

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

**Minutes of December 20, 2018 Meeting**

A meeting of the Board’s Citizens Budget Oversight Committee was held on December 20, 2018 at the Early College High School at Delaware State University with the following attendance:

<b>Finance &amp; Facilities Committee</b>	<b>Citizens Budget Oversight Committee</b>
Members Present: Dr. Evelyn Edney, Dr. Marsha Horton, Dara Savage, Charles McDowell, Lois Hobbs, Crystal Gillis	Members Present: Dr. Evelyn Edney, Dr. Marsha Horton, Richard Riggs, Dara Savage
Members Absent: Ronald Pinkett	Members Absent: Ronald Pinkett

Others Present: Dorcell Spence (Neely & Spence), Timothy Yancy (ECHS), Nyia McCants (ECHS), Henrietta Savage (DSU) and Robert Schrof (DSU)

**Call to Order:**

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

**Update on Financial Results (as of 11/30/18):**

- Dorcell Spence reviewed the budget highlights

Final State Revenue Reduction amount has been reduced to \$55,258 based upon the school’s proportional share of the \$26M reduction.

- o As of 10/15/18, Colonial, Indian River, Lake Forest, Milford and Smyrna School Districts’ Per Pupil Amounts are down for all student configurations.

- o Student Configuration changes.

- o Average Health Insurance for vacant units is down by \$422 for an impact of \$4,768.6.

- o A Paraprofessional has been added in support of Special Ed services.

**Expenditures:**

- o The Account Code Expenditure Detail Report reflects 35.7% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 36.4%.

The Web Report reflects 36.6% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 37.1%.

o Budget for FY2019 is currently funded by One-Time Funds of \$190,974 excluding the Accounts Payables amount of \$56,962 supported by state/local.

§ The Line of Credit has additional support of \$100,000. § If the 2% required contingency amount of \$81,230 is not used it would minimize a negative impact to the Financial Framework.

### **Contingencies**

State wide 500.00 per employee the school did not receive reimbursement for this yet

### **Planning priorities**

- 1) **Enrollment** – priorities related budget
- 2) **Transportation**
  - a. Transportation and how the money received is allocated to schools
  - b. Analyzing the transportation eligible students in district in which school is housed
  - c. Cost of transportation- how do we reduce spending on transportation
- 3) **Pay down of the line of credit** –School plans to pay \$100,000 in January against the principal amount
- 4) **DSU obligation** –School is seeking to clear this obligation to help improve financial framework
- 5) **New construction**- The school is seeking to obtain information about potential new construction for budgeting purposes; no official updates were provided.
- 6) **Athletic Participation** - cost of athletics vs. student participation and cost per student
- 7) **Fundraising**- Henrietta Savage will send report about DSU foundation money for ECHS

**Action items**- Researching possible strategies to combat issues and explore the alternatives.

### **Enrollment update:**

- Dorcell Spence reviewed appropriate progression for enrollment
- Dr. Evelyn Edney also provided an update of ECHS recruiting activities related to enrollment.

**Adjournment at 5:00pm (Motion-Mc Dowell, 2nd -Horton)**