



CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

Minutes

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March 21, 2024
12:00 PM

<https://us06web.zoom.us/j/83082982762?pwd=Qc2bHt0nQAAJYpKezglJ8nFAM8GV5.1>

Meeting ID: 830 8298 2762
Passcode: 890178

1. Call to Order

1.1. Attendance

Committee Chair Taylor called the meeting to order at approximately 12:02 pm. Committee Chair Taylor, Board Chair Kelly, and Board Member Finley were present, with Board Member Finley participating on Zoom. Dr. Fowler and additional Cirrus staff were present. Mr. Stevens and Ms. Heather Robinson were present via Zoom.

1.2. Approval of Agenda

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

1.3. Approval of [Committee Minutes from March 6, 2024](#)

Committee Member Finley made a motion to approve the Committee Minutes from March 6, 2024, and Committee Member Kelly provided a second. The motion was approved unanimously by those present.

2. Matters of Discussion

2.1. Continue Review of Organizational Structure and Job Descriptions

Committee Chair Taylor initiated a discussion regarding the organizational structure, highlighting the need for clear job descriptions for all employees. The Committee discussed the school's organizational structure, emphasizing the school's status as both a school and district under state and federal law. Members of the Committee emphasized the need to streamline administrative staff and eliminate duplication of effort. Administrative staff emphasized the need to ensure that both school performance and district operations continue to meet performance standards.

The Committee asked Ms. Robinson for recommendations regarding administrative structure, and Ms. Robinson emphasized that each school needs to address its structure to meet its unique circumstances, but that establishing a formula for when to hire additional staff or positions will help ensure the organization is sustainable.

Next, the Committee discussed the need for positions to include multiple roles – such as federal programs director and testing coordinator – and the need for compensation to reflect appropriate duties. Administrative staff discussed the creation of a salary matrix to align duties, roles, titles, and compensation. Committee Member Finley emphasized the desire to review a matrix that included current personnel, titles, roles, salary, CPI codes, salary, and additional compensation.

2.2. Update Regarding Review of Vendor Contracts

2.3. Update Regarding Review of Employee Policy Manual

Committee Chair Taylor noted that the Committee would table the discussion of Vendor Contracts and Employee Policies until the next meeting.

3. Adjournment

3.1. Adjournment

Committee Chair Taylor adjourned the meeting at approximately 1:25 pm.