Board of Directors
Minutes of Meeting
JANUARY 16, 2014  6:00 PM
DSU, EDUCATION AND HUMANITIES BUILDING, ROOM 109
[ITEMS REQUIRING FOLLOW UP ARE BOLDED]

Call to Order:
Dr. Alton Thompson called the meeting to order at 6:00 p.m.

Roll Call:
Board members present: Alton Thompson, Rebecca Fox-Lykens, Marsha’ Horton, John Austin, Charles McDowell (by telephone), Lois Hobbs (by telephone), Stephanie Wright (by telephone).
Board members absent: Joan Engle, Teresa Hardee, Rayton Sianjina
School Leader (Judi Coffield) – Present
CMO Representatives (Deb Doordan and Don Liberati) – Present
Guest Speaker – Carolyn Curry, Update on Fund Raising

Agenda:
Motion to accept agenda – Marsha’ Horton
2nd – John Austin
Motion to accept agenda as presented, passed.

Approval of Minutes:
Motion to approve minutes of December 5, 2013 – Marsha’ Horton
2nd – John Austin
Motion to approve Minutes as presented, passed.

Board President’s opening Comments and Report
Dr. Thompson opened the meeting by reporting on the University’s Board of Trustees (BoT) meeting and their approval of the ECHS budget. He reported that the BoT was very gracious and agreed to have DSU incur all costs for the ECHS renovations to the Living/Learning Commons. Dr. Hardee has added to the budget a section for IN-KIND support from the University with dollar amounts. Dr. Thompson distributed the new budget worksheet to the ECHS board members via e-mail prior to today’s meeting. He added that the University is very supportive of the ECHS, however the BoT would like some key performance indicators (KPIs) and targets as the ECHS work proceeds. They have added an enrollment target of reaching 50% by February 1, as of today, the ECHS enrollment stands at 109 students. Fund raising plan also includes KPIs and targets. Mr. McDowell from the ECHS BoD has agreed to work with the DSU Foundation.
Office to oversee the fund raising activities for the ECHS. DE Department of Education will pre-load, 50% of student enrollment revenue, by May 1.

Board Business

- **Facilities and Finance**
  Dr. Thompson reviewed the differences in the budget worksheets since the last presentation to the BoD. Construction costs were removed and In-Kind support from DSU has been added. DSU’s, BoT has asked the Advancement Office to work with IS to do fund-raising. As grant monies and private donation come in, the operational budget will be adjusted to reflect that. With the cost of renovations, there’s a good possibility that the ECHS will remain at the L/L Commons until the first graduating class is complete. This will help the BoD better plan for a permanent facility. An ECHS strategic plan will be developed that is aligned to the University’s strategic plan. On Feb. 1st the renovations to the L/L Commons will begin. Dr. Hardee will be responsible for securing all permits and contracts as related to the renovation costs and work. Charlie McDowell asked about the budget that was submitted to DE DOE, has it been approved by them?, etc. Don Liberati from IS responded that it was submitted and that they don’t usually hear back from them unless there is a problem with the budget.

  **Guest – Carolyn Curry** from DSU’s Advancement Office shared with the BoD the fund-raising efforts up to date. IS will partner with the Advancement Office to submit for ECHS funding. **Mr. McDowell requested that the BoD be given the template used by the Advancement Office for fund-raising.**

- **Student Marketing and Recruitment**
  Dr. Judi Coffield reported that the State’s Data Service Center (DSC) has been late sending out acceptance letters so she has begun this process. To date she has called 40 students in regards to their on-line application and to let them know they have been accepted. She will continue this. Dr. Coffield and Dr. Thompson are continuing the marketing campaign and will be visiting the Kent County Alumni Chapter and the Dover Rotary Club in the next couple of weeks. Dr. Coffield has 4 additional days available at the Dover Mall, she will use one next Saturday. She asked for BoD volunteers to help her at the Dover Mall. Dr. Coffield continues to build relationships with DSU faculty in regards to the high school’s curriculum. She is marketing the school through social media, local newspapers, flyers, and various announcements. She has developed some broadcasts with Carlos Holmes for Public Service Announcements. She will continue to recruit through September 30. She has developed a sheet of Frequently Asked Questions and will distribute to the BoD for their feedback. Sheet will be placed on the ECHS website.

- **Personnel**
  Dr. Coffield reported that four teacher positions have been posted by IS. Charlie McDowell asked about the screening and hiring process. IS and Judi will screen all applicants and will determine who will do a face-to-face interviews. Interviews
will be set-up similar to the School Leader interview where candidates will have performance tasks. One task that Dr. Coffield will oversee is the candidates’ ability to be collaborative as they will have to develop a lesson plan with a team of educators. Scoring rubrics will be developed for each performance so that all candidates are scored appropriately. She will be working with Charles Sheppard from IS on the hiring of teachers.

- Academic Affairs
  Dr. Coffield commented that she hopes to have high school teachers and DSU faculty working on integrated units of study by April 1. School opens on July 1.

Action Items
Motion to table the Director’s Goals until the next meeting - Alton Thompson 2nd - Marsha’ Horton
Motion passed.

CMO Report
Deb Doordan and Don Liberati circulated a modified, written progress report, up to date on the contracted deliverables. A BoD Handbook will be developed by IS. A BoD Retreat is planned for January 18.

Other
Dr. Thompson commented on the new agenda format. He requested that a section for Old Business be added. He and Dr. Coffield shared a Strategic Plan worksheet where ECHS’s Goals, KPIs and Action Strategies would be developed. The BoD retreat this Saturday (January 18) will be primarily devoted to the development of this strategic plan.

Adjournment
Motion to adjourn – John Austin 2nd – Rebecca Fox-Lykens
Meeting Adjourned at 8:14 pm

Minutes Submitted by Board Secretary, Rebecca Fox-Lykens

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