APPROVED

Cirrus Education Group

Minutes

Cirrus Education Group Monthly Board Meeting

Date and Time
Tuesday October 21, 2025 at 6:00 PM

Location
Invite link: https://us02web.zoom.us/j/85291754824?pwd=1x7ge9PjfxenbClhEMtuCjWO7vKrtN.1

Directors Present
L. Golphin (remote), L. Taylor (remote), N. Lewis (remote), R. Finley (remote), S. Kelly (remote), T. Olagunju (remote)

Directors Absent
None

Guests Present
Alison Bass (remote), Arleen Samuels (remote), C. Blake (remote), Diane Freeman (remote), Joane Binns (remote), K. Cadman (remote), Kelly Cadman (remote), L. McDonald (remote), Nisah Grimes (remote), Nylah Thornton (remote), Sonja Riley (remote), Wendy Grimes (remote)

I. Opening Items

A. Call the Meeting to Order

L. Taylor called a meeting of the board of directors of Cirrus Education Group to order on Tuesday Oct 21, 2025 at 6:03 PM.

B. Record Attendance

C. Approve Agenda

R. Finley made a motion to Approve agenda.
L. Golphin seconded the motion.
The board **VOTED** to approve the motion.

D. Approve Minutes

R. Finley made a motion to approve the minutes from Cirrus Education Group Monthly Board Meeting on 09-23-25.
L. Golphin seconded the motion.
The board **VOTED** to approve the motion.

II. Matters of Discussion

A. Academic Committee Report

Rhonda Finley provided an overview of academic performance updates, including trends in student attendance and early outcomes from the new Amplify curriculum. The board discussed how Amplify aligns with the school's literacy goals and data collection methods to measure progress. Ms. Finley shared that a comprehensive review of student reading growth data will be presented in November.
Lisa Golphin asked for clarification on how teachers are being supported during this transition and whether additional professional development was being provided. Mr. Williams confirmed that ongoing training is built into staff meetings and that a literacy coach is offering weekly support. Ms. Finley also highlighted new volunteer engagement efforts focused on reading mentorship, emphasizing the positive community response.

B. Operations Committee

Shirlynn Kelly reported on facility improvements, noting that HVAC upgrades were nearing completion and that all critical repairs are scheduled to be finalized by October 31st. She also discussed cafeteria concerns raised by staff, including food delivery delays and maintenance issues. Chair Golphin inquired whether vendor contracts were being reviewed to ensure accountability for response times. Ms. Kelly confirmed that vendor performance would be reassessed prior to renewal. The committee also discussed upcoming data submissions related to safety, transportation, and operations compliance.

C. Personnel Committee

Latrell Taylor reviewed staffing levels, noting several open positions being actively recruited for. She outlined ongoing retention efforts, including stipends, teacher appreciation initiatives, and enhanced professional development. The discussion also included the rollout of a staff survey to identify barriers to retention. Ms. Golphin asked about substitute coverage and whether teacher absences were impacting instruction; Ms.

Taylor confirmed that coverage was being managed through a rotation system until additional substitutes were hired.

D. Finance Committee

Chair Golphin led the Finance Committee report, summarizing Cirrus Education Group's current fiscal position. She noted a deficit of approximately $109,000, reduced through targeted grant funding and expense adjustments. Mr. Williams confirmed plans to present a balanced budget and restructuring plan at the November meeting. Ms. Golphin asked whether upcoming grant reimbursements would be reflected in the November report; Ms. Samuels confirmed they would.
The committee also reviewed updates on federal funding, including a new $59,000 literacy grant that will support intervention programs. Wendy Grimes Brinson provided a facilities update on completed repairs and procurement needs, and Chantelle Blake presented updates on the SCSC monitoring tracker and audit preparations. The board discussed the importance of closing out all remaining compliance items by the October and November submission deadline.

E. Head of School Report

Barry Williams provided a comprehensive report covering school safety, academics, and engagement. He shared details about a recent lockdown prompted by nearby law enforcement activity, confirming that all students and staff remained safe and that outdoor activities were canceled for two days as a precaution.
Academically, he highlighted strong student participation in literacy and math interventions and discussed upcoming initiatives such as Title I Literacy Night and the Scholastic Book Fair. Monitoring updates indicated that 19 items remained in progress. Lisa Golphin asked about the communication process during emergencies and whether staff had sufficient radios and alert tools. Mr. Williams confirmed that the school currently had fewer than 10 functioning radios and requested the purchase of 10 additional units at a cost of $259 each, which the board supported exploring through available safety funds.

III. New Items

A. Auditor Presentation on Oct 30th

The board confirmed availability for a Special Called Meeting on Thursday, October 30, 2025, at 6:00 PM for the formal presentation of the FY25 audit. Arleen Samuels noted that the auditors would deliver the full report before the meeting and that board approval would be required to finalize the monitoring report by November 3rd.

Chair Finley, Chair Golphin, and Chair Taylor are available, and Mr. Lewis will try to make it, but may need to move a meeting on his calendar. Chair Kelly - no response, and Tosin is unavailable on Oct 30th.
L. Golphin made a motion to Hold a Special Called Meeting for the Auditor Presentation.
N. Lewis seconded the motion.

The board **VOTED** to approve the motion.

IV. Actions Items

A. Approve Policies Needed for SCSC Monitoring

R. Finley made a motion to Approve Policies Needed for SCSC Monitoring.
T. Olagunju seconded the motion.
The board **VOTED** to approve the motion.
Chantelle Blake presented several new and updated policies required for SCSC monitoring, including:
Suicide Prevention Policy
School Health Nurse Procedures
Individualized Graduation Plan Policy
School Volunteer Policy
Emergency Procurement Policy
Title IX Policy
Lisa Golphin asked how staff were being trained on the new policies and how compliance documentation would be maintained. Diane Freeman explained that all staff training logs and sign-off forms are stored in the school's shared compliance folder and uploaded to Epicenter following each session. The board voted unanimously to approve all policies as presented.

B. May 2025 Financial Policies Summary

R. Finley made a motion to May 2025 Financial Policies Summary.
T. Olagunju seconded the motion.
The board **VOTED** to approve the motion.
Chantelle Blake reviewed five financial policies developed in May 2025 and presented updated summaries. Ms. Blake confirmed that all revisions were made in consultation with Attorney Fortson and meet current federal and state requirements. The board voted unanimously to approve the updated financial policies.

V. Closing Items

A. Adjourn Meeting

R. Finley made a motion to Adjourn Meeting.
N. Lewis seconded the motion.
The board **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:31 PM.

Respectfully Submitted,
C. Blake