DRAFT

Cirrus Education Group

Minutes

CEG - Personnel Committee Meeting

Date and Time
Wednesday December 3, 2025 at 2:00 PM

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

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

Committee Members Absent
None

Guests Present
Arleen Samuels, Brenda Edwards, C. Blake, 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 Dec 3, 2025 at 2:26 PM.

B. Record Attendance

C. Approve Agenda

S. Kelly made a motion to Approve agenda.

R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

D. Approve Minutes from November 12, 2025

S. Kelly made a motion to approve the minutes from CEG - Personnel Committee Meeting on 11-12-25.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

II. Personnel

A. Monthly Personnel Report

Sonja Riley provided an overview of current staffing levels, noting ongoing challenges created by both vacancies and budget limitations. While instructional and administrative positions remain partially filled, the team is prioritizing compliance-critical roles such as certified math instruction in sixth grade. The committee discussed which roles should remain unfilled due to budget constraints while exploring alternatives such as certified substitutes.
Staff attendance was reviewed, with overall rates improving following earlier dips. Ms. Riley explained the attendance-tracking process, including daily sign-in procedures, grace periods, and documentation of tardiness and absences. Two staff members are currently on FMLA, and updated attendance spreadsheets are shared regularly with academic leadership to monitor trends.
The committee also discussed staff wellness and overall morale. Although staff returned from the holiday break in better spirits, members acknowledged ongoing strain caused by student behavior challenges and staffing gaps. The team noted that discipline referrals have begun to decline due to new intervention strategies.

B. Recruitment and Retention Update

Sonja Riley shared current recruitment efforts, including active postings on multiple platforms and the school website. Recent interviews did not result in hires due to concerns about classroom management ability. Upcoming recruitment fairs were discussed, along with their associated costs.
Retention discussions centered on attendance trends, online reputation management, and the importance of strengthening hiring pipelines mid-year. The committee also revisited suggestions for using certified substitutes if qualified full-time candidates remain limited.
Staff morale initiatives were explored, including possible appreciation events to maintain momentum and reduce burnout. The committee noted the need to balance support initiatives with fiscal limitations.

C. Professional Development

Nisah Brinson shared PD sessions will pause in December due to parent-teacher conferences. January plans include renewed work with Amplify and STEMscopes to strengthen literacy and math instruction. iReady training was completed earlier this year and determined sufficient at this time.
The group also discussed aligning PD with instructional needs highlighted by upcoming MAP assessments, particularly as the school aims to achieve growth targets tied to Title I CLIP goals. Staff wellness considerations were noted as essential in pacing PD expectations over the next quarter.

III. Closing Items

A. Adjourn Meeting

R. Finley made a motion to Adjourn Meeting.
S. Kelly 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