

PCA Citizens Budget Oversight Committee

Meeting Minutes

April 25th, 2024

2:00 p.m.

Meeting was conducted through a Zoom Video Call

Present: Bill Bentz, Denise Stouffer, Brandon Paris, Rachael Straightiff, Jeanine Martin, Chuck Mosher, Kale English, Richard Riggs

Budget FY24

Revenue:

- Substitute Reimbursement increased this month to \$3,718.96 due to an employee on qualifying leave.
- Local Interest Funds (9800) increased its budget to \$100,000 with \$90,903.80 received.
- Local Carryover decreased to \$1,562,551.23. Without accounting for expansion-related expenses, PCA would have an approximate surplus of \$286,907.51.

Expenditures:

- PCA is 75% into the fiscal year and overall expenditures are at 68.61% which is approximately 6.39% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 67.80% which is 7.2% under the actual percentage.
 - Last month PCA's expenditures were at 63.19%, which was 3.48% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 60.37%, which is 6.30% under the actual percentage.
- In the Transportation Department, expenditures are currently at 69.94%, which is 5.06% under the actual percentage for this month in the Charter Transportation (05177) budget.
- In the Cafeteria Department, expenditure is currently at 65.30%, which is 9.70% under the actual percentage for this month.
- PCA anticipates to pay approximately \$315,000 for USDA. PCA is considering paying approximately \$491,000 to cover the upcoming principal and interest payment to PNC.

PNC BANK:

- The PNC Bank Statements were reviewed for this month.

P-Card:

- PCard Reconciliation was reviewed for this month.

Preliminary FY25

Revenue FY25:

- The preliminary budget is based on 762 students enrolled next school year and the Governor's Recommended Budget (as currently presented). As part of the Governor's Recommended Budget, PCA has included PECC Recommendations as the State of Delaware is currently proposing a goal of starting teacher salary of \$60,000 in FY25 with approximately 70% funded by the State of Delaware.
- Unit Formula was based on the funding recommendations for unit funded positions outlined in the Governor's Recommended Budget.
 - Health insurance was calculated with FY24 costs for current employee health insurances. PCA anticipates an increase in health insurance costs for next fiscal year but this will increase both revenue and expense (money in/out).
 - PCA anticipates extra units for clerical and assistant principal for about \$189,000 over the increase in Division I Units.

- State – Operations II (00609) was increased to \$89,842.50 based on Yearlong Teacher Residency Partnership Grant received for next fiscal year. This will show a corresponding increase in the Teacher Residency line for three (3) Teacher Residents and EPER Academic for three (3) Teacher Mentors.
- Based on the preliminary budget, PCA has a local district carryover of \$304,537.22. However, PCA has included \$125,000 budgeted for capital expenses, approximately \$75,000 for a floating teacher which is projected to be absorbed, and \$315,000 for USDA FY2026. Additionally, PCA anticipates additional revenue in the Unit Formula.

Transportation FY25:

- Transportation salaries reflect a potential leave of absence for an employee along with proposing the Transportation Assistance shift from part-time to full-time.
- Administrators show a decrease in FY25 due to an additional week of administrative hours provided to the Transportation Department in FY24.
- Computer Supplies is slated to decrease by \$30,000 due to the implementation of the bus tracking system in FY24. Going forward, PCA will have maintenance costs for this system which is included.
- Transportation Equipment has increased by approximately \$50,000 based on the previously approved bus purchase.

Cafe FY25:

- Custodians is slated to decrease in cafe as additional time was spent in FY24.
- Other Employee Salaries shows an increase of approximately \$37,000 due to a new pay scale for cafe workers, an additional part-time employee, and an employee shifting from part-time to full-time.

General FY25:

- Salary proposals were based on school need for additional positions and the Governor’s Recommended Budget. Should the Governor’s Recommended Budget change, PCA would adjust the salary proposals in line with this shift. Additionally, salary scales were updated including a new teacher pay scale, paraprofessional pay scale, and general increase of 5-10% in other areas to remain competitive with local districts and the rising cost of living to attract and retain high quality employees. The following budget shifts were noted in salaries:
 - Paraprofessionals increased by approximately \$51,000 due to a new pay scale for paraprofessionals and an additional paraprofessional position. In the past, grant funded Teacher Residents have acted as paraprofessionals in their respective grade. Based on the current schedule, we recommend these roles be separated, which accounts for the additional paraprofessional.
 - PCA has proposed a new teacher pay scale which aligns with the State of Delaware’s Governor’s Recommended Budget and the PECC Report which proposes first year teachers make \$60,000 in FY28 with the state funding 70% of this salary for unit funded positions. This scale impacted the following salary lines:
 - Nurse
 - Teacher
 - This line also includes an additional 2nd Grade Teacher based on the expansion and a floating teacher which will likely be removed in the fall of this year.
 - Specialist
 - Instructional Support
 - Administrators
 - Psychologists was added to the budget for \$85,000. PCA currently contracts with the school psychologist to provide services to our Special Education Department three (3) days a week. With the growing student population, it is our recommendation that a full-time psychologist is hired to provide services to all students. This would decrease expenses by \$62,000 in the line OT, PT, Speech, & Farm Therapy on page 5.
 - Expansion Consultant was removed based on the expansion slated to be completed this fiscal year.

- Salaries General (Residents) increased by \$60,000 based on the YLTR FY25 award as noted on page 1.
- Custodians increased by approximately \$21,000 based on a 5% salary increase and one position shifting from part-time to full-time.
- Clerical increased by approximately \$16,000 based on a 10% salary increase.
- Other Employment Costs were increased in proportion to salaries. PCA anticipates an increase in health insurance but this will not be finalized until the new plan year starts. This will increase revenue as well.
- In the contractual lines, the following items were noted:
 - Construction/Building Services (Architect) was removed as the expansion project is slated to be finished in FY24.
 - Student Support Services was decreased by approximately \$59,000 due to a projected reduction in state funding for mental health supports.
 - Facility Maintenance (Contractual) was reduced by \$125,000 due to the one time purchase of cabinetry for the expansion project in FY24.
 - OT, PT, Speech, Farm Therapy was reduced by \$62,000 due to the removal of the psychologist contract. As noted above, PCA is currently searching for a full-time school psychologist in lieu of contracting services.
- In the supply lines, the following items were noted:
 - Security Supplies was reduced by approximately \$35,000 due to a one time purchase of equipment in FY24.
 - Instructional Supplies was decrease by \$110,000 based on one time purchases through ESSER and CSP funding in FY24.
 - Textbooks was increased by \$15,000 due to the increase in students.
- In the capital lines, the following items were noted:
 - The Educational Equipment line and Refrigerators / Air Conditioners/ Heat line was removed based on one time purchases in FY24.
 - Capital Outlay was increased by \$31,0000 to provide a budget of \$125,000. This has been the semi-typical starting budget for this line the start of each year.
 - Capital Outlay (Expansion) was removed due to the completion of the expansion project.

Final Thoughts

- The CBOC Committee recommended re-evaluating the projections created at the start of the expansion project.

Meeting Adjourned: 3:23 p.m.

Next Meeting: May 20th, 2024 at 2:00 p.m.