

# **Governance Board**

Cirrus Academy Charter School

## **Meeting Minutes**

February 25, 2020

### **I. Call to Order**

Sheldon Hart, President, called to order the call meeting of the Governance Board at 6:05 P.M. □. Sheldon Hart (President) conducted a roll call at 6:06 P.M. The following Board Members were present: Shirlynn Kelly, Albert Rogers, Latrell Taylor and Nathan Lewis by phone.

Staff present Dr Gail Fowler (Executive Director/Principal), Greg Milner, Diane Freeman, Brenda Edwards, Stanley Williams, Lashonda Fowler, Wendy Brinson, Lywante Bonner, Melinda Coley, Sonja Riley and Coach Goolsby.

Guest: Evette Goolsby, Warenette Morgan, Ashley Morgan, Alfonza Daniels and Erdika Duely.

Invocation: Stanley Williams

Pledge of Allegiance: Damien Wingfield Maliyah Coley

- A. Agenda: Move to accept by Albert Rogers. Seconded by Shirlynn Kelly. approved unanimously
- B. January Minutes: Motion to accept by Albert Rogers. Seconded by Shirlynn Kelly. approved unanimously

### **II. Reports**

- A. No Community Comments:
- B. 4 students were recognized and given a certificate for their participation in the Regional Science Fair.
- C. CEO Report: Dr Fowler
- D. CFO/Finance Director's Report: Mr. Williams
  - a. SCSC Performance Framework (Financial)

b. Accounts Payables (January 31, 2020)

E. Committee Reports

a. Academic Committee: (Included in CEO /Executive Director's report)

b. No Finance Committee Report

**III. Unfinished Business**

A. Resolutions

- a. (R 20022503) Acceptance of January's CFO Report. Motion to accept by Shirlynn Kelly. Seconded by Albert Rogers. Passed unanimously
- b. (R20022504) Acceptance of Student Reporting of Alleged Sexually Inappropriate Behavior Policy. Motion to accept by Shirlynn Kelly. Seconded by Albert Rogers. Passed unanimously.

Motion to Adjourn by Shirlynn Kelly. Seconded by Albert Rogers. Passed unanimously

Meeting adjourned at 7:10 P.M.

Next Meeting: March 17, 2020

Minutes submitted by: *Albert Rogers*

Minutes Approved

March 27,2020

# CIRRUS EDUCATION GROUP, INC.

GOVERNANCE BOARD OF TRUSTEES MEETING

February 25, 2020

6:00 PM

## AGENDA

### SECTION I: CALL TO ORDER

- A. INVOCATION (REV. J. ADSIDE)
- B. PLEDGE OF ALLEGIANCE (CACCS STUDENT)
- C. ROLL CALL
- D. APPROVAL OF AGENDA (R20022501)
- E. APPROVAL OF MINUTES (R20022502)

### SECTION II: REPORTS

- A. COMMUNITY COMMENT—PLEASE LIMIT YOUR REMARKS TO 3 MINUTES
- B. Regional Science Fair Student Recognition
- C. CEO/Executive Director Report (Dr. Fowler)
  - a. STUDENT ENROLLMENT/FTE COUNT
  - b. 2019 MAPP Assessment Updates, Reports, Milestone Dates/Expectations based on data
  - c. Important Updates/Pertinent Information
- D. CFO/Finance Director's August Report (S. Williams)
  - a. SCSC Performance Framework (Financial)
    - i. 1a: Working Capital Ratio
    - ii. 1b: Unrestricted Days Cash
    - iii. 1c: Enrollment Variance
    - iv. 1d: Default
    - v. 2a: Efficiency Margin
    - vi. 2b: Debt to Asset Ratio
  - b. Accounts Payables Report (as of January 31, 2020)
    - i. General Ledger (January 2020)

- ii. Balance Sheet (January 2020)
- iii. Income Statement (January 2020)

E. Committee Reports

- a. Academic Assessment Curriculum Committee (A Rogers)
- b. Finance Report (N.Lewis)

**SECTION III: UNFINISHED BUSINESS**

A. RESOLUTIONS

- a. ACCEPTANCE OF JANUARY'S CFO REPORT (R20022503)
- b. ACCEPTANCE OF STUDENT REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR POLICY\_(R20022504)

- NEXT BOARD MEETING: MARCH 17, 2020

**ADJOURNMENT**



CEO Report  
February, 2020

## **Dr. Gail Fowler, Executive Director/Superintendent**

### **Student Enrollment**

As of Tuesday, February 18, 2020, the enrollment count was 508. Enrollment count includes the following:

- KK - 66
- 1st - 63
- 2nd - 51
- 3rd - 64
- 4th - 44
- 5th - 48
- 6th - 74
- 7th - 48
- 8th - 50

The Student Intent to Return Letters are in the process of being returned for the 2020-2021 school year.

