



### CITIZEN'S BUDGET OVERSIGHT COMMITTEE

September 25, 2019 – 201 W. 14<sup>th</sup> Street, Wilmington, DE 19801

#### Minutes

*Members Present: Kevin Lair, Richard Riggs, Eric Williams, Bill Ray, Yana Moughan*

*Members Absent: Thomas Wannop*

*Others Present: Amber Gagliola*

- 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 June 2019 meeting minutes and voted unanimously to approve the minutes as presented (Eric Williams motion, Bill Ray second).
- III. **Committee member update**
  - Bill Ray informed Yana Moughan that the School's Board of Directors approved his application to join the CBOC. Eric Williams made a motion (Kevin Lair second) to vote Yana Moughan to the committee as a parent representative. The vote approved unanimously. Bill Ray informed Yana that she must complete the required fiscal training (available online) within 90 days.
  - Amber Gagliola, community member 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 October.
  - Bill Ray informed the committee that Keith Dorman, parent representative, resigned from the committee.
- IV. **Review of Finances & Budgets**
  - Bill Ray presented the June financial package to the committee. Highlights included:
    - The numbers presented are final and should agree to the final audit report, except for the Pension and OPEB adjustments. However, these adjustments are non-cash items and are excluded from all ratio calculations.
    - The School ended the year with an annual surplus of \$242k This was sufficient to pass the financial performance framework ratios.
    - The School ended the year with approximately 50 days cash on hand.
    - During FY 2019 School spent approximately \$120k to replace the HVAC unit at the School.
    - The School fully repaid its \$260k interest only loan to Barclay's bank in June 2019.

- Bill Ray presented the August 2019 financial report. Highlights included:
  - The School's preliminary budget is based on enrollment of 475 students, and the School is working within this budget. However, the actual September 30<sup>th</sup> enrollment count is expected to be between 485-490 students. A revised budget will be prepared this fall.
  - Based on the School's budget, the School would pass the financial performance framework ratio for FY 2020.
  - 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.
  - To date the School received its state preload funds in July. Local preload funds are expected to be received in September and October.
  - No significant unbudgeted expenses have been incurred through August 31, 2019.
  - A private grant was received to build an "innovation lab" at the School.

**v. Next Meeting**

- The next CBOC meeting is scheduled for October 16, 2019, at 4:00 PM.

**VI. Adjournment –** The CBOC adjourned at 4:42 p.m.