

# **Governance Board**

Cirrus Academy Charter School

## **Meeting Minutes**

June 30, 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(1:40), Albert Rogers, Latrell Taylor and Nathan Lewis.

Staff present Dr Gail Fowler (Executive Director/Principal), Diane Freeman, Brenda Edwards, Stanley Williams, Lashonda Fowler, Wendy Brinson, Sonja Riley, and Kelsey Vargo (High Mark).

- A. Agenda: Motion to accept with change to add Rosemar update by Albert Rogers. Seconded by Nathan Lewis. Approved unanimously
- B. May Minutes: Motion to approve by Latrell Taylor. Seconded by Nathan Lewis. Approved unanimously.

### **II. Reports**

- A. No Community Comments:
- B. Motion to accept 20/21 budget by Nathan Lewis. Seconded by Albert Rogers. Approved Unanimously.
- C. Executive Session (Personnel). Motion to enter by Nathan Lewis. Seconded by Albert Rogers. Approved unanimously. Entered at 1:47P.M. Return 2:03
- D. CEO Report and COVID-19. Dr. Fowler
- E. CFO/Finance Director's Report: Mr. Williams
  - a. SCSC Performance Framework (Financial)

b. Accounts Payables (May, 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 May's CFO Report. Motion to accept by Nathan Lewis. Seconded by Albert Rogers. Passed unanimously.

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

Meeting adjourned 2:51 P.M.

Next Meeting July 2020 at 1:30 P.M. (Zoom)

Minutes approved: July 20, 2020

*Albert Rogers*

Albert Rogers

# CIRRUS EDUCATION GROUP, INC.

GOVERNANCE BOARD OF TRUSTEES MEETING

June 30, 2020

1:30 PM

## AGENDA

### SECTION I: CALL TO ORDER

A. ROLL CALL

B. APPROVAL OF AGENDA (R20063001)

C. APPROVAL OF MINUTES (R20063002)

### SECTION II: REPORTS/UNFINISHED BUSINESS

A. COMMUNITY COMMENT—PLEASE LIMIT YOUR REMARKS TO 3 MINUTES

B. Resolution #1: FY 2020-21 CACS Budget

C. Executive Session: Legal

D. CACS COVID-19 Update

E. CEO/Executive Director Report (Dr. Fowler)

a. Important Updates/Pertinent Information

F. CFO/Finance Director's May 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 May 31, 2020)

i. General Ledger (May 31, 2020)

ii. Balance Sheet (May 31, 2020)

iii. Income Statement (May 31, 2020)

G. Committee Reports

a. Finance Report (N.Lewis)

**SECTION III: UNFINISHED BUSINESS**

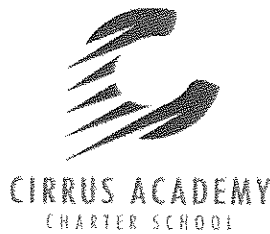
A. RESOLUTIONS

- a. ACCEPTANCE OF APRIL'S CFO REPORT (R20063003)
- b. ACCEPTANCE OF ROSEMAR\_(R20063004)

- NEXT BOARD MEETING: JULY 21, 2020

**ADJOURNMENT**

CONFERENCE CALL INFO  
PHONE: (646)558-8656  
MEETING ID: 833 6810 3397  
PASSWORD: 709488



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

### **COVID-19 UPDATES**

Cirrus Academy continues to monitor the CDC and the Georgia Department of Educations' guidelines for re-opening of our school for 2020-2021. The CACS Pandemic/Re-Opening Team continues to meet, making implementation plans for re-opening, August 10, 2020. Our parents have been surveyed seeking feedback about COVID-19 options of either virtual learning or return to the building for face-to-face learning. The Remote Learning Option for families will receive instruction from home, Monday-Friday. Under this model, students in grades K-8 will be taught virtually by a Cirrus Academy teacher. A parent/guardian must register his/her child by July 9<sup>th</sup> to take advantage of this option. Any student in the district (CACS) not registered will be identified as participating in the Face-to-Face Instructional Plan for the 2020-21 school year. Parents have access to the applications on the Cirrus Academy website. CACS is currently working to identify various models of instruction for 2020-2021 school year based on the levels of community spread of COVID-19. The models will outline district operations and instructions for each of the following scenarios:

- High spread,
- moderate spread, and
- low spread.

