

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

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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?