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**CIRRUS EDUCATION GROUP, INC.**  
**FINANCE COMMITTEE MEETING AND WORK SESSION**  
*Minutes*

[www.cirrusacademy.org](http://www.cirrusacademy.org)

**March 27, 2024**  
**12:00 PM**

<https://us06web.zoom.us/j/88188439364?pwd=iDu0jNoHWfLRwpoukSXRYt0N4ekSOv.1>

**Meeting ID: 881 8843 9364**  
**Passcode: 084999**

**1. Call to Order**

1.1. Attendance

Committee Chair Lewis called the meeting to order at approximately 12:06 pm. Committee Chair Lewis, Board Chair Kelly, Board Member Finley, were present via Zoom. Dr. Fowler, Ms. Samuels, Dr. Freeman, Ms. Brinson-Grimes, Mr. Washington, and Mr. Stevens and members of the public were also in attendance.

1.2. Approval of Agenda

**2. Matters of Discussion**

2.1. Review of [Purchase Order Policy](#)

Committee Chair Lewis asked Mr. Stevens to introduce the review of the Purchase Order Policy. Mr. Stevens noted that the policy was reviewed by the Committee on January 24 and that the policy was again before the committee to consider the addition of an external review of purchase orders prior to board approval. The Committee concluded that amending the policy was not necessary and no further action was taken.

2.2. Discussion of FY24 Budget Amendment

Committee Chair Lewis then asked Cirrus staff to present its recommendations for amending the schools FY24 operating budget. Cirrus staff highlighted a sizable increase in unexpected expenditures, including consultants and repairs that contribute to an increase of approximately \$600,000 in administration. A notable increase in school administration expenses captured the committee's attention, with an explicit mention of a \$200,000 contract and a \$72,000 additional contract as substantial contributors to this rise. The discussion pointed to these contracts, along with expenditures on new technology such as cameras for safety policies, as primary reasons for the escalation in administration costs from the previous year.

The committee also delved into adjustments within the SSB and maintenance and operation expenses, both of which saw considerable increases. The SSB expenses escalated due to

additional programs and activities not previously accounted for, while maintenance and operation costs rose significantly, attributed to necessary upgrades and repairs, including air conditioning improvements. Members of the committee asked the administration for specific allocations and the strategic importance of each expenditure to the school's operations and infrastructure. Committee members requested a detailed list of the expenditures contributing to the budget increases, emphasizing the importance of transparency and accountability in the school's financial management.

### 2.3. Discussion of FY25 Budget

Ms. Samuels noted that the school is continuing to work on the FY25 budget and will have more information to present soon.

### 2.4. Discussion of Budget Development Calendar

#### 2.4.1. Establish Milestones and Timeline for Review and Approval

Ms. Samuels noted that the school is continuing to work on its budget calendar and they will have a draft for the Committee to review prior to the next meeting.

## 1.1. Adjournment

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Following the discussion of the budget calendar, Committee Chair Lewis adjourned the meeting at approximately 1:15 pm.