



Early College High School
@ Delaware State University

Board of Directors
Marsha Horton, PhD
Board President

1200 N DuPont Hwy
Dover, DE 19901
(302) 678-3247

Phone: (302) 857-6700
mhorton@desu.edu

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

Regular Monthly Board Meeting			
8.30.2017		5:15 pm	ECHS
Facilitator	Marsha Horton, ECHS Board President/Chairperson		
Note taker	Nyia McCants, ECHS Board Secretary		
Board Members Present	Marsha Horton, Lois Hobbs (via phone), Ronald Pinkett, Bob Martin, LuAnn DeCastro, Charles McDowell, Brionna Denby, Crystal Gillis, Evelyn Edney (School Leader, Ex-Officio, Non-Voting member), Nyia McCants (Ex-Officio, Non-Voting member)		
Board Members Absent	Kimberley King, Bob Dayton, Juanita Wilson, Danielle Watson, Denese Lindsey		
Other Attendees	Tony Allen (DSU Provost)		
Approval of Agenda	Motion to approve agenda– 2nd –		
Approval of Meeting Minutes	Motion to approve Minutes of May 2017 – Bob Martin 2nd – Charles McDowell Motion carried.		
Public Comment			
3 minutes per			
Comments	Board President called for Public Comment, no public comments made.		
Executive Committee			
	Marsha Horton, Chairperson		

Comments	<p>Fundraising:</p> <ul style="list-style-type: none"> • Saturday, July 29, 2017 – Honoring Our Legacy event honoring Dr. Reba Hollingsworth. Over 280 guests were in attendance, including ECHS students. The program video presentations spoke of (1) legacy of Dr. Hollingsworth and (2) legacy of having a high school on DSU campus. The videos were developed by DSU Marketing department, they did a wonderful job! Over \$7000 were raised that can be used for ECHS operational expenses. Thank you to all that attended. An article about the event can be found on DSU's website under news and the videos are now on YouTube. • Another event is being planned for 2018, a planning meeting was held on August 29, 2017. The committee has decided who the next honoree will be and this will be announced at a later date. • There will be a different stream of activities for the capital campaign. <p>Charter Renewal:</p> <ul style="list-style-type: none"> • As part of the charter renewal, we need to present a revised MOU with DSU that addresses the changes that have been made since the initial charter application. Meetings have been held with the DSU team. Dr. Horton gave a special thank you to Charlie McDowell and provost, Tony Allen for facilitating the conversations with the DSU Board of Trustees. Dr. Horton displayed a powerpoint that was provided to all ECHS Board Members and presented to the DSU Board of Trustees. The presentation provided information about the early college high school model, specific challenges to ECHS@DSU, and changes that have been made to the program to enhance student achievement and financial oversight. In addition, the presentation provided information about benefits of ECHS to DSU. DSU Board of Trustees is fully committed to the ECHS. • As we move forward, we will need to discuss specifics regarding operating expenses and any potential shortfalls. Need to develop a plan for generating additional funds. Dr. Horton believes that parents should be a part of this plan and conversations have started with the new PTSA President. • All stakeholders (DSU, ECHS, Board, parents, and staff) are investing in the future. <p>MOU Change Highlights:</p> <ul style="list-style-type: none"> • Expectations going forward, ECHS will be paying something towards the student lab fees. This is a cost typically paid by students who are dually enrolled outside of ECHS. Last school year, the ECHS lab fees were approximately \$6000.00. We have allocated \$7000.00 towards this line item in the 2018 budget. • DSU is not expecting ECHS to pay tuition, rent, or cost for facilities. These are in-kind supports from the university. • Dr. Tony Allen is the point person for ECHS at DSU. • DSU Executive Board has approved the MOU and ECHS Board needs to approve the MOU • Dr. Allen provided additional information regarding the DSU Key Performance Indicators and how ECHS can have a positive impact on certain KPIs. <p>Brionna Demby asked information about scholarships available for ECHS students. Dr. Horton responded that it is a consideration if there will be targeted set-aside funds. The early conversations were focused around the Inspire scholarship. ECHS students are eligible provided the student maintains the required grade point average. The Inspire scholarship can provide up to three years of tuition.</p> <p>Charles McDowell mentioned that there is a State Board of Education workshop that will focus on metrics for a board to measure the success of a school. He believes the workshop is September 18, 2017 and encourages board members to attend.</p> <p>The Executive Committee has not met since the previous ECHS board meeting.</p>
Personnel Committee	
	Juanita Wilson, Chairperson
Comments	Chairperson was absent. Board President reported that the personnel committee has been working on the evaluation of the school leader. The 4 th quarter evaluation was completed and approved by the Board President.
Finance/Facilities (F/F) Committee	
	Denes Lindsey , F/F Chairperson
Comments	Chairperson was absent. Board President reported that the web reports for June and July were approved.
Nominating Committee	
	Lois Hobbs, Chairperson

