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

***Agenda***

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

**November 12, 2024**

**5:00 PM**

<https://us06web.zoom.us/j/82301983890?pwd=bBHv2zPX9b3hpWoZPkIvoi1v3b2DyZ.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 5:07 pm. Committee Chair Kelly, Board Chair Taylor, and Board Member Finley were present, with Board Member Finley participating on Zoom. Mr. Williams, 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 Taylor provided a second. The motion was approved unanimously by those present.

**1.3. Approval of [Committee Minutes from October 17, 2024](#)**

Committee Member Taylor made a motion to approve the minutes from the October 17, 2024 committee meeting and Committee Member Finley provided a second. The motion was approved unanimously by those present.

**2. Matters of Discussion**

**2.1. Operations and Facility Report**

Chair Kelly then began the meeting by asking Ms. Brinson-Grimes for the Operations and Facility Report. Ms. Brinson-Grimes began her report summarizing the results from the communications RFP for the school's website. Following the discussion regarding the RFP, Ms. Brinson-Grimes provided a detailed operations and facilities report that included a discussion of the damaged brick wall in the school parking lot. The driver that damaged the wall will be responsible for the costs, alleviating the budget impact to Cirrus.

**2.2. Review Results of Website/Communications RFP**

Mr. Williams provided a thorough summary of the RFP responses, emphasizing the firms rated by staff as the top four respondents and tentatively recommending Flylight Creative as the most advantageous offer. Mr. Williams explained that staff reviewed 40 responses and they evaluated each submission based on a five-point rubric covering experience, cost-

effectiveness, and alignment with the school's needs. After dedicating significant time to this process, they shortlisted four vendors for committee discussion. The discussion highlighted the importance of selecting a provider with a proven track record in education and marketing, capable of delivering a user-friendly website integrated with social media to enhance recruitment efforts. The committee recommended that the administration send the Governing Board a summary of the selected vendors with a proposed recommendation prior to the board meeting.

### 2.3. Data Collection Updates

Chair Kelly then requested information regarding Cirrus' recent data submissions.

#### 2.3.1. Completed Data Submissions and Reports

Ms. Brinson-Grimes noted that Cirrus met its Nutrition reporting requirements that are upcoming, and Ms. Samuels noted that all DEO46 reports were submitted timely. Chair Kelly inquired about the status of the school's annual audit, and Mr. Williams stated that the audit was complete and submitted to the SCSC and GaDOE by November 1 as required. Mr. Williams noted that the auditors were still working on the school's Single Audit.

#### 2.3.2. Upcoming Deadlines

Ms. Freeman noted that Cirrus remains on track with data reporting having just completed FTE, CPI, and nutrition reporting.

### 2.4. Federal Program Update

Chair Kelly then requested a brief update on Cirrus' Federal Programs, and Ms. Freeman detailed the school's continued work to complete grant drawdowns and invoice submissions.

### 2.5. Policy Review Update

Chair Kelly then provided an update on the Governing Board's policy review, noting that the policies reviewed and revised by the committee during 2024 will be considered by the board at its meeting in November. Chair Kelly recommended continuing to review and study the policies.

Finally, the committee discussed testing the school's water for lead as required, and the school confirmed that it is taking advantage of available resources to do so at no cost. Additionally, the committee discussed delays regarding the Charter School Annual Report as a result of the transition of that function to the State Charter Schools Commission.

## 3. Adjournment

### 3.1. Adjournment

At approximately 6:49, Chair Kelly called for a motion to adjourn the meeting. Committee Member Finley made a motion to adjourn the meeting and Committee Member Taylor provided a second. The motion was unanimously approved by those present.