

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

Minutes of August 27, 2020 Meeting

Location: Zoom: <https://us02web.zoom.us/j/9091120407>

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:

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 07/31/2020) and FY2020 Budget **Dorcell Spence**

- A. Projected Enrollment: 421 (September 30 Unit Count moved to November 13);
- B. Projected Division I Teacher Units: 23.27;
- C. Revenues:
 - 1. Web Report reflects receipts of 63.7% per All Funds Total;
 - a) Preliminary Local School district per pupil amounts are expected to be published the week of August 24, 2020;
 - b) Currently, the budget reflects 90% of the FY2020 receipts;
- D. Expenditures:
 - 1. The Account Code Expenditure Detail Report reflects 6.6% of the budget for all funding sources has been expended;
 - 2. The ratio for State and local funding reflects 6.9%;
 - 3. 3 of 26 payrolls have been expended for a ratio of 11.5%;
 - a) State and Local payrolls-based upon the time period completed 10.5% salary and 9.7% OEC;
 - 4. Web Reports reflects 6.7 % of the budget for all funding sources has been obligated and expended, while the ratio for State and local funding reflects 7.1%;

5. Budget for FY2020 is currently funded by One-Time funds of \$187,690 excluding the Accounts Payables amount of \$49,230 supported by State/Local, of which
 - a) Safety & Security, a 3 year state grant had a continued amount of \$11,455;
 - b) Remaining \$176,235 reflects one-time resources in support of ongoing operations;
6. Inquiry from Mr. Ronald Pinkett on Transportation and Impact on Budget; Response from Ms. Dorcell Spence:
 - a) Amount received from State is calculated based on eligible students;
 - b) Due to ECHS transportation being statewide , total cost of transportation is almost double the amount received from the State;
 - c) Currently set to earn ~\$431K form State, total budgeted ~\$800K;
 - d) Last Academic Year mandated to pay transportation companies ~ 90% of total cost even though no services were provided since March 2020 due to “stay at home” order;
 - e) This Academic Year, per DOE, not required or cannot make schools payout more in transportation cost than what is earned, which can lead to potential savings;
 - f) Anticipated challenges:
 - i. How will transportation companies pay drivers;
 - ii. Will transportation companies cooperate;

E. Contingencies:

1. 2% Contingency - \$86,334;
2. Notes to Budget: (for set-asides excluded from budget)
 - 1) Summer Pay - \$351,820.00
 - 2) Strategic Plan - \$64,049.00
Total \$415,869.00
 - 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 - \$15,045.00
Total \$15,615.00

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. Revenue Projections:
 - a) 10% Local per pupil reduction in the amount of \$76,150;
3. 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 \$38,113 (from \$129,253 to \$91,140);
- 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. Present preliminary budget to full Board for approval;
- B. Approved Web Report;

V. Update on Enrollment and COVID19 Impact

Dr. Evelyn Edney

- A. 428 students is the most recent number, subject to daily fluctuations;
- B. Unit count has been extended to November 13,2020;
- C. Everything virtual, at least through the end of October;
 - 1. Students meeting with teachers in a Zoom setting Monday thru Thursday;
 - 2. Supplemental instruction on Fridays, beginning tomorrow;
- D. If Delaware numbers continue to go down, a hybrid format will be visited, bringing in one grade level per day;
- E. All sports remain suspended;
- F. Conducted in person parent meeting during the evening, socially distanced;
- G. Conducted teacher meeting during the day;
- H. Costs are being reviewed and minimized as University is doing some of the COVID projects;

VI. Facilities Update

Mr. Timothy Yancy

- A. Preparations being made for student's return;
- B. PPEs received from the State charter school network for both the school and the nurses' office;
- C. Verified that University is assisting with several of the preparation projects;

VII. Status of Year End Audit

Mr. Charles McDowell

- A. Nearing end of audit;
- B. Has not heard anything further since the engagement letter;
- C. Chair, Ayeda Silent, inquired about letter requested by auditors from University President regarding forgiven loan;
 - 1. Dr. Edney confirmed that she has spoken with Dr. Allen and Jane Towers regarding the requested letter;
- D. Financial framework has not yet been received;
- E. Mr. McDowell indicated he has not been included in email exchanges and asked for a copy of the most recent status email;

VIII. Other Business

- A. Discussion on moving start time of the Board Meeting and/or this meeting in order to condense the afternoon. Resolved that since this meeting generally runs past time, it is best to leave Board meeting at 5:15 as scheduled.

IX. Adjournment

Motion made and seconded to adjourn at 4:48 p.m.