Cirrus Education Group

Minutes

CEG - Operations Committee Meeting

Date and Time
Wednesday August 12, 2026 at 1:00 PM

Location
https://us02web.zoom.us/j/85453163884?pwd=saO19wmcgu1Xu2tLwM3njFybGb4pjv.1

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

Committee Members Absent
L. Golphin

Guests Present
Alison Bass, Arleen Samuels, B. Williams, Diane Freeman, N. Brinson, Sonja Riley (remote), Wendy Brinson-Grimes

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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 Aug 12, 2026 at 1:20 PM.

B. Record Attendance

C. Approve Agenda

L. Taylor made a motion to Approve the agenda.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

D. Approve Minutes from July 15, 2026

L. Taylor made a motion to approve the minutes from CEG - Operations Meeting on 07-15-26.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

II. Operations

A. Monthly Report

- Playground construction was completed.
- Backflow system repairs and cafeteria electrical/stove upgrades are being addressed.
- Routine maintenance and repairs throughout the building continue.
- The basketball court project remains in progress.
- Emergency preparedness efforts continue, including panic buttons, school-issued phones, and updates to the emergency operations manual.
- Custodial coverage and facility needs continue to be monitored.

III. Personnel

A. Personnel Report

Human Resources reported that the remaining vacancies for a sixth-grade math/science teacher, Connections teacher, and part-time custodian have been filled.
Additional updates included:

- Substitute teacher interviews will continue.
- Recruitment efforts will remain active to maintain a pool of qualified candidates.
- Employee benefits meetings are underway.
- Preparations are underway for CPI Cycle 1 and 2027 open enrollment.
- Staffing needs will continue to be evaluated based on enrollment and student needs.

IV. Data Collection Updates

A. Federal Programs Report

The committee received an update regarding federal program reimbursements, grant requirements, and professional qualifications.

- Federal program drawdowns are being completed and processed.
- Professional Qualification information must be updated in Infinite Campus.
- Several newly hired employees are awaiting clearance/testing information to be transmitted and posted by PSC.
- Administration is following up regularly to ensure required documentation is received.
- Leadership discussed contingency planning should required clearances not be received by established deadlines.
- Increased special education needs may require additional staffing support.

V. Policy Review

A. Grievance Policy

The committee reviewed proposed updates to the employee grievance policy and financial policies.

Grievance Policy

- The grievance policy was updated to reflect the current organizational structure.
- The title “Director of Compliance” was replaced with “Principal” as the first level in the grievance process.
- Administration will confirm whether the title change requires formal Board action.

B. Financial Policies

Financial Policy

- Proposed revisions clarify the separation of duties and authority between the CEO and CFO.
- The CEO maintains final authority regarding approval of expenditures, while the CFO is responsible for ensuring financial accuracy, appropriate coding, and compliance.
- The revised financial policy will move through the Finance Committee before being presented to the full Board for action.

VI. Updates

A. Operations Monitoring

Leadership provided an update regarding SCSC operations monitoring.

- July monitoring tasks have been submitted, with the board-term documentation identified as the remaining pending item.
- Approximately 14 August monitoring tasks are due by August 31.

B. Renewal

- The school is preparing for an SCSC site visit scheduled for September 1.
- Board participation, particularly from the Board Chair, was encouraged for the visit.
- Leadership reviewed the tentative charter renewal timeline, including the independent financial audit, renewal application process, interviews, and anticipated recommendations.
- The team will prioritize timely completion of monitoring requirements and charter renewal documentation.

VII. 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 3:17 PM.

Respectfully Submitted,
N. Brinson