

Capital School District
945 Forest Street
Dover, DE 19904-3498



CAPITAL
SCHOOL DISTRICT

Wednesday, October 16, 2013
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
Vanessa Withers-Little
Sean Sokolowski, Business Manager

(D)	DISCUSSION
(I)	INFORMATION

Budget Oversight Committee Members Present:

Dennis Hallock
William Garfinkel
Tina Huff, Ed.D.
Cheryl Jenkins
Kirk Johnson
Vanessa Withers-Little

Also Present

Sean Sokolowski, Business Manager

The meeting was called to order at 11:35 a.m.

1.01 Roll Call – Establishment of a Quorum

Quorum was established with five members present (Vanessa Withers-Little arrived a little after the meeting began).

2.01 Review and Approval of minutes

Mr. Sokolowski presented the minutes from the June 19, 2013 meeting. A motion to approve the minutes as presented was made by Dennis Hallock, seconded by Kirk Johnson, and were approved by a unanimous vote (5-0).

2.02 Member Status Change

Tina Huff retired from the District as of 6/30/13 and consequently her status changed from Educator to Citizen. A motion for Tina Huff to continue her term as a Citizen instead of an Educator was made by Dennis Hallock, seconded by Cheryl Jenkins, and was approved by a unanimous vote (5-0).

2.03 CBOC Responsibilities

A copy of the District Oversight Committee (CBOC) Policy 300-14, Title 14 Section 1508, and Delaware Administrative Code Title 14 Section 736 were handed out. Mr. Sokolowski explained that all of these documents elucidate that the Committee will oversee the financial position of the district, but the Board retains all policy and decision-making authority. It is certainly within the purview of committee to review financial documents such as the Preliminary and Final Budgets, Tax Rates, Financial Position Reports, and Monthly Reports. If agreed upon by the committee as a whole, or if requested by the Board, the committee may also review other financial matters. A motion to research Internal Class Accounts and Dues at Dover High School was made by Dennis Hallock, seconded by William Garfinkel, and was approved by a unanimous vote (6-0 Vanessa Withers-Little had arrived)

2.04 FY 14 Unit Count

Mr. Sokolowski presented the FY 14 Unit Count as of September 30, 2013. 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 5,865 children in 2004 to 6,531 children in 2013. Most notable increases have occurred at DHS, South, KCCS, and Kent Sec ILC. Units (or teaching positions) increased from 488.16 in 2012 to 507.37 in 2013.

2.05 Monthly Reports

The committee reviewed the monthly reports as of September 30, 2013. A motion to research the expenditures of the NSBA, DSBA and review the Board's reporting to colleagues pertaining to information presented at

conferences was made by Dennis Hallock, seconded by Kirk Johnson, and approved by a unanimous vote (5-0, Vanessa Withers-Little had departed).

2.06 Future Meetings

The next meeting of the committee will be on December 11, 2013 at 11:30am. When the requested information is gathered, a special meeting will be called before December.

3.01 Adjournment

There being no further business, the meeting was adjourned at 12:49pm.