APPROVED



Cirrus Education Group

Minutes

CEG - Operations Committee Meeting

Date and Time
Wednesday January 7, 2026 at 1:00 PM

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

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

Committee Members Absent
L. Golphin

Guests Present
Arleen Samuels, Barry Williams, Brenda Edwards, C. Blake, Diane Freeman, K. Cadman (remote), 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 Jan 7, 2026 at 1:16 PM.

B. Record Attendance

C. Approve Agenda

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

D. Approve Minutes from December 3, 2025

L. Taylor made a motion to approve the minutes from CEG - Operations Committee Meeting on 12-03-25.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

II. Operations

A. Monthly Report

Wendy Grimes presented the monthly operations report. Key updates included:
Facilities: Fence repairs were required following vehicle damage during the holiday period. Door repairs have been completed. Ongoing issues with water fountains and restroom fixtures were noted and remain under review.
Health & Safety: Flu precautions have been implemented across the school.
Technology: Challenges with Chromebooks and student hotspots were discussed. Potential solutions include reactivating existing hotspots and renewing the copy machine lease.
Nutrition Services: Positive feedback was received regarding recent meals. Plans were shared to introduce monthly special menu items.
The committee reviewed and discussed operational needs and next steps.

III. Personnel

A. Personnel Report

Sonja Riley provided a personnel update, including staffing changes and certification matters.
A fourth-grade class was dissolved, and a teacher transitioned to sixth grade. Leadership reported the transition has gone smoothly.
A sixth-grade math position remains vacant. Plans include attending an upcoming job fair and interviewing a potential candidate.
Staff attendance remains strong at 99%.
Behavioral concerns in sixth grade have improved, attributed to strengthened parent relationships.
Certification updates were reviewed. Two teachers must transfer to approved certification programs due to changes in Professional Standards Commission (PSC) requirements.
Mercer University funding opportunities related to certification programs were discussed.

IV. Data Collection Updates

A.

Data Submissions and Reports & Upcoming Deadlines

Ms. Freeman reviewed required data submissions and upcoming deadlines.
Teachers must meet certification requirements by March 30. Plans were shared to email staff regarding enrollment in approved programs or completion of required steps.
After-school tutoring applications totaled 127 students, higher than last year but lower than prior years when K–8 was offered.
Enrollment efforts continue to maintain a target of 502 students, with current attendance at 487 students.
Kindergarten enrollment planning is underway, including coordination with Head Start.
Federal compliance updates included:
Completion of a technology inventory by January 9
Pending approval of December drawdowns totaling $109,793.41 (Title I) and $47,738.10 (IDEA)

V. Operations Updates

A. Website Update Report (Board-requested informational review)

Ms. Blake presented a board-requested website update.
FlyLight completed 267 updates addressing content accuracy, structure, and compliance requirements.
Next steps include updating staff photos, improving student representation, and ensuring archived documents are maintained.
Leadership emphasized the importance of maintaining hard copies of key documents for emergency preparedness.
Website hosting deadlines were reviewed. The school must act by January 13 to avoid late fees or potential site takedown.
Marketing review included prior enrollment campaigns including lead generation, Billboard and radio advertising.
The committee agreed to prioritize installing a billboard in the coming week and to reduce the lead-generation budget from $5,000 to $4,500.

VI. 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 3:41 PM.

Respectfully Submitted,
C. Blake