

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

**Minutes of December 10, 2020 Meeting**

**Location:** Zoom

**Time** 4:00 pm – 5:00 pm

**Facilitator:** Dr. Marsha Horton, Board President

**Committee Members Present:** Dr. Marsha Horton, Dr. Evelyn Edney, Lois Hobbs, Crystal Gillis-Hammond, Charles McDowell

**Committee Members Absent:** Ronald Pinkett, Robin Demby

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

**I. Call to Order** **Marsha Horton**  
A. Made by Marsha Horton @ 4:02 p.m.

**II. Update on Financial Results (as of 11/30/2020)** **Dorcell Spence**

- A. On-Going Concerns:
- a. Transportation contracts
    - i. Transportation contracts for the current year are set;
    - ii. Contracts are not set for ongoing years
  - b. School District Local Per Pupil Amounts
    - i. Updates to the local school district per pupil amounts were published December 1, 2020
      - 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) Enrollment total for ECHS has decreased from FY20 (421) to FY21 (399). 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 reflection 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. FY2021 Non-transportation eligible students totaling 80 equates to an expense savings of 2 buses

- a. Revenue - \$1,025.79 per pupil allowance x 80 students = \$82,063.20
- b. Expenses - \$78,000 FY2020 average contract x 2 buses = \$156,000.00
  - Differential - \$73,936.80

\* Students who reside within 2 miles of a secondary school are non-transportation eligible

Mr. Yancy explained that ECHS is paying the bus companies a percentage of costs that are paid during a normal year. Negotiations were made between Advanced and RJK. The school has only paid Matthew Smith for services rendered during the PSAT10 testing day. A decision has been made to discontinue services with this company. A new contract with Dorsey Transportation has been developed, however, no funds have been expended due to services not yet beginning.

Mr. McDowell asked how the total amount that is being paid out compare to the amount of revenue expected for transportation.

Mrs. Spence directed the committee to review the November 2020 web report for Transportation revenue of \$327,432.17 (319 students) compared to the budgeted amount for projected transportation costs of \$511,548.25. The budgeted amount for transportation is comprised of the costs for the FY2020 transportation contracts (transport to/from and athletics) and DART bus passes for 63 students. There is a difference of \$184,116.08 which will be supported by the school's revenue.

Mr. McDowell asked if this difference was about the same as previous years.

Mrs. Spence advised that in the past, prior to COVID, the expense was almost double.

E. Revenues:

- 1. Web Report reflects receipts of 80.7% per All Funds Total; ECHS is waiting for the big amount from school districts. There is \$427,000 local funds waiting to be received.
- 2. Transportation eligible students represent 319 of 399; therefore, triggering a take back of state transportation resources.

D. Expenditures:

- 1. The Account Code Expenditure Detail Report reflects 32.1% of the budget for all funding sources has been expended;
- 2. The ratio for State and local funding reflects 31.7%;
- 3. 11 of 26 payrolls have been expended for a ratio of 42.3%;
  - a) State and Local payrolls-based upon the time period completed 39.8% salary and 39.3% OEC;
- 4. Web Reports reflects 33.2% of the budget for all funding sources has been obligated and expended, while the ratio for State and local funding reflects 33.1%;
- 5. Budget for FY2020 is currently funded by One-Time funds of \$132,541 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. Line of Credit additional payment of \$100,000
  - 3. Remaining \$21,086 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 - \$81,343.00;
2. Notes to Budget: (for set-asides excluded from budget)
  - 1) Summer Pay - \$355,481.00
  - 2) Strategic Plan - \$115,537.00
  - Total \$471,018.00
  - 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 - \$ 570.00
  - 2) Reserve Tech - \$22,480.00
  - Total \$23,050.00

**IV. Motions**

Recommendation to pay \$100,000 on the Line of Credit – McDowell; 2<sup>nd</sup> – Hobbs;  
Yes – Horton, McDowell, Hobbs, Gillis  
No – None  
Motion carried.

Approval to post the October 2020 and November 2020 web reports – McDowell; 2<sup>nd</sup> – Hobbs  
Yes – Horton, McDowell, Hobbs, Gillis  
No – None  
Motion carried.

**V. Update on Enrollment**

**Dr. Evelyn Edney**

SY2020-2021 unit count ended on November 13, 2020 with 399 students

**VI. Facilities Update**

**Mr. Timothy Yancy**

- A. Continuing to work with DSU on creating an isolation room for any student who may have symptoms of COVID-19 or a fever until the student is picked up by a parent.

**VIII. Other Business**

None

**IX. Adjournment**

Motion made and seconded to adjourn at 4:24 p.m.

Respectfully Submitted,

Dr. Nyia McCants