

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

**Minutes of June 25, 2020 Meeting**

**Location:** Zoom: <https://zoom.us/j/9091120407>

**Time** 4:00 pm – 5:00 pm

**Facilitator:** Ms. Ayeda Silent, Chair

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

**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 @ 4:04 p.m.
- II. Update on Financial Results (as of 05/31/2020) and FY2020 Budget** **Dorcell Spence**
- A. Certified enrollment (as of September 30 Unit Count) – 421 Increase of 28 students from FY19  
Division I Teacher Units: 23.27 Increase by 1.2 from FY19
- B. Receipts:
1. Web Report reflects receipts of 100.0% per All Funds Total;
  2. Concerns:
    - a) Additional State amount of \$5,458, received due to One Degree change, was deposited 060420;
    - b) Per-pupil amounts are down for following districts: Caesar Rodney, Cape, Christina, Seaford, and Smyrna, which impacts ECHS revenue;
    - c) Cafeteria Revenue is in arrears due to lack of contract with Aramark, which was settled during the Month of February 2020. ECHS has requested a waiver and has been approved for Federal reimbursement. **The school has received a recovery of \$13,995;**
    - e) Projected Cafeteria Revenue will fall short of what has been projected due to lack of participation caused by COVID-19;

3. Local Fund Interest Collections have been budgeted for receipts collected through April 30, 2020. Additional receipts collected in May 2020 total \$2,002.60. Not yet budgeted;
4. No Dual Enrollment funds received as of this meeting date. Expected to receive in early July as in previous year. Another source of revenue to address concerns as we go into FY2021;

C. Expenditures:

1. The Account Code Expenditure Detail Report reflects 85.3% of the budget for all funding sources has been expended;
2. The ratio for State and local funding reflects 88.6%;
3. Categories Update:
  - a) Given the current COVID-19 environment, it is not clear the impact to financial picture for the remaining 2 months of FY2020;
  - b) There are budgeted items that have been identified as savings due to the lack of activity in the specific area;
4. 24 of 26 payrolls have been expended for a ratio of 92.3%;
  - a) State and Local payrolls based upon the time period completed 90.9% salary and 84.1% OEC;
5. Web Reports reflect 86.0 % of the budget for all funding sources has been obligated and expended, while the ratio for State and local funding reflects 89.4%;
6. Budget for FY2020 is currently funded by One-Time funds of \$168.45, excluding the Accounts Payables amount of \$39,878 supported by State/Local, of which:
  - a) Line of Credit has additional support of \$100,000;
    - 1) LOC Balance as of 06/05/20 was \$357,834;
  - 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;
7. The Amended Budget for FY2020 as noted above is currently supporting One-Time Expense of \$202,164, supported by recurring funds for the 3% Staff Bonuses and additional pay-down of Line of Credit.

D. Contingencies:

1. 2% Contingency - \$88,501;
  - a) \$84,804 of the 2% required contingency will be used to pay down the Line of Credit as noted above;
  - b) Notes to Budget: (for set-asides excluded from budget)
    - 1) Summer Pay - \$378,698.00
    - 2) Strategic Plan - \$27,939.00
    - Total \$406,637.00
  - 3) APPR 98079 Contingency Balance \$416,790.00

E. Unallocated

1. (Restricted resources that operate within separate appropriations and can only be expended to the level that has been received and for a specific purpose.)
  - a) Donations - \$ 471.00
  - b) Reserve Tech - \$14,145.00
  - Total \$14,615.00

F. Committee Member Richard Riggs inquired about CARES-Act funding and was informed by Dr. Evelyn Edney that ECHS was awarded \$109,613.

1. Portion will be used to purchase computers (Chromebooks);

- G. Dorcell Spence advised that total projected expenses for FY20/21 are \$545,859 and inquired from Richard Riggs if there is discussion on additional assistance beyond CARES-Act;
  - 1. Budget Concerns:
    - a) Reduction in per pupil;
    - b) COVID-19 negative impact on Budget;
  - 2. Horton would like for shortfall discussion to be noted and Dorcell advised that she has started putting together the FY2021 Budget highlights;
  - 3. Chair, Ayeda Silent, inquired about significant increase in receipts under Miscellaneous Receipts (Web report);
    - a) Reimbursement from Kansas University from Grant funded through DOE for Math Teachers' participation in training;
    - b) Teachers to receive a Stipend which will be paid out of these funds;
- H. Northern Data Center Reports to First State Financial Report (FSF) Reconciliation;
- I. 1. Unreconciled Expenditures/Adjustments of -\$403.41 for month ending May 31, 2020;
- 2. Final processing is expected during June 2020;

### **III. COVID-19 Update**

**Dr. Evelyn Edney**

- A. Spent \$21,459.02 to date on the following:
  - 1. Deep cleaning/disinfecting and chemical misting of all classrooms;
  - 2. Purchase of industrial size hand sanitizer and Clorox wipes;
  - 3. Carpet cleaning;
  - 4. Additional licenses for Zoom meetings;
  - 5. Secure additional substitute to help with some of the special education students;
  - 6. Lockdown software;
  - 7. DocuSign license;
  - 8. Nursing supplies (PPE);
  - 9. Graduation items;
- B. Administration is putting together a list of needs for reopening as FY2021 Budget is being build. Factors being considered:
  - 1. Multiple scenarios: partial or fully on-line; Will not have all students in building at any given time;
  - 2. Athletics - pending cancelling of seasons, will determine how much will be budgeted;
  - 3. Aramark – if no food provided, no payment will need to be made leading to a savings;
  - 4. Transportation – pending future decision on commitment to continue paying bus companies even with no services being provided;

### **IV. Update on proposed budget for 2020/2021**

**Dorcell Spence**

Main concern is making budget solvent;

- A. Auditors requested a peak at preliminary budget by July 15, 2020;
- B. Dean Horton requested additional Finance Committee meeting prior to scheduled meeting in August to discuss preliminary budget challenges (i.e. what is state going to do, local funds to be received which will not be available until the end of August, Covid-19);
  - 1. Meeting scheduled for August 3<sup>rd</sup> from 11:00 – 1:00 p.m.;

**V. Update on Enrollment**

**Dr. Evelyn Edney**

- A. 418 students on the books as of this meeting date;
- B. Next coming weeks will work on continuing to fill 9<sup>th</sup> and 10<sup>th</sup> Grade slots;
- C. Decision to be made if some students will be sent back to their local school districts due to being a better fit;
- D. Every Wednesday at 3:00 p.m. hosting online Hornet Hello Open Houses;
- E. Former St. Thomas More students starting to show up;

**VI. Adjournment:** at 4:45 p.m. (Motion – Dean Horton, 2<sup>nd</sup> – meeting adjourned)