



Board of Directors Minutes of Meeting

Regular Monthly Board Meeting	
7.21.2016	5:15 pm
ECHS	
Facilitator	Marsha Horton, ECHS Board Chairperson
Note	Rebecca Fox-Lykens, Board Secretary
Board Members Present	Marsha Horton, Rebecca Fox-Lykens, Denese Lindsey, Charles McDowell, John Austin, Bob Martin, Danielle Watson, Lue-Ann DeCastro, Kimberly King, Evelyn Edney (School Leader, Ex-Officio, Non-Voting member)
Board Members Absent	Lois Hobbs, Juniata Wilson and Bob Dayton
Other Attendees	Teresa Gerchman- Innovative Schools- CMO, Tim Young – ECHS Operations Manager, Nyia McCants – Asst. Principal ECHS
Approval of Agenda	Motion to change the order of committee reports on the agenda. Audit Committee report will go before Personnel Committee report. – Bob Martin 2nd – Charles McDowell Motion carried.
Approval of Meeting Minutes	Motion to approve Minutes of April 28, 2016 – Charles McDowell 2nd – Denese Lindsey Minutes approved.
Public Comment	
3 minutes per	
Comments	None
Executive Committee	
	Marsha Horton, Chairperson
Comments	<p>Committee met today at 1:30, Items discussed:</p> <ul style="list-style-type: none"> • IS contracted services • Committee asked for just a comparison between services from last year to upcoming year • Tracking mechanism for hours that IS bills ECHS for is needed <p>Board will receive a draft contract from IS at August meeting. Most changes appear on page 13. BOD still has vacancies, looking for Finance people. Marsha will send some names to Lois. Committee received an Expansion Taskforce Report from School Leader, the expansion is still in discussion phase.</p>
Audit Committee	
	Charles McDowell, Chairperson
	Casey from IS and Denese L. will be interfacing with state auditors. Report will be presented to BOD on Sept. 22, report is due to state office Sept. 30.
Personnel Committee	
	John Austin, Chairperson
Comments	Committee has not approved School Leader's bonus for 2015-16 because all data has not been received. As soon as the committee receives the state's parent survey completed in spring, the committee will

	make a decision on bonus.
Finance/Facilities (F/F) Committee Report	
	Denes Lindsey , F/F Chairperson
Comments	See web report attached. We were with in, 99% of the projected budget for last year so we had a very small deficit. Currently setting up budget for next year, a draft will be presented to board in August. IS will receive a listing of dates when certain financial reports are needed.
Nominating Committee	
	Lois Hobbs, Chairperson
	No report
Marketing Committee	
	Rebecca Fox-Lyken, Chairperson
Comments	Dawn Moseley from DSU Marketing will be contacted; she needs to be added to committee.
Academic Affairs Committee	
	Bob Martin, Chairperson
Comments	A four year academic program, showing what a typical ECHS student might complete for high school and college courses will be distributed to BOD in August. This will just be a sample as each students high school plan is customized according to career aspirations and academic preparedness. Weighted grades are still being discussed in committee.
School Leader Report	
	Evelyn Edney, School Leader
Comments	See School Leader Report attached. Enrollment is 311 for next year. Attending DE State fair and marketing school, summer bridge is going well. Working on master schedule for next year. Ms. Jennigan, the school secretary is leaving, position is posted. Danielle Watson asked about class sizes for 9 th grade, Evelyn said classes will remain small. Charlie McDowell asked about Special Education and Facilities. Evelyn said a Special Educator has been hired and facility problems are being worked on.
Charter Management Company Report	
	Representative - Teresa Gerchman Innovative Schools
Comments	CMO report was distributed and discussed, see attachment. Bob Martin noted that a correction needs to be made on the CMO Report, Kizzie did not work 76 hours in June, she was gone. Teresa will correct this. Addressing reporting requirements for the NON-SEA grant. Still working on transportation, DE doesn't have enough bus companies operating.
Parent Association Report	
	Danielle Watson, Chairperson
Comments	Danielle reported that parents are retooling the PTO as far as their role and contributions. Maybe operating some type of Resource center for students.
Teacher Report	
	Lue-Ann DeCastro, Chairperson
Comments	ECHS is bringing in better and better students; word is that the school is academically rigorous. PBL continues: good working relationships among all staff and teachers.
Executive Session	
Comments	NONE
OLD BUSINESS: Directors' training requirements distributed. Evelyn will talk to IS or Operations Manager about who will follow up to make sure all Directors have meet the training requirements and or background checks.	
Announcements: New Assistant Principal – Nyia McCants	

New Operating Manger – Tim Young
School Board Training for some July 28 in Georgetown, DE.
Reminder for all committees to post agendas and keep minutes of meetings.

