



Cirrus Education Group

Minutes

CEG - Operations Committee Meeting

Date and Time

Wednesday October 21, 2026 at 1:00 PM

Location

<https://us02web.zoom.us/j/85453163884?pwd=saO19wmcgu1Xu2tLwM3njFybGb4pju.1>

Committee Members Present

L. Taylor, R. Finley (remote), S. Kelly

Committee Members Absent

None

Guests Present

Alison Bass, Arleen Samuels, B. Williams, Diane Freeman, N. Brinson, Nyla Thornton, Sonja Riley, Wendy Brinson-Grimes

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 Oct 21, 2026 at 1:15 PM.

B. Record Attendance

C. Approve Agenda

S. Kelly 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 09-02-26.

R. Finley seconded the motion.

Three corrections made: "SCSD" changed to "SCSC"; attendee name corrected to "Rhonda Findlay"; "Smith" removed from "Smith Finley." Motion by Chair Taylor; second by Chair Finley.

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

II. Operations

A. Monthly Report

Presenter: Wendy Grimes

Completed

- Fire safety cabinets installed; handicapped parking repainted; handicap ramp installed.
- SCSC Health & Safety site visit completed; all minor infractions corrected.
- Bathroom work, ceiling tiles, spot painting, pipe coverings, and window repairs completed during fall break.
- Pest control, playground repairs, and stove outlet installation completed.
- Emergency Operations Manual submitted to GIMA, Bibb County EMS, and Behavioral Health Management.

In Progress

- Backflow system assessment pending quote from Allison Watson; can be deferred to next year.
- Fire suppression system installation, storage pod reorganization, and ongoing floor maintenance underway.
- Basketball court: 6–7 bids received; committee to be formed with Mr. Williams to select a vendor within the ~\$40,000 budget.

Challenges

- Technology recycling solution needed; board approval required before equipment can be transferred to recycling companies.

- Building age continues to generate plumbing and electrical maintenance needs; long-term capital plan needed.

Action: Grimes to follow up on backflow quote; convene bid committee with Williams for basketball court.

Action: Grimes / Freeman / Samuels to bring technology recycling plan for board approval.

III. Personnel

A. Personnel Report

Presenter: Sonja Riley

Four separations since the last meeting: 7th-grade math/social studies teacher, two part-time custodians, and the Dean of MTSS & Data Strategy. Status of open positions:

- **Dean of MTSS & Data Strategy:** Filled via internal promotion (Ms. Chaser, formerly EIP teacher).
- **Part-time custodians (2):** Offers extended.
- **SPED teacher:** Offer extended to a TAP-certified candidate.
- **SPED paraprofessional:** Candidate identified; Ms. Riley to move forward pending finance approval.
- **7th-grade math teacher:** Interview scheduled for Friday.

SPED Staffing – Urgent

6–8 nonverbal students are currently in general education classrooms without adequate support. Estimated cost: ~\$67,000 total for the paraprofessional role; ~\$52,000 starting for the SPED teacher. Compliance obligation noted — accommodations must be met regardless of budget. Cost analysis to go to Finance Committee Thursday for board approval Tuesday.

Action: Williams / Samuels to present SPED cost analysis at Finance Committee (Thu Oct 24); board vote Oct 28.

Action: Riley to contact paraprofessional candidate Oct 22 to move forward.

Other Updates

- 2027 benefits open enrollment underway; Ms. Riley available daily to assist staff.
- 100% of employees hold clearance certificates; certification renewal tracking underway for 2027 expirations.

- Georgia Professional Standards Commission meeting scheduled for Oct 22 to review certification updates.

IV. Data Collection Updates

A. Federal Programs Report

Presenter: Diane Freeman

- **ConApp:** Budgets submitted by Oct 1 deadline. State returned correction requests; will be addressed after FTE work is complete.
- **Completion reports:** Preschool and Title IV done. Title I, Title II, and IDEA in progress. IDEA: ~\$6,019 owed by the state; draw request to be submitted with completion report.
- **FTE / CPI / Student Class:** Errors reduced from ~300 to ~38. Remaining errors are due to state coding changes this year requiring manual corrections in Infinite Campus and the state portal. **Deadline: October 27 at 11:59 PM.** Mr. Williams to sign off by end of business that day.
- **Infinite Campus renewal:** \$12,492 (reduced from \$14,000); PO submitted, awaiting Finance Committee approval.
- **Access control:** Unauthorized edits in Infinite Campus during reporting windows are generating additional errors. Recommendation to restrict access to attendance-only for most users during reporting periods.

