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**CIRRUS EDUCATION GROUP, INC.  
PERSONNEL COMMITTEE MEETING**  
*Minutes*

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

**December 6, 2023  
2:00 PM**

<https://us06web.zoom.us/j/83082982762?pwd=Qc2bHt0nQAAJYpKezgljJ8nFAM8GV5.1>

**Meeting ID: 830 8298 2762  
Passcode: 890178**

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**1. Call to Order**

1.1. Attendance

Committee Chair Taylor called the meeting to order at approximately 2:10 pm. In attendance were Committee Chair Taylor, Board Chair Kelly serving ex-officio on the Personnel Committee, Dr. Fowler, Ms. Samuels, Mr. Stevens and additional Cirrus staff.

1.2. Approval of [Committee Minutes from November 9, 2023](#).

Committee Member Kelly made a motion to approve the minutes from the November 9 Personnel Committee and Committee Chair Taylor provided a second. The minutes were approved by a unanimous vote of those present.

**2. Matters of Discussion**

2.1. [Review of Organizational Structure and Job Descriptions](#)

Committee Chair then introduced the review of the current organizational structure. Chair Taylor noted that the committee met in November to begin gathering information on current operations and staff provided information in response to the review.

2.1.1. [Overview of Current Job Descriptions](#)

Chair Taylor noted that many job descriptions were clear but that additional job descriptions were necessary so that every individual on the budget had a clear job description for expectations.

2.1.2. [Additional Job Descriptions Needed](#)

Mr. Stevens will work with Ms. Samuels to ensure that each job description is located and connected to an individual.

2.2. [Review of Vendor Contracts](#)

Next, Committee Chair Taylor noted that the committee needed additional information to more thoroughly examine the current vendor contracts for Cirrus.

2.2.1. [Overview Current Vendor Contracts](#)

Committee Chair Taylor discussed the vendor contracts provided by staff, which included special education vendors and telecommunications services.

#### 2.2.2. Additional Services

Committee Chair Taylor communicated that the committee will review the vendor contracts for all services provided to the school. Ms. Samuels and Mr. Stevens committed to identifying the contracts necessary for review prior to the January committee meeting.

### 2.3. Review of Employee Policy Manual

Committee Chair Taylor then asked for Mr. Stevens to discuss the revision to the Employee Policy Manual.

#### 2.3.1. Overview of Current Manual

Mr. Stevens presented a timeline for revising the Employee Policy Manual with the goal of completing a complete revision for approval by the committee and Board in March 2024.

#### 2.3.2. Areas of Priority for Revision

The Committee then discussed potential needs and priorities for revising the policies, and staff noted that additional detail would be beneficial for leave and tardiness.

### 3. **Adjournment**

#### 3.1. Adjournment

Committee Chair Taylor adjourned the meeting at approximately 2:45 pm.

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