



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=Qc2bHt0nQAAJYpKezgljJ8nFAM8GV5.1>

Meeting ID: 830 8298 2762
Passcode: 890178

1. Call to Order

1.1. Attendance

Committee Chair Taylor called the meeting to order at approximately 2:15 pm. In attendance were Committee Chair Taylor, Board Chair Kelly serving ex-officio on the Personnel Committee, Dr. Fowler, Ms. Samuels, Mr. Stevens and additional Cirrus staff.

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

Committee Member Kelly made a motion to approve the minutes from the December 6, Personnel Committee and Committee Chair Taylor provided a second. The minutes were approved by a unanimous vote of those present.

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:](#)

Committee Chair Taylor initiated the discussion by reviewing the current organizational structure and the need for additional job descriptions. Cirrus staff acknowledged the importance of detailed and up-to-date job descriptions for operational clarity and efficiency and expressed commitment to working with the board to address the school's staffing structure. Cirrus staff noted that an important staffing need is human resources given the complexity of payroll and the need to maintain clear and accurate employment records. emphasizing the HR department's workload due to Sonia's health issues. The committee acknowledged the importance of detailed and up-to-date job descriptions for operational clarity and efficiency.

Committee members expressed concerns about the current size of the leadership team, and Cirrus staff articulated that its leadership team is responsible for fulfilling both district and school leadership roles. The committee discussed conducting a leadership team audit to streamline roles, condense positions where possible, establish evaluation practices, and set clear, achievable goals.

2.2. [Review of Vendor Contracts](#)

2.2.1. [Overview Current Vendor Contracts](#)

2.2.2. [Additional Services](#)

Next, Committee Chair Taylor discussed the importance of reviewing and renewing vendor contracts. The committee underscored the need to ensure that service contracts like academic, financial, and governance support; lawn care, special education support, and nutrition services are current, properly managed, and aligned with the school's operational needs and standards. Cirrus staff and the committee noted that the contracts should not only be current but also of added value to the school. Cirrus staff committed to continue to gather relevant service contracts for the committee's review.

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](#)

Committee Chair Taylor then requested that Mr. Stevens discuss proposed changes to the employee manual for FY25. Mr. Stevens presented an alternate employee policy manual that presents Cirrus employment policies and procedures in a different form and manner. The committee discussed the need for a thorough review and update of the manual to ensure it is intuitive, comprehensive, and reflective of the school's current operational standards and practices.

The committee then discussed the Governing Board's process for ratifying staffing decisions, highlighting the board's integral role in reviewing and approving staffing decisions. The committee emphasized the need for transparency, due diligence, and alignment with the school's strategic goals in all hiring and contracting processes.

Next, the committee discussed preparing for the upcoming interview with the State Charter School Commission, underscoring the importance of evidencing the school's progress and emphasizing the collaborative efforts of the staff and leadership team. The committee addressed the importance of professional conduct and mutual respect during board meetings, and highlighted the need for constructive dialogue, especially when managing disagreements, to foster a positive and productive work environment

3. **Adjournment**

3.1. [Adjournment](#)

Committee Chair Taylor adjourned the meeting at approximately 3:00 pm.