



## Gateway Lab School Citizen's Budget Oversight Committee Minutes

DATE: Tuesday, July 21, 2015                      Time 5:30 pm

LOCATION: Main Office – Gateway Lab School, Wilmington, DE 19808

**\*Draft\***

I.        Come to Order & Roll Call    - 5:38 p.m.

Present: Ray Pendley, Nate Schwartz, Linda Smith, Dorcell Spence, Pam Draper

II.       Approval of May Minutes    - May minutes were approved.

III.      Review of June 30, 2015 Financials (Budget Highlights, Detailed Activity,  
Website Report)

A.       Dorcell Spence reviewed the Budget Highlights (see attached).

- a.       There is no variance in the Web and Expenditure reports because there were no encumbrances for the month.
- b.       Contingencies - \$85,147.47 budgeted for FY2015. Ms. Spence presented a scenario of how much of the contingency would be spent if all of the budgeted categories had been expended. This amount comes to 44.5% of the contingencies. The categories listed were overspent based on the approved budget.
- c.       Mr. Schwartz asked about the payout of legal expenses and if they were for attorney fees or settlement. Mrs. Draper responded that roughly 50% of the fees came from the review and writing of school policies and procedures.

- d. GAAP Funds - funds payable to vendors in July for expenses incurred in June at \$45,901.23. \$777.88 will be reallocated to Before Care.
- e. Ms. Smith discussed the use of the additional \$53,274 IDEA-B funds that were received from the Special Education office. This disbursement was a result of a finding against DOE by USED that the school did not receive the proper amount of federal IDEA funds in 2012. The funds will be used to serve students with disabilities.
- f. Ms. Draper asked about why all areas of the consolidated grant have gone down, particularly IDEA. Ms. Smith thought that it might be a result of a reduced student count for FY2015. She will confirm that information and report back.
- g. There will be an additional \$973 added to the Cafeteria line for reimbursements received in June.
- h. Before Care - There is income of \$11,712.12. The committee discussed whether there were indirect costs that could be allocated to Before Care with the money. Ms. Smith recommended using the funds to add additional academic resources to Before Care.

**IV. Update of Preliminary Budget for 2015-2016 – D. Spence/Pam Draper**

- A. Ms. Spence and Ms. Draper reviewed the preliminary budget.
  - a. Ms. Spence stated that we will have better numbers in July. The budget is being built by vendor to determine actual costs (looking at the budget from ground zero).
  - b. The budget is currently showing a shortfall of \$22,000. Ms. Spence expects that will be covered when the final revenue comes in.
  - c. The state has not increased its funding for state employees.
  - d. The benefit of the Red Clay referendum will not be realized until 2017.
  - e. About 40% of the school's local revenue comes from Christina School District.
  - f. The fundraising line item will be removed from the budget until a plan for its allocation is decided by the Board.
  - g. The committee discussed the school parent group -Gateway Family & Friends (GFF) and what the school can require with regard to reporting and access to the account as GFF now has its own 501(c)3 status. Ms. Draper suggested changes to the school board bylaws to require that any group or individual fundraising on behalf of GLS be required to submit monthly financials and minutes to the board. Ms. Draper will work on providing that wording.

**V.** Pupil Accounting & Staffing Update - P. Draper - Tabled

**VI.** FY2015 Audit Schedule & Details - Ms. Draper reported that the auditors from Barbacane & Thornton are scheduled to be in next week ( July 27th) for our annual audit.

Meeting adjourned: 7:00 p.m.