A plan for these models will be presented to the Cirrus Education Board of Governance for review at its July meeting.

Cirrus Academy closed school on May 1, 2020. Teachers continued to enter assignments and grades into the fourth nine-weeks grade book; however, the average was not used to calculate course grades. The fourth nine-week grade book was used by teachers to document the Learning at Home submitted assignments. Infinite Campus calculated the average of the first three nine-weeks grades. This was called the COVID-19 Average. This became the base for the final course average. At the end of the school year, it was our intention that students would be promoted to the next grade, unless the student was significantly behind and a meeting had already been held with the parent to discuss the topic of retention. This was keeping in line with directions and information received from GADOE. Students work for the last nine-weeks was considered formative not summative and was not to be punitive. Students not completing the work received an "Incomplete" and was given the deadline of May 20, 2020 to complete all missing assignments.

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

On May 27, 2020, a virtual graduation was held for our Kindergarten students. A “Virtual Promotion Ceremony” was held for fifth-grade students moving on to middle school. A drive through “Moving On Ceremony” was held for our eighth graders moving on to high school. Students were given gift bags and a graduation t-shirt presented by the Superintendent, Dr. Fowler. CACS faculty and staff waved students on as they passed through the gates of Cirrus Academy. We are transitioning and “AWESOME” group of 50 eighth graders to high school.

The CACS Summer WAVE Program its fourth week of operation and will conclude on July 16th, 2020. Before and after assessment data will be included in July’s CEO Report.

### **School Improvement**

The CACS Leadership Team continued to work on the School Improvement Plan. The SIP has been signed off by Superintendent Fowler and submitted to GaDOE’s Office of School Improvement.

### **Strategic Plan**

CACS Strategic Planning Team, along with CEG Board President Hart and board representatives are concluding the work on our SIP. Heather Robinson, consultant, will make a presentation of our Flight to Excellence to the board at its July Board Meeting.

Cirrus Academy’s Federal Programs has submitted the required documents responding to GaDOE’s 2020 Federal Program Cross Functioning Monitoring.

### **State Charter School Updates**

Superintendent Fowler has completed the SCSC Performance Review Survey and submitted to the SCSC on June 18, 2020 meeting the June 30, 2020 deadline. Due to COVID-19, CACS completed the survey in lieu of traveling to Atlanta for a face-to-face review by the leadership team and the CEG Board.

Superintendent Fowler submitted FY21 Data Collection Spreadsheet Template successfully to Terrance Washington and the SCSC.

### **Enrollment**

Cirrus Academy’s new Enrollment Specialist/Parent Engagement Coordinator, April Dean, is doing an AWESOME job enrolling our new students. Parents are responding very positively as we use our assessment tool to assist in determining the academic placement of new students. Most of our new students are at near grade level. We have one student from Jamaica and two from out of state included in the total of 468 students to date. Fifty 8th graders have transitioned to high school, thereby giving us a total of 64 new students.

Grade	Number of Students Returning	Number of Applications Received as of 06.01.2020 for 2020-2021 School Year	Total Enrollment as of 06.23.2020
Rising Grade K		18	18
Rising Grade 1	59	5	64
Rising Grade 2	58		58
Rising Grade 3	38	1	39
Rising Grade 4	57	5	62
Rising Grade 5	40	3	43
Rising Grade 6	39	10	49
Rising Grade 7	69	3	72
Rising Grade 8	44	2	46
<b>Total Enrollment as of 06.23.2020</b>			<b><u>451</u></b>

### **Professional Development**

Teachers have been trained on Google Classroom and CLEVER. CLEVER brings all K8 applications into one secure portal and provide a single sign-on for everyone in the district. Google Classroom helps teachers save time, keep classes organized, and improve communication with students.

