

Gateway Lab School

Citizen Budget Oversight Committee



Meeting Minutes

DATE: June 14, 2018
LOCATION: 2501 Centerville Road, Wilmington DE

Minutes

14-Jun-2018

CBOC Monthly Meeting – Gateway Lab School

Convene @ 5:00 pm

Attendees:

- CBOC Members Present
 - Henry Clampitt (Board Treasurer)
 - Richard Riggs (DOE liaison)
 - Dorcell Spence (Community member; financial professional)
 - Nate Schwartz (Community member and GLS Parent)
 - Catherine Dolan (ex officio member; GLS Interim Head of School)
- CBOC Members Absent
 - Pam Draper (GLS Interim Business Administrator)

Prior meeting minutes for March, April and May were approved as presented.

Dorcell reviewed the May financials. Highlights of the CBOC discussion included:

- Projected year-end surplus is expected to exceed \$400K
- Certain line-items which were unbudgeted or over budget appeared to be a mis-coding issue:
 - Certain event meal expenses ~ \$ 1,600
 - 8th Grade Trip (Gerber Tours) ~ \$ 8,000
- Transportation expenses modestly exceeded budget due to two practices which, if they are to continue into next year, should be budgeted and then administered with clear processes:
 - Paying for aides to ride buses daily to/from school
 - Buses for special local trips for students, associated with behavior-rewards

The CBOC was presented with a pro forma FY2019 Preliminary Budget for board consideration at its June meeting. The basis for the Prelim Budget was the FY2018 actual enrollment and units. Based on continuation of YTD favorable performance into FY2019, especially the favorable turnaround starting in Spring of this year, along with Ms. Dolan's prospective staffing plans, the FY2019 Prelim Budget projects a surplus in excess of \$200K.

Ms. Dolan briefly discussed the highlights of a FY2019 staffing plan to be presented to the Board.

Mr. Clampitt briefly described the highlights of current rent proposals between GLS and landlord, as well as potential cost of alternate facilities. The current lease period ends 30-Jun-2019.

Adjourn @ 6:00 pm *Minutes summarized by Henry Clampitt*