

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

Minutes of June 27, 2019 Meeting

A Meeting of the Finance and Facilities Committee was held on June 27, 2019 at the Early College High School at Delaware State University with the following in attendance:

Finance & Facilities Committee
Members Present: Dr. Marsha Horton, Charles McDowell, Robin Demby, Lois Hobbs, Ayeda Silent
Member(s) (Phone Presence): Ronald Pinkett, Dara Savage
Member(s) Absent: Dr. Evelyn Edney, Crystal Gillis

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

Others Absent: Timothy Yancy (ECHS)

Call to Order:

The meeting was called to order by Ayeda Silent @ 4:00 p.m.

Update on Financial Results (as of 05/31/2019) and FY2020 Budget

- Dorcell Spence reviewed the budget highlights and discussed FY2020 budget preparation. She advised that the Chart of Account for FY2020 has changed to reflect a collection of data in accordance with Federal ESSA requirements. So, at close of FY2019, actual expenditures and budget lines will be reconfigured to compare budget changes from FY2019 to FY2020.
- Projected Impact Adjustments:
 - Transportation – remains the biggest non-sustainable item. A current proposed legislative bill, if passes, would allow DART transportation for high school students, which would further impact transportation. Two (2) concerns are participation (parents) and opposition of bus contractors. The FY2020 Projected transportation budget of \$835,986 is ~ 2.5% higher than the FY2019 Actual of \$815,752.
 - State OEC – minimal decrease from 32.46% in FY2019 to 32.33% in FY2020.
 - Staff :
 - Day Service and .5 Night Porter – shift from employed staff to contracted for a budget increase of \$2,300
 - Paraprofessionals – addition of 2 FTE for a budget increase of \$75,000. This due to need for study hall coverage.

- Nurse – addition of 1 FTE shifting from contractual to employed staff for a savings of \$6,594.

Expenditures:

- The Account Code Expenditure Detail Report reflects 87.1% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 90.0%.

The Web Report reflects 88.0% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 91.1%

- Budget for FY2019 is currently funded by One-Time funds of \$143,118 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 \$80,764 is not used it would minimize a negative impact to the Financial Framework. In addition, should enrollment improve to the approved amount of 425 for FY2020, the board could choose to use a portion to further pay down the Line of Credit, October 2019.

Enrollment Update:

In the absence of Dr. Evelyn Edney, Nyia confirmed that as of June 27, 2019, there were 393 students enrolled. In addition, there are 12 students who had completed paperwork, but needed to turn in additional documents. Also, there are 40 incomplete applications for which a decision cannot be made at this time. Advertisement is continuous and Nyia is making phone calls to confirm student's return. It was noted that enrollment has to be at capacity to remain financially stable. Several ways to cut expenses:

- Reduce hubs – might have an impact on enrollment
- Utilizing Wilmington Campus – need for teachers might impose an issue, so cannot be explored at this time
- Fundraisers – upcoming event on October 25, 2019 at the Modern Maturity Center
- Grant funding for educational purposes, however cannot build budget on special programs.

Facilities Update:

In the absence of Mr. Timothy Yancy, Nyia advised on several facilities updates such as the ceiling in Dr. Edney's office being painted and work in progress in the multipurpose room, Grossley Hall and nurse's office.

Adjournment at 5:10 pm (Motion-Ayeda Silent, 2nd – Lois Hobb)