### **New Partnership**

Backpack Ministries is partnering with Cirrus Academy. LaShondra Fowler and April Dean, of Cirrus Academy, toured Backpack Ministries at Forest United Methodist Church in Macon. Cirrus students, who will be identified, will receive a bag of food every Friday in their backpacks. Parents/guardians will have to sign permission slips for participation in the program.

### **Human Resources**

- There were five (5) interviews held and one schedule for June 24, 2020. Employment offers have been extended to three (3) educators, with two (2) accepting, thereby filling two (2) of our four (4) vacancies. We look forward to filling the last two slots within the coming weeks.

- Collaborative work continues with the School Improvement and Pandemic Teams as decisions are made regarding the opening of the FY21 school term, safety measure related to COVID-19, school operations, and staff readiness.
- The Employee Handbook for the 2020-2021 school term has been updated and submitted for review. The updates include:
  - The new mission and vision statements;
  - Employment;
  - Employment Eligibility;
  - Contract Days;
  - Payday/Direct Deposits;
  - Families First Coronavirus Recovery Act (FFCRA) Leave;
  - COVID-19 Related Illness;
  - Personnel Time Schedule;
  - Child Abuse Reporting;
  - Suicide Prevention;
  - Staff on Staff Abuse Policy;
  - Student-Teacher Sexual Harassment Policy;
  - Title IX of the Educational Amendments Act of 1972;
  - Sexual Harassment;
  - Student Reporting of Alleged Sexually Inappropriate Behavior; and
  - Possession of Weapons by Employees

### **Professional Learning and PBIS**

The Professional Learning Department provides academic support and training for teachers. PL was held for teachers in the following areas:

- Summer Wave Summer Enrichment Program
  - Freckle Learning Platform
  - Conducting Mini Lessons online
  - Creating Parent Contact Log in Excel
- Developed Summer Wave Team Files for Program
  - Teacher Rosters
  - Teacher Lesson Plan Template
  - Parent Contact Script and FAQs
  - Summer School Enrichment Plan
  - Elementary and Middle Daily Schedule
  - Technical Assistance Flyer
  - PL Department has providing assistance to teachers and parents via phone, email and Zoom with regards to e-Learning schedules, planning and parent communication.

Instructional Professional Learning Completed:

- Get Georgia Reading this Summer with MyOn Training
- FAST Forward Program

The Professional Learning Department also developed professional learning videos, uploaded to Stream platform in Microsoft Office apps.

- Developed survey for parents to provide feedback on their preferred learning model for the 2020-21 School Year.
  - 103 Responses as of June 10, 2020



- e- Learning 44
- Traditional 29
- Hybrid 30
- Contributed to Curriculum & Instruction Team for Pandemic Planning (in collaboration with C. Draughon and J. White) as seen below:

### **What Diagnostic Assessments will we use?**

NWEA MAP Assessment - K-8 Assessment in reading and math, 2-8 in language arts. All new and incoming students will receive a pre-assessment diagnostic.

HMH RI – Foundational Reading Assessment - Designed for grades K–2, this assessment measures phonological awareness, letter-word recognition, and word-attack skills in a low-pressure, developmentally appropriate manner.

Reading Comprehension - Designed for grades K-12, this assessment measures vocabulary and comprehension.

The following assessments are measured three (3) times per year:

- STAR Reading
- STAR Math
- DRC Beacon Assessment (Math, ELA/Reading, Science and Social Studies)

### **Formative Assessments**

#### **State Required Assessments**

- GKids - GKIDS 2.0 is a progression-based formative assessment, integrated into classroom work, that is aligned to the Georgia Standards of Excellence (GSE). GKIDS 2.0 is organized around big ideas and learning progressions.
- Keensville – Game-based formative assessment in reading and math for grades 1-2 used to assess instruction.
- DRC Beacon Assessment – Formative assessment aligned with Georgia Milestones for grades 3-8 in ELA and Math

#### **Curriculum Resources**

- HMH/ MYHRW(Math/ELA) – Pre-Requisite Skills Assessments; end of unit, benchmarking assessments
- Gallopade (Elementary Social Studies)
- Clairmont Press (Middle School Social Studies)
- ED (K-8 Science)

#### **Additional Online Adaptive/Differentiated Practice**

Freckle – K-8 Adaptive Practice  
Study Island

### **Student work**

Students will complete work presented in a variety of ways to ensure students' needs are being met within all learning modalities.

