



BASSE

Minutes

Citizen Budget Oversight Committee

Date and Time

Tuesday June 17, 2025 at 2:00 PM

Location

Meetings are held online at the link below:

<https://us02web.zoom.us/j/82650188238?pwd=24BAKsxl3GvEw89IMH3kEa4Ch4qyoI.1>

Committee Members Present

J. Fried (remote), T. Berry (remote)

Committee Members Absent

None

Guests Present

Brandon Paris (remote), Brian Moore (remote), K. Cauley (remote), Rachael Straitff (remote), richard.riggs@doe.k12.de.us (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order****C.**

Approve Minutes

II. Citizen Budget Oversight Committee

A. Review of Revenues and Expenditures

A review of the May 2025 financial statements highlighted the following:

1. There was very little change in revenue for the month, with some local funds still coming in.
2. Through the end of May, we have received about \$27,000 of the \$35,000 in budgeted revenues for food service. The \$35,000 in budgeted revenues represents a decrease from the originally budgeted \$50,000 in revenues for this item.
3. With only one more month of the fiscal year (June) it appears that we will hit our budgeted revenue figure of about \$4.4 million. With budgeted expenses coming in at about the same number, we should end the year slightly ahead of what our operating income is budgeted at. This will provide us with a contingency to roll over into next year somewhere between \$175,000 bad \$300,000.
4. Through the month of May, our salaries and OEC are at about 93% of budget. At this point, it appears we will come in under our salary budget by about \$13,000.
5. With our contingency from the current fiscal year, and the July 2025 revenues for the next fiscal year, we should be able to fund the summer pay requirements for the 2024-2025 school year.

III. Other Business

A. Additional Items

As reported in the last CBOC and Board meetings, enrollment budget scenarios have been developed for 165 students and for enrollment scenarios in 20 student incremental increases up to 315. At a level of 165 students, it would be difficult, but feasible to successfully operate the school. As of today, Brian Moore reported the enrollment stands at 173. This includes 135 enrolled students plus 36 students whose parents have signed letters of intent to enroll their children at BASSE for next year. With 60 applications in the queue, it appears that enrollment for next year will land at somewhere between 185 and 205 students.

Current enrollment includes about a 28% special education population, so we can expect that number to increase based on experience to date.

The school has received its P-Card, but there have been no expenditures yet utilizing the new BASSE P-Card.

The next meeting of the CBCO is Tuesday, July 22, 2025 at 2:00PM

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:45 PM.

Respectfully Submitted,
J. Fried