

## **CEG Board Meeting Minutes**

February 28, 2023

6:00 PM

The CEG Board met virtually on Tuesday, February 28, 2023, at 6:03 PM.

### **Board Members Present**

Sheldon Hart, CEG Board President  
Albert “Major” Rogers, Academic Committee Chair  
Nathan Lewis, Finance Committee Chair  
Shirlynn Kelly, Personnel Committee Chair  
Latrell Taylor, Marketing Committee Chair  
Tosin Olagunju, Board Member (6:05 PM)  
Dr. Gail M. Fowler, CEO/Superintendent  
Boone Smith IV, School Board Attorney

### **CACS Administration Present**

Joanne Binns, Dean of Students  
Terence Washington, Interim CFO  
LaShondra Fowler, Senior Accountant  
Susie Davis, Accounting Specialist  
Brenda Edwards, Director of Student Support Services  
Diane Freeman, Federal Programs Director  
Wendy Grimes, Director of Operations/Nutrition  
Sonja Riley, Human Resources Coordinator

A copy of the agenda is attached. The following items were reviewed and further discussed by the committee and administration:

### **Section I: Call to Order**

#### **Item A: Roll Call**

#### **Item B: Approval of Agenda**

- Motioned by Ms. Kelly and seconded by Ms. Taylor; unanimously approved.

#### **Item C: Approval of 01/31/2023 Meeting Minutes**

- Motioned by Ms. Taylor and seconded by Mr. Rogers; unanimously approved.

### **Section II: Executive Session – Real Estate and Personnel**

- Motioned by Ms. Taylor and seconded by Mr. Rogers; unanimously approved.
- Began at 6:07 PM, ending at 6:50 PM
- Motion to add a resolution to the agenda to accept an employee settlement as letter D was made by Mr. Rogers and seconded by Ms. Kelly; unanimously approved.

### **Section III: Reports**

#### **Item A: Community Comment**

- Mr. James Bumpus, of the Bumpi Group, shared his experience at the monthly SCSC meeting. While in attendance, spoke to what Cirrus Academy is doing, our partnerships with StarBase, Fort Valley State University and Mercer University. Mr. Bumpus went on to say that the attendees had great interest in the success of Cirrus Academy.

#### **Item B: CEO/Executive Director Report (Dr. Fowler)**

Special thank you to Rev. Dr. James Bumpus, Senior Pastor of the New Fellowship Missionary Baptist Church, for hosting our Black History Program. The program was amazing, the parents and community were able to see and enjoy the talent of the Cirrus Academy scholars.

- **Talent Management** – The information has been included in the packet to the Board with the addition of two new employees. Cirrus will be holding two career fairs on site, dates TBD.
- **Enrollment** – The enrollment is currently at 476.
- **Assessments** – We will be giving the MAP test on March 13<sup>th</sup>.
- **FTE** – We are in FTE cycle 2, which begins on March 9<sup>th</sup>.
- **Federal Programs** – Monitoring starts tomorrow. Ms. Freeman and Dr. Fowler will be on a Zoom call tomorrow at 9:00 AM prior to the monitoring.
- **Monitoring** – An update to the action steps and the status of where we are, are included in the packet.
- **GaDOE Monitoring** - Ms. Leslie and Ms. Brown are very excited by what we are doing when they made their weekly observations in the classrooms.
- **Findings** – Dr. Fowler reviewed the findings and adverse actions. Although adverse actions are not findings that require an answer; responses were submitted.

#### **Item C: 2022 – 23 SCSC Monitoring Report (Dr. Fowler)**

The information was covered in Item B.

#### **Item D: Finance/Audit Update (Mr. Washington)**

- **GaDOE Federal Program Audit** – The audit is ongoing. The school staff is currently working on the requests of the auditors and getting submissions in. Today, February 28<sup>th</sup> is the deadline for GaDOE to respond and everything has been submitted on time.
- **Grants** – The CFM monitoring is ongoing. Proceeds from the grant will be realized in the February closeout.
- **Vendor Obligations** – There were no major updates. We are continuing to pay bills on time and are staying on top of everything.
- **Audit Update** – Everything is going great. Last month the audit was as 86% complete, as of February, it was 88.33% complete. Auditors are in the final stages of the audit and we look forward to seeing a draft of the audit report soon to submit to the Board.

#### **Item E: Finance Department February (as of 01/31/2023) Report (Washington)**

The new design for the Finance Report, which was created to make it easier for the CEG Board to understand, was reviewed. The reconciliation of bank accounts was displayed and processes reviewed. This entails reviewing, processing and suggesting corrective journal entries for AP and payroll. A month end closing schedule was created for financial processing.

**Item F: Academic/Assessment Committee Report (Mr. Rogers)**

There was no update.

**Item G: Finance/Audit Committee Report (Mr. Lewis)**

There was no additional information outside of what was reported by Mr. Washington.

**Item H: Personnel Committee (Ms. Kelly)**

There were no additional updates.

**Item I: Marketing Committee (Ms. Taylor)**

At this time, a date and time for the Board members has to be confirmed so that the photographers can be scheduled.

**Section IV: Unfinished Business**

**Item A: Resolutions**

- a. Acceptance of the CFO Report – motioned by Ms. Kelly and seconded by Mr. Rogers; unanimously approved.
- b. Acceptance of Employment Termination – motioned by Ms. Taylor and seconded by Ms. Kelly; unanimously approved.
- c. Acceptance of Hiring CFO Candidate – motioned by Ms. Kelly and seconded by Ms. Kelly; the motion failed and did not pass to accept the CFO candidate. (Roll Call Vote – SK – Nay; NL – Yay; TO - Abstain; AR – Abstain; LT – Nay; SH – Yay)
- d. Acceptance of Employment Settlement – motioned by Ms. Kelly and seconded by Mr. Rogers; the vote passed 5:0 with Mr. Lewis abstaining.

Motion to adjourn was initiated by Mr. Rogers and seconded by Ms. Kelly; unanimously approved.

Adjourned at 7:39 PM

# CIRRUS EDUCATION GROUP, INC.

GOVERNANCE BOARD OF TRUSTEES MEETING

February 28, 2023

6:00 PM

## **AGENDA**

### **SECTION I: CALL TO ORDER**

- A. Roll Call
- B. Approval of Agenda (R23022801)
- C. Approval of January 2023 Minutes (R23022802)

### **SECTION II: EXECUTIVE SESSION – REAL ESTATE AND PERSONNEL**

### **SECTION III: REPORTS**

- A. Community Comment – Please limit your remarks to 3 minutes.
- B. CEO/Executive Director Report (Dr. Fowler)
- C. 2022-23 SCSC Monitoring Report (Dr. Fowler)
- D. Financial Audit Update (Dr. Fowler/Washington)
- E. Finance Department's January (as of 01/31/2023) Report (T. Washington)
- F. Academic/Assessment Committee Report (A. Rogers)
- G. Finance/Audit Committee Report (N. Lewis)
- H. Personnel Committee (S. Kelly)
- I. Marketing Committee (L. Taylor)

### **SECTION IV: UNFINISHED BUSINESS**

- A. RESOLUTIONS
  - a. Acceptance of the CFO Report
  - b. Acceptance of Employment Termination
  - c. Acceptance of Hiring CFO Candidate
  - d. Acceptance of Employment Settlement

Next Board Meeting – TBD

Adjournment

Conference Call Info

CONFERENCE CALL INFO PHONE: (646) 558-8656

[HTTPS://US02WEB.ZOOM.US/J/3893015944](https://us02web.zoom.us/j/3893015944)