



---

# CIRRUS EDUCATION GROUP, INC. OPERATIONS COMMITTEE MEETING

## *Minutes*

[www.cirrusacademy.org](http://www.cirrusacademy.org)

March 6, 2024

1:00 PM

<https://us06web.zoom.us/j/82301983890?pwd=bBHv2zPX9b3hpWoZPkIyoi1y3b2DyZ.1>

Meeting ID: 823 0198 3890

Passcode: 626690

---

### 1. Call to Order

#### 1.1. Attendance

Committee Chair Kelly called the meeting to order at approximately 2:15 pm. Committee Chair Kelly, Board Member Taylor, and Board Member Finley were present. Dr. Fowler and additional Cirrus staff were present. Mr. Stevens was also present.

#### 1.2. Approval of Agenda

Committee Member Taylor made a motion to approve the agenda and Committee Member Finley provided a second. The motion was approved unanimously by those present.

#### 1.3. Approval of [Committee Minutes from February 21, 2024](#)

Committee Member Taylor made a motion to approve the Personnel Committee Minutes from February 21, 2024, and Committee Member Finley provided a second. The motion was approved unanimously by those present.

### 2. Matters of Discussion

#### 2.1. FTE Data Collection Update

Committee Chair Kelly requested Dr. Fowler to update the committee regarding the upcoming FTE cycle and student enrollment trends. Dr. Fowler emphasized the FTE data collection's importance for accurate funding and appropriate planning for the school year. Dr. Fowler also detailed the Certified Personnel Information (CPI) process, highlighting its role in determining funding based on teacher certifications and classifications. The staff then updated student enrollment numbers and discussed pending applications and a case involving a student withdrawal.

Chair Kelly then asked for an update on Cirrus' facility and operations. Dr. Fowler reported that the school received updates on financial monitoring, including the school's removal from a high-risk financial monitoring list. Staff also discussed bondholder communications and the need for facility improvements like a gymnasium and STEM room. Finally, the committee

discussed plans for playground improvements, removing chains on gates for fire safety, and upcoming school events.

## 2.2. Policy Review – Calendar and Priorities

Chair Kelly next asked Mr. Stevens to review the revised policy calendar. The Committee reviewed the policy revision schedule, targeting policies for adoption in upcoming board meetings. The Committee stressed ensuring policies align with good charter governance practices.

## 2.3. Policy Review

Chair Kelly then lead the reading and discussion of each of the following policies:

### 2.3.1. Review of Administrative Procedures

The committee discussed this policy to outline the Governing Board's role in overseeing the school's fiscal and organizational health, while delegating day-to-day administration to the Superintendent/CEO. The Board need not review administrative policies and regulations before issuance, except as required by law, but should approve highly sensitive matters. Administrative policies and regulations should reference existing Board policy and are subject to Board review.

### 2.3.2. Transparency in Meetings and Records

The committee discussed this policy to ensure compliance with the Georgia Open Meetings Act, requiring public access to meetings and records. Executive sessions may exclude the public for legally permissible reasons. The policy also promotes transparency through accessible meeting locations, public engagement, and adherence to the Georgia Open Records Act for public records access.

### 2.3.3. Maintaining Board and School Records

The committee discussed this policy to maintain and make publicly available its adopted policies, budgets, meeting agendas, and minutes. These documents must be accessible on the school's website within ten business days of approval. The policy also addresses the retention and destruction of records in accordance with Georgia Archives guidelines.

### 2.3.4. Board Training and Development

The committee discussed this policy to require annual training as per legal and charter contract requirements, covering topics such as governance best practices, public records, meetings requirements, and relevant statutes and regulations. New board members must undergo formal training within 60 days of their service commencement. Failure to meet these training requirements may lead to removal in accordance with the board's bylaws.

### 2.3.5. Board Recruitment and Onboarding

The committee discussed this policy to establish that the Governing Board of Cirrus Academy Charter School aims to recruit board members who reflect the diversity and needs of the school community. Prospective members must submit an application, followed by a review and interview process before nomination. The board's bylaws guide the consideration and voting on these nominations, taking into account factors like community networks, experience, skills, and diversity.

### 2.3.6. Role of the Lead Administrator

The committee discussed this policy to provides that the Superintendent/CEO, hired by the Governing Board, is responsible for day-to-day administration, managing school activities, hiring, and overseeing staff. The Superintendent/CEO's performance is synonymous with organizational performance. The Board refrains from directing or evaluating staff other than the Superintendent/CEO.

#### 2.3.7. Board Communication with Administration

The committee discussed this policy to ensure clear communication between the Governing Board and the Superintendent/CEO, crucial for meeting contractual and legal obligations. It outlines the responsibilities of the Superintendent/CEO in reporting to the Governing Board, including the need for timely communication on various critical events. The policy also details how the Board should interact with the administration, focusing on directives, performance evaluation, and organizational performance viewed through the lens of the Superintendent/CEO's role.

#### 2.3.8. Board Actions and Resolutions

The committee discussed this policy to establish that the Cirrus Academy Charter School Governing Board's actions and resolutions will be determined through a voting process in meetings, adhering to the board's bylaws, the school's charter contract, and applicable laws. The meeting minutes will document the names of board members present, discussion details, and any votes, especially for non-unanimous decisions. Records will include disclosures of financial or personal interests in potential conflicts of interest, along with a signed copy of any adopted resolution.

#### 2.3.9. Performance Evaluations

Prior to beginning discussion on the Performance Evaluations Policy, Chair Kelly requested a motion to adjourn the committee meeting given the time constraints.

### **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 2:10 PM.