

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

**Minutes of December 12, 2019 Meeting**

**Location:** Early College High School at Delaware State University  
**Time** 4:00pm-4:28pm  
**Facilitator:** Ms. Nyia McCants, Early College High School  
**Committee Members Present:** Dr. Evelyn Edney, Charles McDowell, Dr. Marsha Horton  
**Committee Members Absent:** Ayeda Silent and Ronald Pinkett  
**Others in Attendance:** Dorcell Spence (Neely & Spence), Nyia McCants (ECHS), Timothy Yancy (ECHS)

**I. Call to Order** **Nyia McCants**  
A. Made by Nyia McCants @ 4:05 p.m.

**II. Update on Financial Results (as of 11/30/2019) and FY2020 Budget** **Dorcell Spence**  
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

- A. Receipts:
  - 1. Web Report reflects receipts of 74.3% per All Funds Total;
  - 2. Concerns:
    - a) Per pupil amounts are down for following districts: Caesar Rodney, Cape, Christina, Seaford, and Smyrna
- B. Dual Enrollment;
  - 1. State deposit of \$30K related to dual enrollment expenditure correction;
    - a) Deposited funds are reimbursement for dual enrollment expenditures incurred in previous fiscal year but received in current fiscal year;
    - b) The \$30K is not included in any of the funding used for the FY2020 Preliminary Budget.;
- C. Expenditures;
  - 1. The Account Code Expenditure Detail Report reflects 32.9% of the budget for all funding sources has been expended;
  - 2. The ratio for State and Local funding reflects 35.6%
  - 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 40.6% salary and 39.4% OEC;
- 4. Discussed Adjusted accounting codes due to accounts payable from prior year, object code, or spend to status year
- 5. Web Reports reflects 34.1 % of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 36.7%;
- 6. Budget for FY2020 is currently funded by One-Time funds of \$69,019 excluding the Accounts Payables amount of \$39,878 supported by State/Local;
  - a) Line of Credit received an additional support of \$0;
  - 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 \$32,103 reflects one-time resources in support of ongoing operations.
- D. Contingencies;
  - 1. 2% Contingency - \$85,137
    - a) This amount would be continued into next fiscal year or line-of-credit balance.
    - b) Set-asides (excluded from budget)
      - 1) Summer Pay - \$375,610
      - 2) Strategic Plan - \$130,459
- E. 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. Federal - \$7,942
  - 2. Cafeteria - \$6,216
  - 3. Misc Receipts - \$15,176
  - 4. Donations - \$1,000
  - 5. Student activities - \$2,599
  - 6. Reserve Tech - \$14,145
- F. FY 2020 Budget Update:
  - 1. School districts have sent most of funds;
  - 2. Administration are working with HR Contractor to review new staff members' degree and experience

**III. Enrollment Update**

**Dr. Evelyn Edney**

- 1. Enrollment is just under 420 students, a few students returned to home district after the unit count;
- 2. One student went to adult education program and the school has a few students on homebound. Additionally, the school enrolled a new student after the unit count period.
- 3. Funded amount according to 9/30/19 Unit Count is 421 students

**IV. Facilities Update**

**Timothy Yancy**

- 1. Locks have been added on classroom doors or locks were rekeyed and cored at 9<sup>th</sup> grade academy

2. Administration is working to add surveillance equipment at both sites
3. Grossley Hall Update – All rooms have been renovated and teachers are moved in.

V. Motion to Approve the Web Report – McDowell; 2<sup>nd</sup> – Horton

Yes – McDowell, Horton,

No – None

Motion approved.

**VI. Adjournment**

Motion to Adjourn – McDowell; 2<sup>nd</sup> – Horton

Yes – McDowell, Horton

No – None

Motion approved.

The meeting was adjourned @ 4:28p.m.

**Nyia McCants**