- Asynchronous - Flexible Schedule that allows for students to be able to access information, materials, ask questions and practice their skills at times that work for them.
  - Recorded presentations, slide shows and videos
  - Lessons embedded into e-learning platforms
  - Discussion Boards
  - Collaborative Documents
- Synchronous - Scheduled class meetings requiring attendance
  - Scheduled quizzes and tests

- Scheduled Class meetings using meeting platform
- Unplugged - Students will be offered academic activities that allow for them to be away from electronic devices:
  - Learning Choice Board
  - Journal/ Writing Prompts
  - Student Physical Workbooks

### **Conferences**

**Student Conferences** – Conferences will be scheduled during small group class times and scheduled virtually using digital platforms such as Zoom, MicroSoft Teams, and Google Classroom.

**Parent/Teacher Conferences** - All parents and teachers will participate in conferences scheduled virtually using digital platforms such as Zoom, MicroSoft Teams, and Google Classroom.

### **Parent Feedback**

- Use of Surveys to determine needs of students/parents
- Parent Engagement Feedback
- Social Media
- Parent/Teacher Conference
- Weekly Signed Papers/Progress Reports

### **What will our 10-day script include?**

- Diagnostic testing Schedule
- Mental Health of kids and staff,
- Daily Affirmation
- Age Appropriate Ice Breakers
- learning style inventory
- accountability buddy,
- Data Binder set up
- How we address their economic issues...

Ensure that Cirrus teachers are engaging in intentional curriculum planning. How will this be documented? Keep in mind, in the event of a second wave of COVID-19, how will we ensure the continuity of instruction with fidelity?

- **Ensure that Cirrus teachers are engaging in intentional curriculum planning.**
  - Teachers participate in ongoing training sessions using a learning management system and online coursework platforms (Clever/Google Classroom)
  - Teachers participate in basic computer skills class.
  - Teachers participate in aligning unit plans to the Georgia Standards of Excellence to include:
    - Weekly lessons, objectives and learning targets
    - Assessment calendar
    - Benchmarking calendar
  - Teachers implement data portfolio
  - Staff will participate in weekly professional development in the areas of:
    - RTI
    - Data
    - Standards Based Classrooms
    - Instructional Technology
    - E- learning
    - Assessments

- **How will this be documented?**
  - Weekly agendas and lesson plans to keep parents and students informed of the goings on in class.
  - Support staff should assist to ensure all teachers are keeping their online classroom updated with pertinent information.
  - Support staff and teachers should participate in weekly or biweekly meetings to discuss students work and identify struggling students as well as students who could be challenged more.
  
- **In the event of a second wave of COVID-19, how will we ensure the continuity of instruction with fidelity?**
  - Teachers should learn how to create videos/live sessions to ensure that students can still receive lessons if we are not allowed to return to school in the fall.
  - All Cirrus Academy Curriculum offers an online platform
  - Teachers should create power point lessons for students who do not have access to the internet, as well as equivalent work.
  - Teachers should contact parents and students weekly to ensure the continuity of instruction and document conversations in infinite campus.

Draughon/ White/Bonner

Next Steps:

- Additional Training videos of best practices will be added to stream
- Unit Planning
- Planning for E-Learning in the 2021 school year
- Working on Action Items in School Improvement and Pandemic Team

## **PBIS**

The PBIS Department supports the implementation of Positive Behavior Supports on the District and School Level.

State has developed PBIS Site for School Climate Specialist, Ga Community

- District Coordinators are to create a profile and interact within the platform.
- Platform will be released to PBIS Teams later in the year.
- Site goes live in July.

Next Steps:

- Follow-up trainings with SWIS
- Plan Virtual Teams Meetings to Develop PBIS plan for Virtual and In Person PBIS SY21
- Complete Mirco-Course in Ga. Community once released.

