



# CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

## *Minutes*

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

March 6, 2024  
2:00 PM

<https://us06web.zoom.us/j/83082982762?pwd=Qc2bHt0nQAAJYpKezgljJ8nFAM8GV5.1>

Meeting ID: 830 8298 2762  
Passcode: 890178

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## 1. Call to Order

### 1.1. Attendance

Committee Chair Taylor called the meeting to order at approximately 2:15 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 Agenda

Committee Member Kelly 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 Kelly 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. [Review of Organizational Structure and Job Descriptions](#)

Committee Chair Taylor initiated a discussion regarding the organizational structure, highlighting the need for alignment with the school's operational needs and budget considerations. The Committee emphasized the importance of aligning job descriptions with certified personnel information (CPI) and the professional standards commission (PSC) requirements to ensure funding. Staff and Board Members devoted significant attention to the Federal Monitoring findings and the steps taken to address them, including policy approvals for inventory and McKinney-Vento homeless support.

The Committee also discussed upcoming budget considerations, the impact of potential changes in state funding formulas, and the necessity of accurate student and staff data reporting to ensure proper funding. The Committee expressed and discussed concerns about administrative staffing levels relative to student numbers, with an emphasis on streamlining

positions to meet state charter school commission expectations without sacrificing the quality of education and support provided to students.

The Committee also reviewed technical aspects of funding formulas, state salary schedules, and the impact of student enrollment numbers on funding. The Committee plans to continue refining job descriptions and organizational structures to align with best practices and compliance requirements, aiming to ensure the efficient and effective operation of Cirrus of the next year.

2.1.1. [GaDOE CPI Information](#)

Mr. Stevens provided a brief overview of the CPI data Collection.

2.1.2. [CPI Job Codes](#)

The Committee referenced the CPI codes to illustrate the connection between job descriptions and reporting.

2.1.3. [Federal Program Information](#)

Mr. Stevens noted the information required to ensure personnel time and effort is documented.

2.1.4. [State Salary Schedule Information](#)

Mr. Stevens discussed the salary schedules and how funding for training and experience is earned.

2.1.5. [Bibb County School District Information](#)

2.1.6. [Cirrus Academy Initial Allotment Sheet](#)

Mr. Stevens provided a brief overview of the Cirrus allotment sheet and salary details and their role in salary and expense planning.

2.1.7. [Cirrus Academy Salary and Operations Detail](#)

### **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 3:25 PM.