Colonial School District Citizens’ Financial Oversight Committee
Meeting Minutes for October 4, 2022

Called to Order: 5:35pm

Members in Attendance: Emily Falcon, Tanya Kerns, Debra Sharrow, Molly Keohane, Dawn Green

Members Absent: Matt Jacobs, Susan Jones

Agenda:

I. New member
Welcome to our new member, Molly Keohane. We are pleased to have you join us.

II. Previous Meeting Minutes
   a. No meeting minutes - tabled to next meeting

III. Monthly Variance Report (as of August 31, 2022)
   a. The 2023 fiscal year is 16.67% completed.
   b. Revenue
      i. State is on target.
      ii. Local:
         1. Started billing indirect costs.
         2. Cafeteria revenues are coming in.
   c. Expenditures
      i. School Budgets: coming back to normal spending.
      ii. Discretionary division budgets overall are a little high primarily local salaries, facilities.
      iii. Emily is keeping a close eye on local salaries.
      iv. District Admin encumbrance includes new cafeteria tables for all buildings.
      v. Tech budget includes Chromebook replacement cost.
      vi. Energy/Utilities - Paid OMB $450,000 of debt service for energy savings program.
      vii. Tuition budgets running light.
      viii. One time budget spending primarily related to N3 move.
       ix. Eisenburg qualified to receive 2 full time substitute teachers under the new program.
       x. Learning loss under ESSER III needs additional review.
   d. September 30th count down over 300 students.
   e. Dawn Green moved to recommend acceptance of the Budget Variance Report, seconded by Debra Sharrow.

IV. CFOC Bylaws/board policy review- tabled to next meeting
   a. Tanya’s questions/comments-see page 2

V. Brief discussion about Delaware Online article
   a. regarding elevated levels of lead in water sources at some Colonial Schools

Debra Sharrow moved to adjourn the meeting, seconded by Dawn Green.

Meeting Closed: 7:32pm
CFOC Bylaws/board policy review
Tanya’s questions/comments

By-Laws

1. Is this version the original? Approved and revision dates are not on the document.
2. Do we have a list of current members with term end dates and category represented?
3. Section V.b. – what is considered a conflict of interest (disqualifying event)? Is this question on our application?
4. Section V.c. – update to agree with DE code.

DE Administrative Code

1. Section 3.2 – Did Colonial Board submit a selection policy to the Department for approval?
2. Section 3.3.3 – Do we have the selection committee posted on Colonial’s website?
3. Section 3.3.4 – Do we have the selection rubric developed by the Department?