

**Academy of Dover Charter School
Citizens Budget Oversight Committee Policy
Fiscal Year 2016**

Academy of Dover shall establish a Citizen Budget Oversight Committee (CBOC). The Committee shall have access to financial documents and financial information the school has in its possession and that are relevant to the financial position of the school, with redactions permitted only to protect confidential personal information regarding students or employees. The Committee will meet on a monthly basis as determined by the Board of Directors and will present to the Board of Directors the monthly or yearly budget.

The Committee shall have at least five (5) members with representation from educators and parents of students in the school and representation from the Department of Education. In addition, where possible, the Committee shall have at least two members with formal educational or vocational backgrounds amenable to oversight of school district financial statements. Further provided, Committee members shall not be compensated.

The Citizens Budget Oversight Committee membership provisions shall be as follows:

Conflict of interest and disqualification from membership upon identification thereof shall be determined by the Board of Directors.

Selection, or removal, of the Chairperson to be determined by a majority of the membership of the Committee.

Term length of two (2) years with option to extend to no more than three (3) additional terms based on the majority vote of the existing members of the Committee; however, a member may terminate his or her position upon written notice to the Chairperson.

All prospective members must apply to the Board of Directors stating their experience and reason for interest in applying for membership on the Committee.

The Board of Directors shall identify and post on its website a Selection Committee that consists of one educator from the school, one Charter School board member, one teacher, and at least two parents or community members who are not Charter School employees or Board members.

The Board of Directors must post the request for Committee members for at least fifteen (15) work days on its website and all school building main entrance doors.

Citizen Budget Oversight Committee Training

The CBOC training means the educational programs developed by the Department of Education for the local districts and charter school CBOC members. This training shall, at a minimum, consist of two (2) hours and cover the following topics:

- Oversight of education budget process and timeliness
- Instruction in the basic rule of budgeting, including State of Delaware funds, local funds, and federal funds
- State Financial Management System and Reporting requirements

Charter School Board Financial Responsibility Training Requirements:

Each member of a CBOC shall attend and receive a Certificate of Completion for the CBOC training within three (3) months of subsequent appointment to a CBOC. Provided further, additional training may be required from time to time as determined by the Department.

Approved by Board of Directors June 2015