

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



**CAPITAL
SCHOOL DISTRICT**

Wednesday, October 22, 2014
District Office Conference Room 126
MINUTES

Budget Oversight Committee

Dennis Hallock, Chairperson
Joyce Denman, Ed.D.
William Garfinkel
Tina Huff, Ed.D.
Cheryl Jenkins
Kirk Johnson, PhD
Vanessa Withers-Little
Sean Sokolowski, Business Manager

(D)	DISCUSSION
(I)	INFORMATION

Budget Oversight Committee Members Present:

Dennis Hallock, Chairperson
Joyce Denman, Ed.D.
Tina Huff, Ed.D.
Kirk Johnson, PhD

Also Present

Sean Sokolowski, Business Manager

The meeting was called to order at 11:38 a.m.

1.01 Roll Call – Establishment of a Quorum

Quorum was established with four members present.

2.01 and 2.02 Review and Approval of minutes

Mr. Sokolowski presented the minutes from the July 30, 2014 meeting and the August, 13 2014 meeting. Suggested changes to the July 30, 2014 minutes emailed by Mr. Garfinkel were discussed. A motion to approve the minutes as presented was made by Mr. Hallock, seconded by Dr. Johnson, and were approved on a unanimous vote (4-0).

2.03 Policy 300-12 Internal Account Policy

Mr. Sokolowski presented the amended Internal Account Policy. Mr. Sokolowski and Mr. Hallock discussed the meeting with the High School Principal and Class Account Advisors in which the focus of the conversation was regarding class dues. Both Mr. Hallock and Mr. Sokolowski felt the meeting was beneficial, with all sides gaining a better understanding of the class accounts. The meeting within the District regarding class accounts was also discussed. At this meeting, the general consensus was for any remaining Class Account Funds to be transferred to other classes or the Student Council Account, but not the general building account. Furthermore, the meeting with the Auditor's Office was discussed. The auditors appeared to be satisfied with the current Capital School District Policy but offered a sample policy for Class Accounts. The sample policy from the Auditor's Office was incorporated into the Internal Account Policy. The committee recommended the following statement be placed under 3d: "If the form is not returned, the District shall transfer any unused balances as of Graduation Ceremonies to the underclass account funds equally." The revised policy will be presented to the district staff and then the Board. A motion to approve the policy as amended was made by Mr. Hallock, seconded by Dr. Johnson, and were approved on a unanimous vote (4-0).

2.04 September 30th Unit Count

Mr. Sokolowski presented the FY 15 Unit Count as of September 30, 2014. This is the student count for the last 10 days of September and is crucial to the District Finances because it determines the majority of the State funding that is received by the District. Enrollment growth has increased from 6,527 children in 2014 to 6,665 children in 2015. Most notable increases have occurred at Dover High School and South Dover Elementary. Units (or teaching positions) increased from 504.30 in 2014 to 513.60 in 2015.

2.05 Membership

A motion was made by Dr. Johnson to extend the term of Dennis Hallock, seconded by Dr. Denman, and was approved (3-0). A motion was made by Dr. Johnson to extend the term of Joyce Denman, seconded by Mr. Hallock, and was approved (3-0). A motion was made by Dr. Johnson to extend the term of Tina Huff, seconded by Dr. Denman, and was approved (3-0). A motion was made by Dr. Johnson to extend the term of Cheryl Jenkins,

seconded by Dr. Denman, and was approved (4-0). A motion was made by Dr. Johnson to extend the term of Vanessa Withers-Little, was seconded by Mr. Hallock, and was approved (4-0). A motion was made by Dr. Denman to extend the term of Dennis Hallock as Chairperson, was seconded by Dr. Johnson, and was approved (3-0).

2.06 Monthly Reports

Monthly reports were distributed and discussed.

2.07 Future Meetings

The next meeting was scheduled for December 10, 2014 at 11:30am.

3.01 Adjournment

There being no further business, the meeting was adjourned at 1:25 pm.