

## MEETING MINUTES

**Name of Foundation:** Georgia Charter Education Foundation

**Board Meeting:** Georgia Charter Education Foundation

**School(s):** Coweta Charter Academy at Senoia

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
June 22, 2021	6:03pm	6:33pm	July 27, 2021	6:00 pm	Anna Nuckolls

**Meeting Location:**

Coweta Charter Academy  
6675 Hwy 16 E  
Senoia, GA 30265

Attended by:	
<b>Board Members:</b> Sandi Mosher, Board Chair Danny Nungesser, Director Maggie Peters, Director Margarette Coleman, Director	<b>Other Attendees:</b> Teresa Ellison, CCAS Principal Lauren Greer, Board Attorney Christine Locrotondo, Financial Analyst, CSUSA Reagan Hage, NEI Richard Page, NEI
<b>Absent:</b>	Anna Nuckolls, School Enrollment Administrator, Board Liaison Tracie Fleming

### CALL TO ORDER

*Pursuant to public notice, the meeting commenced at 6:03pm with a Call to Order by GCEF Board Chair, Sandi Mosher. Roll call was taken, and quorum established.*

#### I. ADMINISTRATIVE

- Approval of the May 25, 2021 Georgia Charter Education Foundation Meeting Minutes.

**MOTION: MOTION WAS MADE BY DANNY NUNGESSER AND SECONDED BY MAGGIE PETERS TO APPROVE THE MINUTES OF THE MAY 25, 2021 GEORGIA CHARTER EDUCATION FOUNDATION, INC. MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

#### II. CSUSA REPORTS

- **Principal Report**
  - Teresa Ellison, CCAS Principal, presented to the board a school update overviewing building cleaning and preparing for the next school year.
  - The 2021-22 School Year Enrollment projected to be at 846 students with a waitlist, which includes fully registered new students as well as recommitted students.
  - CCAS hosted a BRAG (Bicycle Ride Across Georgia) campsite second week of June.
  - CCAS will host their first Family Fun Night on June 25 which will include a local food truck, ice cream truck, and a DJ for fun and games.

- Overall, Mrs. Ellison answered and addressed all questions from the GCEF Board Members.

### III. FINANCIAL REPORT

#### • Monthly Financial Review

- Christine Locrotondo, Financial Analyst, CSUSA, reviewed the monthly report for period ending May 31, 2021.
- There were no questions from the board regarding what was presented.

**MOTION: MOTION WAS MADE BY MARAGETTE COLEMAN AND SECONDED BY DANNY NUNGESSER TO APPROVE THE MONTHLY BUDGET REVIEW OF MAY 31, 2021, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

#### • FY 22 Budget Review

- Reagan Hage, NEI, presented to the board the proposed 2021-2022 Budget Review.
  - Target enrollment is set at 820 students with 812 FTE count. State funds students on a 3-count rolling average.
  - Grants line:
    - ARP (American Rescue Plan) will fund the following items for next year's school budget: iReady, tutoring, CRT (Curriculum Resource Teacher), counselor, teacher on task, and HVAC maintenance.
  - Food services and before/after school care revenues have been adjusted per the budget committee's request to match enrollment increase.
  - Salary Expenses:
    - The budget added a leadership position, one Title I instructional aide, one ESE aide funded by IDEA, and two aftercare positions to reflect increased enrollment.
    - As previously mentioned, tutoring costs will be funded by the ARP Grant.
    - Retention and Enrollment Bonuses have been added per the Budget Committee agreement.
  - Professional Services:
    - Support Center Fees are adjusted based on management agreement.
    - School Technology Package increased from \$101 per student to \$112 per student. As discussed in the budget committee meeting, temp agency fees have increased to a more normal level.
    - Mr. Hage opened for questions for professional services. The board mentioned the professional fees were discussed to be increased for the FY22 budget. Mr. Hage addressed the statement and agreed to adjust as requested by the board.
  - Vendor Services:
    - Food services expense have been adjusted to reflect increased enrollment.
    - Contracted custodial services have been adjusted to be competitive pricing with the region pay.
  - Administrative Expenses have been adjusted to fit the needs of the school post COVID environment with increases in cleaning supplies, travel expenses and other school needs.