Motion adjourn – Bob Martin
2nd – Kimberly King
Meeting adjourned at 6:12 pm.

Minutes submitted by – Rebecca Fox-Lykens, Board Secretary



Early College High School @ DSU June 2016 Board Report

Chief Schools Officer		Teresa Gerchman
Dates worked on ECHS 6/1, 6/2, 6/7, 6/8, 6/13, 6/14, 6/20, 6/23, 6/29, 6/30		Hours spent on ECHS 46
Goal	Activities	Next Steps
2015-2016 School year is successful with systems in place and being followed by staff and students	<ul style="list-style-type: none"> • Weekly Summer Bridge planning meeting to ensure everything is ready • Began work on consolidated Grant • Complete eRate process and submission to the state for funding • Complete year end survey for Food and Nutrition 	<ul style="list-style-type: none"> • Ensure items are in place and ready for Summer Bridge • Work on transportation for next school year • Continue to support as needed and requested by the school leader
Successful implementation of new initiatives and Charter goals	<ul style="list-style-type: none"> • Call with EdWorks to discuss progress and support for next year • Discussion with Dr. Edney around Expansion location and timing • Wrote NON SEA quarterly report 	<ul style="list-style-type: none"> • Continue work on the feasibility of a middle school
Ensure school is compliant with doe regulations.	<ul style="list-style-type: none"> • Worked on offer letters, determined pay offers for 2016-2017 • Meeting with Personnel Committee to discuss evaluations, role of committee, parent concerns, next steps • Worked on Evaluation form for Dr. Horton 	<ul style="list-style-type: none"> • Prepare for Annual report



Early College High School @ DSU June 2016 Board Report

Program Manager		
Program Manager		Cassandra McKay
Dates worked on ECHS 6/1, 6/2, 6/3, 6/7, 6/8, 6/9, 6/10, 6/13, 6/14, 6/15, 6/16, 6/17, 6/20, 6/21, 6/22, 6/24, 6/25, 6/27, 6/28, 6/29, 6/30		Hours spent on ECHS 85.5
Goal	Activities	Next Steps
Ensure school systems are in place and that school is compliant with doe deadlines.	<ul style="list-style-type: none"> • Provided On Site Support with eSchool and other state systems • Transcript Review - Transcript edits DOE project to fix transcripts and eliminate averaging in with current grades, alter level tables to ensure the proper calculations. • Ran mark reporting calculations review results and make edits honor roll setup, review and edit. Speak to roscoe regarding transfer credits • Schoology fix access issues • Reviewed kick list and follow-up on student count • Updated HAC • Updated Transcripts for transfer credits • Updated summer school transcripts level table 	<ul style="list-style-type: none"> • Continue to provide onsite support • Prepare for rollover for fall 2017 by working through criteria in eSchool • Work with the school on next year setups



Early College High School @ DSU June 2016 Board Report

	<ul style="list-style-type: none"> • Fixed missing submissions/resync schedules • Updated summer timetable and master verify summer bridge students and send info to Roscoe • Performed troubleshooting on remaining missing submission issues • Completed transcript fixes and fixed where courses pointed to level tables sent updates • Assigned course credit and performed troubleshooting for issue with HR and distinguished HR and troubleshoot current GPA not calculating • Ran data warehouse, Reprint and send report cards for review • Completed summer bridge rollover • Reviewed enrollment • Spoke with Evelyn regarding scheduling for next year, summer bridge follow-up with counselor and researched HAC application for Edney 	
<p>Support administration of Choice to ensure adherence to requirement/timelines and achievement of 2016-17 enrollment goals</p>	<ul style="list-style-type: none"> • Follow-up marketing - postcards • Pulled and rectified enroll numbers • Speak with Dr. E regarding numbers, 	<ul style="list-style-type: none"> • Continue to process applications and verify accuracy across both systems