Comments	No committee report
Marketing Committee	
	Kimberley King, Chairperson
Comments	Chairperson was absent. Board President asked the School Leader if ECHS needs a marketing committee from the Board. The school leader responded that ECHS does not currently require a board marketing committee.
Academic Affairs Committee	
	Bob Martin, Chairperson
Comments	Chairperson reported that the committee has not met and will meet in September.
Audit Committee	
	Charles McDowell , Chairperson
Comments	Chairperson reported that the audit is nearing finalization. The audit will need to be completed early to be submitted with the charter renewal application. The committee will meet during the next 30 days to review the audit report and should have it to present to the Board at the September meeting.
School Leader	
	Evelyn Edney, School Leader
Comments	<p>Highlights:</p> <ul style="list-style-type: none"> • Currently we have 433 students. There are upcoming Hornet Hello sessions. Participated in a number of community festivals to market ECHS (Seaford, Dover, and Middletown). • Student Orientation completed last week. 4 days for the Freshman at ECHS and 1 day for upperclassmen at DSU. • Professional Development – National Charter School Conference, National Principals Conference, Curriculum Development activities, Mandatory Reporting Training by DOE • ECHS Hornets in Action Bowling tournament completed to raise funds for athletics • The Honoring Our Legacy event was mentioned in the President’s report • Scholar Athlete meeting held for students interested in participating in Fall sports • ECHS Band and Chorus will have two sections, one section at ECHS with 9th grade students and one section for upperclassmen who will participate with the DSU Band and Chorus • Welcome Back Nights for students and parents to distribute students schedules and necessary information • Welcome Back Days for staff included professional development and team building. The theme for this school year is “Climbing to Higher Heights”. The staff participated in a ropes course. • Assessment data from SAT and PTSA was sent to Board members. ECHS students did very well in the English, reading, and writing portion of the SAT. ECHS students and the state in general did not perform as well on the Math section. As a result of the data, ECHS students will now be “double-dosed” in math to complete two math courses in one year so that students will have completed four high school math courses prior to registering for a college-level math course. • Personnel – We have hired extra teachers in the 9th grade to help keep our class sizes down. • Charter Renewal – Working on completion of draft • ECHS provided each board member a 2016-17 Student Yearbook and 2017-2018 school calendar. <p>Charles McDowell asked about student enrollment and what does the school leader thinks will be the final enrollment number as the new proforma is based on 425. Dr. Edney responded ECHS believes the enrollment will be around 430. ECHS is at this point still accepting new students.</p>
Charter Management Company Report	
Comments	Representative absent. No report provided.
Parent Association Report	
	Crystal Gillis, Chairperson
Comments	<p>Chairperson reported:</p> <p>Planning sessions were held over the summer with new PTSA members.</p> <p>Possible fundraisers: Paint night, Community Yard Sale, etc</p>

	Welcome Back Nights: PTSA attended both nights to recruit new parents
Teacher Report	
	Lue-Ann DeCastro, Chairperson
Comments	<p>Chairperson reported:</p> <ul style="list-style-type: none"> • Thank you DSU for having 10, 11, and 12 on campus! • "Presence of Place" is becoming extremely important with having so many students on campus. Students are realizing the importance of being college ready and this is occurring at a faster rate because the students are on campus • SAT results – ECHS beat Cape Scores in ERW. ECHS has scored much higher than former place of employment • Team Building experience (Ropes course) – has set the foundation for new and seasoned ECHS staff, feels that the staff are much stronger and closer. This is vital being in two places. The staff are overcoming the challenges (printing, two locations, etc.) because it's what is best for children • Believes that ECHS can be very successful and we need your continued support <p>Dr. Horton stated that she has a few of the ECHS students in her building and they have been respectful of the building which is appreciated. It is a pleasure having the ECHS students in the building, they add a new dynamic to the building.</p>
Executive Session	
Comments	No executive session held.
<p>Old Business – Charter Renewal</p> <ul style="list-style-type: none"> - Dr. Edney displayed the draft of the charter renewal application on the SmartBoard and explained each section to the Board. There are sections of the application which need to be answered by the Board. The draft document will be sent to the Board once complete. - Board input is needed by - ECHS is still waiting for DOE to provide data and calculations (Framework results) - Dr. Edney will send to the Board specific information that is needed for the renewal application and feedback is requested by September 8, 2017 - Brionna Demby expressed concern about needing a quorum at the next board meeting to approve the charter renewal application. Dr. Horton impressed upon all board members to strongly encourage other board members to attend the next board meeting. - The complete draft will be sent to the Board on or before September 21st. <p>MOU</p> <ul style="list-style-type: none"> - DSU has confirmed in-kind support of rent, tuition, and facilities - If ECHS receives dual enrollment funds from the State, ECHS will negotiate if DSU will receive all or a portion of those funds - ECHS will be responsible for paying the student lab fees. For the 2017-18 school year, this expense is expected to be approximately \$6000-\$7000. In the future, it is being contemplated if ECHS will alert incoming families that they will have to pay the lab fees (supplies, materials, consumables). - The lab fee ranges depending on the course and is a per course fee for those courses that have a lab. - DSU provides free access to all the student services on campus - New law requiring persons who have all regular contact with all under age individuals will require a background check - DSU and ECHS will work together on fundraising - No specifics in the MOU about a facility on campus - DSU will designate a liaison, the provost, Dr. Allen has been designated as that person - DSU will provide training in Banner - ECHS will have access to the Early Alert System - MOU has been approved by the DSU Executive Committee <p>Motion to approve Revised MOU – Charles McDowell 2nd – LueAnn DeCastro Motion carried.</p> <p>New Business – None</p> <p>Announcements – Charles McDowell complimented ECHS on the logistical set-up of the board meeting.</p> <p>Next Board meeting will be on September 21, 2017.</p> <p>Motion to adjourn – Charles McDowell</p>	

2nd – Lois Hobbs

Meeting adjourned at 6:23pm

Minutes submitted by – Nyia McCants