



DATE: April 21, 2015, 5:30 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: 102]

I. Come to Order and Attendance:

5:40 pm

In Attendance: Nathan Schwartz, Linda Smith (via conference), Dorcell Spence, Ray Pendley, Pam Draper

Absent: Catherine Dolan (on leave), Cheryl Macey

New Business

II. Welcome to new CBOC Members - Cheryl Macey & Nathan Schwartz

- A. The CBOC Committee was introduced to new CBOC member Nate Schwartz who is also a new Parent Member of the Board of Directors. Nate provided background about his daughter who is a 5th grade student at GLS, his position at DuPont and his ongoing involvement as a parent in the Red Clay School District.
- B. Cheryl Macey was not in attendance. Ms. Draper shared that Ms. Macy is a Financial Analyst at DuPont and has a daughter that is employed as a Paraprofessional at GLS.

III. Review of March Budget Highlights and financial reports. (D. Spence)

- A. Ms. Spence reviewed the March 30, 2015 Budget Highlights and Financial Reports (see attached).
- B. Ms. Smith inquired about the school's preparation for Year-end close-out. It was confirmed that Randy London, GLS Financial Secretary was versed in the process for FSF close-out. Ms. Spence acknowledged that she did not need to be included in the FSF process as that is handled by Mr. London.

IV. Pupil Accounting Update - (P. Draper)

- A. Ms. Dolan is out on leave but Ms. Draper confirmed that the school has met its 80% enrollment requirement as of the April 1st deadline. There are additional applicants that have not been added to eSchool.

- B. Ms. Spence provided an overview of the funding model for state and local funds for our new CBOC member.

V. Staffing Update - (P. Draper)

- A. GLS Principal Stacy Solomon has accepted a position with St. Ann's Catholic School for the upcoming school year. She will remain at GLS until the end of June. At least two teachers have provided letters that they do not intend to return for the upcoming school year.
- B. Ms. Dolan & Ms. Solomon attended the UD Teacher Job Fair. The administration has decided to cast a wider net to fill positions this year using regional and national databases.
- C. Ms. Draper made the suggestion that members of the Board make an appointment to meet with teachers at an upcoming staff meeting to express our support for their efforts, and to let them know that the Board is committed to ensuring the stability of the school and that the best candidates are hired to fill open administrative and teaching positions.
- D. Ms. Smith mentioned that she would follow up by email with the Special Ed Coordinator to see if GLS needed any support while Ms. Dolan is on leave.
- E. Mr. Schwartz inquired as to whether teachers were aware that they could attend board meetings. Mr. Pendley said that he believes that teachers are aware of that and that they feel supported by the Board in his opinion.
- F. It was noted that there are two new teacher members on the Board.

VI. FY2015-2016 Preliminary Budget Presented - For Approval (C. Dolan/P. Draper)

- A. Ms. Spence reviewed the talking points for the 2016 Preliminary Budget.
- B. The current preliminary budget is built on 208 students. Mr. Schwartz inquired about the number of students in last year's budget. Ms. Draper responded that there were 212 students for FY2015. There are 183 students calculated to date for FY2016 recognizing that 8th grade students have been removed. Ms. Draper noted that the 183 number was similar to the count at this point in time last year. GLS generally gets a significant enrollment over the summer.
- C. Ms. Draper asked Ms. Smith if she was aware of any other charter schools that were experiencing slower enrollment since charter schools were added to the Choice enrollment process. Ms. Draper commented that she feels that parents are somewhat confused by the process.
- D. Ms. Draper commented that there are waiting lists in 2-7th grade. Filling 3rd grade

has been more difficult. She confirmed that GLS pulls students from all five NCC school districts.

- E. Ms. Spence commented that she assumes 90% of local calculations in the preliminary budget until the districts report their per pupil amount. She noted that Red Clay and Christina were down \$200-\$300 this school year. Further Q&A ensued about the nature of referendums and how the per pupil amount is calculated for students attending charter schools.
- F. The strategic contingency is currently being used to fund the budget.
- G. Ms. Spence reviewed a fact analysis report that compared the budget submitted with the charter application vs. the actual numbers, in addition to the cost per student at the Lab School of Washington.. Actual staffing is 7.5 employees over what was planned in the original application due to the needs of our students. The need for additional staff complicates the school's ability to increase staff salaries.
- H. Ms. Draper shared that a priority for the upcoming school year is to hire a part-time contracted development coordinator to increase the school's ability to increase fundraising and corporate sponsorships. The Board is also discussing the possibility of creating a separate foundation board.
- I. Another possibility for maximizing our dollars to enhance the instructional program include blended classrooms at the elementary level. A discussion ensued about future plans for growth. The Board has not pursued resuming plans to add additional grades because the cost to add space, personnel and other resources would likely impact sustainability at this point. The strategic plan that is being worked on will put a plan in place for future growth.
- J. Funds included from the strategic plan contingency will be moved back once enrollment reaches 208.

VII. **Strategic Plan Update - (P.Draper/C. Dolan)** - Nothing new to report at this time.

Meeting Adjourned:

6:54 pm

Next meeting (Special Meeting) - May 19th, Main Office - 5:30 pm

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Gateway Lab Budget Highlights:
For the Month Ending April 30, 2015

- 83.3% of the year is complete, while the Expenditure Detail Report reflects 76.3% of the budget for all funding sources has been expended. The Web Report reflects 76.3% of the budget for all funding sources has been obligated and expended.
- 21 of 26 payrolls have been expended for a ratio of 80.8%
 - State and Local Payrolls—based upon the time period completed 80.0% and 78.0% of salary and OEC have been expended.
- Expenditure Areas under review based upon current and future activity:
 - Legal (55020)—potential for new litigation
 - Building Maintenance (55507)
 - Building/Grounds/Repair (55500)
 - Sanitary Services (55692)
- Contingencies
 - 2% Contingency \$ 85,147.47
 - 55020 Legal \$10,165.00
 - 55000 Auditors 650.00
 - 55507 Building Maintenance 1,153.52
 - 57002 Computer Tech Plan 2,058.52
 - TOTAL \$14,027.04 – 16.5%
- External Contingencies
 - Summer Pay \$394,395.00
 - Strategic Plan 195,664.00
 - Total \$590,059.00