Early College High School @ DSU June 2016 Board Report

	<ul style="list-style-type: none"> student retention, exit interviews Enrollment Review –review applications and registered students Receive/copy/review new student registration paperwork Schedule 	<ul style="list-style-type: none"> Continue to update the school on progress and make suggestions as needed. Continue to monitor kick list and assist with outreach efforts Assist with Exit Interviews
Business Services	Karen Thorpe April Montgomery Casey Guerke Shelley Vincent Renee Beamer	
Dates worked on ECHS 6/1, 6/2, 6/3, 6/7, 6/8, 6/9, 6/10, 6/13, 6/14, 6/15, 6/17, 6/20, 6/21, 6/22, 6/23, 6/24, 6/27, 6/28, 6/29, 6/30 6/6, 6/7, 6/15, 6/16, 6/20, 6/21, 6/22, 6/23, 6/28, 6/29, 6/30	Hours spent on ECHS Casey 85.5 Karen 4.5	
Goal	Activities	Next Steps
Process FSF transactions in a timely manner according to internal control policies and ensure all funds are spent appropriately	<ul style="list-style-type: none"> Reviewing and ensuring proper allocation coding for end of year Grant close out Preparing for audit Processed invoices, got appropriate signatures and input into FSF system 	<ul style="list-style-type: none"> Weekly meetings to review transactions Processing invoice
Ensure budget development and monitoring is complete and accurate and presented to	<ul style="list-style-type: none"> Continue working on FY17 budgets revising revenue as more accurate 	<ul style="list-style-type: none"> Continue meeting with school leader



Early College High School @ DSU June 2016 Board Report

budget stakeholders	student estimates become available. <ul style="list-style-type: none"> • Worked with school leader on FY 17 budgets • Completed NON SEA draws 	<ul style="list-style-type: none"> • Present FY17 budget to Board of Directors for approval
Ensure all reporting requirements are met timely	<ul style="list-style-type: none"> • Monthly reports completed, shared with Finance committee • Attended finance and CBOC meetings • Met with Dorcell Spence with Dr. Edney to review status of budget and current reports • Completed and submitted the security forms for a pcard 	<ul style="list-style-type: none"> • Prepare monthly reports for both the CBOC and the Board of Directors monthly meetings • Follow up on outstanding items in the reconciliation
Human Resources	Shelley Vincent Renee Beamer	
Dates worked on ECHS: 6/1, 6/2, 6/3, 6/6, 6/8, 6/9,6/10,6/15,6/21,6/22,6/23,6/27,6/29,6/30 6/2,6/3,6/6,6/10,6/22,6/23 6/2,6/3,6/6,6/10,6/22,6/23	Hours spent on ECHS Shelley 21 Renee 13.5	
Goal	Activities	Next Steps
Recruiting process for returning staff and new hires for new school year Process all PHRST transactions with accuracy and according to internal control policies	<ul style="list-style-type: none"> • Recruiting/Onboarding - Work on continual and new hire offer letters. • Finalize number of staff days for FY17 • Issue onboarding paperwork to incoming staff. 	<ul style="list-style-type: none"> • Continue processing of onboarding process for SY16-17 • Finalize/share final offer letters as needed



