



CITIZEN'S BUDGET OVERSIGHT COMMITTEE

June 5, 2019 – 201 W. 14th Street, Wilmington, DE 19801

Minutes

Members Present: Kevin Lair, Richard Riggs, Eric Williams, Bill Ray, Keith Dorman

Members Absent: Thomas Wannop

Others Present: Yana Moughan

- I. It was determined that a quorum was present, and the meeting was called to order at 4:00pm.
- II. **Review of minutes from previous meeting**
 - The committee reviewed the March 2019 meeting minutes and voted unanimously to approve the minutes as presented (Eric Williams motion, Kevin Lair second).
- III. **Committee member update**
 - Bill Ray informed Keith Dorman that the School's Board of Directors approved his application to join the CBOC. Eric Williams made a motion (Bill Ray second) to vote Keith Dorman to the committee as a parent representative. The vote approved unanimously.
 - Yana Moughan, parent for a Freire Student, expressed interest in joining the committee. Bill Ray will touch base with her after the meeting. If she is still interested in joining the committee she will be presented to the School's board of directors for approval in June and formally voted onto the committee in September.
- IV. **Review of Finances & Budgets**
 - Bill Ray presented the April 2019 financial package to the committee. Highlights included:
 - The focus was on the projected year-end results. The School is projected to pass the Financial Performance Framework Ratios for FY 2020.
 - The School is projected to end the year with a surplus of \$156k. This is primarily due to personnel expenditures being significantly below budget.
 - Debt service payments are projected to exceed the budget by \$110k. The School's board of directors voted to make a discretionary loan payment of \$110k to fully repay the School's interest only loan.
 - No other expenditures were noted that are projected to significantly exceed the budget.
 - No past due receivables exist.
 - No past due or disputed payables exist.

- The committee reviewed a list of expenses paid in March, April, and May 2019. No unusual disbursements were noted.
- Bill Ray presented a draft of the School's preliminary FY 2020 budget. It was noted that the budget is still a work-in progress. A preliminary budget will be presented to the School's board of directors at their June board meeting. Highlights include:
 - The preliminary budget presents a surplus of \$14k. The final budgeted surplus will be based on the surplus needed to meet the financial ratios.
 - The preliminary budget is based on 475 students (95% enrollment). This is 4 students less than FY 2019 enrollment of 479 students and is expected to be a conservative estimate.
 - The School's food program is being taken over by the Community Education Building (CEB). Therefore, no revenues or expenses are included in the budget.
 - Supports service was reduced by approximately \$60k from FY 2019. The School is hiring a director of student services in FY 2020. This was a contracted position in FY 2019.
 - Personnel Expenses are projected to increase by \$288k. This includes 2 additional FTE and projected salary increases.
 - All other preliminary expenses are based on FY 2019 expenses.

V. Other items

- The School reviewed the proposed FY 2020 CBOC meeting schedule. Eric Williams made a motion and Kevin Lair seconded to approve the calendar. The vote approved unanimously.

VI. Next Meeting

- The next CBOC meeting is scheduled for September 18, 2019, at 4:00 PM (subsequently rescheduled to September 23, 2019).

VII. Adjournment – The CBOC adjourned at 4:50 p.m.