- Instructional licenses will be funded by the ARP Grant.
- Other Operating Expenses
  - Building repairs and maintenance have increased for accommodation for the electric meters.
  - Cleaning Supplies have been increased to meet the building needs.
- Fixed Expenses
  - Property and liability insurance have increased.
  - Depreciation have been driven primarily due to the IT hardware and infrastructure.
- Capital expenditures:
  - The rent expense remains the same year to year as a flat rental fee.
  - FF&E has been budgeted to reflect increased school enrollment and meet school needs.
  - Computer Hardware will be mostly covered through the CSP Grant.
- The Net Change in Fund balance totals to be \$325,500.
- Under total debt repayments, the expense has not changed until the closure of the reissuance of the bonds. This will be adjusted once the reissuance of the bond closes.
- Questions from the board: For dues and subscriptions, the fees need to be adjusted from \$0 to same as \$2,000. The professional fees need to be adjusted as well.
- Reagan asked the board for any additional questions regarding the budget as presented. The board asked about contracting a resource officer and Mr. Hage mentioned that the resource officer was added to the budget under contracted services. No additional questions were given from the board.
- Sandi Mosher opened to public comments on the budget review FY22. No public comments were made.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO ADJUST THE FY22 BUDGET PROFESSIONAL FEES TO INCREASE FROM \$5000 TO \$12,048. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO ADJUST THE FY22 BUDGET DUES AND SUBSCRIPTION FEES TO \$2000. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY DANNY NUNGESSER AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE FY22 SCHOOL BUDGET WITH THE TWO ADJUSTMENTS. MOTION WAS APPROVED UNANIMOUSLY.**

**IV. OLD BUSINESS**

- None

**V. NEW BUSINESS**

- **GCEF School Year 2021-2022 Board Meeting Calendar**
  - Maggie Peters, GCEF Director presented to the board the 2021-2022 GCEF Board Calendar. The GCEF Board meetings will be held the 4<sup>th</sup> Tuesday of every month except for the month of November, December, and June. The dates are

as follows for the 2021-2022 GCEF Board Calendar: July 22, August 24, September 28, October 26, December 7, January 25, February 22, March 22, April 26, May 24, and June 21.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE GCEF SCHOOL YEAR 2021-2022 BOARD MEETING CALENDAR, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- **New Board Member Vote**
- Tracie Fleming was presented to the board as a potential new member of the GCEF Board.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY DANNY NUNGESSER TO VOTE TRACIE FLEMING AS A NEW BOARD MEMBER OF THE GCEF BOARD MEMBER, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

**VI. Public Comments**

- Sandi Mosher opens the floor for public comments.
- Lauren Greer, Board Attorney, mentioned the need to amend the May meeting minutes to add public comments after the FY22 Budget Review.

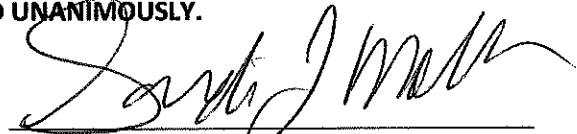
**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO AMEND THE MINUTES FROM MAY 2021 TO ADD OFFERED PUBLIC COMMENTS REGARDING THE FY22 BUDGET REVIEW. MOTION WAS APPROVED UNANIMOUSLY.**

- Lauren Greer, Board Attorney, recommends having a board member to be present during the bond refinance to review documents and provide information during the bond reissuance.

**MOTION: MOTION WAS MADE BY DANNY NUNGESSER AND SECONDED BY MARGARETTE COLEMAN TO AUTHORIZE MAGGIE PETERS TO SERVE FOR LEGAL MATTERS FOR THE BOND REISSUANCE. MOTION WAS APPROVED UNANIMOUSLY.**

**VII. ADJOURNMENT**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO ADJOURN THE JUNE 22, 2021 GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT 6:33PM, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**



Sandi Mosher, Board Chair

Date: 7/27/21