



CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

Agenda

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February 21, 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 2:00 pm. Committee Chair Taylor, Board Chair Kelly, and Board Member Finley were present. Dr. Fowler and additional Cirrus staff were present. Mr. Stevens was also present.

1.2. Approval of [Committee Minutes from January 3, 2024](#)

Committee Member Kelly made a motion to approve the Personnel Committee Minutes from January 3, 2024, and Board Member Finley provided a second. The motion was approved unanimously by 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](#)

2.1.3. Recommendations, Process and Feedback

Committee Chair Taylor initiated a discussion regarding the organizational structure, highlighting the need for alignment with the school's operational needs and budget considerations. Cirrus staff provided a broad overview of current job descriptions, emphasizing the necessity for updates to reflect current responsibilities accurately. The Committee noted the need for all staff to have a clear understanding of their roles and responsibilities. As the school must finalize plans for staffing the upcoming school year, the Committee charged Mr. Stevens with scheduling a work session to review and discuss the FY25 Organizational Chart.

2.2. [Review of Vendor Contracts](#)

2.2.1. Overview Current Vendor Contracts

2.2.2. Additional Information Needed

2.2.3. Recommendations, Process and Feedback

Committee Chair Taylor initiated a discussion regarding the current service contracts in force at the school, and Mr. Stevens noted that he and staff were working to gather and identify key

contractual highlights for the committee's review. The Committee stressed the importance of aligning contracts with the strategic goals and budgets of Cirrus.

2.3. Review of Employee Policy Manual

2.3.1. Calendar and Priorities

2.3.2. Process, Format, and Feedback

Chair Taylor then led a discussion on updates to the employee policy manual, noting the need to ensure the policies are reviewed thoroughly by the Committee. As the school must finalize plans for staffing the upcoming school year, the Committee charged Mr. Stevens with scheduling a work session to review and discuss the employee policy manual.

3. **Adjournment**

3.1. Adjournment

Board Member Taylor made a motion to adjourn the meeting, and Board Member Finley provided a second. The motion was approved by a unanimous vote of those present at approximately 2:50 PM.