



### **CITIZENS' BUDGET OVERSIGHT COMMITTEE**

**June 20, 2016 – 201 W. 14<sup>th</sup> Street, Wilmington, DE 19801**

#### **Minutes**

*Members Present: Jodi O'Ferrall (via phone), Richard Riggs (via phone)*

*Members Absent: Jerome Kenner, Joe Lupo*

*Others Present: Bill Ray (via phone)*

The Meeting was called to order at 2:00 p.m. – all participants attended via phone

Note: The meeting was originally scheduled for Thursday, 06/16/16, however, had to be cancelled at meeting time due to construction at the school building which made the site inaccessible.

#### **I. Review of minutes from previous meeting**

- Committee reviewed April 2016 meeting minutes and voted to approve
- It was noted that there was no May meeting due to multiple scheduling conflicts and a memo indicating as such will be completed for website posting.

#### **II. Committee member update**

- Just prior to the scheduled meeting time on 06/16/16, the committee was notified that Joe Lupo and Jerome Kenner had resigned from the CBOC committee.
- Due to timing, it is not anticipated that new members can be solicited until school begins until Fall. As such, the committee will meet through the summer with limited members with the expectation that new parent and teacher representatives will be named once the Fall term begins.

#### **III. Review of Finances – Bill Ray, Controller of Build the Future, presented the financials for the month ending May 30, 2016. As the financials were reviewed, the committee discussed a series of items as follows:**

- Fiscal year will end with a small cash balance
- It is anticipated that the school will be in compliance with all but one fiscal measurement in the performance framework.
- No additional concerns were raised.

#### **IV. Other items**

- Discussed reimbursement requests submitted by Felicia Wenell, Head of Academic Supports. It was stated that she will sometimes make small purchases for office supplies that are needed immediately and then submit a reimbursement request. These requests are reviewed by the back office support group, but the CBOC recommends that a policy be instituted whereby reimbursements requests and supporting documentation are also reviewed by a board member. Bill Ray will make suggestion to the board at the May board meeting.

#### **v. Next Meeting**

- The next CBOC meeting is scheduled for July 20, 2016 at 2:00 PM via phone due to ongoing construction at the school building.

**VI. Adjournment** – The CBOC adjourned at 2:40 p.m.