



Early College High School
@ Delaware State University

Board of Directors
Marsha Horton, PhD
Board President

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

Regular Monthly Board Meeting		
12.14.2017	5:15pm	ECHS
Facilitator	Charles McDowell, ECHS Board Member	
Note taker	Nyia McCants, ECHS Recording Secretary	
Board Members Present	Present at the beginning of the meeting - Crystal Gillis-Hammond, Juanita Wilson, Lue-Ann DeCastro, Kimberly King, Charles McDowell, Brionna Denby and, Lois Hobbs (Phone). No Quorum at the beginning of the meeting. Denese Lindsey, Ronald Pinkett, Marsha Horton, Evelyn Edney (Ex-Officio) arrived during the course of the meeting.	
Board Members Absent	Bob Martin	
Other Attendees	Tom Forbes (Knowledgeworks Consultant), Sandy Spangler, Jalen Johnston, Sandra Sutton, Gwendolyn Scott-Jones	
Approval of Agenda	No quorum at the beginning of the board meeting.	
Approval of Meeting Minutes	Motion to approve October 26, 2017 meeting minutes – McDowell 2 nd – Lindsey Motion carries.	
Public Comment		
3 minutes per		
Comments	No public comments.	
Executive Committee		
	Marsha Horton, Chairperson	
Comments	Dr. Horton reported that ECHS@DSU has been renewed without a hitch! Dr. Horton thanked and acknowledged the school leader and her team, the Board, and the community.	
Personnel Committee		
	Juanita Wilson, Chairperson	
Comments	<u>School Leader Evaluation</u> Ms. Wilson provided copies of school leader evaluation tool and goals. The Personnel Committee is requesting board approval of the goals if quorum is reached. The goals are aligned to the performance rubric that has been used at ECHS for the last 3 years. Highlights: <ul style="list-style-type: none">- Metrics are based on the data from the school (college readiness, PSAT, SAT, graduate rate, and earned college credits)- Enrollment measure – improve attrition rate by 3-5% each year- Meet with all students not college ready or failing- Parent/staff/student surveys – demonstrate 80% satisfaction in meeting the school vision and mission, and maintaining a positive school culture	

	<ul style="list-style-type: none"> - There has been difficulty with financials, however, appears that we are getting on the right track now. The data comes from the DOE for the financial performance framework. - School leader will continue to work with EdWorks for this year and school administration is scheduled to attend leadership conferences this year <p>Questions: Gwendolyn Scott-Jones – Are the goals as set with high percentage realistic? Ms. Wilson responded that the goals are in agreement with Dr. Edney. Dr. Scott-Jones spoke specifically about the 95% graduation rate as 65% is significant and 95% seems high when ECHS has not had a graduating class. Dr. Scott-Jones stated that this year could have been a baseline year. Mr. McDowell – Clarified that the graduation goal is specific to the class of 2018. There has been significant attrition from when this class initially started at ECHS. Dr. Scott-Jones stated she did not want the goal to be set too high or unrealistic and then it appears that ECHS or the administration is failing. Mr. McDowell – Appears that two sets of goals need to be set, one for long-term school goal and one for annual goal. Ms. Wilson – In the future, the personnel committee hopes to have school goals set and then work from the school goals to set the school leader goals. This year, while these goals were being created the school administration was also working on a charter renewal. Next August the plan will be to use the school goals and work from them. Ms. Spangler asked if the State still sets certain goals, such as, graduation rate. Ms. McCants responded that in the renewal document did have a set goal from the state which was lower than the ECHS 95%. ECHS administration is confident in the 95% graduation rate for the class of 2018 as the administration and staff regularly meet with the students and track their progress.</p> <p>Motion to adopt the School Leader goals as set by Dr. Edney and the Personnel Committee for the 2017-18 school year – Wilson 2nd – DeCastro Motion approved.</p> <p><u>School Leader Bonus Framework</u> Ms. Wilson shared information about the School Leader Bonus Framework. The Board will not vote on this item as it needs to be discussed in Executive Session. The framework was set up two years ago by Theresa Gerchman (Innovative Schools). The Personnel Committee followed the same basic framework. Three areas of the framework are school climate, DOE frameworks, and leadership. Three of the twenty items are no longer applicable, 1) percentage of 9th grade students taking college credits (as of 2017-18 school year students in the 9th grade do not take college credits); 2) 12th grade students will earn a cumulative average of 24 college credits (last school year we did not have 12th grade students); and 3) meeting or exceeding the average for high school graduation (last year we did not have 12th grade students). Seventeen items were applicable and we met the target for twelve which is a proficiency rating of 71%. The bonus will be determined based upon that data.</p>
Finance/Facilities (F/F) Committee	
	Denese Lindsey , F/F Chairperson
Comments	<p>Mr. McDowell presented the financial report.</p> <p>The Finance Committee met today. We have received 70% of total expected revenues. Our expenditures are on schedule. The budget had a surplus of approximately \$17K. Projecting that the surplus will be \$170K-\$200K. If we have the extra surplus as projected, the funds will be used to pay down the line-of-credit to pay off the line-of-credit sooner.</p> <p>Questions: Ms. Denby - What was the reason for the extra surplus based on the projected being \$17K and the actual being \$200K? - Mr. McDowell responded that part is due to the dual enrollment and primarily due to decrease in expenses as opposed to increase in revenues.</p> <p>Ms. Denby - Were these changes that we did not predict? - Ms. Lindsey responded that the amount of the dual enrollment funds are unknown. The school has to apply for the reimbursement on an annual basis and it is based upon qualifying expenses. - Mr. McDowell stated that in his experience with charter schools is that an estimated budget is developed in May or June and may be January before you have a more accurate idea of the budget due to the complications of the state funding formula.</p>
Nominating Committee	
	Lois Hobbs, Chairperson

