



BASSE

Minutes

Citizens Budget Oversight Committee

Date and Time

Tuesday November 18, 2025 at 2:30 PM

<https://us02web.zoom.us/j/88528096764?pwd=yZrBd40GzIVGbq0tyZMtDHblcKDDSY.1>

Committee Members Present

T. Berry (remote)

Committee Members Absent

None

Guests Present

C. Shetzler (remote), K. Cauley (remote), P. Roberts (remote), Richardriggs@doe.k12.de.us (remote), raushann.austin@basse.k12.de.us (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes

Minutes from the October CBOC meeting were approved.

II. Review Financial Statements

A. Web Report Review

Raushann Austin reviewed in detail the financial statement for the period ending October 31, 2025. Approximately 80% of revenue has been received totaling \$3,476, 446.32; expenditures are on track as projected for this time in the year. The web report will be posted as draft until the Board of Directors votes to approve at the November 24, 2025 meeting.

Additionally, Raushann reported that she and her team are, for now, continuing to use the format provided by Providence Creek Academy when they were providing support for business operations for the near future. However, BASSE will be making some adjustments to the line item labels and some of the formulas to better reflect current practices.

Chantalle continues to have full access to the States' financial systems both for paying bills and reporting, however, both Raushann and Kim Williams are still working through required training and paperwork to gain full access, with some frustration. Hopefully existing obstacles will be resolved shortly.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:10 PM.

Respectfully Submitted,
P. Roberts