

Citizens Budget Oversight Committee Meeting Minutes

September 18, 2019

Attendees:

Vanessa McCall, Karen Thorpe, Richard Riggs, Hester Sutton, Jason Sheehan, Anamaria Anagnostou, Denise Parks, Sandra Johnson, George Hantzandreou, Riccardo Stoeckicht

Absent: Paul Brooks, Evan Winokur

- The meeting was called to order by Ms. Parks at 6:09 PM
- The committee discussed the minutes from the prior meeting, with a proposed amendment to the statement addressing Gala expenditures. This would be included in the September meeting minutes. Amendment reads, "All expenses for the night of the Gala were paid for by AHEPA National."
- Ms. Parks requested a motion to approve the August minutes. Motion made by Mr. Hantzandreou and a second made by Mr. Sheehan. Motion passed unanimously.
- Ms. McCall presented the monthly financial report, and addressed a question on a federal grant issued in July and retracted in August.

Action: Business Office will seek additional information on the why of the payment and withdrawal of the grant.

- Mr. Riggs asked about projected enrollment for SY 2020. Ms. Parks responded that the budget is based on an enrollment of 1,892 students, and the September 30, 2019 Unit Count is projected
- Ms. McCall addressed two questions regarding expenses, raised at the previous CBOC meeting.
 - The mentioned expenses were (a) three months of bus financing costs paid to Santander Bank, and (b) the purchase of lockers for the High School.
- Ms. Parks addressed a question on summer revenues, mentioning that After Care revenues also fall in that category.
- Mr. Sheehan asked about expenditures with Other Professional Services being high.
 - Ms. Thorpe mentioned that the state is implementing a new coding structure, and the business office is in transition in the implementation process.
- Mr. Hantzandreou asked about implementation of the LED project in building 23. If not, would additional funds be available for the building?

Action: Mr. Stoeckicht will confirm project scope with Facilities.

- Mr. Sheehan asked about the renewal of the St. Thomas mortgage with WSFS. Mr. Stoeckicht confirmed that the two mortgages were rolled-over in March under the same terms and conditions. Mr. Sheehan also asked about the status on the lease/sale of the building, and Mr. Stoeckicht responded that the school is in discussions with an interested party regarding a potential lease agreement.
- The committee discussed extensively the CSAC recommendations with the participation of Ms. Anagnostou, Ms. Thorpe, Ms. Parks, and Mr. Sheehan. Covered topics were:
 - Reporting transparency, with the suggestion of having CBOC minutes on the school's website.
 - Availability of school financial information to the CBOC.
 - Publishing and discussing school departmental financial information.
 - Proactively report on major variances, and obtain committee member questions ahead of time.
 - Spending limits for administration.
 - Approval process for facility-related projects.
- Committee briefly discussed how budget elements and line items are projected.
- Ms. Parks asked for a motion to end the meeting. Motion by Jason Sheehan, 2nd by George Hantzandreu. Unanimous vote to conclude the meeting.

- Meeting ended at 6:55 PM.