



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

Minutes

www.cirrusacademy.org

**October 22, 2024
6:00 PM**

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

Or

**+1 305 224 1968
Meeting ID: 978 2810 3999**

1. Call to Order

The meeting was called to order at 6:08 PM by Chair Taylor.

1.1. Attendance

Board Members Present: Shirlynn Kelly, Latrell Taylor, Lisa Golphin, Rhonda Finley, Nathan Lewis, and Tosin Olagunju were present via Zoom. Head of School Barry Williams, Ms. Samuels, Ms. Freeman, Ms. Edwards, Ms. Brinson, and additional Cirrus staff were present. Mr. Gregg Stevens was also in attendance.

1.2. Approval of Agenda

A motion to approve the meeting agenda was made by Board Member Kelly and seconded by Board Member Golphin. The motion was approved by a unanimous vote by all members present.

1.3. Approval of Meeting Minutes from [September 10](#) and [September 30, 2024](#)

A motion to approve the meeting minutes from September 10 and September 30 was made by Board Member Finley and seconded by Board Member Kelly. The motion was approved by a unanimous vote with Board Member Olagunju abstaining from the vote.

2. Community Comment

- 2.1. The Governing Board will reserve no more than 30 minutes to listen to public comment. Individuals who want to speak during Community Comment must register in advance as described below. Individuals speaking during Community Comment will be limited to 3 minutes each.**

[There were no members of the public that addressed the board.](#)

3. Matters of Discussion

3.1. Committee Reports

3.1.1. Academic Committee

Board Member Kelly presided over the Academic Committee meeting for October. Board Member Kelly provided an overview, noting progress in instructional goals aligned with standards. The committee discussed teacher training, a five-year growth strategic plan, academic performance data, and reading and math programs for early arrivals. They also reviewed upcoming standardized testing.

3.1.2. Operations Committee

The committee, chaired by Board Member Kelly, discussed website improvement needs, with issues like nonfunctional links. The committee discussed hiring a company to overhaul the site and to help contribute to parent engagement. The committee discussed student discipline improvements and the success of PBIS programs. The Committee also addressed staff shortages and the suggestion of creating a substitute teacher pool.

3.1.3. Personnel Committee

Chair Taylor highlighted the school's progress in implementing professional development, including visiting high-performing schools, implementing performance-based bonuses, and updating the organizational chart to clarify roles and improve efficiency. The committee also reviewed benefits and policies for open enrollment and conducted a qualifications audit to ensure certification requirements are met.

3.1.4. Finance Committee

The finance committee reviewed the school's overall financial performance in September, noting over \$3 million in total cash as of September 30. The committee discussed budget adjustments, teacher salary increases, the transition to credit cards for financial transactions, and student activity funds. The committee also emphasized the need for financial transparency and regular updates for board members.

3.2. Head of School Report

Mr. Williams noted that attendance rates remain high, with all grade levels achieving over 94% attendance. Mr. Williams outlined the school's academic model, which includes deans overseeing K-2, 3-5, and 6-8 grade levels to support instructional quality. Staff responded positively to this structure, as shown during a professional learning day in early October. Mr. Williams acknowledged the school's website functionality, highlighting its lack of user-friendliness and broken links. He suggested a need for an overhaul and discussed the potential for rebranding and more effective use of social media to attract students and high-quality teachers.

Mr. Williams then noted the academic improvement goals for Cirrus target a 10% growth goal in English Language Arts (ELA) and math, with detailed planning by grade and teacher levels underway. Next, Mr. Williams mentioned efforts to secure funding, including an application to the Charter School Growth Fund, which could bring in \$250,000 to \$750,000. He emphasized the competitiveness of this grant and noted that a team would meet to finalize the application.

3.3. FY25 Organizational Structure

The proposed FY2025 budget amendment includes an updated organizational structure that includes detailed salary schedules to allow the school to project personnel expenses several years in advance. During the discussion, Board Member Kelly expressed opposition to an administrative structure in which the CFO reports to the Head of School. Board Member Kelly detailed the Board's previous difficulty in receiving timely and accurate financial information and expressed the desire for the CFO to report directly to the Board. The Board and administration discussed the impact of each approach and committed to getting additional information from the SCSC prior to the adoption of the budget and organizational structure.

3.4. Request for Proposal: Web Design Services

Mr. Williams presented the details for the RFP (Request for Proposal) recently conducted by the school. The school released the RFP for web design services was released to address issues with the current website, including broken links and outdated visuals. This proposal called for a comprehensive approach, including a responsive design that would showcase Cirrus Academy's services and allow for easier navigation as well as better integration with social media and an increased focus on student recruitment. Cirrus staff and Board members discussed the initial response the school received and determined that the RFP should be revised and reissued with additional details, including the specific deficiencies in the website noted by the SCSC.

4. **Budget Hearing for FY25 Budget Amendment**

4.1. Amended FY25 Budget Presentation

Mr. Williams and Ms. Samuels presented a recommended budget amendment to better allocate the school's revenue to projected actual expenses following recent changes to the school's administrative structure. The budget presentation focused on the revised budget based on funding for 551 FTE and which incorporates salary scales for teachers and paraprofessionals. During the presentation, the Board raised questions regarding grant drawdowns, facility expenses, and nutrition costs.

4.2. Opportunity for Public Comment

There was no public comment.

4.3. Board Discussion

The Board and staff discussed specific budget items and committed to scheduling a budget workshop training prior to the budget adoption. Chair Taylor encouraged board members to work with the school staff to ensure any remaining questions are answered before the second budget hearing and adoption.

5. **Action Item(s)**

5.1. Approve the Selection for Web Design Services

The Board did not take action on the RFP.

5.2. Adopt 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 tabled adoption of the following policies was also tabled until the next board meeting to allow members more time to consider each policy prior to adoption.

6. Adjournment

6.1. Adjournment

A motion to adjourn the meeting was made by Board Member Finley and seconded by Board Member Olagunju. The motion was approved by a unanimous vote of all members present. The meeting concluded at approximately 8:58 PM.

Community Comment Registration

1. The Governing Board will include Community Comment on the agenda for each regularly scheduled Governing Board Meeting, and the Governing Board may choose to hold Community Comment during called meetings.
2. The Governing Board will devote no more than 30 minutes of each meeting to Community Comment, and individuals are limited to 3 minutes of speaking time.
3. The Governing Board will maintain decorum during its meetings by requiring individuals to sign-up for public comment periods (Community Comment) in advance of speaking at the meeting.
4. Individuals who wish to speak during Community Comment must register by no later than 5:00 PM the day before any board meeting with Community Comment.
5. Individuals may register in advance by sending an email to gregg.stevens@21cobalt.com, with the name and email address of the individual who will speak during Community Comment.
6. Only individuals registering in advance of the meeting will be afforded the opportunity to speak during Community Comment, unless granted an exception by the Board Chair at the Meeting.