



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

*Minutes*

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

**November 19, 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 approximately 6:08 PM.

**1.1. Attendance**

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

**1.2. Approval of Agenda**

Prior to calling for a motion to approve the meeting agenda, Chair Taylor noted that the Board adjusted the order of agenda items to maximize participation. Board Member Kelly made a motion to approve the agenda as amended and the motion was seconded by Board Member Lewis. The motion was approved by a unanimous vote of all members present.

**1.3. Approval of Meeting Minutes from [October 22, 2024](#)**

A motion to approve the meeting minutes from October 22, 2024 was made by Board Member Kelly. The motion was seconded by Board Member Lewis. The motion was approved by a unanimous vote of all members present.

**2. Budget Hearing for FY25 Budget Amendment**

**2.1. [Amended FY25 Budget Presentation](#)**

Chair Taylor requested that Mr. Williams and Ms. Samuels present the administration's recommendation for amending the FY25 Operational Budget. Ms. Samuels provided a

detailed summary of the school's overall budget for FY25, noting additional efforts by the administration to align the school's budget to actual expenditures for the current year. Chair Taylor thanked Ms. Samuels for the presentation.

## 2.2. Opportunity for Public Comment

Following the budget presentation, Chair Taylor opened the meeting for public comment and asked any member of the public wishing to provide comment to speak before the Board. There was no public comment. No members of the public were present to comment on the budget presentation.

## 2.3. Board Discussion

Chair Taylor asked if any members of the Board required further discussion of the proposed budget amendment. The Board discussed grant receivables and specific expenditures in detail. The Board identified additional adjustments relating to facility and personnel expenditures that need additional clarity when the budget is amended to reflect adjusted revenue for FY25 in the Spring.

## 3. Action Item(s)

### 3.1. Approve the Amended FY25 Budget

Chair Taylor called for a motion to approve the proposed FY25 Budget as amended. Board Member Kelly made a motion to approve the proposed FY25 Budget as amended and Board Member Lewis seconded the motion. Board Members Kelly, Taylor, and Lewis voted in favor and Board Member Finley abstained. The motion was **approved**.

### 3.2. Approve the Selection of Vendor from the Website/Communications RFP

Next, Chair Taylor asked Mr. Williams to present the details of a website and communications request for proposals. Mr. Williams discussed the staff's extensive efforts to identify a partner to support its website and communications redevelopment. Following a thorough discussion, Board Member Finley made a motion to approve Flightlight Creative as the vendor for the school's webpage. Board Member Kelly seconded the motion. The motion was **approved** by a unanimous vote of all members present.

### 3.3. 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)

Next, Chair Taylor noted that several school policies were initiated and are ready to be approved by the Board. Board Member Kelly made motion to approve the recommended policies, and Board Member Finley seconded the motion. The motion was **approved** by a unanimous vote of all members present.

## 4. Community Comment

### 4.1. 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 was no public comment.

## **5. Matters of Discussion**

### **5.1. Committee Reports**

#### **5.1.1. Academic Committee**

The Academic Committee's report, given by Committee Chair Finley, highlighted several areas of focus critical to maintaining and improving student performance and teacher support. Committee Chair Finley noted that the school observed overall growth in both math and reading readiness scores, but science readiness scores are lagging. Chair Finley then noted that to bolster science readiness, the school explored partnerships with STEM-focused organizations, such as Pitsco, and considered curriculum modifications that incorporate STEM principles. Leadership prioritized visiting STEM schools to learn best practices for improving science and overall academic performance. Chair Finley then noted that the leadership team conducted iReady professional learning sessions for teachers to strengthen instructional effectiveness. These sessions included specific strategies for improving academic readiness, which may contribute to better outcomes in future readiness assessments.

#### **5.1.2. Operations Committee**

Committee Chair Kelly provided the Operations Committee report. Chair Kelly began by noting that the committee reviewed the status of a damaged brick wall on campus, which occurred due to a vehicle accident. It was confirmed that the responsible driver would cover the costs of repair, ensuring no impact on the school's budget. The committee discussed the approval of a vendor for the school's website and social media management. The committee also discussed the status of the school's annual audit. While the Committee had yet to receive the final audit at the time of the committee meeting. However, they noted that the board should be able to review the audit before submission in future years. The committee discussed the completion of financial drawdowns and invoice submissions for federal programs. They had already received one drawdown and were awaiting a second payment of approximately \$45,000 from GaDOE. The Operations Committee also discussed the required lead testing for water consumption at the school. They had received a grant to cover the testing and had designated staff who completed the necessary training.

#### **5.1.3. Personnel Committee**

Committee Chair Taylor presented the Personnel Committee's report, noting that the committee discussed ongoing staffing challenges, especially related to teaching staff and the need to establish a substitute teacher pool. The committee explored potential solutions, such as working with third-party staffing agencies that offer competitive pay and flexible schedules to attract substitutes. The committee highlighted the importance of increasing staff training for special education. This would ensure that teachers and staff understand how to manage diverse behavioral needs and remain compliant with Individualized Education Plans (IEPs). The committee also focused on providing professional development opportunities for staff to enhance their skills and knowledge, fostering a better learning environment for students and providing a supportive atmosphere for the staff as well.

#### **5.1.4. Finance Committee**

Board Chair Taylor provided the Finance Committee report. Chair Taylor noted that the Finance Committee met immediately preceding the Board Meeting and discussed the school's financial statements and position as of October 31, 2024. Chair Taylor discussed the committee's review and deliberation over the proposed budget amendment, and Chair Taylor recounted the school's submission of the annual audit to the State Charter Schools Commission.

#### 5.2. Head of School Report

Next, Chair Taylor requested that Mr. Williams provide the Head of School Report. Mr. Williams began his reporting emphasizing the school's strong attendance rates, with the first grade achieving 99.1% attendance. Total student enrollment increased, with the school population reaching 535 students. The Head of School praised the enrollment team for their efforts in this growth and noted that the leadership team worked with Transcend Education to plan a STEM-focused school visit and establish a partnership. Professional learning sessions included an iReady training for teachers and a STEM workshop. Mr. Williams noted that leadership also conducted classroom walkthroughs to observe and provide feedback on teaching practices. Mr. Williams highlighted the upcoming science fair to foster excitement for STEM initiatives, and Mr. Williams reported that operations were solidifying as leadership addressed staffing transitions and filled a first-grade teaching vacancy. Finally, Mr. Williams noted that Cirrus completed a state-mandated severe weather drill and that basketball season kicked off as the school prepares for the Thanksgiving break.

### **6. Adjournment**

#### 6.1. Adjournment

Finally, Chair Taylor called for a motion to adjourn the meeting. Board Member Kelly made a motion to adjourn that was seconded by Board Member Olagunju. The motion was approved by a unanimous vote of all members present, and the meeting adjourned at approximately 7:37 PM.