APPROVED

Cirrus Education Group

Minutes

CEG - Operations Committee Meeting

Date and Time
Wednesday February 4, 2026 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, C. Blake, Diane Freeman, Nisah Brinson, Sonja Riley, Wendy Brinson

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 Feb 4, 2026 at 1:17 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 January 7, 2026

L. Taylor made a motion to approve the minutes from CEG - Operations Committee Meeting on 01-07-26.
L. Golphin seconded the motion.
The committee **VOTED** to approve the motion.

II. Operations

A. Monthly Report

Wendy Grimes reviewed several facility maintenance and capital improvement needs. A broken water fountain was identified as requiring immediate replacement due to wellness policy requirements, with an estimated cost of $2,800. Wendy confirmed that multiple quotes would be obtained as requested by Lisa Golphin.
Kitchen-related updates were discussed, including the approval of purchase orders for a new food warmer and stove installation. Wendy noted that additional electrical work would be required at an estimated cost of $4,000, and that three quotes were still needed for the electrical work. An exhaust fan malfunction that previously caused a kitchen fire was confirmed as resolved and paid for using the nutrition budget.
Ongoing plumbing issues in student bathrooms were also discussed. Lisa Golphin requested the development of a comprehensive facilities repair list, including kitchen repairs and broader facility needs, to support planning and prioritization. Fire safety equipment in the kitchen was briefly reviewed as part of this discussion.
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III. Personnel

A. Personnel Report

Personnel updates were provided, including staffing coverage and recruitment efforts. Wendy Grimes reported that temporary custodial coverage remains in place while background checks are finalized for a new hire, noting that processing timelines have extended to 48–72 hours due to updated Professional Standards Commission (PSC) requirements.
Vacancies were discussed, including a 6th grade math teacher position. Sonja Riley provided updates on attendance, recruitment, and staffing coverage. Diane Freeman reported on staff renewals, noting that two of nine staff members had completed background checks to date.
After-school program enrollment was reported as increasing, and leadership noted that students are adjusting well following the return to regular school operations.

IV. Data Collection Updates

A. Data Submissions and Reports & Upcoming Deadlines

Diane Freeman discussed upcoming data submissions and compliance-related deadlines, including federal program reporting and climate surveys due by March 31. Updates were also shared regarding Georgia Milestones training requirements, changes to teacher certification pathways, and PSC processing timelines, emphasizing the need for staff to meet updated qualifications and complete required training.
Special Education Instructional Coordinator Update:
The committee discussed the vacant Special Education Instructional Coordinator position, which was created following the restructuring of Diane Freeman's role. Leadership reiterated that the position requires a T4 or T5 Special Education certification and an L5 or higher leadership certification, and that the role must be filled by February 23 to ensure funding eligibility beginning March 5. Failure to meet this deadline could result in delayed funding until October.
During the discussion, Rhonda Finley asked whether there was anyone currently in the building qualified to fill the position. Barry Williams, Head of School, stated that there was no one currently qualified. Chair Finley then asked whether Ms. Brinson, Ms. Blake, or Dr. Thornton were SPED-qualified. Mr. Williams responded that employee names and credentials could not be discussed on a public call.
Chair Finley then commended Diane Freeman for her leadership and contributions. Shirlynn Kelly, requested a round of applause.

V. Operations Updates

A. FY27 Academic Calendar

Barry Williams and Diane Freeman reviewed the academic calendar for FY27. Lisa Golphin suggested including budget hearing dates on the calendar. CACS confirmed that while only certain dates are required for Georgia Department of Education reporting, additional dates such as budget hearings may be included for planning and transparency purposes.

B. Operations Update

As part of the Operations Update, **Barry Williams, Head of School**, presented an overview of recent school performance indicators. Leadership noted that the school's results were slightly below the established benchmark and within the anticipated performance range.
It was explained that while most performance metrics are final, additional academic growth data will be updated in April and may positively impact the school's overall standing.
The committee discussed the importance of interpreting performance outcomes within context, including the high percentage of newly enrolled students and the REP

designation affecting a significant portion of the middle school population. Areas for improvement, including fiscal management and oversight during the designation period, were identified as opportunities for future focus.

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.
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 3:22 PM.

Respectfully Submitted,
C. Blake