



Personnel Committee Meeting
August 17, 2022
1:00 pm
Ms. Shirlynn Kelly, Committee Chair

- I. Call meeting to Order
- II. Roll Call
- III. Approval of Agenda
- IV. **Discussions –**
 - a. Contract updates
 - b. Vacancies, (7th grade 2-3rd grade, 3-4th grade, 1 band, 1 foreign language, 1 art, 1 dance)
 - c. Solutions
 - d. Exit interviews
 - e. Conflict of interest

Adjournment
Next Meeting September 14, 2022 at 1:00 pm

Personnel Committee Meeting Minutes

August 17, 2022

1:00 PM

Board Members Present

Shirlynn Kelly, Personnel Committee

Latrell Taylor, Board Member

Dr. Gail M. Fowler, Superintendent/CEO

CACS Administration Present

LaShondra Fowler, Senior Accountant

Susie Davis, Account Specialist

Sonja Riley, Human Resources Coordinator

A copy of the agenda is attached. The following items were reviewed and further discussed by the committee and administration:

Item I: Call Meeting to Order

- A. The Personnel Committee Meeting began promptly at 1:20 PM. with a motion from Ms. Taylor and seconded by Ms. Kelly.

Item II: Roll Call

Item III: Approval of Agenda

- A. Approval of the agenda was motioned by Ms. Taylor and seconded by Ms. Kelly.

Item IV: Discussions

A. Contract Updates

- a. There were 3 substitute teachers hired.

B. Vacancies

- a. There is only vacancy.
 - i. Chief Financial Officer
- b. Dr. Fowler explained it was recommended by Mr. Washington, Cirrus Academy Stakeholder, that a third accounting person be brought on staff.
- c. Recruitment is still ongoing.

C. Solutions

- a. The Governance Board is scheduled for training on Monday, October 24, 2022, at 10:00 AM. This will be an in-person training and the details emailed to the board members.
- b. Recruitment for student enrollment for the current school term is ongoing. A recruitment event was scheduled for September 17th, from 10:00 AM – 1:00 PM, at Memorial Gym.

D. Exit Interviews

- a. There were no exit interviews to be reviewed.
- b. The committee was made aware of a personnel administrative action as well as a recent resignation.

E. Job Description Updates

- a. The job descriptions of the leadership team were reviewed to obtain an understating of what their respective duties are.

Meeting adjourned at 2:28 PM



CIRRUS ACADEMY
CHARTER SCHOOL

Personnel Committee