

# **Governance Board**

Cirrus Academy Charter School

## **Meeting Minutes**

July 21, 2020

By Zoom

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

Sheldon Hart, President, called the meeting to order at 1:36 P.M. The following Board Members were present: Shirlynn Kelly (1:56), Albert Rogers, Latrell Taylor and Nathan Lewis.

Staff present Dr Gail Fowler (Executive Director/Principal) Brenda Edwards, Stanley Williams, Lashonda Fowler, and Kelsey Vargo (High Mark 1:56).

- A. Agenda: Motion to accept with change to add Executive Session by Nathan Lewis. Seconded by Latrell Taylor. Approved unanimously
- B. June Minutes: Motion to approve by Nathan Lewis. Seconded by Latrell Taylor Approved unanimously.

### **II. Reports**

- A. No Community Comments:
- B. Executive Session: Motion by Albert Rogers to enter, Seconded by Nathan Lewis. Passed Unanimously. Entered at 1:39 returned at 2:00
- C. CACS COVID update by Dr. Fowler Motion
- D. CEO/Executive Director Report: Dr Fowler
  - a. Important Updates/Pertinent Information
  - b. Resolutions ( R20072104-R20072109): Policy Additions/Updates  
Approved unanimously

- E. CFO/Finance Director's Report: Mr. Williams
  - a. SCSC Performance Framework (Financial)
  - b. Accounts Payables (June, 2020)

General Ledger

Balance Sheet

Income Statement

- F. Committee Reports
  - a. Finance Committee: Nathan Lewis
  - b. Rosemar Update: Nathan Lewis

### **III. Unfinished Business**

#### A. Resolutions

- a. (R 20063003) Acceptance of June's CFO Report. Motion to accept by Nathan Lewis. Seconded by Albert Rogers. Passed unanimously.

Motion to Adjourn: by Nathan Lewis. Seconded by Albert Rogers Passed unanimously.

Meeting adjourned 2:57 P.M.

Next Meeting August 18, 2030 at 1:30 P.M. (Zoom)

Minutes approved: August 25, 2020

Albert Rogers

# CIRRUS EDUCATION GROUP, INC.

GOVERNANCE BOARD OF TRUSTEES MEETING

July 21, 2020

1:30 PM

## AGENDA

### SECTION I: CALL TO ORDER

- A. ROLL CALL
- | B. APPROVAL OF AGENDA (R20072101)
- | C. APPROVAL OF MINUTES (R20072102)

### SECTION II: REPORTS/UNFINISHED BUSINESS

- A. COMMUNITY COMMENT—PLEASE LIMIT YOUR REMARKS TO 3 MINUTES
- B. CACS COVID-19 Update
- C. CEO/Executive Director Report (Dr. Fowler)
  - a. Important Updates/Pertinent Information
  - b. Resolutions: Policy Additions/Updates (R20072104-R20072109)
- D. CFO/Finance Director's June 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 June30, 2020)
    - i. General Ledger (June 30, 2020)
    - ii. Balance Sheet (June 30, 2020)
    - iii. Income Statement (June 30, 2020)
- E. Committee Reports
  - | a. Finance Report (N.Lewis)



SECTION III: UNFINISHED BUSINESS

A. RESOLUTIONS

- a. ACCEPTANCE OF JUNE'S CFO REPORT (R20072103)

- NEXT BOARD MEETING: AUGUST 18, 2020

**ADJOURNMENT**

CONFERENCE CALL INFO  
PHONE: (646)558-8656  
MEETING ID: 844 3842 1388  
PASSWORD: 475424



CEO Report

July 20, 2020



**Dr. Gail Fowler, CEO/Superintendent**

### **COVID-19 UPDATES**

Cirrus Academy Superintendent, Dr. Gail Fowler is recommending to the CACS Governing Board that **CACS open on August 10, 2020 as a Virtual Learning Academy for grades K-8.** As we continue to monitor information from Georgia's Governor Kemp, state health, GaDOE, State School Superintendent Woods and the local office of public health, it became clear based on the advice and directions suggested, this is the best decision at this time. The safety of our scholars and staff is at the forefront during these pandemic times. Parents and staff were surveyed to generate feedback. As we started this work, reaching this decision was a collaborative effort. The CACS Pandemic/Re-Opening Team focused on developing a plan around two scenarios: a traditional schedule with additional safety precautions in place and a remote learning CACS Virtual Learning Academy option. Guidelines, as well as a Virtual Learning Academy Handbook, has been developed for staff, parents and scholars. CACS's Virtual Learning Instructional Model provides competency-based, personalized learning options for students in grades K-8. Our online instructional resources and assessments provide students rigor and remediation with flexible options. All scholars in a family will have their own individual CACS Chromebook. The Virtual Learning Instructional Model will be reassessed at the end of the first quarter as we continue to receive directions and information from Governor Kemp, Supt. Woods, GaDOE, CDC and local and regional office of public health.

