

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

**Tuesday, October 18, 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. (arrived 11:12am; left 12:14pm)  
William Garfinkel  
Toriano Giddens (left 11:47am)  
Kirk Johnson, PhD  
Vanessa Withers-Little

**Also Present**

Sean Sokolowski, Business Manager  
James Trower, Nutrition Supervisor

The meeting was called to order at 11:06 a.m.

**1.01 Roll Call – Establishment of a Quorum**

Quorum was established with four members present.

**2.01 Review and Approval of minutes**

Mr. Sokolowski presented the minutes from the August 17, 2016 meeting. A motion to approve the minutes as presented was made by Mr. Garfinkel, seconded by Dr. Johnson, and were approved on a unanimous vote (4-0).

**2.02 September 30<sup>th</sup> Unit Count**

Mr. Sokolowski presented the enrollment for Capital School District as of September 30<sup>th</sup>, 2016. Overall enrollment increased to 6,524 students up from 6,487 students the prior year. All schools with the exception of four experienced enrollment growth. Enrollment is not at an all-time high, but the number of units earned at 523.79 is the most earned. The main reason for enrollment growth is an increase from 86.15 complex units last year to 100.38 units this year. More children are being identified as complex and more complex children have moved into the District. A summary of how administrative units are earned with it being notated that 500 units is an important threshold to ensure certain ancillary units are earned.

**2.03 Cafeteria Monitors**

Mr. Trower, the Child Nutrition Supervisor, presented information regarding the addition of cafeteria monitors at the secondary schools. The committee had concerns about adding additional staff without gathering data to see if the problem is actual or perceived. The committee felt that trying other solutions should be piloted first such as providing the current monitors with the authority to assign detentions for misbehavior or allowing children to eat in classrooms. After implementing these and other strategies they felt that data from previous years should be compared to see if additional staffing would benefit. Additionally, the committee felt that a survey of the students should be conducted to ascertain their feelings regarding what would improve the cafeterias. A motion to recommend to the Board to table this item until next school year so that principals and Mr. Trower could gather data about the significance of the problem in the cafeterias and allow time to implement alternatives to hiring new staff was made by Mr. Garfinkel, seconded by Mrs. Withers-Little and approved on a unanimous vote (4-0).

**2.04 Long Range Facility Plan Contract**

Mr. Sokolowski presented the contract for ABHA to provide Long Range Facility Master Planning. The contract is for \$48,000 and was publicly bid despite being underneath the bid threshold. Price was one of four criteria whereby the proposals were rated.

**2.05 Monthly Reports**

The September 30, 2016 monthly reports were disseminated and discussed with the members.

### **2.07 Future Meetings**

The next meeting will be scheduled for December 14, 2016 at 11:00am.

### **3.01 Adjournment**

There being no further business, the meeting was adjourned at 12:41pm.