Early College High School @ DSU June 2016 Board Report

Ensure all employees are informed and have their questions answered for payroll and benefit issues	<ul style="list-style-type: none"> Update employee file structure in accordance with State of Delaware Employee Guidelines Provide onsite support to staff to answer any Open Enrollment, Benefit or general questions. 	<ul style="list-style-type: none"> Address staff needs as they arise Successful processing of bi-weekly payroll Continue monthly payroll report issuance
Ensure all reporting requirements are met timely	<ul style="list-style-type: none"> Provide support to employees regarding benefit concerns. Review/follow-up on Intermittent FMLA for employee Continue working with PMA on Workers Comp for 2 employees 	<ul style="list-style-type: none"> Continue processing of Intermittent FMLA leave and Workers Comp Continue to support staff around DEEDS questions/licensing and certification
On/Off board employees accurately and timely	<ul style="list-style-type: none"> Travel arrangements made as requested, invoiced school for purchases made. 	<ul style="list-style-type: none"> Meet with new hires to review onboarding process Continue following up on Workers Comp claims
Operations Manager	Kizzi Smith Janis Oppenheimer	
Dates worked on ECHS: 6/1-6/30	Hours spent on ECHS Janis 225	
Goal	Activities	Next Steps
Human Resources – school fully staffed on a daily basis	<ul style="list-style-type: none"> Offer letters for continuing staff Collected HR documents form all staff 	<ul style="list-style-type: none"> Collect HR documents for new hirers Call for substitutes as needed



Early College High School @ DSU June 2016 Board Report

	<ul style="list-style-type: none"> • Attended Summer Bridge PD day to support staff • . • Sub scheduled for nurse (July) • Help HR on-site with employee files & paperwork review • Info to HR to resolve time-off, payroll and/or EPER issues • Contact ID office re: plan for new student & staff ID; related procedures & processes; coordinate w/Nikeia re:D number requests for new students & staff • Front desk assistance/coverage - help print/stuff/send report cards; new student paperwork (receive/copy/review w/parents); parent/student questions re: registration, bridge, buses, school mission, applying, etc.; help prep/attend Hornet Awards 	<ul style="list-style-type: none"> • Offer letters for summer bridge staff • Continue to support as needed and requested by the school leader •
<p>Finance – ensure school level ability to process materials to ensure in good standing with all Vendors</p>	<ul style="list-style-type: none"> • Bills/invoices - gather for research and processing/payment • Payment questions from vendors re: prior or past-due bills/invoices to 	<ul style="list-style-type: none"> • Invoice Processing • Budget development for SY 2017



Early College High School @ DSU June 2016 Board Report

	<p>Casey</p> <ul style="list-style-type: none"> • Student balances – compile individual balances due from POS, book & computer returns; prep letters sent_in lieu of report cards; help print/stuff/send report cards or balance letters • Research/respond to questions about student balances – investigate errors in records; record payments/release report cards • Board – finance mg, gather/send tech purchase info for Denese re: grant; help w/prep & access for Board Training 5/26 • _Computers – quotes obtained from Dell & Omnimaven for new 9th grade/staff laptops • Emergency cards – contact Delmarva Power re: in-kind (free) printing of cards instead of purchase from Corrections 	
<p>School Nutrition – Make sure program is in place for the school year and all requirements are met</p>	<ul style="list-style-type: none"> • FSS Admin – learn system, find data, access/update student accounts for payments or errors 	<ul style="list-style-type: none"> • Complete monthly report for reimbursement • Continue working with Preferred



Early College High School @ DSU June 2016 Board Report

	<ul style="list-style-type: none"> • SFSP – develop/send News Release; review DOE requirements & remaining applications items/deadlines • Contact Aramark re: food service on campus; request quote & required paperwork; resolve bill issue from 2015 • DOE (nutrition) re: SFSP & SNP items, Safe Serve training materials, audit follow-up • Direct cert list for May re: meal status; locate/review prior DC lists re: balance questions 	<p>Foods to ensure operation is running smoothly</p> <ul style="list-style-type: none"> •
<p>Transportation – Make sure students are transported safely</p>	<ul style="list-style-type: none"> • • Resolved bus/shuttle issues during last week of school (finals @ DSU) • Calculations re: comparative cost for Smith vs. Advanced; contact both companies re: summer bridge & 2016 SY needs • Parent questions/concerns reroutes for Bridge & 2016-17 SY • Follow-up for new contracts/routes to TG 	<ul style="list-style-type: none"> • Report any services to be discounted, ensure newest bills reflect discounts • Work on transportation for 2016-2017 school year