CACS recognizes and acknowledges the unique set of challenges distance learning presents to students with disability. We will continue to be responsible for the free and appropriate public education (FAPE) of our identified students. We will remain committed to meeting the requirements of IDEA and Section 504 of the Rehabilitation Act. Plans are being developed in collaboration the Georgia Department of Education Program for Students with Disabilities.

**Cirrus Academy's Pandemic/Re-Opening Plan for 2020 – 2021**

### Virtual Pre-Assessment Screener

It is clear that due to the interruption of face to face learning March and moving to eLearning, a gap in learning occurred. We salute and are very proud of those parents who enlisted their scholars in the CACS Summer WAVE Program. Those students who did not participate maintain a gap between May 1, 2020 and August 10, 2020. On August 10-14, 2020, ALL CACS scholars will take several virtual pre-assessment screeners.

### Convocation

The FY21 Cirrus Academy Convocation has been scheduled for August 3, 2020 at noon, welcoming new and returning staff. This years' convocation will be held virtually due to the COVID-19 pandemic.

### Professional Development

All teachers and paraprofessional will participate in four days of extension training, August 4-7, 2020. All faculty and staff will participate in professional learning focused on the social emotional-learning needs of students and staff, curriculum and instruction, and teaching in a remote learning environment.

### Cirrus Academy's Pandemic Plan

The SCSC has required each Charter School to submit its **Pandemic Plan by July 24, 2020**. *The detailed plan is attached to the CEO Report for your review and approval.*

*Cirrus Academy's Pandemic Instructional Model for K-8 is attached to the CEO Report for your review and approval.*

### Federal Programs

Corrective Action procedures and policy revision are being work on and will be submitted on July 21, 2020.

- Corrective Action procedures and policies has been worked on
- Required: • Cash Management • Allowability • Equipment Management • Conflict of Interest • Procurement • Conducting Technical Review of Proposals • Compensation – Personal Services • Travel • Segregation of Duties
- Written procedures must include information about: – Your accounting system(s) – How budgets are loaded onto the system – Process for comparing budgets to expenditures – Process for drawing down funds – Process and authorizations for budget revisions – Period of performance and when obligations are made – Process for carryover – Process for completing the completion reports
- Drawdowns were completed on July 10<sup>th</sup>



## Assessment

State School Superintendent Woods has requested a Federal Assessment Waiver and Accountability Waiver for students in the State of Georgia for the 2020-2021 school year. The decision has not been received as of date.

- As the 2020 legislative session has ended and we enter the final weeks of summer, there are several assessment and accountability updates for the 2020-2021 school year!  
**GEORGIA SEEKS FEDERAL ASSESSMENT AND ACCOUNTABILITY WAIVER**  
Georgia is seeking a waiver of the high-stakes assessment and accountability requirements of the Every Student Succeeds Act for the 2020-2021 school year. The waiver request can be viewed online. An online survey seeking public feedback on the waiver request will be available through Friday, July 10 at 11:59 p.m.. While we await a ruling from the U.S. Department of Education, it is necessary that we proceed with current assessment and accountability requirements.
- DRC BEACON, our newest offering, is a computer-adaptive, interim assessment system in ELA and mathematics for grades 3-8. It measures progress throughout the school year, allowing educators to target instruction and make informed decisions. BEACON is offered at no cost to districts.
- All new students have been given the MAP screening upon entering
- Keenville is Georgia's award-winning game-based assessment of literacy and mathematics for first and second grade students. The game uniquely integrates foundational literacy and math concepts in a fun, engaging, story-based educational experience. Student performance is captured in a user-friendly, actionable dashboard that gives teachers the information they need to understand where their students are in the learning continuum, where they need to go next, and what targeted support is necessary. Keenville is offered at no cost to districts.
- Charter school training is scheduled for July 23rd from 9 a.m. to 12 p.m.. All State Charter Schools should plan to have a school administrator and the STC in attendance at this meeting. The registration link is in the Key Training Dates within this assessment update.
- A new GKIDS 2.0 teacher training course for the 2020- 2021 school year is now available via the PL tab in SLDS. Instructions on registering for the courses, as well as checklists for new and returning kindergarten Assessment Update July 2020 6 teachers, are located on the GKIDS 2.0 Training webpage.

## Curriculum and Instruction

The Curriculum and Instruction department has been working to create a fluid Pandemic Plan for the students and staff at Cirrus Academy Charter School for the 2020-2021 School year. The Curriculum and Instruction Department is proposing a Distance Learning Model for Cirrus Academy Charter School for the 2020-2021 school opening for the first 9 weeks of school.