Comments	Ms. Hobbs announced that four prospective board members are being introduced.
	Ms. Wilson introduced Sandra Spangler. Ms. Spangler is a retired educator from Capital School District. She worked as a teacher, school principal, and assistant superintendent.
	Ms. McCants introduced Jalen Johnston. He is a 10 th grade student at ECHS, very active in multiple student organizations, and currently taking college courses.
	Ms. Lindsey introduced Dr. Sutton. Dr. Sutton is a faculty member at Delaware Technical & Community College. Major accomplishments include development of a research-based cooperative learning program and initiated and coordinated a student of color student organization.
	Ms. Lindsey introduced Dr. Scott-Jones, a DSU faculty member in the department of psychology. She is currently working on a new program within the department of psychology to develop a certificate of drug addiction program.
	Motion to accept the four new board members – Hobbs
	McDowell clarified that Ms. Spangler, Dr. Scott-Jones, and Dr. Sutton would be elected to the board for a three-year term ending in October 2020. Jalen is nominated by the principal to student non-voting member of the board and the term would be 1 ½ until October 2019. ECHS@DSU was established by DSU. DSU is essentially the sole stock holder of the corporation. The election of directors is actually made by the President of DSU acting for the Board. ECHS@DSU Board will recommend to the President of DSU the he act to elect the individuals to the ECHS@DSU Board.
	McDowell revised motion to: Recommend to DSU that the ECHS@DSU Nominating Committee's nominees be elected to terms as previously stated.
	2 nd – Lindsey
	Motion carries.
Marketing Committee	
	Vacant, Chairperson
Comments	No report
Academic Affairs Committee	
	Bob Martin, Chairperson
Comments	<p>Chairperson was absent.</p> <p>Ms. DeCastro provided report. The committee met today. The committee discussed asking one of the new board members to be a part of the committee.</p> <p>Future discussion items:</p> <ul style="list-style-type: none"> - Review ECHS@DSU Course catalog - DOE Career Technical Education program of studies (CTE POS) <ul style="list-style-type: none"> o ECHS@DSU submitted a CTE POS application for Allied Health, awaiting approval from DOE. Approved CTE POS help to obtain additional dual enrollment funds. - Better connection with DSU (DSU student teachers in ECHS classrooms, DSU/ECHS curricula collaboration, student registration, ECHS marketing) - Next committee meeting will be February 22, 2018 at 3pm at ECHS
Audit Committee	
	Charles McDowell , Chairperson
Comments	No report
School Leader	
	Evelyn Edney, School Leader
Comments	<p>School Leader absent. Ms. McCants provided school leader report.</p> <p>Highlights (hard copy provided to board members):</p> <ul style="list-style-type: none"> • Enrollment is currently at 408 students, a few were withdrawn due to needs of special education students. Students required more restrictive learning environments that ECHS does not have. Two students placed in an alternative education setting due to disciplinary reasons. • Recruiting events

