

**Finance Committee Meeting: 02/18/2026 at 10:00am**

**Called to order:** 10:03am

**Adjourned:** 10:55am

**Members: Adam Hewitt, Kelly Bittner, Annette Klang, Jenna Leadbetter, Rose Bierce, Monique Vonende, Mindy Glazier, Ronda Veit (OL), Mara Powers (SB)**

Norms:

- Show up on time
- Show up prepared as possible
- Stay on topic
- Assume positive intent

Mission Statement: To ensure sustainability and responsible fiscal management aligned with the CCS strategic plan.

Goals:

- To create and maintain a balanced budget
- Monitor monthly financial statements
- Recommend revisions to the budget when necessary

**Priority Agenda Items**

**Monthly Financials:**

1. ADM Report: (5 minutes)

| <b>ADM</b>  | <b>Enrollment</b>  |
|---|--|
| In Person:<br>K-5: 106.63<br>6-8: 29.66<br>Total: 136.29          | In Person:<br>Pre K: 6 (32%)<br>K-5: 106 (112%)<br>6-8: 29 (57%)<br>Total: 141 (86%) |
| Online:<br>K-5: 50<br>6-8: 65.33<br>9-12: 303.62<br>Total: 418.95 | Online:<br>K-5: 53 (93%)<br>6-8: 80 (100%)<br>9-12: 317 (79%)<br>Total: 450 (84%)    |
| District<br>Total: 555.24   | District<br>Total: 591 (84%)   |

2. Recommend monthly financials for BOE approval: [January 2026](#)

Adam presented the January financials. Revenues running slightly low, expenditures 7% under. Last year's remaining holdback expected next month. January reports now include a column for "Working Budget." Community Service revenue headings will be revised to reflect preschool, afterschool, and clubs categories. Salaries and benefits are running under budget and will need to be reviewed. Instruction support may need revision as well. Adam will meet with Rose and Annette to discuss PD budget and also online clubs. Annette asked for clarification on transportation budget in new

report formats due to possible funding cuts expected in Sped transportation. Adam will move Sped transportation to Sped category. Field trips category will need further consideration.

3. Monthly Supplemental Information: [January 2026](#)

Adam presented the supplemental report. No questions or concerns.

**Other Business:** (25 minutes)

4. 0.5 FTE Marketing Coordinator \$22-30K per year

Jenna shared marketing committee recommendation to handle marketing internally. This would replace the Hubbard marketing contract expense (currently \$35K budgeted for this year). The committee discussed posting the position both internally and externally. Expecting to see a savings in salaries due to positions currently unfilled. Committee recommends BOE review.

5. [Emergency Manual Check Signing Policy, Procedure, Form](#)

Kelly requested a change to current emergency and/or manual check signer process. The new process includes a written procedure and forms. (This change would add current executive assistant to the qualified personnel list.) Committee recommends BOE review.

6. FY26 Budget Revision

Adam and Kelly have begun the revision process.

**Additional Agenda Items:**

**Next meeting:** 03/18/2026 10AM

**Notes:**