APPROVED

Cirrus Education Group

Minutes

CEG - Operations Committee Meeting

Date and Time
Wednesday September 3, 2025 at 1:00 PM

Location
https://us02web.zoom.us/j/88942391153?pwd=sb4eMqa4NyErcY2W0aOZkC9Eby64ld.1

Committee Members Present
L. Golphin, L. Taylor, R. Finley (remote), S. Kelly (remote)

Committee Members Absent
None

Guests Present
Arleen Samuels, Barry Williams, Brenda Edwards, C. Blake, Diane Freeman, Nisah Brinson, Sonja Riley, Wendy Grimes

I. Opening Items

A. Call the Meeting to Order

S. Kelly called a meeting of the Operations Committee of Cirrus Education Group to order on Wednesday Sep 3, 2025 at 1:06 PM.

B. Record Attendance

C. Approve Minutes

L. Taylor made a motion to approve the minutes from CEG - Operations Committee Meeting on 08-06-25.
L. Golphin seconded the motion.
The committee **VOTED** to approve the motion.

II. Operations

A. Monthly Report

Wendy Grimes shared various operations updates. Wendy shared that recent fire and health inspections reported no infractions. A lockdown drill is scheduled for the week of September 15–19, with staff training and family communications to precede it. Panic buttons are slated for activation pending policy approval, and the implementation of metal detectors will follow a comprehensive policy and communications plan with an operational target of January 1. Wendy also noted that HVAC systems are functioning with a unit repair/replacement planned, door repairs are in progress (including middle school entries), and mitigation of water intrusion is underway near the 900 entrance. Kitchen equipment repairs (warmer parts, stove wiring, milk box warranty check, and faucet handle) are pending budget approval. Fencing repairs/additions are also pending budget approval. Food service operations are stable, with a Grandparent Breakfast on September 5. The PC Genesis rollout continues with staff support. Culture and student support items included hall monitoring, working on the sensory room, and ongoing hiring for a school social worker. Enrollment stands at 495, with nine new applications received the day of the meeting. The leadership team is also laying the groundwork for a Parent Teacher organization and booster club with appropriate bylaws and accountability.

III. Data Collection Updates

A. Data Submissions and Reports & Upcoming Deadlines

Diane Freeman confirmed the fall data collection window of October 7–28, emphasizing full teacher and student attendance on the official count date. Key compliance milestones include monitoring opening on September 16, submission of the updated Emergency Manual by October 1, and completion of policy updates by October 31.

IV. Federal Program Update

A. Federal Program Update

Diane Freeman discussed alignment of program documentation and staffing to support students with disabilities and other federally reportable services. Special education caseloads have increased (current identified students at 31, with 5 in evaluation), prompting discussion of staffing needs. Leaders emphasized adherence to legal requirements for services and accommodations, continued staff training (e.g., bullying awareness and “see something, say something”), and clear parent communication. The

team will maintain coordination between instructional leadership and operations to ensure that program activities, staffing, and data reporting remain compliant and timely.

V. Closing Items

A. Adjourn Meeting

L. Taylor made a motion to Adjourn meeting.
L. Golphin seconded the motion.
The committee **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 2:30 PM.

Respectfully Submitted,
C. Blake