

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

Minutes of February 27, 2020 Meeting

Location: Early College High School at Delaware State University

Time 4:00pm-4:41pm

Facilitator: Ms. Ayeda Silent, Chair

Committee Members Present: Dr. Marsha Horton, Dr. Evelyn Edney, Charles McDowell, Dara Savage, Richard Riggs, Lois Hobbs, Crystal Gillis-Hammond, Robin Demby

Committee Members Absent: Ronald Pinkett

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

I. Call to Order **Ayeda Silent**
A. Made by Ayeda Silent @ 4:00 p.m.

II. Update on Financial Results (as of 01/31/2020) and FY2020 Budget **Dorcell Spence**

- A. Ms. Spence requested if after presentation, at this point of time in year, Board could declare FY2020 budget as final and approved.
- B. Certified enrollment (as of September 30 Unit Count) – 421 Increase of 28 students from FY19
Division I Teacher Units: 22.27 Increase by 1.2 from FY19
- C. Receipts:
 - 1. Web Report reflects receipts of 99.3% per All Funds Total;
 - 2. Concerns:
 - a) Per pupil amounts are down for following districts: Caesar Rodney, Cape, Christina, Seaford, and Smyrna, which impacts ECHS revenue;
 - b) In addition, for the past 3 years, this school has been impacted by the \$26M education reduction;
 - c) Student fee adjustments for the districts are not known until late August or September, making a severe handicap to planning;
 - d) Cafeteria Revenue is in arrears due to lack of contract with Aramark, which was settled during the Month of February 2020. The DOE will not release federal reimbursement prior to December 2019 for a loss of an estimated \$26,000. School Leadership is sending a letter of appeal to the USDA and hopefully the school can recoup the estimated loss from August – November 2019;

3. Local Funds reflect a collection of \$37,928.30 in excess of what was budgeted. Interest even though not budgeted can be used to aid in paying down the Line of Credit and/or budgeted items that may fall short in collections;
4. Degree and experience confirmations are still under review awaiting DOE approval. If approved, additional state funding of \$5,800 may be received beyond what is currently budgeted;

D. Expenditures:

1. The Account Code Expenditure Detail Report reflects 50.0% of the budget for all funding sources has been expended;
2. The ratio for State and local funding reflects 52.2%;
3. Categories which reflect expenditures beyond time of year are:
 - a) Acct Code 55010 – Med Related Services- inflated by prior year payable-85.9%;
 - b) Acct Code 55031 – Student Support Services-funding disbursed to subgrantee-92.2%;
 - c) Acct Code 55452-Insurance-is not cyclical where payments are made on a specific date cycle-100%
 - d) Acct Code 55600-Printing & Binding- is not cyclical where payments are made on a specific date cycle, but as needed-61.8%
 - e) Acct Code 56000-Office Supplies- is not cyclical where payments are made on a specific date cycle, but as needed-75.2%
 - f) Acct Code 56145 – Computer Supplies- One-time expenditure for the category, and a budget adjustment will be applied-100%
 - g) Acct Code 56157 – Textbooks- not cyclical where payments are made on a specific date cycle, but as needed-67.8%
3. 16 of 26 payrolls have been expended for a ratio of 61.5%;
 - a) State and Local payrolls-based upon the time period completed 60.5% salary and 55.7% OEC;
4. Web Reports reflects 50.9 % of the budget for all funding sources has been obligated and expended, while the ratio for State and local funding reflects 53.2%;
5. Budget for FY2020 is currently funded by One-Time funds of \$168,451 excluding the Accounts Payables amount of \$39,878 supported by State/Local, of which
 - a) Line of Credit has additional support of \$100,000;
 - b) One-time purchase of furniture - \$25,310;
 - c) Safety & Security, a 3 year state grant had a continued amount of \$11,606;
 - d) Remaining \$31,535 (\$168,451 - \$100,000 - \$25,310 - \$11,606) reflects one-time resources in support of ongoing operations.

E. Contingencies

1. 2% Contingency - \$87,480
 - a) This amount would be continued into next fiscal year or use to further pay down line-of-credit balance.
 - b) Set-asides (excluded from budget)
 - 1) Summer Pay - \$378,698
 - 2) Strategic Plan - \$27,939
 - 3) APPR 98079 Contingency Balance \$416,790.00
 - c) Dr. Horton would like to revisit contingency balance in June of 2020 to determine if any additional funds can be used to pay down the Line of Credit;

F. 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 - \$471.00
2. Reserve Tech - \$14,145

G. Motions Carried:

1. Motion to approve additional support of \$100,000 to pay down Line of Credit - McDowell, 2nd – Hobbs; Motion unanimously approved;
2. Motion to approve Web Report – Dr. Horton, 2nd – Demby; Motion unanimously approved;
3. Motion to approve FY2020 Budget as Final - Lois, 2nd McDowell; Motion unanimously approved;

III. Enrollment Update

Dr. Evelyn Edney

- A. Has been a good recruiting year, thus far received 54 completed applications for incoming 9th graders; Number of students: 9th – 10th (115), 10th – 11th (122) and 11th – 12th (98) for a total of 389 projected students for the upcoming school year. Target is 425 students;
- B. Another 34 applications in the pipeline for review;
- C. Scheduled Hornet Hello day for Saturday February 29, 2020;
- D. Update on Bus passes purchased; full year; first come, first served, can't asked parents to pay for passes;
- E. Transportation survey send out to families regarding bus passes;

IV. Facilities Update

Timothy Yancy

- A. Using Technology funds toward purchasing of additional video monitoring equipment;
- B. Investing in cameras on buses; Dr. Horton raised concern about ECHS not owning buses, but was advised that cameras could be removed from buses if needed.

V. Adjournment: at 4:41 p.m. (Motion – Ayeda Silent, 2nd – has been adjourned)