



# CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

## *Minutes*

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

April 10, 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 2:25 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 was also present.

### 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 21, 2024](#)

Committee Member Finley made a motion to approve the Committee Minutes from March 21, 2024, and Committee Member Kelly 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 of Cirrus' FY25 proposed organizational structure by requesting for Dr. Fowler's updated proposed organizational structure. Dr. Fowler began the discussion by noting that the FY25 Budget will include the FY25 staffing matrix that includes salaries, benefits, and total compensation. Committee members requested additional information and details regarding the specific roles and responsibilities expected for FY25. Cirrus staff committed to providing the committee with the complete information regarding the proposed organizational structure, staffing matrix, and vendor contracts by the end of the week.

### 2.2. [Review of Vendor Contracts](#)

### 2.3. [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.

Dr. Fowler and Cirrus staff emphasized their understanding of the urgency and noted that additional process improvements, including the adoption of PC Genesis, will improve transparency and budget planning.

### **3. Adjournment**

#### 3.1. Adjournment

Committee Chair Taylor adjourned the meeting at approximately 3:15 pm.

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