APPROVED

Cirrus Education Group

Minutes

CEG - Personnel Committee Meeting

Date and Time
Wednesday October 15, 2025 at 2:00 PM

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

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

Committee Members Absent
None

Guests Present
Arleen Samuels (remote), B. Williams, Brenda Edwards, C. Blake, Diane Freeman, Nisah Brinson, Sonja Riley, Wendy Grimes

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 Oct 15, 2025 at 4:16 PM.

B. Record Attendance

C. Approve Agenda

L. Golphin made a motion to Approve Agenda - Amend agenda to add in presenting policies for board vote.
S. Kelly seconded the motion.
During the Personnel Committee meeting, a motion was made by Lisa Golphin to amend the agenda to include discussion and action on forwarding updated policies to the full governance board for a vote at the end-of-month board meeting. Shirlynn Kelly seconded the motion.

The committee **VOTED** to approve the motion.

D. Approve Minutes from September 3, 2025

L. Golphin made a motion to approve the minutes from CEG - Personnel Committee Meeting on 09-03-25.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

II. Personnel

A. Monthly Personnel Report

Sonja Riley presented the monthly personnel report, highlighting that the school is fully staffed with 66 positions and maintaining a 95% staff attendance rate. The team discussed ongoing recruitment efforts for future vacancies and strategies to improve retention, including mentorship programs and enhanced communication with new hires. The leadership team also reported on recent safety protocol adjustments, culture-building initiatives such as *Music Fridays* and food truck events, and strategies to address student behavior. The committee discussed additional support staffing needs and reviewed plans for classroom management and reading instruction improvements.

B. Recruitment and Retention Update

Sonja Riley shared current recruitment pipelines and discussed plans for targeted outreach to fill hard-to-staff positions in the coming school year. Retention strategies include increasing professional learning opportunities, providing recognition programs, and conducting staff feedback surveys to inform future initiatives.

C. Professional Development

Nisah Brinson and Barry Williams presented updates on the professional development tracker. Upcoming PD priorities include data-driven instruction, differentiated learning, classroom management, and MTSS implementation. The committee discussed strategies to expand teacher capacity, enhance instructional quality, and align training with school improvement goals.

III. Additional Action Item

A.

Additional Motion – Policy Recommendation to Full Board

Lisa Golphin made a motion to amend the agenda to include a discussion and action on forwarding updated policies to the full governance board for a vote at the end-of-month board meeting. S. Kelly seconded the motion. The committee VOTED to approve the motion, and the item was added to the agenda.

Following the discussion, Lisa Golphin made a motion to recommend that the updated policies be placed on the governance board agenda for approval. Rhonda Finley seconded the motion.
The committee VOTED to approve the recommendation, and the policies will be presented to the board for consideration at the October board meeting.

IV. Closing Items

A. Adjourn Meeting

L. Golphin 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 5:25 PM.

Respectfully Submitted,
C. Blake