APPROVED

Cirrus Education Group

Minutes

CEG - Personnel Committee Meeting

Date and Time
Wednesday November 12, 2025 at 2:00 PM

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

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

Committee Members Absent
L. Golphin

Guests Present
B. Williams, Brenda Edwards, C. Blake, Diane Freeman, K. Cadman, 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 Nov 12, 2025 at 3:09 PM.

B. Record Attendance

C. Approve Agenda

D. Approve Minutes from October 15, 2025

S. Kelly made a motion to approve the minutes from CEG - Personnel Committee Meeting on 10-15-25.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

II. Personnel

A. Monthly Personnel Report

Sonja Riley provided an update on current staffing, reporting that the school remains fully staffed and continues to maintain an active candidate pool to anticipate upcoming needs. Staff attendance has improved to 88%, and open enrollment has officially closed. A feedback survey was issued to staff regarding their first 12 weeks of the school year; six staff members (two paraprofessionals and three teachers) responded. Results showed positive feedback regarding Amplify implementation, but highlighted opportunities to strengthen parent involvement, improve communication systems, and streamline school processes.
To increase participation, the survey will be redistributed during Friday's staff meeting to ensure broader representation.

B. Recruitment and Retention Update

Sonja Riley reviewed recruitment efforts and noted that while staffing levels remain stable, retention challenges persist, particularly related to workload, culture, and mental health strain. Barry Williams added that improved attendance is encouraging, but staff wellness remains an area that needs intentional support. Both noted the importance of staying proactive in identifying strong teacher candidates for long-term stability.
The committee discussed ideas for strengthening staff recognition and retention, including launching a Teacher of the Month and Teacher of the Year program with meaningful incentives. Additional recognition initiatives were reviewed, such as the distribution of over 2,000 new books through a recent grant and reinforcing classroom practices like daily read-alouds.
Planning for a staff appreciation event was also discussed, acknowledging that limited resources have prevented staff-focused activities so far this year. The committee explored potential community sponsorships (e.g., Overtime, Pinstripe) to support a luncheon, wellness day, or other morale-boosting experiences.
The group also discussed the ongoing challenges with teacher attendance, substitute coverage, the need for emergency lesson plans, and the importance of building a strong communication and accountability structure. Parent engagement and clear schoolwide processes were also identified as priorities for supporting both teacher retention and student success.

C. Professional Development

Nisah Brinson outlined upcoming professional development priorities, including sessions on data-driven instruction, MTSS implementation, NTSS introduction, and classroom management best practices. Specific consultants and facilitators have been assigned to each PD area. The committee emphasized the urgent need to finalize an MTSS policy. Previous OCR-related compliance issues were discussed as a reminder of the importance of establishing clear, documented processes.
Barry Williams addressed the need to strengthen classroom management training, particularly around intervention techniques and strategies to support students with behavioral or special needs. The group discussed potential partnerships with GLRS and other organizations to deliver targeted training.
Additional PD needs include STEMscopes support, iReady math implementation, and maintaining fidelity with Amplify curriculum, which includes embedded professional development costs. The committee acknowledged delays in receiving certain academic resources and stressed the importance of moving forward with training to stabilize instructional quality.
The meeting also covered challenges caused by student cell phone use, the growing need for structured classroom systems, and the importance of supporting substitutes with consistent materials and procedures.

III. Closing Items

A. Editor's Note

Finally, Chair Taylor noted the upcoming transition to combine Personnel and Operations Committee meetings beginning in January 2026 (Personnel will be an agenda item on the Operations committee meeting), with the next Academic Committee meeting scheduled for Monday at 2 p.m.

The meeting followed the originally posted agenda. No amendments were made, and therefore no amendment vote occurred.

B. Adjourn Meeting

S. Kelly 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 4:13 PM.

Respectfully Submitted,
L. Taylor