

305 - Citizen Budget Oversight Committee

- I. Purpose – The Citizen Budget Oversight Committee is established to oversee the financial position of the Bryan Allen Steven School for Excellence (BASSE).
- II. Policy Statement
 - A. The CBOC shall have access either electronically or in hard copy format to financial documents and financial information BASSE has in its possession, and which are relevant to the financial position of the school, with redactions permitted only to protect confidential personal information regarding students or employees as permitted by the state’s Freedom of Information Act.
 - B. The BASSE CBOC shall have at least five (5) members. Representation shall consist of parents of students in the school, educators, taxpayers residing in the district, and one (1) representative from the Delaware Department of Education, with no more than two (2) members who are BASSE Board Members. CBOC members shall not be compensated, except for allowable mileage for training or similar activities, for participation on the CBOC.
 - C. Where possible, the CBOC shall have at least 2 members with formal educational or vocational backgrounds amenable to oversight of school financial statements.
- III. Definitions
 - A. Certificate of Completion – the document provided by the Department of Education indicating the individual has attended and completed Financial Responsibility Training.
 - B. Charter School – a public school that is operated under a charter granted by, or transferred to the Delaware Department of Education, or other authorizing body.
 - C. Trainer – an individual or organization approved by the Department of Education to provide Financial Responsibility Training.
- IV. Guidelines
 - A. The BASSE Board shall establish its own selection policy for the CBOC and shall submit the selection policy to the Department of Education for review. The Department of Education’s Finance Office shall review the proposed policy and make a decision within fifteen (15) working days to approve or request revisions. The decision to approve or request revisions shall be based on whether the selection policy meets the provisions below
 - B. The BASSE’s CBOC membership requirements shall be as follows:
 1. The CBOC volunteer application form, (attached to this policy) delineates standard application language and additional information that includes, but is not limited to, the following:
 - a. Membership representation

- b. Statement of interest.
 - c. Conflict of interest, which could include, for example, participation on another school's board, participation on another school's finance committee, having been found guilty of committing a financial crime.,
 - d. Employment history.
2. Term length for members shall be two (2) years with an option at the end of the term to approve an additional two (2) year term based on the majority vote of the other existing members of the CBOC, provided that the cumulative number of extensions shall not exceed three (3).
 3. A member may terminate their position upon written notice to the Chairperson of the CBOC.
 4. A report of the deliberations and activities of the CBOC shall be submitted to the BASSE Board, after each meeting of the CBOC.
 5. CBOC Members agree to complete all required Charter School Board Financial Responsibility Training Requirements.
 6. Selection or removal of the CBOC Chairperson is determined by a majority vote of the CBOC. Members who are interested in serving as Chairperson shall submit an application to the CBOC for review.
 7. If necessary, the BASSE Board has the authority to remove the Chairperson or a CBOC member, from the CBOC, with a majority vote.

C. CBOC Application Process

1. The request for CBOC members shall be posted for at least fifteen (15) working days on its website and on all school building main entrance doors
2. Applicants will need to request an application from the school or download one from the school's website. It shall be submitted to the Head of the School, or emailed directly to the current Chair of the CBOC.
3. The BASSE Board will identify and post on its website the CBOC Selection Committee, which will be established by the BASSE Board of Directors Finance Committee, when CBOC Members are needed.
4. The Selection Committee shall consist of one (1) educator from BASSE, one (1) BASSE board member, one (1) member of the local teacher's union, and at least two (2) parents of BASSE students or community members who are not BASSE employees or board members.
5. All applications for the CBOC shall be reviewed by the Selection Committee.
6. Appointments will be made based upon the available open seats, in compliance with required representation, and based upon relative experience.

7. Successful applicants will receive a majority vote from the Selection Committee
- D. Two-thirds of the current CBOC Members must be present to constitute a quorum. Members with poor attendance at regularly scheduled meetings of the CBOC may be asked to step down from the committee, by the Chairperson of the Committee.
 - E. BASSE uses the selection rubric developed and approved by the Department of Education, which includes
 1. Documentation of an educational or vocational background that is amenable to oversight of the BASSE Financial Statements
 2. Whether they are the parent of a child, enrolled at BASSE
 3. If an educator, their employee title at BASSE
 4. Acknowledgement of any conflicts of interest.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. xxx

Approval:

Revision Dates: