

	Latricia Vicks, Parent Representative
--	---------------------------------------

Comments	No report.
----------	------------

Discussion/Action Items

Comments	N/A
----------	-----

New Business - None

Executive Session
Motion to enter Executive Session at 5:37pm – McDowell
2nd – Wilson
YES – Silent, Demby, Pinkett, McDowell, Wilson, Gillis, Horton, Hobbs, Cobb, Ben Addi, Whitley
NO – None
Motion unanimously approved.

Board returned from Executive Session at 6:06pm

Old Business –
Expansion
 Dr. Edney shared that the Strategic Management committee met to hear updates from all committee chairs. One major concern is solidifying where Early College will be located so we can appropriately plan. A new chair of the facilities committee was selected as Timothy Yancy is no longer with ECHS. The new chair for Resources and Facilities will be our new science teacher, Ms. Summers.

Decision Matrix

Dr. Horton shared that the decision matrix was forwarded to all board members for review.

Motion to approve the Decision Matrix, protocol for decisions made by the board and Dr. Edney – Pinkett

2nd – Hobbs

YES – Horton, Wilson, Silent, Hobbs, Whitley, Chapman, Demby, Gillis, Ben Addi, Pinkett, McDowell

NO – None

Motion unanimously approved.

New Business –

Dr. Horton shared that a list of committee assignment descriptions was sent to all board members. She shared that she believes the document should be added to the board by-laws.

Motion to add the committee descriptions to the Board of Directors By-Laws – Pinkett

2nd – Wilson

Discussion: Mr. McDowell stated that the document needs to be put into by-law format. He suggested that the formatting of the document occur and then bring back to the next board meeting.

YES – Horton, Wilson, Silent, Hobbs, Whitley, Chapman, Demby, Gillis, Ben Addi, Pinkett, McDowell

NO – None

Motion unanimously approved.

Transportation Costs

Dr. Horton shared that transportation costs continue to be an ongoing financial concern for Early College. ECHS@DSU is the only school in the state of Delaware that transports kids to and from school that reside all over the state. There is no one bus company that provides this service. Hence, Early College has multiple bus contracts. We need to think aggressively about how to address this concern. Dr. Horton will be meeting with the Executive Committee about possible strategies. If you are interested in being a part of this group, please let Dr. Horton know. She needs people with different types of expertise (i.e. finance, parent perspective, transportation, etc.). This is a very serious matter as we receive less than half of what we need from the state to transport our students.

Information Items –

Dr. Horton gave the gift from the board to Dorcell this morning. Dorcell Spence is the financial consultant that assists Early College and is priceless to us. Dr. Horton collected gifts from the board members. She is planning on planting a tree in her husband's honor. Her husband unexpectedly passed away. Thank you everyone for your contributions.

Announcements –

Dr. Edney shared that ECHS@DSU had its very first on the spot acceptance activity with DSU Admissions and ECHS seniors. This was a great event organized by ECHS school counselors and DSU admissions. The seniors' admission criteria was reviewed by DSU Admissions and were given on the spot decisions. Many of them received scholarships. The board student representative received the DSU Presidential Scholarship which means that she will pay nothing if she comes to DSU.

Motion to adjourn meeting – Pinkett

2nd – McDowell

YES - Horton, Wilson, Silent, Hobbs, Whitley, Chapman, Demby, Gillis, Ben Addi, Pinkett, McDowell

NO – None

Motion unanimously approved.

Meeting adjourned at 6:49 pm.

Next Board meeting will be on Thursday, December 9, 2021 at 5:15pm.

Minutes submitted by – Nyia McCants