APPROVED

Cirrus Education Group

Minutes

CEG - Personnel Committee Meeting

Date and Time
Wednesday August 6, 2025 at 2:00 PM

Location
https://us02web.zoom.us/j/82207780428?pwd=KTk95TrRUayfJaQ7zNCDg1H4VnlEPD.1

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

Committee Members Absent
R. Finley

Guests Present
Arleen Samuels (remote), Brenda Edwards (remote), C. Blake (remote), K. Cadman (remote), L. McDonald (remote), Nisah Brinson (remote), Shirlyn Kelly (remote), Sonja Riley (remote), Wendy Brinson (remote)

I. Opening Items

A. Call the Meeting to Order

L. Taylor called a meeting of the Personnel Committee of Cirrus Education Group to order on Wednesday Aug 6, 2025 at 2:29 PM.

B. Record Attendance

C.

Approve Minutes

L. Golphin made a motion to approve the minutes from July 16 2025 CEG - Personnel Committee Meeting on 07-16-25.
S. Kelly seconded the motion.
The committee **VOTED** to approve the motion.

II. Personnel

A. Monthly Personnel Report

Sonja Riley shared the personnel committee report, which reviewed staffing updates, noting two resignations and six new hires. Challenges remain in filling the EIP teacher position due to certification requirements. Latrell Taylor inquired about clearance certificates for new employees and learned that while required testing has been completed, delays in the PSC's recognition process—due to new procedures with Pearson—are slowing issuance. Diane Freeman confirmed that all necessary documentation is being processed within the 20-day submission window, after which non-compliant employees would need to be terminated. CACS shared the current certification status of the 30 total teachers: 11 fully certified, 7 enrolled in certification programs with charter waivers, 6 meeting waiver requirements through earned credits, and 2 pursuing bachelor's degrees while in certification programs. Clearance certificates are included in this total. Two paraprofessionals are currently on administrative leave, with substitutes covering their roles. Latrell requested that identifiable information be removed from shared documents for privacy and stressed preparation for increased student enrollment, including ensuring all staff have proper background checks and clearance certificates.

B. Recruitment and Retention Update

Sonja Riley discussed strategies to strengthen staff retention, including the development of a formal policy requiring teachers who receive certification funding to remain at the school for two to three years. The group also agreed to change the background check schedule and develop a policy to complete checks from every five years to annually, for $20 per Central Records check. Funding from the security grant will remain available for a new security officer position, with the additional salary cost to be budgeted separately. Discussion also centered on the need for a substitute teacher pool to reduce reliance on reassigning current teachers and a suggestion to recruit retired teachers for the pool and allocating funds for this purpose, while Latrell noted the current daily rate for substitutes. The crossing guard position will be covered through a grant via the sheriff's department.

C. Professional Development

Nisah Brinson provided an update on the summer professional development program, highlighting its success in building staff relationships and clarity of instructional vision. She also shares survey results indicating positive feedback from staff regarding the professional development.

Diane Freeman explained that PSC now requires all teachers to have professional development plans (PDPs), including bi-monthly certification tests or grade submissions. Latrell Taylor suggested revising the school's professional development policies to ensure teachers understand these requirements upfront.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:35 PM.

Respectfully Submitted,
C. Blake
L. Golphin made a motion to Adjourn meeting.
S. Kelly seconded the motion.
The committee **VOTED** to approve the motion.