APPROVED

# Cirrus Education Group

# Minutes

## CEG - Operations Committee Meeting

**Date and Time**
Wednesday December 3, 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, 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 Dec 3, 2025 at 1:16 PM.

**B. Record Attendance**

**C. Approve Agenda**

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

### D. Approve Minutes from November 12, 2025

L. Taylor made a motion to approve the minutes from CEG - Operations Committee Meeting on 11-12-25.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

## II. Operations

### A. Monthly Report

Wendy Grimes presented the December Operations Report, highlighting ongoing facilities needs, maintenance priorities, and updates from her walkthrough with Mr. Williams. Items requiring immediate attention included water fountains and warmers, as well as additional Tier 1 repairs such as exterior door work.
The group reviewed the nutrition program, noting strong participation at the Thanksgiving luncheon and confirming state reimbursement structures. Safety planning was discussed in depth, including monthly emergency drills, an SRO partnership with Bibb County, and the installation of metal detectors by January 1. The committee emphasized the need for a clear security policy and communication plan for families, as well as the rollout of teacher and student alert lanyards.
Facilities discussions continued around water fountain repairs, door replacement quotes, and finalizing cost estimates for Tier 1 priorities. The committee emphasized the importance of securing detailed cost breakdowns and establishing deadlines, noting that some items are budgeted but others require cost verification. CACS shared that a financial cushion is being maintained for unexpected repairs.
Additional operational updates included technology readiness for math testing, progress on resolving space and plumbing issues, and athletics highlights celebrating the girls' basketball team's first win. The group discussed Chromebook needs, insurance options, and inventory discrepancies, as well as the need to complete a full device audit.
Considerations around capped enrollment and space constraints were raised, especially in relation to long-term facility planning and bond requirements

## III. Data Collection Updates

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

Diane Freeman reviewed compliance and reporting updates. CACS shared that the current charter allows for 790 students, though enrollment trends suggest revisiting the charter to reflect a more realistic capacity of approximately 560 students.
Diane reported that the state climate survey is due by March 31, and that IDEA budgets have been approved, with draws underway. Additional federal funding approvals are

expected by the end of the week. Chromebook accountability procedures were reviewed, with clarification that teachers—not students—should issue devices and that repairs are processed at a flat rate.
The meeting concluded with an update on the upcoming charter amendment related to high school expansion, scheduled for February, and confirmation that previously identified board monitoring report errors have been corrected.

## 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 2:23 PM.

Respectfully Submitted,
C. Blake