Early College High School @ DSU June 2016 Board Report

<p>Facilities – make sure building is clean, in repair and a good work place</p>	<ul style="list-style-type: none"> • A Team – meet re: summer work & next year contract; issues w/current custodial work/personnel changes • End-of-year classroom & facility cleanout & moving of items; prep for summer cleaning & setup projects • Discuss facility changes for new staff w/EE • Building leaks/flood in hallways & office – cleanup, work w/DSU facilities partners on initial repair of falling ceiling & plan for further repair/restoration • Meet w/Hayman re: leaks & other new or outstanding repairs • Server room issues re: HVAC needs & electrical load; additional circuit and installation repair for AC unit • Discuss longer-term solution to heat in room & AC needs w/DSU • Determine/resolve ongoing problem with nurse office toilet not fixed by DSU 	<ul style="list-style-type: none"> • Follow up as needed to ensure there is a clear line of support for facility, not cleaning issues
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**Early College High School
Monthly Financial Statement
As of June 30, 2016
General Operating Final Budget**

REVENUE

STATE FUNDS	FY 16 Budget	Receipt to Date	% Received	Anticipated Receipts Remaining	Revised Anticipated Receipts Remaining	Total
Operations (05213)	\$1,664,509.00	\$1,666,540.70	100.1%	\$0.00	\$0.00	\$1,666,540.70
Educational Accountability (05215)	\$0.00	\$368.00	0.0%	\$0.00	\$0.00	\$368.00
Education Sustainment Fund (05289)	\$35,183.00	\$35,183.00	100.0%	\$0.00	\$0.00	\$35,183.00
Tech Block Grant (05235)	\$2,812.00	\$2,812.00	100.0%	\$0.00	\$0.00	\$2,812.00
Unique Alternative (05181)	\$32,645.90	\$27,742.00	85.0%	\$4,903.90	\$0.00	\$27,742.00
Professional Development (05225)	\$6,000.00	\$6,000.00	100.0%	\$0.00	\$0.00	\$6,000.00
Minor Capital Improvements	\$15,724.00	\$15,724.00	100.0%	\$0.00	\$0.00	\$15,724.00
Dual Enrollment	\$20,000.00	\$0.00	0.0%	\$20,000.00	\$0.00	\$0.00
Total State Funds	\$1,776,873.90	\$1,754,369.70	98.7%	\$24,903.90	\$0.00	\$1,754,369.70
School District Local Funds Transfer & Interest	\$388,760.47	\$392,339.14	100.9%	\$0.00	\$0.00	\$392,339.14
Cafeteria Funds	\$63,459.17	\$50,043.83	78.9%	\$13,415.34	\$0.00	\$50,043.83
Non SEA Funds	\$200,000.00	\$160,410.25	80.2%	\$39,589.75	\$0.00	\$160,410.25
Foundation Funds/Donations	\$206,910.78	\$209,530.78	101.3%	\$0.00	\$0.00	\$209,530.78
Child Nutrition	\$0.00	\$5,900.00	0.0%	\$0.00	\$0.00	\$5,900.00
Federal Funds	\$91,285.00	\$113,999.63	124.9%	\$0.00	\$0.00	\$113,999.63
In Kind Revenue	\$682,040.00	\$682,039.96	100.0%	\$0.04	\$0.00	\$682,039.96
Prior Year Carryover	\$206,785.02	\$205,292.92	99.3%	\$1,492.10	\$0.00	\$205,292.92
ALL FUNDS Total	\$3,616,114.34	\$3,573,926.21	98.8%	\$79,401.13	\$0.00	\$3,573,926.21

