

**Early College High School at Delaware State University
Finance and Facilities and
Citizen Budget Oversight Committee**

Minutes of October 22, 2020 Meeting

Location: Zoom

Time 4:00 pm – 5:00 pm

Facilitator: Ms. Ayeda Silent, Chair

Committee Members Present: Dr. Marsha Horton, Dr. Evelyn Edney, Lois Hobbs, Robin Demby, Crystal Gillis-Hammond, Charles McDowell, Ronald Pinkett

Committee Members Absent: Richard Riggs

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

- I. Call to Order** **Ayeda Silent**
A. Made by Ayeda Silent @ 4:05 p.m.
- II. Update on Financial Results (as of 07/31/2020) and FY2020 Budget** **Dorcell Spence**
- A. On-Going Concerns:
- a. Transportation contracts
 - i. School spends twice as much in Transportation cost as being awarded by the State;
 - ii. No need for transportation for the Fall Semester;
 - iii. Anticipating transportation to resume during the Spring;
 - iv. Negotiations completed with two of three contractors; Third company is in the process of reviewing routes;
 - v. Questions exist on contract mileage computations;
 - vi. Dr. Horton raised possibility of students utilizing State DART bus system;
 - B. Projected Enrollment: 400 (September 30 Unit Count moved to November 13); reduced from 421;
 - C. Projected Division I Teacher Units: 22.38; reduced from 23.27;
 - D. Revenues:
 - 1. Web Report reflects receipts of 69.2% per All Funds Total;
 - D. Expenditures:
 - 1. The Account Code Expenditure Detail Report reflects 18.6% of the budget for all funding sources has been expended;
 - 2. The ratio for State and local funding reflects 19.9%;
 - 3. 7 of 26 payrolls have been expended for a ratio of 26.9%;

- a) State and Local payrolls-based upon the time period completed 25.6% salary and 25.6% OEC;
- 4. Web Reports reflects 20.1% of the budget for all funding sources has been obligated and expended, while the ratio for State and local funding reflects 21.6%;
- 5. Budget for FY2020 is currently funded by One-Time funds of \$148,942 excluding the Accounts Payables amount of \$49,230 supported by State/Local, of which
 - 1. Safety & Security, a 3 year state grant had a continued amount of \$11,455;
 - 2. Remaining \$137,487 reflects one-time resources in support of ongoing operations;
 - a) Custodial Supplies (COVID-19) - \$43,787
 - b) Medical Supplies (COVID-19) - \$3,567

E. Contingencies:

- 1. 2% Contingency - \$82,332.00;
- 2. Notes to Budget: (for set-asides excluded from budget)
 - 1) Summer Pay - \$351,820.00
 - 2) Strategic Plan - \$55,391.00
Total \$407,211.00
 - 3) APPR 98079 Contingency Balance \$375,195.00
- 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 - \$20,905.00
Total \$21,475.00

F. COVID related items budgeted to reflect first phase – Virtual through October

- 1. Additional adjustments will be forthcoming as new directives become final and ECHS continues to cycle through the future pandemic phases;
- 2. Expense Recovery:
 - a) 1 position held vacant and 2 reduced to half time for the currently projected time frame for a reduced budget impact of \$64,687 state/local and \$6,215 IDEA B;
 - b) Athletics funded at 50% to provide support to a condensed schedule if the opportunity presents itself this winter for a reduced budget impact of \$73,557;
 - c) COVID expense budget adjusted to reflect projected need and supply assistance from the state to date for a reduced budget impact of \$81,899 (from \$129,253 to \$47,354);

G. State Directives needing Action:

- 1. Hold Harmless for Unit Count;
- 2. Preliminary School District Local per pupil amounts;
- 3. Payment for COVID-19 expenses outside of the CARES Act support;
 - a) Current excess of \$91,140 budgeted to State/Local and \$13,190 to Title I;
- 4. Dual Enrollment final reimbursement from FY2020. Not yet included in Budget;
- 5. Pupil Transportation;

IV. Motions Carried

- A. Approved Web Report;

- V. Update on Enrollment and COVID19 Impact** **Dr. Evelyn Edney**
- A. 110 Ninth graders; 110 Tenth graders; 102 Juniors; and 85 Seniors;
 - B. About 5 students will not be included in the count for various attendance reasons;
 - C. 402 solid enrollment as of today;
 - D. There are currently no additional expenses relating to COVID;
 - a) Working closely with DSU Facilities for changes needed in the building for safety and compliance;
 - b) Discussion is beginning regarding bringing students back in a hybrid situation and the possible need for classroom monitors or substitutes;

- VI. Facilities Update** **Mr. Timothy Yancy**
- A. DSU replaced the drop ceilings in rooms 4, 5, and multipurpose room;
 - B. DSU Facilities has placed COVID-related signage for social distancing;
 - C. Plexiglas has been installed to protect support staff at the front desk;
 - D. Four sanitization stations have been set up;
 - E. In discussions with DSU Facilities on how best to set up an isolation area in The Commons for students testing COVID positive;

- VII. Status of Year End Audit** **Mr. Charles McDowell**
- A. Auditors have reported a clean report;
 - B. No material misstatements or deviations;
 - C. No problems with management or finances;
 - D. Report showed finances/budget managed very well;
 - a) Closed with a surplus of approximately \$270,000 vs. a budgeted deficit of \$100,000;
 - b) Closed with an increase in reserves, and \$300,000 paid on the line of credit;
 - E. Round of applause for management team!
 - F. Two financial DOE frameworks were discussed and whether standards were met;

- VIII. Other Business**
- A. Introduction of future Middle School Grades;
 - B. Possibility of moving off campus as part of Wesley acquisitions;
 - C. Dr. Edney looking into applying for a planning grant and charter revision;
 - D. Will be discussed at full Board Meeting;

- IX. Adjournment**
Motion made and seconded to adjourn at 4:53 p.m.