



## Delaware Design-Lab High School

### Citizens' Budget Oversight Committee (CBOC) Meeting

Wednesday, 30 September 2015, 6:30 p.m.

179 Stanton Christiana Rd, Newark DE, 19702

### AGENDA

1. Call to Order
2. Introductions
3. Discussion with Richard Riggs
4. Overview of responsibilities of the CBOC
5. Policy review and resources online
6. Establishing roles and responsibilities
7. Setting future strategies and agendas
8. Setting meeting dates
9. Other Business
10. Adjourn

### MINUTES DRAFT

#### **In Attendance:**

Don France, Chair  
Shelly Ennis, Vice Chair  
Cory Budischak, Secretary  
Sindy Rodriguez, Parent  
Brian Shulman, Community Member  
Dr. Cristina Alvarez, DL CEO  
Richard Riggs, CSO representative

#### **Absent:**

Rebecca Collins, Community Member  
Susan Coulby, Community Member

#### **1. Introductions**

Members introduced themselves. CBOC member contact list was distributed. Members acknowledged Rebecca Girtten, Design-Lab HS Board member for her efforts and outreach to staff the committee.

#### **2. Discussion with Richard Riggs**

R. Riggs said he would attend all CBOC meetings to provide oversight from the CSO. R. Riggs is a new employee of the CSO.

### **3. Overview of responsibilities of the CBOC**

Members asked about charter school exemplars for compliance. R. Riggs suggested that Newark CS and MOT CS are good examples from which to learn. Other charter schools with expertise are Eastside CS, Tom Humphrey, Chair and Providence Creek, Chuck Taylor.

### **4. Policy review and resources online**

D. France led discussion about internal controls policy and review of financials. Members asked about resources to learn about CBOC responsibilities, compliance. R. Riggs referred committee to Delaware Dept of ED (DOE) website. Go to Charter Schools > Resources.

### **5. Establishing roles and responsibilities**

Don France was elected as Chairman; Shelly Ennis was elected as Vice Chairwoman; Cory Budischak was elected as Secretary

### **6. Setting future strategies and agendas**

Dr. Alvarez asked what part of the CBOC is in the Performance Framework so that the school could include in strategic planning and compliance. R. Riggs said he would check on this with the CSO and have an answer for the next meeting. Discussion ensued about how to coordinate dates of CBOC meetings with Board of Directors meetings.

### **7. Setting meeting dates**

Discussion was had about best dates for futures meetings. D. France will coordinate future dates.