



# CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

## *Minutes*

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

August 7, 2024  
2:00 PM

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

Meeting ID: 830 8298 2762  
Passcode: 890178

---

### 1. Call to Order

#### 1.1. Attendance

Committee Chair Taylor called the meeting to order at approximately 2:00 pm. Committee Chair Taylor and Committee Member Kelly were present. Mr. Williams and 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 Chair Taylor provided a second. The motion was approved unanimously by those present.

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

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

### 2. Matters of Discussion

#### 2.1. Personnel Transition Update

Committee Chair Taylor thanked staff for their continued dedication and support and requested an update from staff regarding the leadership transition. The committee discussed the ongoing process of updating job descriptions for all employees to ensure alignment with their experience and education. There was a focus on ensuring that everyone is in the correct role based on their qualifications. The committee emphasized the importance of completing this task quickly, as accurate job descriptions are crucial for streamlining operations and preparing for the upcoming years. The committee also mentioned the need to review resumes and applications to ensure all employees are properly placed.

Mr. Williams reviewed the status of the teaching staff, noting that all teachers either meet the required certifications or are in the process of completing them. The discussion highlighted the importance of teachers passing both parts of their certification exams before a new vendor

takes over testing. Additionally, the committee addressed the need for more kindergarten teachers and paraprofessionals due to increased enrollment.

## 2.2. Organizational Update

Chair Taylor requested an update from Mr. Williams regarding the review of the school's administrative structure. Mr. Williams emphasized the need to refine the structure and roles within the organization to ensure efficiency and proper alignment with employee qualifications. The committee highlighted the need to finalize job descriptions for all positions, ensuring that they accurately reflect the responsibilities and qualifications required. This was seen as essential for streamlining operations and ensuring that each employee is placed in a role that matches their experience and educational background.

The committee also discussed the importance of revisiting the organizational chart to ensure it aligns with these updated job descriptions. This effort is part of a broader initiative to optimize the workforce, making sure that everyone is positioned correctly to contribute effectively to the school's goals. The committee discussed conducting a qualifications audit to verify that all staff members have the appropriate certifications and training necessary for their roles.

## 2.3. Revised Employee Handbook Update

Next, Chair Taylor requested for Mr. Stevens to provide an update on the school's employee handbook. Mr. Stevens noted that Ms. Riley had provided a redlined version of the handbook, which the team was reviewing. The goal was to complete the final version by the end of the week, in time for the upcoming board meeting. The committee emphasized the importance of having a thoroughly updated handbook that aligns with the organization's current operational practices and legal requirements.

## 2.4. Personnel Committee Goals for SY25

Finally, Chair Taylor led the committee's discussion around ongoing goals for the school year. The committee discussed conducting a thorough audit of all staff qualifications to ensure that everyone has the necessary certifications, training, and experience for their roles. This is intended to ensure that all employees are properly equipped to fulfill their responsibilities, contributing to overall school performance. The committee also discussed reviewing the benefits package offered to staff. This includes transitioning from the current benefits provider to identify more comprehensive and cost-effective options. The committee intends to ensure that this transition is smooth and that all staff members are adequately informed about their benefits choices.

# 3. Adjournment

## 3.1. Adjournment

---

Committee Chair Taylor adjourned the meeting at approximately 3:10 pm.