

Gateway Lab School



Citizen Budget Oversight Committee Minutes

DATE: October 11, 2018 at 5:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE (i.e., at the school)

In attendance: Sherlock Hack, Tara Ford, Pam Draper, Dorcell Spence, Richard Riggs, Catherine Dolan

Absent: Joyce Henderson

Session started at 5.05pm

- I. **September 2018 Meeting Minutes were approved**
- II. **Discussion of Enrollment Outlook and Staffing for FY2019** was presented by Pam Draper
 - a. Full Staffing level remained the same as September 2018
 - b. Student enrollment 172
 - c. Student recruitment events for SY2019-20 have started
- III. **Discussion of State/Local/Fed Income Outlook for FY2019** was presented by Dorcell Spence
 - a. Revenue receipts are at 54%
 - b. Impact of reduced student enrollment shows a negative 2 units
 - c. Dorcell Spence, budget consultant, noted that revenues could be affected negatively if the State changed salary averages
- IV. **Review of FY2019 Budget and September 2019 Financials** presented by Dorcell Spence
 - a. School expenditures are on target at 23.6%
 - b. All expenditures will be closely monitored to ensure no overspending
 - c. Facilities cost reduction savings will be spread across the next nine months
- V. **Review of 2017 Audit.**
 - a. GLS received a favorable audit opinion for the 2017 Financial year
 - b. Pam Draper will summarize any recommendations from the Audit report to the Board
- VI. **There was one recommendation for the GLS Board**
 - a. Proposal for a monthly Payables report to be submitted to the GLS Board - to monitor all payables due in 30, 60, 90 days

VII. Session adjourned at 5.40pm