## **Federal Programs**

GADOE required that Cirrus Academy provide them with a corrective action in the following areas for Title IA, Title IIA, Title IV B, and IDEA.

- Worked with Lashondra Fowler to provide the corrective actions with the written internal controls and Mr. Williams with the ledger which was needed in January. Cirrus will follow the procedures below as directed by GADOE to ensure that procedures are followed.

- The Cirrus Charter Academy LEA must submit to the Georgia Department of Education (GaDOE) a revision of the written internal controls for financial management of the Title IV, Part A program that include steps that will be taken to ensure all drawdowns are supported by financial records including appropriate school district account codes, including program codes. The written internal controls must identify (1) the actions to be taken to ensure the drawdown of funds are supported by financial records (2) the information to be collected, (3) the timeline for the actions, and (4) the individual(s) (by position) responsible for ensuring each step of the process is implemented and the implementation is documented.
- The Cirrus Charter Academy LEA must submit to the Georgia Department of Education (GaDOE) Title IV, Part A FY19 documentation with accurate financial records in your general ledger to reflect complete alignment of actual expenditures to the completion report and drawdown amounts (DE147). Please identify any amounts reported on the completion report that are associated with a purchase order and not a true expenditure and provide a copy of the invoice and payment so a determination of eligible grant period can be made. When documents are submitted and reviewed by GaDOE, additional requirements and actions will be provided to Cirrus Charter Academy.
- The Cirrus Charter Academy LEA must submit to the Georgia Department of Education (GaDOE) Title IV, Part A FY20 documentation with accurate financial records in your general ledger to reflect complete alignment of actual expenditures to the Title IV, Part A budget and drawdown amounts (DE147) to date. When documents are submitted and reviewed by GaDOE, additional requirements and actions will be provided to Cirrus Charter Academy.
- For the remainder of FY20, the GaDOE is requiring the Cirrus Charter Academy to send invoices (via the secure portal email feature) to the program manager or designee prior to requesting reimbursements for the Title IV, Part A grant in GAORS. The GaDOE manager or designee will review the invoice and then provide approval to drawdown that amount. For FY21, the Cirrus Charter Academy will use the GaDOE Invoice Application to request monthly reimbursements for Title IV, Part A. This process requires the LEA to upload invoices, supporting documentation, proof of payment, and an updated general ledger to GaDOE for approval prior to drawing down funds (DE147). Procedures for this will be shared by the program manager or designee.
- The Cirrus Charter Academy admin team submit to the Georgia Department of Education (GaDOE) revised written internal controls that reflect concerns 1-6 listed in the CURRENT CONDITION box above. The written internal controls must identify (1) the actions to be taken to ensure compliance with requirement of written internal controls, (2) the information to be collected, (3) the timeline for the actions, and (4) the individual(s) (by position) responsible for ensuring each step of the process is implemented and documented. It is best practice to develop internal controls that apply consistently to all federal and non-federal programs.
- The Georgia Department of Education recommends that the Cirrus Charter Academy LEA revise its internal controls for procurement to reflect updated guidance on procurement levels.

All of these plans were submitted to GaDOE on Friday June 19, 2020.

### **Curriculum and Instruction**

As Cirrus Academy Charter School close out the 2019-2020 school year, for teachers on May 27, 2019, the Curriculum and Instruction team has accounted for all purchased instructional resources issued to teachers. Each classroom teacher inventoried the following instructional resources:

- HMH (Holt Mifflin Harcourt) Textbooks/Unused Workbooks/Instructional Kits/Teacher's Editions
  - Journeys (K-5<sup>th</sup> Grade) ELA-Reading
  - Collections (6<sup>th</sup>-8<sup>th</sup>) ELA-Reading
  - Go Math (K-8<sup>th</sup>)
  - ED: Georgia Health and Science (K-8<sup>th</sup>)
- Gallopade K-5<sup>th</sup> Grade (Social Studies)
- Clairmont Press (6<sup>th</sup>- 8<sup>th</sup>) Social Studies – Textbooks/Unused Workbooks/Teachers Edition
  - 6<sup>th</sup> Grade – World Studies
  - 7<sup>th</sup> Grade – World Studies
  - 8<sup>th</sup> Grade – Georgia Studies
- Spanish – (3<sup>rd</sup> – 8<sup>th</sup> Grade) (Workbooks/Teacher's Edition)

