

**Capital School District**  
945 Forest Street  
Dover, DE 19904-3498



**CAPITAL**  
**SCHOOL DISTRICT**

**Tuesday, December 18, 2012**  
District Office Conference Room 126  
**MINUTES**

**Budget Oversight Committee**

Joyce Denman, Ed.D.  
Dennis Hallock  
Tina Huff, Ed.D.  
Cheryl Jenkins  
Vanessa Withers-Little  
Sean Sokolowski, Business Manager

|     |             |
|-----|-------------|
| (D) | DISCUSSION  |
| (I) | INFORMATION |

**Budget Oversight Committee Members Present:**

Joyce Denman, Ed.D.  
Dennis Hallock  
Tina Huff, Ed.D.  
Cheryl Jenkins  
Vanessa Withers-Little

**Also Present**

Sean Sokolowski, Business Manager

The meeting was called to order at 12:05 p.m.

**1.01 Roll Call – Establishment of a Quorum**

Quorum was established with four members present. One member was not present at the time but arrived later.

**2.01 Review and Approval of minutes**

Mr. Sokolowski presented the minutes from the December 5, 2012 meeting. Minutes were approved by a unanimous vote (4-0).

**2.02 Citizen Oversight Committee Policy Recommendation**

Mr. Sokolowski presented the Citizen Oversight Committee Policy 300-14. Further discussion surrounded the policy from the December 5<sup>th</sup> meeting and several changes were recommended. It was recommended that the policy: specify taxpayers as a part of the committee, specify two parents be on the committee, members may complete their term if their status (i.e. parent, taxpayer, educator) changes during their tenure, specifying the chairperson terms, and some editorial changes. The policy with changes was unanimously approved (5-0) for recommendation to the Board of Education.

**2.02 Membership**

A motion was made and unanimously approved (5-0) to extend the terms for Joyce Denman, Dennis Hallock, Cheryl Jenkins, and Vanessa Withers-Little. Dr. Tina Huff did not wish to extend her term, but the district sincerely appreciates her contributions to the committee. The selection process will begin to add an educator to the committee.

**2.03 Election of Chairperson**

Dennis Hallock was nominated and unanimously approved (5-0) to be the Chairperson of the Citizen Budget Oversight Committee (CBOC)

**2.04 Monthly Reports**

Questions from the previous meetings regarding DSBA and NSBA were addressed.

**2.05 Future Meetings**

The next meeting of the committee will be scheduled in April.

**3.01 Adjournment**

There being no further business, the meeting was adjourned at 1:15pm.