



**CIRRUS EDUCATION GROUP, INC.
PERSONNEL COMMITTEE MEETING**
Agenda

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**January 3, 2024
2:00 PM**

<https://us06web.zoom.us/j/83082982762?pwd=Qc2bHt0nQAAJYpKez9lJ8nFAM8GV5.1>

**Meeting ID: 830 8298 2762
Passcode: 890178**

1. Call to Order

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

2. Matters of Discussion

- 2.1. [Review of Organizational Structure and Job Descriptions](#)
 - 2.1.1. [Overview of Current Job Descriptions](#)
 - 2.1.2. [Additional Job Descriptions Needed:](#)
 - 2.1.2.1.
- 2.2. [Review of Vendor Contracts](#)
 - 2.2.1. [Overview Current Vendor Contracts](#)
 - 2.2.2. Additional Services
- 2.3. [Review of Employee Policy Manual](#)
 - 2.3.1. [Overview of Current Manual](#)
 - 2.3.2. Revisions for First Review
 - 2.3.2.1. [Policies and Procedures](#)
 - 2.3.2.2. [Employment](#)
 - 2.3.2.3. [Employment Eligibility](#)
 - 2.3.2.4. [Equal Employment Opportunity](#)
 - 2.3.2.5. [Employee Background Checks](#)
 - 2.3.2.6. [Nepotism](#)
 - 2.3.2.7. [Non-School Employment](#)
 - 2.3.2.8. [Staff Work Hours](#)
 - 2.3.2.9. [Title IX Policy](#)

3. Adjournment

- 3.1. Adjournment
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