



**CIRRUS EDUCATION GROUP, INC.
OPERATIONS COMMITTEE MEETING**

Minutes

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June 5, 2024

1:00 PM

<https://us06web.zoom.us/j/82301983890?pwd=bBHv2zPX9b3hpWoZPkIyoi1v3b2DyZ.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 1:10 pm. Committee Chair Kelly, Board Member Taylor, 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 Taylor 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 April 10, 2024](#)

Committee Member Taylor made a motion to approve the April 10 committee meeting minutes and Committee Member Finley provided a second. The motion was approved unanimously by those present

2. Matters of Discussion

2.1. Operations and Facility Report

Dr. Fowler and Ms. Brinson provided the operations and facility report. The committee discussed the completion of operations and facility tasks, emphasizing deadlines for specific projects. They confirmed the completion of work by June 6th regarding the roof repair and expected further work to be done by June 18th. The committee addressed costs related to various repairs and emphasized the need for detailed cost breakdowns and quotes. They also stressed the importance of communicating financial decisions clearly and ensuring that spending aligns with budget constraints. Concerns were raised about the urgency and necessity of some repairs, specifically around safety issues and the importance of timely and accurate financial tracking.

2.2. Data Collection Updates

Dr. Fowler and Ms. Brinson provided the data collection and submission updates. The committee discussed the upcoming data collection and submission deadlines, including the third cycle of CPI in July. They need to ensure all certified employees have updated balances

for sick and vacation times. Additionally, they mentioned the upcoming July 9th deadline for the last quarter's financial high-risk reports due to the SCSC. Completed Data Submissions and Reports

2.2.1. Upcoming Deadlines

2.3. Federal Monitoring Update

Dr. Fowler provided a brief federal program update that included a discussion of Title IV requirements, including teacher and parent training sessions. They emphasized the importance of accurate data tracking and the need for ongoing monitoring and review of these processes to meet compliance standards.

2.4. Policy Review

Chair Kelly then asked for Mr. Stevens to lead the policy review discussion of each policy.

2.4.1. First Reading

2.4.1.1. Whistleblower Policy

The committee discussion noted the need for employees to observe high standards of ethics and integrity. The policy requires employees to report any suspected violations of laws or regulations and protects them from retaliation. The committee discussed the importance of acting in good faith and outlined the procedures for reporting and investigating violations. They also considered adding a timeline for filing complaints to prevent stale complaints from former employees and discussed potential penalties for false allegations. The policy aims to encourage internal resolution of serious concerns before seeking external solutions

2.4.1.2. Social Media Policy

The committee discussion noted its application to board members and the importance of maintaining the school's reputation. They emphasized that board members should not post content that could harm the school's image and encouraged them to restrict public access to their social media profiles. The discussion included a suggestion to extend the policy to staff members, referencing the PSC code of ethics to ensure comprehensive coverage. The goal is to prevent any negative impact on the school's reputation from inappropriate social media use by current or former employees

2.4.1.3. Budget Development

The committee discussion noted that the superintendent and CFO must ensure the budget aligns with federal and state laws. The budget process begins no later than January of the preceding fiscal year, involving assessment of necessary expenditures. Each budget line item must have a written rationale. The governing board reviews and adopts the budget after at least two public hearings. Post-adoption, the board monitors disbursements and

amends the budget as needed. The finance committee oversees compliance with all relevant laws. Additionally, they emphasized the need for consistent internal controls and separation of duties to ensure accuracy and transparency in financial reporting.

2.4.1.4. Budget Calendar

The committee discussion noted the importance of public notice provisions and holding two public hearings to gather input before adopting the budget by June 30th each year. The policy language was noted as essential, with specific dates highlighted, such as the June board meeting scheduled for June 11th for budget hearing number two. The CFO will present monthly financial reports to the governing board, ensuring that all financial activities align with the adopted budget and compliance with state and federal regulations.

2.4.1.5. System of Internal Controls

The committee discussion noted the responsibilities of the CFO in maintaining the accounting system and delegating bookkeeping duties. They highlighted the importance of pre-numbered and monthly posted journal entries, which the finance committee must review. The CFO is tasked with ensuring the accuracy of financial reports, including balance sheets, bank reconciliations, and budget-to-actual comparisons. They stressed the need for a separation of duties, such as having different individuals handle check signing and bookkeeping, and ensuring bank reconciliations are performed by someone other than the check signer. Reimbursement requests require approval by the CFO or superintendent before processing, ensuring all financial transactions are properly documented and reviewed to maintain transparency and accountability.

2.4.1.6. Risk Management and Indemnification

The committee discussion noted the importance of safeguarding the school's assets. The CFO holds the primary responsibility for ensuring accurate financial reporting and proper financial management procedures. The policy includes maintaining an accurate inventory management system and securing all physical assets. Additionally, the CFO is responsible for creating and maintaining payroll files, monitoring usage of vacation and sick time, and ensuring all changes in employment compensation are approved by the superintendent or governing board. This policy aims to protect the school's financial integrity and ensure compliance with federal laws.

2.4.1.7. Divisive Concepts

The committee discussion noted focusing on ensuring that employees adhere to high ethical standards and comply with relevant laws and regulations. They emphasized the importance of reporting any suspected violations and outlined the protections against retaliation for those who report in good faith. The policy intends to encourage internal resolution of concerns and maintains confidentiality during investigations. Additionally, the committee considered implementing a timeline for filing complaints to prevent stale complaints from former employees and discussed potential disciplinary actions for false reports.

At approximately 2:15 pm, Chair Kelly called for a motion to adjourn the operations committee meeting.

Committee Member Taylor made a motion to adjourn and Committee Member Finley provided a second. The motion was passed by a unanimous vote of those present.

2.4.1.8. [Parents Bill of Rights](#)

The committee discussion noted:

2.4.2. [Second Reading](#)

2.4.2.1. [Performance Evaluations](#)

2.4.2.2. [Compensation and Salaries](#)

2.4.2.3. [Succession Planning](#)

2.4.2.4. [Emergency Continuation of Operations](#)

2.4.2.5. [Confidentiality Policy](#)

2.4.2.6. [Grievance Policy](#)

3. Adjournment

3.1. Adjournment