### **Assessment and Benchmark Testing**

Ms. Freeman met with the staff on February 18, 2020 to care for the training to facilitate Milestone testing.

Teachers continue to receive support from our Instructional Coach using data in the classroom. This includes, using data from weekly assessments, compiling data and using it daily to enhance instruction, and keeping an updated data notebook.

The Instructional Coach, Ms. Bonner, has ensured that the Data Room is updated by teachers to reflect their current MAP and STAR assessment data.

In making sure that the students are ready for the Georgia Milestones Assessment, preparation is being made for a Georgia Milestones Camp for the week of March 23-27, 2020 and April 6-10, 2020. Every child will take home a packet for spring break (March 30-April 3, 2020). Teachers will check and award points for completion when packets are returned.

The Spring MAP Assessment is March 16-18, 2020. We will use that data to assist students during the Milestones Camp.

The Superintendent, Dr. Fowler, has submitted the Superintendent Certification for Assessment with GaDOE.

Observations of teachers (TKES) and mid-year conferences are being completed.

### **Professional Development**

Mr. Williams, Ms. Fowler, Ms. Riley, Ms. Edwards, and Ms. Freeman attended the PC Genesis Training in Camilla, Georgia on February 11<sup>th</sup> and 12<sup>th</sup> as we move forward with ramping up our use of PC Genesis.

Cirrus continues to be engaged with its PBIS Training and activities. On January 29, 2020, the PBIS Core Team was identified for training and implementation of PBIS with fidelity. On this day of training, they reviewed current practices in place and created an action plan around determining a school level matrix, an acknowledgment system for staff and students and reviewing the FY19 attendance and behavior data. The team will attend another training on February 26<sup>th</sup> to review the action plans created during the first training.

GCSA delivered professional learning on The Standard Based Classroom and Gradual Release Model, as well as updated the middle school staff on Model Data Classroom. This information was redelivered on February 18, 2020 by the teachers using the Train the Teacher Model.

Fifteen teachers, paraprofessional, personnel staff have applied and been approved to be in a Grand Canyon University Cohort at Cirrus Academy.

On February 25, 2020, all 3<sup>rd</sup>-5<sup>th</sup> grade social studies teachers will receive training using Expert Track Technology with the Gallopade Social Studies Program.

### **Important Updates/Pertinent Information**

The CACS Leadership Team is working on the two findings identified by the SCSC during the September 10, 2019 annual visit as stated in the letter received on January 10, 2020. **Finding Number 1: Policy Student Reporting of Alleged Sexually Inappropriate Behavior is being submitted for CACS Board Review and Approval on February 24, 2020. Finding Number 2: Updates to CACS Financial Policies are being updated by the CACS Finance Team.**

The Budget for the School Improvement Grant has been revised and submitted for final approval. The Superintendent, Dr. Fowler and Diane Freeman, Federal Programs and SIG, Coordinator will attend a two-day Instructional Leadership Conference, February 25-26, 2020 at the Macon Centreplex. The two-day conference is intended to support school and district leaders across the state with planning, implementing, and monitoring school improvement efforts.

Cirrus Academy's school personnel, students and parents are completing School Climate Star Rating and Surveys. Each school must have a 75% participation rate on the Georgia Student Health Survey and the Georgia School Personnel Survey.

## Comprehensive Support and Improvement (CSI).

On **December 16, 2019**, CEO/Superintendent Fowler was notified by Deputy Superintendent for School Improvement/School and District Effectiveness/GaDOE that CACS was identified as a **CSI School** as defined by federal statute and Georgia's State ESSA Plan. Grant support will be given to CACS after entering into an agreement via MOA with GaDOE. Dr. Fowler, Superintendent, participated in a webinar hosted by GaDOE's School Improvement Division. After reviewing all required MOA documents, collaborating with President Hart and review by CACS Board Attorney Boone Smith IV, and appointment was made to attend a MOA.

On **Thursday, January 16, 2020**. A Memorandum of Agreement meeting was held at Cirrus Academy to discuss next steps with Martha Jo Johnson, District Effectiveness Specialist, from GaDOE, Daniel DeWolf, Support Monitor for Cirrus Academy, from the Office of School Improvement, Brenda Edwards and Diane Freeman. Dr. Fowler, Superintendent, signed the MOA with GaDOE, thereby securing a **\$300K grant**, which is issued in two parts. **Part One awards \$150K for planning**. Once the budget is completed and the School Improvement Plans are submitted, funds will be released. The projected date is February, 2020. **Part Two of the CSI Grant awards the balance implementation**, which will be released for spending on July 1, 2020.

On March 17, 2020, Shawn Keim, Area Program Assessment Specialist, Division of School and District Effectiveness from the GaDOE, will visit Cirrus Academy. Mr. Keim, along with his team, will meet with three focus groups and visit classrooms. Dan De Wolf has been assigned to Cirrus, from the Office of School Improvement, as a Support Specialist and will visit weekly.

