

**Early College High School at Delaware State University
Finance and Facilities Committee
and
Citizens Budget Oversight Committee
Minutes of October 26, 2017 Meeting**

A meeting of the Board’s Citizens Budget Oversight Committee was held on October 26, 2017 at the Early College High School at Delaware State University with the following attendance:

Finance & Facilities Committee	Citizens Budget Oversight Committee
Members Present: Dr. Evelyn Edney, Dr. Marsha Horton	Members Present: Dr. Evelyn Edney, Dr. Marsha Horton, Richard Riggs, Dara Savage
Members Absent: Denese Lindsey, Lois Hobbs, Charles McDowell, Ronald Pinkett	Members Absent: Denese Lindsey, Charles McDowell, Danielle Watson, Kimberly King, Ronald Pinkett

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

Call to Order:

The meeting was called to order by Dr. Marsha Horton, ECHS Board President

Update on Financial Results (as of 9/30/17):

- Dorcell Spence reviewed the budget highlights
- Timothy Yancy provided information about the Aramark food services contract
 - o Contract is finalized. The contract is based on what is actually consumed and used.
 - o Marsha Horton inquired about different costs for K12 versus Higher Education
- Line of credit discussion
 - o Contingency amount at the end of the year could be used to pay down the debt

Planning Budget:

- Dorcell Spence advised Timothy Yancy to follow-up on the items below:
 - o Speak with Human Resources contractor, Michelle Hastie at Positive Outcomes Charter School, to title staff correctly in PHRST
 - o Send documentation for uncertified teacher
 - o Health insurance for staff members new to the state will begin in December
 - o Retired persons’ sick and vacation payout

Update on Enrollment/Renewal:

- Dorcell Spence reviewed appropriate progression for enrollment

- The first Charter School Accountability Committee meeting was held on October 25, 2017. The initial report will be issued to ECHS by October 30, 2017 with an opportunity to respond by November 13, 2017.

Status of Year End Audit:

- Draft model of audit received from Mallie
- Discussion about the classification of the liability to DSU and the line of credit as long-term debt
- Re-classification of either debt needs to be corrected and submitted to DOE as this change may impact the financial framework (if permitted)

Other:

- Richard Riggs explained that executive session do not need to be recorded. Recording will occur before and after executive session.
- Dorcell Spence suggested that administration consider 158 students for incoming 9th graders next year and capacity to sustain an increase number of students on DSU campus
- Evelyn Edney will contact Drs. DeLauder and Allen from DSU regarding spacing for next year

Training:

- ECHS Board members King and Martin training certificates were provided to Richard Riggs (DOE Representative)

Board Participation:

- Confirmed required participants as CBOC board members (two ECHS board members, parent, and teacher representative). Dr. Marsha Horton will remove herself from the CBOC members.
- Confirmed parent and teacher representatives on the ECHS Board of Directors

Adjournment at 4:40pm (Motion-Savage, 2nd-Horton)

Respectfully submitted,

Nyia McCants (in absence of F/F and CBOC chair)