Action: Freeman to clear all FTE errors; Williams to sign off by Oct 27 EOB.

Action: Finance Committee to approve Infinite Campus renewal (\$12,492) Thu Oct 24.

Action: Administration to restrict Infinite Campus to attendance-only during reporting windows.

V. Updates

A. SCSC Monitoring

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Presenter: Barry Williams

All monitoring submitted on time. One corrective action plan (CAP) required: a board member's conflict-of-interest form was submitted late. The portal was reopened; form has been resubmitted. CAP being written by Williams and Brinson; due before Friday Oct 24. The school received a commendation at yesterday's site visit for no data findings from last year.

- Single audit acceptance due through SCSC portal by **November 3rd**; audit firm (Martin Jenkins) to present at Oct 28 board meeting.
- Additional operational tasks (org charts, evaluation system documentation) due **November 30th**.

Action: Williams / Brinson to submit CAP by Fri Oct 24.

Action: Submit single audit acceptance to SCSC by Nov 3 following board approval Oct 28.

C. Bylaws Revisions

Presenter: Barry Williams

Current bylaws do not include provisions for virtual meetings and require at least one in-person budget hearing per year. Given the busy schedule through year-end, the committee agreed to track needed changes now and pursue a formal amendment in early 2027. Mr. Williams to contact the school attorney (Mr. Forksman) to confirm the revision and approval process.

Action: Williams to contact school attorney re: bylaws revision process; compile list of needed changes.

Additional Items Discussed

- **Charter renewal application:** Due January 5th; goal to submit by January 25th. Strategic plan to be presented at the next Operations and board meetings. Outside consultant Dr. Laird engaged to assist.
- **Fundraiser:** Moved to March 14th. Program details (speaker, format, silent auction) still being finalized. Community partners have indicated willingness to donate if a notable speaker and alcohol-free event are confirmed.
- **E-Rate / cameras / computers:** Wi-Fi consortium agreement (~\$23,000) signed; E-Rate will reimburse. Camera replacement proceeding under E-Rate reimbursement. PO for staff computers submitted and with Nathan for processing — urgent, as some teachers currently lack device access.
- **Audit:** Martin Jenkins presenting at Oct 28 board meeting. Financial account coding reconciliation between QuickBooks and state codes continues; critical for clean drawdowns and audit results. Starting FY2027, the DOE will conduct a separate verification audit alongside the private auditor.

B. Grants Update

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Presenter: Barry Williams

- **\$100,000 Charter School Success Grant:** Board must formally accept at Oct 28 meeting. Budget to be approved separately after pre-budget meetings with SCSC. First drawdown expected December–January. Requires ongoing progress and attendance data reporting; funds available through end of FY2028.
- **\$59,000 Give Back Grant:** No spending restrictions; financial plan to be created. Funds expected by end of October or November 15th.
- **\$10,000 grant:** To be accepted alongside the \$100K at the Oct 28 board meeting.
- **Cognia visit / travel:** Targeting February. Approximately 13 attendees (board, leadership, one teacher per level). Mr. Williams seeking group flight rates; booking ASAP. A portion of the Give Back grant may fund travel costs.

Action: Board to accept \$100K and \$10K grants at Oct 28 meeting.

Action: Williams to finalize Cognia travel plan and cost estimate; book flights ASAP.

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- **Audit:** Mauldin & Jenkins presenting at Oct 27 board meeting. Financial account coding reconciliation between QuickBooks and state codes continues; critical for clean drawdowns and audit results. Starting FY2027, the DOE will conduct a separate verification audit alongside the private auditor.

VI. 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 2:10 PM.

Respectfully Submitted,
N. Brinson