## Curriculum and Instruction

The Curriculum and Instruction Department continues to work with students and staff to provide appropriate resources. PL opportunities are also provided to reach academic progress toward the Georgia Standards of Excellence through the use of local staff, RESA, and State Charter School Commission Success Team.

The 2<sup>nd</sup> Semester Master Schedule was redesigned to support additional instruction for students in grades K- 4 to receive additional support and instructional time in ELA and Math. For students in grades 6<sup>th</sup> – 8<sup>th</sup>, a Literacy/Writing period was included to increase student literacy and writing as students prepare for the 2019-2020 Georgia Milestone Assessment.

Students continue to read books and are assessed on those books in the STAR Accelerated Reading Lab.

All classrooms continue to be monitored by the academic coach, as well as the administrative team, during our implementation of the Standards Based Classroom.

## Personnel Updates

One Title I K-8 paraprofessional and an EIP paraprofessional resigned as of January 30, 2020. We also had a second-grade teacher and the 7<sup>th</sup>/8<sup>th</sup> grade science teacher to resign. The second-grade teacher has been replaced by a newly hired paraprofessional, who is in her third year in an

Elementary Education program at Middle Georgia State University. The 7<sup>th</sup>/8<sup>th</sup> grade science teacher has been replaced by the middle grades REP paraprofessional, who has previously held a long-term substitute position for us in beginning of the school-term. The EIP paraprofessional has been replaced by a newly hired media clerk, who will assist with literacy. And the Title I K-8 paraprofessional has been replaced by a new hire.

Cirrus Academy participated in the Middle Georgia RESA Job Fair on Saturday, February 22, 2020 at Westside High School. We spoke with 26 candidates with the intention of interviewing approximately 10 educators for position for the upcoming school term; all of which hold Georgia certification. This event was also used to recruit students for the upcoming school term as well.

### **Community Events**

CACS Fine Arts Department will host its Annual Black History Program on Friday, February 28<sup>th</sup> at 6:00 PM.

CACS students traveled to the Fox Theatre, in Atlanta, on Thursday, February 20, 2020 to see a live performance of the Alvin Ailey Dance Theatre.

Cirrus Academy hosted Peach State Healthcare's "*No One Eats Alone*" event on Friday, February 14<sup>th</sup>. This program was developed to assist in combating bullying and childhood isolation. The children participated in various events with other children they were not familiar with, as a way of getting to know one another. Cirrus Academy was one of four Georgia Schools chosen to participate this school term. The Superintendent, Dr. Fowler, was interviewed by Channel 13, Channel 24, and Channel 41. One of our students was also interviewed.

CACS Recruitment Team participated in the Leadership Conference on February 3<sup>rd</sup> – 6<sup>th</sup>, at the Macon Centreplex. Jarvis Adside, Lywante Bonner, and Michelle Spivey represented Cirrus Academy and was able to share with regional pastors what we are doing here at Cirrus. Mr. Adside was given the platform on the State Conference of the General Missionary Baptist of Georgia Agenda to talk about Cirrus Academy.

Cirrus will welcome local community pastors and volunteers on March 2, 2020, to read to the students as we celebrate Dr. Seuss Day.

Peach State has invited Cirrus Academy to participate in the Read America Campaign on March 2, 2020. They will bring five community partners to assist with the campaign. They will work with grades K-2.

### **Fund Raisers and Acquired Property**

Cookie Dough Parent and Student School Fundraising - \$700

Charter School Closing Acquired Property - \$4,000 Laptops

An in-kind donation was made by Fowler Logistics, LLC in the form of picking up property, loading and unloading property, four trophy cases from Taylor Trophies, which closed in Macon, Georgia. Trophy cases have been placed in the front office foyer and front office areas.

Kindergarten and First Grade are presently conducting their candy fundraiser.



### **Cirrus Academy Nutrition Program Updates**

**Nutrition:** Claim filed for January 2020 was \$35,707.40.

### **Cirrus Academy Building Maintenance Updates**

**Fire box** located at entry to school will be installed and fixed at Highmark's expense per Kelsey. This box is essential to the Fire Department's access to our school in case we're not available. Still waiting on Kelsey to get an ETA.

**Copier** contracts are in negotiation for SY20; considering other vendors and options.

**RFPs:** Lawn and Custodial service RFPs will be posted on March 1. Considering RFP for Nutrition for 2020-2021 School Year.

**Highmark Reporting:** Updating this week

**Classroom Telephones** fixed

**Air Conditioning Issues:** Fixed

**Leaking Roof in various areas:** Investigating and getting estimates

**Erate:** Contracted with Funds for Learning until February 2021

### **Security Improvements**

Forty-three security cameras have been installed at Cirrus Academy Charter School. This much needed update has been funded by the \$30,000 Security Grant.

