



Citizen Budget Oversight Committee Minutes

March 15, 2017

Attendees: Sheryl Zitzelberger, Paul Brooks, Liz Reid, Chrisi Lockwood (OCS Financial Specialist), Nick Manolakas (Headmaster, OCS), Denise Parks, and George Hantzandreou (Treasurer, OCS Board)

Guests: Richard Riggs, DOE & Riccardo Stoeckicht

Meeting began at 6:15 p.m. Minutes approved with motion from Denise Parks and seconded by Liz Reid after agreed upon amendment to two dollar signs missing.

Financials:

No real changes, only local monies have been added to income.

- St. Thomas tenant shall pay six months up front in March or April 2017.
- The credit of \$10,862 in Other Professional Services is for the leasing commission for the St. Thomas property. It was included in the February financials but canceled in March while further research is conducted to determine if the payment is due.
- Chrisi, Karen, Riccardo, and L'Academia leaders need to be in the same financial conversation loop.
- After Care has been more lucrative than had been projected.
- ~ \$115,000 to come in soon from grants.
- Starting in the May reporting, Chrisi should be using the run rate for After Care.
- Substitute costs were higher due to catching up bills with Kelly Services.
- Bills in general are being caught up to date.

CBOC Selection Process: There will be a selection committee and approved rubric to try to obtain an OCS staff member and 1-2 OCS parents, and perhaps a member from the community interested in being on the CBOC as 1-2 parents are leaving this spring. This committee will meet prior to the May CBOC meeting. The qualifications need to have it say that no one applying should have any conflict of interest.

Procurement Policy Review: Payroll policy has been done and needs to be reviewed at May CBOC meeting as there will be no CBOC meeting in April.

Meeting adjourned at 7:02 p.m. with a motion from Paul Brooks and seconded by Denise Parks. All approved.