

**Early College High School at Delaware State University
Finance and Facilities**

Minutes of February 25, 2021 Meeting

Location: Zoom

Time 4:00 pm – 5:00 pm

Facilitator: Ayeda Silent, Chair

Committee Members Present: Dr. Marsha Horton, Dr. Evelyn Edney, Richard Riggs, Lois Hobbs, Dara Savage, Charles McDowell, Crystal Gillis-Hammond

Committee Members Absent: Ronald Pinkett, Robin Demby

Others in Attendance: Dorcell Spence (Neely & Spence), Nyia McCants (ECHS), Timothy Yancy (ECHS)

I. Call to Order **Ayeda Silent**
A. Made by Ayeda Silent @ 4:03 p.m.

II. Update on Financial Results (as of 01/31/2021) **Dorcell Spence**

- A. On-Going Concerns:
- a. Transportation
 - i. Revenue: \$409,290;
 - ii. Expense projection: \$511,548 of which \$130,465 disbursed as of February;
 - iii. While FY2021 Non-Transportation Eligible students per Regulation 1150 totals 80, the ECHS location has been deemed a Unique Hazard, so all students are considered transportation eligible. Will be under review should ECHS transfer to a new location where walking safety is no longer a hazard;
 - b. School District Local Per Pupil Amounts
 - i. Local School district per pupil amounts.
 - 1) Appoquinimink, Cape Henlopen, Capital, Laurel, Red Clay, Seaford, Woodbridge school districts all have lower per pupil amounts down from FY2020 due to less spending for fiscal year
 - 2) Impact to local revenues for ECHS currently equates to a 13% total reduction for amount of \$99,529.12 from FY2020. The average per pupil reduction of 8% currently reflects a reduction of \$152.58.
 - 3) School district reduced spending coupled with student category configuration change (regular, basic, intense, or complex) and a reduced enrollment triggered the change from FY2020.

B. November 13, 2020 Enrollment: 399;

C. Division I Teacher Units: 22.37; reduced from 23.27;

D. Revenues:

1. Web Report reflects receipts of 98.0% per All Funds Total;
 - a) State Funds have been updated to reflect final staff experience and degrees.
 - One-Time Enrollment revenue -\$81,202 received
 - b) Local Funds reflects a collection of \$7,857.40 in Interest.
 - Cafeteria receipts, reflect intent to pursue student outstanding collections
 - c) Federal
 - Cares Act-\$109,333-Received
 - COVID-19-\$35,000-Received
 - Research for Better Teaching-\$15,150
 - ESSER II-\$470,664-for application

E. Expenditures:

1. The Account Code Expenditure Detail Report reflects 44.9% of the budget for all funding sources has been expended;
2. The ratio for State and local funding reflects 46.1%;
3. 16 of 26 payrolls have been expended for a ratio of 61.5%;
 - a) State and Local payrolls-based upon the time period completed 56.5% salary and 55.7% OEC;
4. Web Report reflects 45.6% of the budget for all funding sources has been obligated and expended, while the ratio for State and local funding reflects 46.9%;
5. Plan for Line of Credit Payoff – principal balance \$327,342.05;
 - a) January payment of \$106,334 – 01/20/21;
 - b) Estimated remaining principal is \$221,008 as of 01/31/21
 - Account Code 55629 Balance before adds - \$31,056.51
 - Hold Harmless One Time Enrollment - \$81,202.00
 - Food Service contract savings - \$106,000.00
 - Collection of other operational savings - \$2,749.54;
6. 3% Staff Bonus - \$60,000 – compensation effort to staff without building the budget;
7. Budget for FY2020 is currently funded by One-Time funds of \$100,393 excluding the Accounts Payables amount of \$49,230 supported by state/local;
 1. Safety & Security, a 3 year state grant had a continued amount of \$11,455;
 2. Line of Credit One-Time amount of \$88,938;

F. Contingencies:

1. 2% Contingency - \$84,278.00;
2. Notes to Budget: (Solvency Factor set-asides excluded from budget)
 - 1) Summer Pay - \$350,675.00
 - 2) Strategic Plan - \$152,491.00

Total \$503,166.00

- 3) APPR 98079 Contingency Balance \$416,790.00;
3. Unallocated (Restricted resources that operate within separate appropriations and can only be expended to the level that has been received and for a specific purpose.)
- | | | | |
|----|----------------|--------------------|--------|
| 1) | Donations - | \$ | 571.00 |
| 2) | Reserve Tech - | <u>\$23,199.00</u> | |
| | Total | \$23,770.00 | |

G. Discussion Points:

- a. Impact of Moving expenses on Strategic Plan funding.
- i. Dr. Edney indicated that at this point not sure how much DSU will contribute to the move/relocation both out of Commons and Grosley Hall;
- b. Consultant Spending
- i. Dr. Horton inquired about expenses charged against Acct 55051
- Lambert, M. – Payroll processing and Account payable payments to vendors
 - Dorcell Spence – Consultant

III. Motions

Approval of Web reports – McDowell; 2nd – Hobbs;
 Yes – Horton, Riggs, Savage, Gillis-Hammond, McDowell, Hobbs
 No – None
 Motion carried.

Recommendation to present FY2021 budget as Final and for approval to the Board – Dr. Horton;
 2nd – Hobbs
 Yes – Horton, Riggs, Savage, Gillis-Hammond, McDowell, Hobbs
 No – None
 Motion carried.

IV. Update on Enrollment

Dr. Evelyn Edney

1. Currently about 87 applications, 80 Freshmen, 6 10th Graders
2. Last year, around this time, we had 151 applications;
3. Full press out on virtual Open Houses, in addition to having alumni association and other groups getting out the word;
4. Dorcell Spence indicated no decisions made at this time if “holding harmless” to be continued and if it will be based of FY2021 or FY2020 enrollment numbers;
5. Mr. McDowell raised concerns about lower numbers and a plan B to keep budget balanced in the event State does not continue with “holding harmless” at prior year enrollment numbers;

V. Facilities Update

Mr. Timothy Yancy

1. Working through different items to include:
 - a. Managing leaks;
 - b. Completion of isolation room for any student who may have symptoms of COVID-19 or a fever until the student is picked up by a parent;

- c. Building readiness as students are set to return on March 29, 2021, i.e. signage on floors and in classrooms, spacing, checking on ventilation, ordering of PPE

VI. Other Business

None

VII. Adjournment

Motion made and seconded to adjourn at 4:40 p.m.

Respectfully Submitted,

Ayeda Silent