

Delaware Design-Lab High School

Meeting Location: 179 Stanton Christiana Rd, Newark, DE 19702

Date: March 28, 2016

Meeting commenced at 6:05 pm

Present:

Rebecca Collins

Shelley Ennis

Dr. Alvarez

Casey Guerke– Innovative Schools

Richard Riggs

Absent:

Donald Francis

Corey Budischak

Dr. Alvarez: Reviewed CBOC membership changes. Sindy Rodriguez has resigned. Rebecca Collins has transferred from CBOC to the Board of Directors.

Mr. Guerke: Handed out Actual/Projected Budgets, Web Report and FY Summary as of February 29, 2016

Reviewed modifications

Line numbers for ease of reference

“Summer Encumbrances” used to say “Available Balance”

New column is Variances – used to be informational. Final budget for 2015-2016 year has now been approved, as revised, so variances will be actual going forward.

Summer Encumbrances – salaries and benefits to be used for summer expenses should the school be required to shut down. Required to be fully funded by year 3.

Discussion/Observation: By end of June, we expect a \$43.5k surplus

Do staff contracts run through the summer? Teachers at DDLH have the option to chose to be paid 26 times per year, or to be paid only during the working months. Because summer encumbrance is not required to be funded until 3rd year, we “borrowed” money from the summer encumbrance budget in the form of the \$80k offset.

All substitute teachers and substitute nursing services are now contracted, so costs have been moved to line 29. There should be no further movement in line 16 for “Substitute Teachers.”

What is in advertising budget? All recruiting efforts, which include direct mailing efforts, the hourly paid recruiters who attend schools, festivals and open houses. We expect to spend balance before year end.

Are there budgeted items that will be unnecessary upon further review? For example, Line 41 and 47 – Extra Curricular have barely been spent. In response - these will be used to fund Spring sports and the majority of funds are expected to be spent. Some items require recoding, as well. Other items are placeholders that would be irresponsible to remove, although you hope to never use them (i.e., legal services and equipment repair).

Meeting Concluded at 6:30 pm (Minutes taken by Rebecca Collins)