APPROVED

# Cirrus Education Group

# Minutes

## CEG - Operations Committee Meeting

**Date and Time**
Wednesday November 12, 2025 at 1:00 PM

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

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

**Committee Members Absent**
*None*

**Guests Present**
Arleen Samuels, B. Williams, Brenda Edwards, C. Blake, Diane Freeman, K. Cadman (remote), Nisah Brinson, 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 Nov 12, 2025 at 1:20 PM.

**B. Record Attendance**

**C. Approve Agenda**

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

### D. Approve Minutes from October 15, 2025

L. Taylor made a motion to approve the minutes from CEG - Operations Committee Meeting on 10-15-25.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

## II. Operations

### A. Monthly Report

Wendy Grimes provided the monthly Operations and Facilities report, highlighting ongoing efforts to streamline meeting structures by integrating certain personnel matters into Operations beginning in January. She reviewed recent facilities work, including completed lockdown training, exterior door repairs, and landscaping needs. Wendy noted that vendor quotes for emergency repairs are still under review; Chair Golphin shared that Barry Williams could approve final selections based on quality and cost considerations.
Wendy addressed cafeteria and water fountain repairs connected to recent health inspection concerns, emphasizing the November 30th deadline for full remediation. She clarified the differences in vendor quotes for door replacements and explained that additional quotes were required based on sponsor expectations. Wendy also reviewed the nutrition budget, confirming sufficient funds to support several needed purchases—including a stove, a water fountain repair, and replacing a scrubber battery—while maintaining a financial cushion.
She then provided an overview of upcoming campus events, including Thanksgiving luncheons and safety drills, and updated the committee on maintenance requests related to wall gaps, bathroom fixtures, and building infrastructure. Athletics updates were also shared, including challenges tied to storage and custodial capacity.
Finally, Wendy briefed the committee on ongoing work around student access systems, including armbands and badges. The group discussed cost-effectiveness, management logistics, and alternatives. She also highlighted restrictions on federal nutrition funds for after-school snacks and meals, prompting a discussion about exploring local partnerships and business donations to support upcoming schoolwide and community events.

## III. Data Collection Updates

### A. Data Submissions and Reports & Upcoming Deadlines

Diane Freeman provided updates on student enrollment, FTE counts, and data reporting requirements. As of November 10, enrollment stands at 496 students, with four new students added in the previous two days. She reviewed FTE growth from 431 in March

2025 to 502 in October 2025, explaining how segment allocations impact the school's weighted funding formula.
Diane shared updates on the validation of teacher certification records, noting that while the school employs 37 certified staff members, only 28 are currently funded due to certification issues that are being actively resolved. She reviewed new state requirements, including HB 307 regarding literacy and dyslexia training for K–3 educators and HB 340 restricting personal device use in classrooms beginning July 2026.
Additionally, Diane walked the committee through recent CCRPI results, noting declines in content mastery and progress but emphasizing that the school has not been designated as needs improvement. She also updated the group on the identification of new ESOL students, assessment needs, and documentation required for accurate service delivery.
The committee engaged in a discussion on MTSS documentation gaps and the need to strengthen Tier 1 instruction, early interventions, and support for Title I students. Diane noted that staff will explore tools such as Compliance Director to centralize compliance training and documentation, particularly for MTSS, 504, and intervention protocols.

## IV. Closing Items

### A. Adjourn Meeting

L. Taylor made a motion to Adjourn meeting.
R. Finley 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 3:05 PM.

Respectfully Submitted,
C. Blake