

**DDLHS
Citizens' Budget Oversight Committee (CBOC) Meeting**

Monday, 29, January 2018 6:00 p.m.
179 Stanton Christiana Rd, Newark DE, 19702

Minutes

Present:

Paul Miller, DDLHS Board Chair
Michelle Lambert - CPA
Richard Riggs - DOE Representative
Larry Miller – Community Member
Vinay Maheshwari – Community Member
Joseph Pytel - Teacher Representative
Brian Shulman - Community Representative / Secretary
Aileen Murray – Teacher Representative

Call to Order 6:07pm

Michelle Lambert stated we are approximately 50% through the year.

Income

Ms. Lambert stated that we have received about 96% of our total projected revenue for the year. However, there was a “give back” of \$44,544 in the budget that she is going to verify. She believes that they funds may have been given back due to a miscalculation in how much we should have received. Some of the children that we received funding for, are no longer with us. She is going to verify if this is the case or not.

Capital Outlay

For educational equipment and building improvements is running below budget at 39%.

Facilities & Maintenance.

In total it is running in line with budget. There were some questions regarding “insurance” and “maintenance” and why they are running higher than roughly 50%. Most of the reason is for timing. For instance, insurance is paid in lump sums, not over time. Ms. Lambert is going to look into why “maintenance” is trending a little higher, and report back to the committee.

Food Service:

Coming in a little lower, at 35%, due to timing.

Instructional Support:

Overall, it is trending below budget at 35%. This is good news as this category is the largest part of the school’s annual budget. Although overall things look strong, there was a question around “medical related service”. This line item is running at 92%. Ms. Lambert is going to review and get back to us.

Transportation:

Coming in at 28%. The reason is due to timing.

Miscellaneous:

We reviewed the check book from the month. There were some questions regarding “American Van and Storage” and “Gannett”. It was explained that Gannett is most likely used for advertising for student activity / enrollment, but Ms. Lambert will gain further clarification from the school. Mr. Riggs wanted to know if there were some sort of metrics being used by the school to determine if this was “money well spent”. These questions will be relayed to the school and reported back at the next meeting.

Meeting Adjourned: 6:29pm