



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

Agenda

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**August 7, 2024
1:00 PM**

<https://us06web.zoom.us/j/82301983890?pwd=bBHv2zPX9b3hpWoZPkIyoi1y3b2DvZ.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 and Board Member Taylor were present. Mr. Williams and 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 Chair Kelly provided a second. The motion was approved unanimously by those present.

1.3. Approval of [Committee Minutes from June 5, 2024](#)

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

2. Matters of Discussion

2.1. Operations and Facility Report

Chair Kelly requested an updated report regarding the school's facility needs from staff. Cirrus staff indicated that everything was running smoothly with no pending issues requiring attention over \$10,000. Facilities were in good shape, and the first two days of school had gone well. Minor issues, such as water being off in one restroom due to commode repairs, had been resolved. Additionally, an automatic sprinkler system malfunctioned but was fixed. The committee discussed the need for a new refrigerator, which was within budget and necessary to avoid health department violations. The playground was also mentioned as being in good condition, though there was a note that another one might be needed in the future. Overall, the report conveyed that operations and facilities were in a stable and well-maintained state.

2.2. Data Collection Updates

2.2.1. Completed Data Submissions and Reports

2.2.2. Upcoming Deadlines

Cirrus staff provided a detailed update regarding the school's ongoing data compliance. The discussion on data collections focused on upcoming deadlines and the status of student enrollment. The committee noted that data collection for FTE (Full-Time Equivalent) and student class submissions was not due until October, with the exact date yet to be confirmed. There was also a discussion about current student numbers and efforts to contact families of

students who had not yet shown up, ensuring they receive transportation if needed. Some specific cases were mentioned, including students requiring special transportation due to medical issues.

The committee emphasized the importance of providing necessary approvals for transportation to ensure all students could attend school. Additionally, they discussed the challenges related to providing students with adequate clothing, particularly uniforms and shoes, noting that while uniforms had been budgeted for, there was still a need to secure affordable shoes for some students.

2.3. Federal Program Update

Chair Kelly then asked for an update regarding the school's federal programs. Cirrus staff emphasized the status of recent submissions and upcoming requirements. The committee confirmed that all necessary submissions had been completed on time, including the final piece needed to lift the school's probationary status. They also outlined the upcoming deadlines for the FY 24 amended budget, which is due by August 31, the FY 24 final budget due by September 30, and the FY 25 initial budget due by October 31.

The committee discussed the engagement of an external service, Bamboo, to assist with these budget submissions, though it was noted that once the new accounting platform, PC Genesis, is fully implemented, these tasks will be handled in-house. There was a brief mention of the need to update and maintain compliance with federal program requirements, particularly those related to Title I and special education (SPED).

The committee also touched on the necessity of attending upcoming conferences related to federal programs, including a data conference and training sessions for federal and special education updates.

2.4. Policy Review Update

Next, Chair Kelly asked Mr. Stevens to provide an update on the school's ongoing policy review. Mr. Stevens noted the progress and process of reviewing and adopting board policies.

The committee emphasized the importance of moving through the policy review process more efficiently, particularly for critical policies like the Parents' Bill of Rights, which was highlighted as needing immediate attention. This policy had not yet been read twice by the committee, a requirement before it could be presented to the full board for adoption. The committee agreed to prioritize this policy and prepare it for presentation at the next board meeting.

There was also a discussion about the need to streamline the review process by focusing on the most important policies and ensuring that committee members review them thoroughly before meetings. The committee proposed using redlined versions with summaries to clarify what changes were required by law versus those that were discretionary. The overall goal was to complete the policy reviews in a timely manner so that they could be adopted by the board and incorporated into the school's governance framework, including the student handbook.

2.5. Operations Committee Goals for SY25

Finally, Chair Kelly led the discussion regarding ongoing goals for the school year, which include the development and implementation of a comprehensive facility maintenance plan,

ensuring all policies are reviewed and adopted efficiently, and enhancing the school's compliance with federal program requirements. The committee emphasized the need to monitor progress regularly and to ensure that all tasks are completed on schedule, especially those that impact the school's performance and compliance ratings.

Additionally, the committee discussed the importance of addressing any areas where the school had previously underperformed, particularly in relation to the comprehensive performance framework. This included making sure that all operational and policy-related deficiencies from past evaluations were corrected to avoid recurring issues.

3. Adjournment

3.1. Adjournment

Committee Chair Kelly adjourned the meeting at approximately 1:50 pm.