



CIRRUS EDUCATION GROUP, INC. OPERATIONS COMMITTEE MEETING

Minutes

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April 10, 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 12:05 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 Finley made a motion to approve the agenda and Committee Member Taylor provided a second. The motion was approved unanimously by those present.

1.3. Approval of [Committee Minutes from March 26, 2024](#)

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

2. Matters of Discussion

2.1. Operations and Facility Report

Committee Chair Kelly asked for the Operations and Facility Report from Dr. Fowler and Ms. Brinson-Grimes. Ms. Brinson-Grimes discussed set the start dates for major maintenance projects, with door repairs beginning on May 28 and roofing repairs starting on June 10. The Committee also reviewed the financial aspects of these projects, noting that the school had already paid for the roof repair and would handle invoices upon completion. School staff chose the timing of the projects to minimize disruption, avoiding major work during the school year to prevent interruptions to academic activities. This Committee underscored the committee's focus on efficient, budget-conscious management of school facilities, ensuring minimal impact on school operations.

2.2. Data Collection Updates

Committee Chair Kelly then initiated a discussion regarding the March FTE count, and she requested Dr. Fowler provide a detailed update. Dr. Fowler began the update noting that Cirrus completed FTE sign-off a day early on March 27. The committee discussed the number of students withdrawn from October, and the Committee discussed the upcoming enrollment

estimate due to the SCSC in May. The Committee also discussed the enrollment process for the new school year, noting ongoing enrollment activities and the number of families who had committed to returning. The Committee emphasized the importance of having up-to-date enrollment figures at the next meeting, highlighting the continual nature of the enrollment process. The Committee highlighted the school's efforts to maintain accurate and timely data to support school operations and planning.

2.2.1. FTE Data Collection Update

2.2.2. Completed Data Submissions and Reports

2.2.3. Upcoming Deadlines

2.3. Monitoring Update

Next, Committee Chair Kelly asked for Dr. Fowler to provide an update on the school's corrective action. Dr. Fowler discussed the current status of corrective action monitoring, noting its importance for upcoming fiscal year budget planning and assessments. Dr. Fowler noted that the SCSC usually sends out monitoring information in early August, with on-site assessments typically scheduled for early October. The staff expressed expectations of finding one or two issues, based on past experiences. The staff also discussed the process of submitting required documents through an online portal, emphasizing the need to ensure all documentation was accurate and timely. Dr. Fowler emphasized the administration's proactive approach to compliance and readiness for external reviews to improve the school's operational effectiveness.

2.3.1. Ongoing Corrective Actions

2.4. Policy Review

Committee Chair Kelly then proceeded to the Policy Review portion of the agenda in which she requested for Committee Member Taylor to read each policy and for Mr. Stevens to support the discussion.

2.4.1. First Reading

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| 2.4.1.1. Performance Evaluations | 2.4.1.9. Budget Development |
| 2.4.1.2. Compensation and Salaries | 2.4.1.10. |
| 2.4.1.3. Succession Planning | 2.4.1.11. Budget Calendar |
| 2.4.1.4. Emergency Continuation of Operations | 2.4.1.12. System of Internal Controls |
| 2.4.1.5. Confidentiality Policy | 2.4.1.13. Risk Management and Indemnification |
| 2.4.1.6. Grievance Policy | 2.4.1.14. Divisive Concepts |
| 2.4.1.7. Whistleblower Policy | 2.4.1.15. Parents Bill of Rights |
| 2.4.1.8. Social Media Policy | |

During the discussion on the performance evaluation policy, the committee focused on the methods and criteria for evaluating the performance of the superintendent/CEO. They talked about aligning the evaluation with the school's academic, financial, and operational performance metrics. The goal was to ensure that the superintendent/CEO's performance was objectively measured against the school's success and contractual performance targets. The committee also considered the inclusion of any evaluation systems required by law or the school's charter contract.

The discussion on the compensation and salaries policy centered around ensuring competitive and fair compensation for all school employees, in accordance with established salary schedules and annual budgets. The Committee explored how federal funds could be utilized for stipends and professional development, noting that these should be part of the compensation strategy. There was a detailed exploration of how stipends were handled, particularly for activities outside normal

work hours, reinforcing the need for these stipends to be in line with federal guidelines and approved by the board.

The discussion on the succession planning policy focused on ensuring the school's readiness for both planned and unplanned leadership transitions. The committee reviewed the policy detailing how the governing board is responsible for monitoring the terms of current board members and the process for recruiting and onboarding new members. They discussed the necessity of identifying potential new board members at least three months prior to any planned vacancy. For executive leadership, the superintendent/CEO is tasked with submitting a leadership succession plan annually, which should include development goals for each leadership team member and address any additional recruitment or retention needs.

The discussion about the Emergency Continuation of Operations policy revolved around setting up robust protocols to handle unexpected leadership transitions or emergencies effectively. The committee deliberated on the detailed steps and authority levels necessary to ensure seamless operations during such transitions. They emphasized the importance of having the board chair as the first point of contact during emergencies, who would then appoint a temporary administrator with full account access and signatory authority to maintain business and academic operations. The discussion also touched on the need for the acting administrator to possess appropriate credentials to handle the responsibilities effectively.

The discussion on the Confidentiality policy focused on reinforcing the strict adherence to safeguarding sensitive and confidential information, aligning with the requirements of the Family Educational Rights and Privacy Act (FERPA). The Committee emphasized the critical importance of board members and employees maintaining confidentiality at all times, especially in public spaces where the risk of inadvertent disclosure could be high. They discussed the appropriate protocols for handling confidential information, including not leaving sensitive documents in plain view and using secure communication methods to discuss confidential matters. The necessity for all board members and employees to return any confidential materials upon the end of their tenure was also affirmed.

The discussion on the Grievance policy centered on ensuring that the school had a clear and accessible process for addressing and resolving complaints from students, families, and staff. The Committee reviewed the steps required to file a grievance, emphasizing the importance of having complaints submitted in writing and attempting to resolve issues through direct conversations before escalating them formally. They stressed the need for clear documentation of whom grievances should be directed to initially, to prevent confusion and ensure proper handling. Additionally, the Committee discussed the need for the grievance procedure to be distinct from other formal complaint processes like OCR complaints or Section 504 due process hearings.

3. Adjournment

3.1. Adjournment

Following the discussion of the Grievance Policy, Committee Chair Kelly noted that the meeting ran beyond its scheduled time and called the meeting to order at 2:23 PM.