Distance learning will begin for all Cirrus Academy Charter School Students on August 10, 2020. A distance learning environment that is based on the regular school day but does not replicate it entirely will be offered. All the classes that students would normally take in person

will be provided during distance learning day. Students are expected to complete course work, take assessments and engage in learning activities. Students are expected to show up electronically every day.

### **Special Education and 504 Services**

Cirrus Academy Charter School recognizes and acknowledges the unique set of challenges distance learning presents to a student with a disability. As we remain responsible for the free and appropriate public education (FAPE) of our students, we remain committed to meeting the requirements of IDEA and Section 504 of the Rehabilitation Act.

We are working closely with the Georgia Department of Education Program for Students with Disabilities as we develop our plans.

IEPs will continue to be implemented.

At Cirrus Academy Charter School, we are dedicated to keeping our students engaged in learning each day. Our focus is to continue to increase student skills using the Georgia Standards of Excellence during distance learning.

Students' current IEP goals will be adapted to the distance learning setting. As we adjust our programming to take place in the home setting, we are communicating with each student to determine the amount and type of support that is needed. Special education teachers are creating flexible learning activities to meet the needs of the student and their family/caregivers during distance learning.

- Cirrus Academy Charter School's Special Education teachers will be collecting data through Google forms/survey; parent and student input through live communication, submitted work samples and recorded videos.
- Direct instruction will occur through:
  - Online platform (Google Meet, Zoom, Class Dojo)
  - Phone calls, texting, emails, Google Chat
  - Use of presentation (Google Slides and paper copies)
  - Links to recorded videos and sites
  - Checklists and worksheets
  - Activities through choice boards, some activities can be done with parents and others are for the students to complete
- Teachers will track attendance through engagement in services based on when students log on, join meetings, or when they have completed the tasks provided to them.

Section 504 plans will continue to be implemented.

- Cirrus Academy Charter School will communicate (via phone or virtually) with parents and guardians regarding their child's services, which may include discussion regarding amending 504 plans to address how best to meet the student's needs in a distance learning model.
- Cirrus Academy Charter School will review 504 plans to ensure students with disabilities have equal access to distance learning. This includes communication between the 504

coordinator, general education teachers, and parents/ guardians to ensure students can be appropriately involved and needs are met.

- The Director of Student Services will communicate with school administrators and educators in order to prepare staff to plan for the needs of students eligible for 504 plans, child find activities, evaluations/ reevaluations, and 504 plan implementation.

**\*Please see attachments:**

**2020-21 Proposed e-Learning Instructional Model for K-8 Grade Level Students**

**2020-21 First Week of e-Learning for All Students August 10 – 14, 2020**

### **State Charter School Commission**

The Superintendent is required to complete in the SCSC Administrative Portal the Form for “**Pre-Monitoring Questionnaire**”. The **Performance Review 2020 Application Form**, along with required document loads are also required as part of the fluid review. The submission deadline is July 24, 2020.

CACS was scheduled for a **monitoring visit on September 22, 2020**. Due to the pandemic and moving to a Virtual Online Academy, the SCSC will make a determination to schedule a Virtual Monitoring Visit or reschedule for another time.

### **Cirrus Academy’s Strategic Plan**

The Superintendent, CACS Strategic Planning Team along with the CACS Governing Board is proud of the work that has gone into Strategic Plan. We have reviewed the final draft and will present at the August Board Meeting.

### **Enrollment**

The enrollment specialist and registrar continue to enroll students. Interviews are done virtually and onsite by appointments, following safety guidelines as outlined by the CDC. **As of July 20, 2020, our enrollment stands at 498 and counting.**

### **Donation**

On Friday, July 17, 2020, Superintendent Fowler was delighted to receive, in person, a **check for \$1,000** from our new partner, **STATE FARM INSURANCE COMPANY**. Two agents combined their efforts to make this donation to Cirrus Academy. State Farm also created an online campaign for others to donate or purchase school supplies for our students.

### **Human Resource Department**

- There have been six (6) interviews were conducted since returning to fill our current vacancies.

- The Employee Hiring Policy & Procedures Handbook was created to inform new hires of the hiring policies and expectations after being hired.
- The FY21 Employee Handbook has been updated and revised.
  - The following sections have been added:
    - Employment
    - Employment Eligibility
    - Contract Days
    - COVID-19 Related Illness
    - Professional Qualifications/ESSA In-Field
    - Infectious Disease
    - Cardiac Emergency Response Plan
  - The following sections have been updated:
    - Personnel Time Schedule – Updated to refer employees to the COVID-19 protocols if they have symptoms.
    - Payday/Direct Deposit – Updated with the new policy of issuing physical checks for the last paycheck. An update has also been added informing the staff of the direct deposit requirement for receiving their paychecks.
  - The following section has been removed:
    - Flexible Spending (Reimbursement) Account – We no longer offer Flexible Spending Accounts.

**Organization Chart**

FY21 Organizational Chart

