APPROVED

CIRRUS ACADEMY
CHARTER SCHOOL

Cirrus Education Group

Minutes

CEG - Finance Committee Meeting

Date and Time
Tuesday January 20, 2026 at 6:00 PM

Location
Invite link: https://us02web.zoom.us/j/83416520318?pwd=atgrB8tbfHLXR6OxLaaFwv5L8B2no0.1

Committee Members Present
L. Golphin (remote), L. Taylor (remote), N. Lewis (remote), R. Finley (remote)

Committee Members Absent
S. Kelly, T. Olagunju

Guests Present
Ariana Thomas (remote), Arleen Samuels (remote), B. Williams (remote), Brenda Edwards (remote), C. Blake (remote), Diane Freeman (remote), Nisah Brinson (remote)

I. Opening Items

A. **Call the Meeting to Order**

B. **Record Attendance**

C. **Approve Agenda**

D.

Approve Minutes from Finance Committee Meeting on December 16, 2025

N. Lewis made a motion to approve the minutes from CEG - Finance Committee Meeting on 12-16-25.
L. Taylor seconded the motion.
The committee **VOTED** to approve the motion.

II. Matters of Discussion

A. December Financial Overview

Arleen Samuels presented the December 2025 financial reports, including revenue, expenditures, and cash flow. She reported a **year-to-date deficit of $181,034**, with December reflecting a monthly loss of **$53,927**. December revenue totaled **$620,266**, while expenses totaled **$674,193**.
Ms. Samuels noted that federal reimbursements totaling approximately **$200,000** are expected, with one reimbursement received in January and an additional reimbursement anticipated on **January 30**. Cash flow reflected **96.8 days of cash on hand** as of December, with forecasting indicating improvement in the coming months.
The committee also reviewed the aging report, noting improvement in accounts payable, with the largest outstanding balances related to **Nourish** and **Purpose Capital**.

B. Federal Funding Update

Diane Freeman provided an update on federal funding, including **IDEA and Title I drawdowns**, and explained the timing of accruals and reimbursements. She clarified that salary payments must be made before reimbursements can be received and that accruals can be drawn through **September 30**.
Ms. Freeman also reviewed requirements related to federal technology funding, including the **federal technology report due in March**, inventory tracking for federally purchased equipment, and the need for a **cybersecurity policy**. Funding was noted to cover certain staff salaries but not associated benefits.

C. Facilities Update

Wendy Brinson-Grimes provided an update on facilities and operations, including completed fence repairs and ongoing issues with bathroom fixtures and equipment. She reported on technology inventory efforts, Chromebook damage, and the need to strengthen accountability for device management.
The committee discussed equipment needs, including replacement of a two-sided refrigerator and warmers, with quotes pending.

III. Items for Approval

A. RICOH Renewal Contract

Ms. Freeman reviewed the copier contract renewal, noting that **$3,999.98** had already been paid and that the new contract would cost **$770 per month**. The committee discussed the contract and supporting documentation. This item was discussed in the Finance subcommittee meeting on Jan 20, 2026.

B. Temporary Custodian for 35 Days

Wendy Brinson-Grimes presented the need for a **temporary custodian for 35 days** due to the head custodian's medical leave. Committee members requested clarification on the **budget line** from which the position would be funded, as it was not previously budgeted. Mr. Williams was asked to provide additional information before the item advances.

C. Flylight Contract

L. Taylor made a motion to Recommendation to Move Flylight Contract to Board for a Full Vote.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.
Barry Williams presented the FlyLight website and digital marketing contract renewal, covering the period **January 20 through June 30**. The contract includes **lead generation services ($4,500)** and **website maintenance ($21,566.60)**.
Mr. Williams shared that FlyLight's lead generation efforts resulted in **30 new students**, representing a **20% conversion rate**. The committee reviewed the communications budget, noting **$34,000 remaining** after **$38,432.82** in expenditures.

D. Additional Financial Decisions

The committee discussed strategies to address the current deficit, including close monitoring of expenses with the goal of eliminating the deficit by **May**. The possibility of canceling future field trips was discussed; however, **Rhonda Finley** requested a list of already scheduled field trips before any decisions are made.
Additional discussion topics included:
Exploring higher interest rates for school bank accounts
Clarification regarding responsibility for an employee speeding ticket
Review of E-Rate funding for internet and Wi-Fi improvements

IV. New Items

A. FlyLight Presentation

Ms. Thomas provided a comprehensive overview of FlyLight's digital marketing and website management services. She reported a **35% increase in website traffic** following the launch of Cirrus Academy's new website and outlined ongoing web care services, including daily backups, security monitoring, and plugin updates.
Ms. Thomas clarified that **Cirrus Academy owns its domain**, originally purchased through **M&R Systems**, while FlyLight provides hosting and maintenance services.

Planned enhancements include improvements to the careers page, governing board page, a documentation resource hub, an interactive academics page, and a fully functional external calendar. These updates were confirmed to be included within existing services at no additional cost.
Committee members requested **bi-monthly virtual updates** from FlyLight, with Mr. Williams agreeing to schedule a presentation for **March**.

B. Athletic Director and Assistant Coach Attend Athletic Conference

Motion to Recommendation to move to allow the Athletic Director and Assistant Coach Attend Athletic Conference.
Due to a lack of information and the impact to the school, the committee votes no to conference.
The motion did not carry.

Roll Call

L. Golphin	No
T. Olagunju	Absent
L. Taylor	No
N. Lewis	No
S. Kelly	Absent
R. Finley	No

The committee reviewed a request for funding for the **Athletic Director and Assistant Athletic Director** to attend a conference in Athens. Due to insufficient documentation regarding the conference's purpose and outcomes, the committee **voted to deny funding** for the conference.

V. Closing Items

A. Adjourn Meeting

R. Finley made a motion to Adjourn Meeting.
N. Lewis seconded the motion.
The committee **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:27 PM.

Respectfully Submitted,
C. Blake
Chair Golphin requested that the notes reflect Mr. Williams stated he had to leave the meeting at 7:30, and the finance meeting ended at 9:27 pm.