



CIRRUS EDUCATION GROUP, INC. PERSONNEL COMMITTEE MEETING

Minutes

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**November 6, 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 2:05 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 Kelly made a motion to approve the agenda and Committee Member Finley provided a second. The motion was approved unanimously by those present.

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

Committee Member Finley made a motion to approve the Committee Minutes from October 17, 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

Chair Taylor noted the Board was considering the budget amendment proposed by school staff and then asked Mr. Williams to provide an overall update regarding the personnel transition. Mr. Williams noted that the school made adjustments to address staffing challenges. The committee The Personnel Committee addressed pressing issues related to staffing, special education, training, and future planning. Members discussed moving a teacher from an interventionist role to a long-term substitute position due to qualification concerns and emphasized the need to retain qualified teachers by establishing a substitute teacher pool. They

highlighted incidents involving special education students, stressing the necessity of proper training and clear behavioral management protocols to ensure staff can effectively handle challenging situations. The committee proposed additional special education training to enhance compliance and support teachers working with diverse student needs.

The committee discussed the challenges and strategies surrounding substitute teachers. Members emphasized the difficulty of finding reliable substitutes who can step into classrooms with minimal disruption. They suggested creating a dedicated pool of substitutes trained in handling specific classroom needs, particularly for special education and other high-demand areas. The conversation also highlighted the importance of retaining substitutes by offering competitive compensation and manageable work schedules. To address gaps, the committee considered partnering with third-party agencies and exploring long-term substitutes for consistent coverage. Members acknowledged that an organized approach to substitute staffing could alleviate stress on permanent staff and maintain classroom continuity during teacher absences.

They also outlined plans to address vacant positions through strategic hiring and partnerships with third-party agencies. Throughout the discussion, members underscored the importance of robust documentation and efficient processes to prevent future staffing and compliance challenges.

3. Adjournment

3.1. Adjournment

Chair Taylor called for a motion to adjourn the meeting at approximately 3:36. Committee Member Kelly made a motion to adjourn the meeting and Committee Member Finley provided a second. The motion was approved by a unanimous vote of those present.