Cirrus Education Group

Minutes

CEG - Operations Committee Meeting

Date and Time
Wednesday September 2, 2026 at 1:00 PM

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

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

Committee Members Absent
None

Guests Present
Alison Bass, Arleen Samuels, B. Williams, Brenda Edwards, Diane Freeman, Dr. Nyla Thornton, 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 Sep 2, 2026 at 1:26 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 August 12, 2026

L. Taylor made a motion to approve the minutes from CEG - Operations Committee Meeting on 08-12-26.
R. Finley seconded the motion.
The committee **VOTED** to approve the motion.

II. Operations

A. Monthly Report

Ms. Grimes provided the September facilities update. Key items included:

- Pending items: Quotes awaited from Powers Watson for backflow repairs; exhaust suppression system installation pending; electrical issues (blinking lights, non-functioning outlets, detached outlet in cafeteria) to be addressed — quote of $1,200 received from Mr. Electric.
- Completed projects: Playground construction, washer/dryer installation, annual backflow testing, cafeteria ice machine repair, electrical repairs in the KK bathroom/main hall/Room 305, and receipt of back-to-school supplies and fireproof storage cabinets.
- In progress: Student restroom repairs (scheduled during fall break), new stove delivery and installation, floor maintenance, records room reorganization, and ADA curb repainting (to be done by custodial staff).
- Facility is being prepared for the SCSD safety and facilities walkthrough on September 15, 2026. CACS is first on the list.
- Piano restoration quote of $150 obtained for both pianos (stage and band room).

Ms. Edwards reported on transportation operations. Key updates:

- As of August 31, 2026, there are 125 student riders across 13–14 daily routes serving all of Macon, GA through Roscoe's Tours (two 55-passenger buses). A waiting list of approximately 24 students exists.
- CACS-owned vehicles (two vans and one road-ready bus) are being serviced and prepared to support the after-school program for qualifying students.
- DOE-required emergency transportation procedures have been developed, covering late/no-show buses, breakdowns, accidents, and major discipline incidents. The plan will be vetted by the school's attorney.
- Chair Golphin (Smith-Finley) recommended adding an inclement weather procedure to the transportation plan; staff agreed to add it.

- Government phones for bus monitors are approximately 75% activated, with emergency numbers being pre-loaded.

III. Personnel

A. Personnel Report

Presenter: Sonja Riley (Virtual)

Recruitment efforts are ongoing to maintain a qualified candidate pool for current and future vacancies. The substitute teacher pool interviews concluded August 17, 2026. All vacancies are posted on the CACS website, Teach Georgia, and Indeed. An updated personnel report was distributed to committee members prior to the meeting.

IV. Data Collection Updates

A. Federal Programs Report

McKinney-Vento transportation surveys (~120) are being submitted to the state by September 28. The Academic Tutor Grant (awarded July 2026) will serve as seed funding to launch the after-school program. The CSP High Dosage Tutor Grant decision is expected by the end of September — highly competitive with only 10 awards statewide. A SIS system glitch affecting student data uploads is being investigated.

V. Policy Review

A. Grievance Policy

The Grievance Policy was presented for review. Discussion centered on the clarity of staff title references in the policy (e.g., "CEO" vs. "Head of School"). Chair Finley noted that the board previously voted to use "Head of School" and that all policy documents should reflect board-approved titles. The policy was tabled. Mr. Williams will distribute the Grievance Policy and current Bylaws to all board members for review, with the policy expected to return at the next Operations Committee meeting.

VI. Updates

A. SCSC Monitoring

Presenter: Nisah Brinson

All August monitoring items were submitted on time. September priorities include:

- Conflict of Interest Forms: Signed by members present; remaining board members to sign electronically.
- Bylaws (last updated 2023): No compliance concerns from last year. Board agreed to upload current bylaws to EpiCenter as-is by the September 30 deadline. Mr. Williams to email bylaws to full board for review.
- Governance Training Certification due September 10; Citizenship/Immigration Status Report due September 15.
- 5-Year Strategic Plan: Required for charter renewal (application opens November 2026). Mr. Williams obtaining quotes from approximately five consulting firms; quotes to be presented at the October board meeting.
- Night of Hope Fundraiser: October 24, 2026, 5–7 PM at the Tufton Museum. Tickets $130/person; $1,040/table. Goal: 30 tables / $30,000. Board members asked to help secure tables.
- SCSC Charter Site Visit: October 20, 2026 — blackout date for all staff.

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 2:49 PM.

Respectfully Submitted,
N. Brinson