All identified used student workbooks from HMH and Clairmont Press for grades K-8<sup>th</sup> grade will be replaced for the 2020-2021 school year as part of our 5-year replacement cost plan that we entered into in 2018. Cirrus Academy will also continue to have access to the technology base programs in (HMH, Gallopade, Clairmont Press and Spanish Curriculum) for students and teachers as well. Cirrus Academy is ready for a blended learning model or face to face instructional model as far as resource availability is concerned, as we transition to the new 2020-2021 school year.

Moving forward toward the planning for the 2020-2021 school year, a Curriculum and Instruction Pandemic Team has been formed by CEO/Superintendent Dr. Gail M. Fowler. A preliminary model to teaching and learning is being explored as the school awaits guidance from the Georgia Department of Education (GaDOE) and the Cirrus Academy Governing Board. Some of the topics the Curriculum and Instruction Pandemic Team is discussing include:

- Social and Emotional Communication for students and staff.
- Keeping the message simple for all stakeholders.
- Defining and delivering a blended Instructional approach.
- The use of on-line and/or Instructional Packets.
- Review Grading Policies
- Device/Internet Access
- Closing the Achievement Gap
- Possible Scheduling Expectations
- Health and Safety of all students and staff (social distancing, masks, hand washing, etc.)
- Classroom Arrangement
- Uses of Summer Wave Data

A Curriculum and Instruction Pandemic Team presentation will be forthcoming to school administration in the coming days to share out the team's information.

The GaDOE Curriculum and Instruction's Content Integration Specialists have released content (Social Studies, ELA, Math, and Science) specific resources to serve the needs of ALL students participating in distance/virtual learning. GaDOE provides resources for students, families, and teachers. A GaDOE team from each content area worked with the Special Education Services and Supports team to inform and coordinate efforts as Cirrus Academy strive to educate the whole child!

Cirrus Academy staff has participated in professional learning webinars that are being conducted by the Georgia Association for Curriculum and Instruction to share best practices from the field in the areas of grading and summer enrichment for students.

### **Guidance & Counseling Department**

June, 2020

- We continue to conduct class guidance inspirations/encouragement via eLearning and ClassDojo for May grades K-8<sup>th</sup> grades (i.e., Perseverance), students are learning about the ability and self-control that pushes them to work through challenges; continually to encourage them that when they are facing a challenge, to use their mind and their body to overcome it and to work through difficulties.
- We made contact with parents of our 8<sup>th</sup> grade students who are transitioning to various high schools as well as submitted a list of these students with contact information to the serving registrars of various Bibb County schools.
- We continue to assist teachers/staff with contacting parents to inform them about our Summer Enrichment Program via e-Learning on each Tuesday and Thursday beginning on June 9<sup>th</sup> thru July 23, 2020.
- We assisted our school registrar with the preparation/distribution of student's final report cards.
- We also made contact with the parents of our 6<sup>th</sup> grade students who were on the "Retention" List or received an "Incomplete" grade in an effort to ensure these students would be participating in our Summer Enrichment Program.
- We are currently serving as a team member of our "School Improvement Planning" meetings.
- We will be participating in the upcoming online RESA "DECAL - Behavior Communicates: Are you listening?" class and "Ending the Silence - Mental Health Awareness Training," which will be held on June 16 - 18, 2020.

### **Eagles Bridge Academy Program Development**

#### Community Partnership Events

- Continued work with PeachState Health Plan to push enrollment efforts for new students and students who have committed to the 20-21 school term and stay connected with our families.
- PeachState partnered with Cirrus Academy for a virtual Mom and Chat Paint Day held on June 23, 2020. This event promoted healthy conversation and fun while chatting and painting a canvas within the comfort of our families we serve on home. Important

information about Cirrus Academy enrollment and other pertinent information was shared during the event. We served 8 moms and 21 children.

