



Citizen Budget Oversight Committee Minutes

October 18, 2017

Attendees: Sheryl Zitzelberger, Michael Padovani, Karen Thorpe, Denise Parks (OCS), Nick Manolakos (OCS), Jason Sheehan, Renee Beamer, George Hantzandreu and Richard Riggs, DOE and Peter Svahn guest

Meeting began at 6:12 p.m. minutes approved with motion from Michael Padovani and seconded by Jason Sheehan. All approved.

Financials:

The September 30th financial report was reviewed. 2017/2018 Budget has not changed since the September review and does not need to be reviewed again.

- Appoquinimink District paid their local funds in September and the rest of the districts paid in October.
- DOE Attorney review of local money is not yet finished and there may be adjustments.
- OCS local revenue is known because our count is finished. The Christina settlement is not known but will be available next meeting.

Expense:

- September is a three-pay month including new teachers causing salaries to be higher than July or August.
- Health Insurance costs are being monitored due to the increased number of teachers and their health plans.
- Salaries should start to trend in October and November.
- Telecommunications credit is due a contract credit that Dimitri negotiated.
- Other Professional Services is high due to audit expense and one-time legal fee on St. Thomas.
- Training costs are a placeholder.
- Institutional equipment in September is for the cafeteria.
- Building improvements, Books, and Computers expenses are front loaded in the beginning of the school year.

The external audit is finalized and will be posted to website. The audit report had no findings. This is the second year of no findings in the audit report. The audit report will be posted to the website for further review. A new audit firm will be put out for bid for next year.



The performance framework is due out November 15th.

Mr. Riggs addressed the CBOC with a few items. The CBOC Committee needs to have an educator representative, preferably a teacher. The CBOC can only have two board members on it. Financial training can be completed online, and Karen will send out the link for the IMS, so members can sign up for online trainings. Executive session must be on the board agenda with a reason.

Michael Padovini made the first motion and George Hantzandreu seconded the motion to adjourn the meeting. All approved.