EXPENDITURES

Operating Budget Description	Board Approved Budget	Encumbrances	Expenditures	Projected Expenditures	Total	Variance	Percentage Obligated
Salaries and Benefits	\$1,470,432.21		\$1,358,983.24	\$0.00	\$1,358,983.24	\$111,448.97	92.4%
Utilities	\$34,000.00		\$0.00	\$0.00	\$0.00	\$34,000.00	0.0%
Facility-Lease	\$393,040.00		\$393,039.96	\$0.00	\$393,039.96	\$0.04	100.0%
Transportation	\$311,350.00		\$389,365.47	\$0.00	\$389,365.47	(\$78,015.47)	125.1%
Contractor--Food Service	\$77,018.27		\$83,791.94	\$0.00	\$83,791.94	(\$6,773.67)	108.8%
Professional Services	\$446,187.00	\$5.00	\$394,572.62	\$0.00	\$394,572.62	\$51,609.38	88.4%
Education Services	\$55,800.00		\$43,741.07	\$0.00	\$43,741.07	\$12,058.93	78.4%
Textbooks and Instructional Supplies	\$244,209.00	\$1,511.99	\$241,482.73	\$0.00	\$241,482.73	\$1,214.28	98.9%
Building Maintenance and Custodial Services	\$34,000.00		\$33,384.11	\$0.00	\$33,384.11	\$615.89	98.2%
Other Expenses	\$467,360.34		\$498,765.82	\$0.00	\$498,765.82	(\$31,405.48)	106.7%
Contingency	\$43,312.69		\$0.00	\$0.00	\$0.00	\$43,312.69	0.0%
Total Operating Budget	\$3,576,709.51	\$1,516.99	\$3,437,126.96	\$0.00	\$3,437,126.96	\$138,065.56	96.1%
Budgeted Surplus	\$39,404.83						
Projected Surplus	\$136,799.25						
Surplus	\$136,799.25						
Surplus After Encumbrances	\$135,282.26						

Salaries and Benefits balance includes funds for Summer Encumbrances



Board of Directors School Leader Update June 2016

Enrollment

(as of 06/21/16)	Grade 9 107	<ul style="list-style-type: none"> • 24 Basic • 2 Intense
	Grade 10 100	
	Grade 11 99	
	Total 306	26 Special Ed

Attendance/Marketing/Recruitment: Class of 2020

- The School Leader continues to do either individual or small group Hornet Hello Program sessions in recruiting students.
- The School Leader has reached out to the Delaware Charter School Office to assist with enrolling Delaware STEM students.
- The School Leader and ECHS staff members and students are preparing to attend Dover African American Festival, the Seaford African American Festival, and the Delaware State Fair.

Scheduling/Academics

- The Summer Bridge schedule is complete. The school day will run from 8:00 a.m.-3:00 p.m. for all 9th and 10th graders.
- The Juniors are working on a Summer Reading Project. They chose books from a list created by the ELA and Social Studies teachers. The students have to keep an electronic reading journal of each chapter that they read. In addition, students will choose a “hands-on” project (catering to a variety of the intelligences) based off the themes in the novels.
- The School Leader is working with Cassandra McKay, the two School Counselors, and the Assistant Principal on the 2016-17 Master Schedule.

Personnel

- All positions have been filled with 100% of the Staff being Highly Qualified:
 - 2 Administrators
 - 2 School Counselors
 - 10 Core Area Teachers: 2 ELA, 2 Science, 3 Social Studies, 3 Math
 - 2 Special Education/RtI Teachers
 - 1 Drivers Education Teacher
 - 1 Administrative Assistant

- 2 Cafeteria Staff
- 1 Custodian
- 1 Operations Manager (Innovative Schools)

Staff Professional Development

- In June, the staff has participated in the Summer Bridge Professional Development to prepare for the program.

Around School

- **HOBY:** Camyron Jones attended the Hugh O'Brien Youth Leadership Program representing ECHS. He has been asked to attend the national HOBY conference in Chicago, IL.
- **Delaware College Scholars:** Each year, up to 40 bright and promising rising juniors from low-income households become Delaware College Scholars, with preference given to first generation students who wish to pursue a higher education. These select students participate in a tuition-free program for three consecutive summers on the campus of St. Andrew's School. ECHS Junior, DaShawn Francis was selected to participate in the program this year and for the next two.

Facilities/Contractors

- **Cleaning:** The Staff helped to clean areas of the school before they left for the summer. They also helped to move classroom furniture into the hallway for carpet cleaning.
- **AAA Maintenance:** The cleaning company has completed carpet cleaning in the classrooms, lobby, Atrium, and Multi-purpose room.
- **Roof Repair:** To date, not one has come to repair the roof or the holes in the ceilings created by the buckets/water damage.
- **Door Locks/Keys:** They are needed on all doors. No one can lock anything. This was revealed during a lockdown practice.