

MEETING MINUTES

Name of Foundation: Georgia Charter Education Foundation

Board Meeting: Georgia Charter Education Foundation Finance Committee Meeting

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:
November 30, 2021	1:17pm	2:35pm	January 20, 2021	4:00pm	Anna Nuckolls
Meeting Location:					
Coweta Charter Academy 6675 Hwy 16 E Senoia, GA 30265					

Attended by:	
<p>Committee Members: Maggie Peters, Treasurer Margarette Coleman, Board Director Mary Knight, Board Director Reagan Hage, NEI Lakela Johnson, CCAS School Operations Administrator Teresa Ellison, CCAS Principal</p> <p>Absent:</p>	<p>Other Attendees: Christine Locrotondo, Financial Analyst, CSUSA Anna Nuckolls, CCAS School Enrollment Administrator, Board Liaison Elisa Falco, Consultant of GSCS Sandi Mosher, Board Chair Danny Nungesser, Board Director</p>

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 1:17pm with a Call to Order by GCEF Treasurer, Maggie Peters. Roll call was taken, and quorum established.

I. FINANCE COMMITTEE

- **Approve the finance committee agenda**
 - **Amend the agenda**
 - **MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY MARY KNIGHT TO AMEND THE FINANCE COMMITTEE AGENDA TO ADD THE AUDIT DISCUSSION AFTER THE AGENDA ITEM, ESTABLISH COMMITTEE CALENDAR, AND APPROVE THE AGENDA FOR THE FINANCE COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**
- **Office Elections**
 - **MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY MARY KNIGHT TO ELECT MAGGIE PETERS AS THE HEAD FOR THE FINANCE COMMITTEE, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- **Outgoing communication method**
 - The board discussed how to establish a procedure for outgoing communication. The board determined that all notices and minutes will be posted on the website and a link will be given to the board members to review. This link will be emailed to board members for notice. No further discussions or questions from the committee members were given.

- **Establish Committee Roles & Responsibilities**
 - The committee reviews roles and responsibilities of the finance committee. The following items are main roles and responsibilities of the finance committee.
 - Review the following during finance committees:
 - CPF and Finance
 - Grants and Incoming Funding
 - Overseeing Accounts- Internal, Operational, and Principal accounts
 - Review extensive monthly financial reports prior to GCEF Board Meeting
 - No further discussions or questions from the committee were given.

- **Establish Committee Goals for Current Fiscal Year**
 - The Finance Committee established the following goals for the remaining current fiscal year.
 - Understanding the foundation of the financials and what is needed for the school.
 - Review the current compensation plan for teachers as well as establish an administrator compensation package.
 - Establish good standing for all areas of the CPF and SCSC monitoring.
 - Review/plan for the next school year for items needed for the school, i.e. transportation, possible expansion, etc.
 - No further discussions or questions from the committee were given.

- **Establish Committee Calendar**
 - The committee determined to establish the finance committee to be held third Thursday at 4pm of every month before the board meeting to review. The following dates were given to establish the finance committee calendar.
 - Calendar Dates of Finance Committee: January 20, February 17, March 17, April 21, May 19, June 16
 - No further discussions or questions from the committee were given.

- **DISCUSSION OF AUDIT**
 - Reagan Hage, NEI, reviewed with the Finance Committee a letter from Maudlin and Jenkins to the board, which overviewed the audit and informed that the school would be responsible for payment for overspending in grant funds.
 - No further discussions or questions from the committee were given.

- **Review Monthly Financials**
 - Reagan Hage, NEI, reviewed with the Finance Committee the monthly financials ending October 31, 2021. Reagan reviewed the changes and savings of the line items. He asked

the committee for any questions regarding provided information. There were no questions given by the finance committee.

II. PUBLIC COMMENTS

- Offered for public comments
 - No outside attendees to provide comments.

III. ADJOURNMENT

MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY MARY KNIGHT AT 2:35PM TO ADJOURN THE NOVEMBER 30, 2021 GEORGIA CHARTER EDUCATION FOUNDATION BOARD FINANCE COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.



Sandi Mosher, Board Chair

Date: 12/7/21

