

Capital School District
198 Commerce Way
Dover, DE 19904-3498

Wednesday, January 20, 2016
District Office Conference Room 126
MINUTES



Budget Oversight Committee

Dennis Hallock, Chairperson
Joyce Denman, Ed.D.
William Garfinkel
Toriano Giddens
Tina Huff, Ed.D.
Kirk Johnson, Ph.D.
Vanessa Withers-Little

Sean Sokolowski, Business Manager

(D)	DISCUSSION
(I)	INFORMATION

Budget Oversight Committee Members Present:

Joyce Denman, Ed.D.
Kirk Johnson, Ph.D.
Vanessa Withers-Little

Also Present

Sean Sokolowski, Business Manager
Ryan Ramsey, Citizen

The meeting was called to order at 11:11 a.m.

1.01 Roll Call – Establishment of a Quorum

Quorum was not established with three members present.

2.01 Review and Approval of minutes

Mr. Sokolowski presented the minutes from the December 9, 2015 meeting. Absent a quorum, the minutes were not acted upon.

2.02 Financial Position Report

Mr. Sokolowski presented the Financial Position Report of the District as of December 31st, 2015. Per Title 14 Section 1507 the Financial Position Report is due to DOE three times a year. The report alerts DOE to school districts that may be suffering from a projected cash flow shortage as of March 31st and June 30th. The Report shows the balance as of 12/31 as being \$22.96 million with expected revenues of \$86k, expected salary expenditures of \$8.9 million, expected non-salary expenditures of \$3.62 million which leaves a projected ending balance of \$10.53 million. One month's local payroll equals \$1.23 million so Capital is not experiencing a cash flow shortage. However, Capital does have an operating deficit. In other words, the expenditures each year are exceeding the revenues causing a reduction in the reserves. It has been 11 years since the last operating referendum which was only supposed to last 5 years. The district has been able to extend the timeframe since the last referendum through fiscal prudence such as cashing in admin and academic excellence units and never fully restoring budget reductions.

2.03 Energy Initiative

Mr. Sokolowski explained that Energy is the largest categorical expenditure incurred by the district other than salaries. Consequently, it is a focus for initiating a cost containment program. The schools are currently being sent information on a monthly basis pertaining to their energy consumption. As an incentive for the schools to save energy, the District is offering roughly 50% of any energy savings to be redirected back to the schools. Of the funds redirected back to the schools, 25% will be spent on projects that will further energy savings and the remaining 75% can be spent for any school purpose. The benchmark for schools is based on the last two years of energy consumption. Furthermore, to encourage student involvement, the district is recommending each school initiate a Student Energy Council. Awards will be awarded to these Student Energy Councils based on presentations to the Energy Committee that represent the best cost containment initiatives.

2.04 Monthly Reports

The December 31, 2015 monthly reports were disseminated and discussed with the members.

2.09 Future Meetings

The next meeting will be scheduled for April 20, 2016 at 11:00am.

3.01 Adjournment

There being no further business, the meeting was adjourned at 12:36pm.