



CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

Minutes

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October 17, 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 2:16 pm. Committee Chair Taylor, Board Member Kelly, and Board Member Finley were present, with Board Member Finley participating on Zoom. Mr. Williams, Ms. Riley, Ms. Samuels, Ms. Freeman, and other Cirrus staff were present. Mr. Stevens was present and participating on Zoom.

1.2. Approval of Agenda

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

1.3. Approval of [Committee Minutes from August 7, 2024](#)

Committee Member Finley made a motion to approve the Committee Minutes from August 7, 2024, and Committee Member Kelly provided a second. The motion was approved unanimously by those present.

2. Matters of Discussion

2.1. Organizational Transition Update

The organizational update focused on several key areas, including staffing challenges, professional development, and teacher recruitment. The committee emphasized the importance of addressing teacher absences and managing vacancies efficiently while planning early recruitment efforts for the next school year. Leaders discussed strategies to improve coaching and professional development by sending teachers to observe high-performing schools and aligning their goals with broader academic objectives. The committee reviewed efforts to support special education needs by increasing paraeducator staffing and ensuring proper IEP alignment.

The committee also explored performance-based bonuses for teachers who demonstrate student growth and introduced an updated organizational chart to clarify roles and improve communication. To maintain staff morale, they proposed quarterly team-building activities and mental health support. Additionally, the team examined outsourcing options to address inconsistent custodial attendance and ensure a safe, clean environment.

Notably, the committee discussed Mr. Williams' proposed changes to the organizational structure aimed at improving efficiency, clarifying roles, and enhancing communication. The updated structure establishes clear reporting lines, with department leaders taking more defined responsibilities within their teams. The committee emphasized the importance of aligning the structure with the school's goals while ensuring that staff know whom to approach for specific needs. Leadership proposed moving certain administrative offices to create a dedicated training space where leaders can model effective instructional practices for teachers. The updated structure also reinforces the school's focus on coaching and support by designating roles for teacher development and academic oversight. Additionally, the committee addressed the importance of maintaining transparency with financial management, proposing that the CFO report directly to the board for better oversight.

2.2. Personnel Committee Goals for SY25

2.2.1. Qualifications Audit

The committee discussed the ongoing qualifications audit, focusing on ensuring that all staff meet the necessary certification and educational requirements for their roles. School staff reviewed specific cases where teachers lacked official transcripts or certifications, including a situation involving a teacher with an outstanding tuition balance preventing the release of her transcript.

Leadership emphasized the need to resolve these issues promptly to avoid disruptions in student learning and maintain compliance. They outlined plans to support staff in obtaining the required credentials, including guidance for teachers preparing for certification exams. The committee stressed the importance of completing the audit thoroughly to ensure every teacher is qualified for their position, aligning with the school's standards and goals.

2.2.2. Benefits Review

Ms. Riley reviewed personnel benefits, focusing on the current open enrollment period and the available health insurance options, highlighting the advantages of continuing with Georgia Breeze, noting that the new plans provide better coverage without significant increases in premiums. Cigna, one of the vendors under Georgia Breeze, offers multiple dental plans, and the committee confirmed that ongoing orthodontic treatments would remain covered even after the transition. The committee emphasized the importance of communicating these benefits clearly to staff to ensure smooth enrollment.

3. Adjournment

3.1. Adjournment

At approximately 3:33, Chair Taylor adjourned the committee meeting.