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## CIRRUS EDUCATION GROUP, INC. GOVERNANCE BOARD OF TRUSTEES MEETING

### *Minutes*

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

August 26, 2024

4:00 PM

<https://zoom.us/j/97828103999>

Or

+1 305 224 1968

Meeting ID: 978 2810 3999

### 1. Call to Order

#### 1.1. Attendance

Board Chair Kelly called the meeting to order at approximately 4:05 pm. Vice Chair Taylor was present, Board Member Golphin was present, Board Member Lewis was present, Board Member Olagunju was present, Board Member Finley was also present. Mr. Williams was present along with several Cirrus Staff members. Mr. Gregg Stevens and Ms. Robinson were present as were several members of the community.

#### 1.2. Approval of Agenda

Board Member Golphin made a motion to approve the agenda and Board Member Lewis seconded the motion. The motion was approved by a unanimous vote of those present.

#### 1.3. Approval of [Meeting Minutes from July 18, 2024](#)

### 2. Matters of Discussion

#### 2.1. [Head of School Report](#)

Mr. Barry Williams, Interim Head of School, provided a comprehensive update on the first few weeks of school.

#### 2.2. [FY25 Organizational Structure](#)

Chair Kelly noted that the Board was actively working to determine the organizational structure for the year and noted that administrative contracts would be extended through September 30 to provide the Board additional time to consider permanent leadership.

#### 2.3. Committee Reports

##### 2.3.1. Academic Committee

Mr. Williams and Chair Kelly led the discussion of the academic committee, noting the academic committee's focus on analyzing student data, increasing student enrollment, and providing learning resources to staff.

#### 2.3.2. Operations Committee

Chair Kelly provided the Operations Committee report noting that no significant facility issues impacted the start of school.

#### 2.3.3. Personnel Committee

Vice Chair Taylor provided the Personnel Committee report emphasizing the deep and thorough review of the school's operational structure and job descriptions.

#### 2.3.4. Finance Committee

Board Member Lewis provided the Finance Committee report by providing a high-level overview of the school's financial reports as presented by the CFO during the Finance Committee, and Mr. Lewis emphasized the ongoing work of the committee to review the school's changing budgetary circumstances given changes in enrollment and personnel.

### 3. Action Item(s)

#### 3.1. [Approve the FY25 Student Handbook](#)

The Board approved the FY25 Student Handbook by a unanimous vote of those present.

#### 3.2. [Approve the FY25 Employee Handbook](#)

The Board approved the FY25 Employee Handbook by a unanimous vote of those present.

#### 3.3. Approve the [proposed contract](#) for Board Governance Support

The Board approved the an extension of the current contract for Board Governance Support until September 30.

#### 3.4. Approve the [proposed contract](#) for Financial Governance Support

The Board approved the proposed contract for Financial Governance Support with a term until September 30.

#### 3.5. [Initiate First Reading](#) of the following policies: [System of Internal Controls](#), [Review of Administrative Procedures](#), [Transparency in Meetings and Records](#), [Maintaining Board and School Records](#), [Board Training and Development](#), [Board Recruitment and Onboarding](#), [Risk Management and Indemnification](#), [Role of the Lead Administrator](#), [Board Communication with Administration](#), [Board Actions and Resolutions](#), [Performance Evaluations](#), [Compensation and Salaries](#), [Succession Planning](#), [Emergency Continuation of Operations](#), [Confidentiality Policy](#), [Grievance Policy](#), [Whistleblower Policy](#), [Social Media Policy](#), [Divisive Concepts](#), [Parents Bill of Rights](#), [Conflict of Interest Policy \(Amendment\)](#)

The Board approved the initial reading of the aforementioned policies with additional consideration by the Board no sooner than 30 days.

#### 3.6. [Approve the FY25 Annual Board Calendar](#)

The Board approved the initial reading of the proposed annual meeting and committee schedule.

#### 3.7. FY25 Board Member and Officer Election

The Board approved its membership for the year and elected the following officers to begin at the next regular Board meeting: Chair – Latrell Taylor, Vice Chair – Tosin Olagunju, Treasurer/Finance Committee Chair – Lisa Golphin.

### 4. Executive Session

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- 4.1. The Governing Board will enter into executive session pursuant to O.C.G.A. § 50-14-3(b)(2) for the purpose of discussing the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.

The Board voted to enter into Executive Session at approximately 5:25 PM and voted to adjourn Executive Session at approximately 9:50 PM.

## **5. Adjournment**

### 5.1. Adjournment

The meeting adjourned at approximately 9:54 PM.

DRAFT