



Sussex Montessori School Citizen Budget Oversight Committee Guide

Overview of the Citizens Budget Oversight Committee (CBOC)

The purpose of this guide is to outline the procedures and responsibilities related to Sussex Montessori School's (SMS) Citizen Budget Oversight Committee (CBOC). A CBOC is required to be established in accordance with Title 14 Delaware Administrative Code 736 to oversee the financial position of the school for which it is appointed.

SMSs CBOC will have at least (5) members. Representations will consist of educators and parents of students in the school and/or community members, no more than (2) SMS Board members and (1) representative from Delaware Department of Education (DDOE). SMS CBOC will not exceed 7 members.

CBOC Application & Commitment

How to Apply

SMS will post a request for CBOC members on the doors of primary entrances of campus and on its website for a minimum of (15) workdays as positions become available on the CBOC. Open CBOC seats may also be posted on the SMS social media outlets or announced in the school's e-mail newsletter.

Applicants will need to request an application from the school or download one from the school's website. Upon completion of the application, it will need to be submitted to the Head of School at the Main Office or e-mailed directly to the current Chair of the CBOC.

Commitment

CBOC members agree to complete all required Charter School Board Financial Responsibility Training Requirement. A regular report to the SMS Board will be submitted as it relates to the activities of CBOC service. Members of the CBOC are not compensated but will be reimbursed for approved mileage for training or similar activities related to the participation of the CBOC. Member terms are (2) years with an option at the end of the term to approve an additional (2) year term, up to (8) years of cumulative service. Any member may terminate their position with written notice to the Chair of the CBOC. It will be required that two-thirds of CBOC members are present at meetings to meet at quorum. Members with poor attendance to regularly scheduled meetings may be asked to step down from their position on the Committee.

Conflicts of Interest

Applications will be required to disclose any actual or potential conflicts of interest on their application. Some examples include:

- Participation on another school board, either public, private or charter.
- Participation on another school finance committee, either public, private or charter.
- Having committed a financial crime.

Selection

Selection Committee

A selection committee will be established by the SMS Board of Directors Finance Committee as needed when new CBOC members are needed.

Process for Selection

All applications for the CBOC will be reviewed by the Selection Committee. First, appointments will be made based on the available open seats in compliance with required representation and then based upon relative experience. A final majority vote from the Selection Committee will determine an applicant's acceptance.

CBOC Chairperson

Selection of the CBOC Chairperson

Members of the CBOC with an interest in being the Chairperson will submit an application to the Committee for review. After review, a final majority vote from the Committee will determine an applicant's acceptance.

Removal of the CBOC Chairperson

If necessary, the SMS Board has the authority to remove the Chairperson, or a committee member, from the CBOC with majority vote to do so.