	<ul style="list-style-type: none"> As of today, we have received 106 student applications (101-9th and 5-10th). The application is open until January 10, 2018. One 9th grade student will join ECHS in January 2018 from Caesar Rodney School District. Upcoming key dates ECHS to DSU college information night was held. Second information night will be in the spring. ECHS@DSU administration has been attending DSU Chairs Council weekly meeting ECHS administration and school counselors have received access to DSU Banner system to register students for college courses Professional development <ul style="list-style-type: none"> Staff PD integrated in weekly staff meetings, New Teacher Advisory All staff completed homeless training and suicide prevention/awareness School leader attends Teaching & Learning Cadre Staff are now attending Social Studies, Science, and Math coalitions Lead staff mentor attends mentor training Student Activities Student and Staff Service Efforts College Readiness & School Data Personnel Charter Renewal Information Facilities/Contractors <ul style="list-style-type: none"> DSU facilities has been at the school to assess the temperature issue
Parent Association Report	
	Crystal Gillis, Chairperson
Comments	<p>Chairperson reported: PTSA conducted an Avon fundraiser, approximately \$400 was raised. PTSA will discuss in their meeting how to improve the fundraiser effort and increase student/parent motivation.</p> <p>Ms. Denby suggested to solicit student input on what they would not mind selling.</p> <p>Ms. King suggested a \$20 opt-out program. Parents could pay \$20 to opt-out in lieu of participating in the fundraiser.</p>
Teacher Report	
	Lue-Ann DeCastro, Chairperson
Comments	<p>Chairperson reported:</p> <p>Students are preparing for first semester finals. Teachers are working with students to help them prepare. Teachers are also reviewing students' college readiness with students to determine if the student is ready for a college level course.</p>
Executive Session	
Comments	<p>Motion to enter Executive Session – McDowell 2nd – Wilson Motion carries. Executive session held 6:19p-6:30p</p> <p>Motion to resume full Board Session – McDowell 2nd – Pinkett Motion carries.</p> <p>Motion for the Board chair to be authorized to work with Personnel committee chair to finalize the school leader's bonus for the 2016-17 school year based on the discussion held in executive session – McDowell 2nd – Pinkett Motion carries.</p>
Old Business –	
<ol style="list-style-type: none"> Charter Renewal <ul style="list-style-type: none"> Application has been renewed. School Climate <ul style="list-style-type: none"> Dr. Edney sent correspondence to all families about school climate and adherence to the school code of conduct. 	

3. Parent Survey

- Dr. Edney reported that Hendy Avenue is the company that ECHS works with to administer the parent survey. ECHS is in the process of collecting information to put into a data file to send the link to parents. The survey will be administered in March/early April. The data results are usually provided to ECHS approximately two weeks after administering the survey.

New Business –

- Horton – Risk Assessment, DSU has undertaken the opportunity to assess the risk of having underage students on campus. DSU has been going through a process to categorize the types of risk and then provided ECHS the opportunity to respond.
 - Unsupervised time
 - Exposure to known campus shared space
 - Sexual abuse/misconduct
 - Drug/Alcohol abuse
 - Transportation risk
 - Campus awareness
 - Compliance with laws/Background checks
 - Medical issues
 - Internet/Media Exposure
 - Emergency procedures
 - Special Needs
 - Privacy
- In each category, DSU stated the inherent risk. ECHS provided a mitigation plan for each inherent risk. The draft document is circulating, it is not at a point where DSU wants it to be shared. Dr. Horton wants the Board to be aware and will provide updates moving forward.

Questions

Ms. Wilson – Is there any expected action as a result of making this document?

- Dr. Horton responded there are no expected actions other than DSU being aware of ECHS policies in place. There may be some need for ECHS to adjust policies and procedures to mitigate the risk to DSU and ECHS, but that has not occurred yet.

Ms. Gillis – Is this first time that this risk assessment has been done or was there one done when the school first started?

- Dr. Horton responded that there was done prior to the current Board's tenure.
- Ms. Lindsey responded that the previous risk assessment was not as extensive.
- Dr. Edney added that at that time there were no ECHS students on campus.
- Dr. Horton further added that there are other implications for DSU as ECHS is not the only program that involves minors on campus. There are other high school students on campus taking classes, camps, etc. DSU has a policy for minors on campus.

Ms. DeCastro – Will parents be made aware of this risk assessment?

- Dr. Horton responded that when it comes back to ECHS, it will be the responsibility of ECHS to share the information with parents.

Dr. Scott-Jones – It appears that parents are going to have to sign some type of forms.

- Dr. Horton responded that it really depends on what the issue is and what, if any, are needed changes to the existing policies. The existing policies require students and parents to sign the student handbook. A lot of these protocols are already outlined.

Announcements –

- ECHS@DSU Charter Renewal Application has been approved by DOE.

Ms. Denby – What was the impetus for the Public Integrity Commission (PIC)? Has a request been made to the PIC?

- Dr. Horton responded that questions were being raised about the possibility of there being some conflict of interest between DSU and ECHS interest. The expectation from the perspective of corporate law is that there cannot be a conflict of interest because DSU is the sole owner of this corporation. To maintain transparency, we are seeking an opinion from PIC.

- 100% of ECHS seniors have applied to DSU
- Two ECHS students have received acceptance letters to Stanford and University of Pennsylvania.
- Dr. Edney formally welcomed the recommended new board members with a holiday stocking.
- Dr. Edney announced that ECHS is collecting money for our needy family fund.

Motion to adjourn – McDowell

2nd – Wilson

Meeting adjourned at 6:31pm

Next Board meeting will be on March 22, 2018.

Minutes submitted by – Nyia McCants

