



CIRRUS EDUCATION GROUP, INC. OPERATIONS COMMITTEE MEETING

Minutes

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January 3, 2024
1:00 PM

<https://us06web.zoom.us/j/82301983890?pwd=bBHv2zPX9b3hpWoZPkIyoi1y3b2DyZ.1>

Meeting ID: 823 0198 3890
Passcode: 626690

1. Call to Order

Committee Chair Kelly called the meeting to order at approximately 1:25 pm.

1.1. Attendance

In attendance were Committee Chair Kelly, Board Vice Chair Taylor serving ex-officio on the Operations Committee, Dr. Fowler, Ms. Samuels, Ms. Brinson-Grimes, Mr. Stevens and additional Cirrus staff

1.2. Approval of [Committee Minutes from December 6, 2023](#)

Committee Member Taylor made a motion to approve the Operations Committee Minutes from December 6, 2023, and Committee Chair Kelly provided a second. The motion was approved unanimously by those present.

2. Matters of Discussion

2.1. Operations and Facility Report

Committee Chair Kelly initiated the committee discussion by requesting updates on operations and facility matters. Ms. Brinson-Grimes provided a comprehensive update, highlighting the progress and developments, including The RFP for roof repair has been posted, with responses anticipated by the 15th, a bid was received for addressing the foundational cracks, and fencing work is progress with an expected completion by mid-May. The committee discussed the significant concern regarding a water leak in the roof and the urgent need to ensure the leak is remediated.

2.2. Corrective Action Status Report

2.2.1. Overall School Actions and Progress

The committee discussed the upcoming renewal application for the school, potential modifications in the application, and the impact of meeting academic expectations. The committee underscored the necessity to continue making positive strides and to ensure continued meticulous documentation for SCSC compliance.

2.2.2. Governing Board Actions and Progress

Next, the Committee Chair Kelly began the discussion regarding the integration of new board members. Specifically, Committee Chair Kelly discussed the completion of their background checks and scheduling an onboarding training, and the best methods to prepare board members for beginning service at the January board meeting.

2.3. Data Collection Report

2.3.1. Completed Data Submissions and Reports

2.3.2. Upcoming Deadlines

The committee noted that upcoming deadlines for special education reporting related to maintenance of effort will be completed on time.

2.4. Federal Program Monitoring Update

Cirrus staff then discussed the upcoming Federal Program monitoring in January, noting that staff is preparing through training and is already collecting documents for state review. Dr. Fowler highlighted that Cirrus was removed from the CSI list and continues to evidence additional signs of student success.

2.5. Policy Review – Second Reading

Next, Committee Chair Kelly led the conversation regarding reviewing governing policies, emphasizing both care and expediency in their review. Mr. Stevens provided brief overviews of several policies before the committee generally discussed process for administrative review. policy reviews and website management, emphasizing the need for a meticulous approach. The committee acknowledged the complexity of these policy areas and recognized the need for a dedicated work session to discuss specific details, application, and impact of proposed policies. The committee reached a consensus to schedule a meeting focusing solely on an extensive policy review to ensure thoroughness and precision in the school's policy framework.

2.5.1. [Grievance Policy](#)

2.5.2. [Nondiscrimination Policy](#)

2.5.3. [Review of Administrative Procedures](#)

2.5.4. [Transparency in Meetings and Records](#)

2.5.5. [Maintaining Board and School Records](#)

2.5.6. [Board Training and Development](#)

2.5.7. [Board Recruitment and Onboarding](#)

2.5.8. [Role of the Lead Administrator](#)

2.5.9. [Compensation and Salaries](#)

2.5.10. [Mandatory Reporting](#)

2.6. Policy Review – First Reading

2.6.1. [Budget Development](#)

2.6.2. [Budget Calendar](#)

2.6.3. [System of Internal Controls](#)

2.6.4. [Risk Management and Indemnification](#)

2.6.5. [Board Communication with Administration](#)

2.6.6. [Board Actions and Resolutions](#)

2.6.7. [Performance Evaluations](#)

2.6.8. [Succession Planning](#)

2.6.9. [Emergency Continuation of Operations](#)

2.6.10. [Confidentiality Policy](#)

2.6.11. [Social Media Policy](#)

2.6.12. [Divisive Concepts](#)

2.6.13. [Parents Bill of Rights Policy](#)

3. Adjournment

3.1. Adjournment

The meeting adjourned at approximately 2:15 pm.