



# First State Montessori Academy

## Citizen Budget Oversight Committee

### Meeting Minutes

Meeting Date: November 20, 2014 @ 6:15 p.m.

Commencement: 6:15 PM

Adjournment: 9:00 PM

Location: First State Montessori Academy

**In attendance:** Courtney Fox, Liz Madden, Jodi O’Ferrall, Zeke Allinson, Sean Boyd (FSMA Treasurer), Karen Thorpe (Innovative Schools), John Carwell (DE DOE)

**Regrets:** Kelly Veacock, DaWayne Simms

### **Minutes:**

1. Reviewed and adopted CBOC meeting minutes from October 16, 2014, contingent upon update of enrollment count to 280
2. Introduction of committee members to John Carwell, DE DOE representative
3. Discussed current status of data input related to teacher credentials/info on required state systems, and plan to update prior to January 1, 2015 deadline.
  - a. Sean Boyd to provide update to committee on 12/05/14
  - b. John Carwell to follow up on options, if any, for updating credentials after 01/01/15 (if necessary)
4. Reviewed current FSMA budget report - presented by Sean Boyd with no issues or variances of concern identified

5. CBOC requests that the board develop a policy for usage of contingency fund (guidelines, approval process, etc.)
6. Next meeting moved to December 12, 2014 (6:30 PM) due to holiday concert