A second virtual event was held on June 23, 2010 called Kids Zone for Fun. This event was designed to get our students involved with healthy conversations, while enjoying a scavenger hunt, opportunities to dance and win prizes right from the comfort of their own homes. Important information about Cirrus Academy enrollment and other pertinent information was shared during the event. We served eight (8) mothers and 21 children. It was a great success. We had about 30 people within our community to join this live event.

### **Parent Engagement Report**

- April Dean is continuing to collaborate with Eric Thomas to create a virtual school tour for perspective families. The virtual tour is a tool that can be used as an alternative during COVID19. This tool can also be used after COVID-19 as one of the school's marketing strategies to attract new students.
- April Dean began working with Wendy Brinson for health/wellness activities for the Cirrus Academy family (staff, students, community, etc). This team will focus on the community by supporting the mental, physical, and emotional wellness of the Cirrus Academy family. We are currently holding weekly meetings to prepare activities/plans for the 2020-2021 school year.
- A new enrollment process and checklist was created for perspective families. This checklist has been approved by Dr. Fowler. All future applicants are subject to the approved process. The parent engagement coordinator/enrollment specialist is now responsible for administering the placement test for each new applicant.
- Cirrus Academy is partnering with service organizations for the 2020-2021 school year:
  - Macon Periods Easier is a woman led group striving to raise awareness of Period Poverty in Macon-Bibb County, through education and providing menstrual products to schools and the homeless community. The partnership with this organization has been confirmed. A delivery of products was presented on 06.02.2020. Additional delivery will be made upon request.
  - BackPack Ministries is a program through Forest Hills United Methodist Church. They deliver bagged meals to children in Bibb, Monroe, Twiggs and Jones counties. These are children who have been identified as at risk of not having food to eat. The partnership with this organization has been confirmed as of 06.01.2020. Cirrus Academy has been tasked with identifying students in need of their services. The donations will be delivered to Cirrus weekly for the students.
  - Mercer University is partnering with Cirrus Academy for the 2020-2021 school year. Our desire is for Mercer to host STEM night activities for our students. We will also partner with Mercer University for additional STEM activities during the year. We are also in contact with Mercer University for virtual tutoring for our students.
  - Middle GA State University has also been contacted for a possible partnership with Cirrus Academy for the 2020-2021 school year. This partnership will provide virtual tutoring services for our students.

## **Nutrition Department**

**Nutrition:** Cirrus Academy students are still utilizing Bibb County's school nutrition locations throughout the city. They have over 40 sites servicing students to age 18; and those with special needs to age 21.

**FSMC:** Signed agreement with SLA Management for 2020-2021; working with them to determine how the nutrition program will look with the new normal.

**Custodial Services:** Team hired will be on contract July 6, 2020. Supplies and new equipment has been purchased with the CARES ACT Grant.

**FFVP (Fresh Fruit and Vegetable Program):** Approved for 2020-2021 school year.

**DoD Entitlement:** Approved for 2020-2021 school year.

**Upcoming Events:** Nutrition Preview Conferences on 3 Webinar sessions.

**Vending Machines:** Currently only utilizing staff vending. Possibly won't be using for students because of COVID-19.

## **School Operations**

**Insect Issue:** Signed agreement with Arrow as our new exterminator for 2020-2021 school year.

**Cafeteria Equipment:** Ice machine has a leak; working with plumbing company to fix.

**Restroom Project:** All bathrooms should have HOT water now; new elements were installed.

**Fire Box:** The 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. The box has been delivered, however needs to be installed.

**Lawn Service:** Being serviced by Levi Grimes and Joseph Harris; working with the previous vendor to see if interested in services.

**Copier:** Contracts are in negotiation for SY20, other vendors and options are being considered. [Still pending]

**Highmark Reporting:** Working to update weekly

**eRate:** Complete and approved by USAC; funds available July 1, 2020

**Fax Machine:** Registrar's line to be relocated to room 102 via Cox Communications

**Air Conditioning Issues:** Monitoring several classrooms; cafeteria thermostat needs to be fixed.