

## **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.*

| <b>Date:</b>  | <b>Start</b> | <b>End</b> | <b>Next Meeting:</b> | <b>Next time:</b> | <b>Prepared by:</b> |
|---|--------------|------------|----------------------|-------------------|---------------------|
| January 25, 2022  | 6:01pm       | 7:41pm     | February 22, 2022    | 6:00 pm           | Anna Nuckolls       |
| <b>Meeting Location:</b>                                    |              |            |                      |                   |                     |
| Coweta Charter Academy<br>6675 Hwy 16 E<br>Senoia, GA 30265 |              |            |                      |                   |                     |

| <b>Attended by:</b>  |   |
|--|---|
| <p><b>Board Members:</b><br/>Sandi Mosher, Board Chair<br/>Danny Nungesser, Vice Chair<br/>Maggie Peters, Treasurer<br/>Tracie Fleming, Director<br/>Beth Duncan, Director<br/>Mary Knight, Director</p> <p><b>On the Phone:</b><br/>Margarette Coleman, Director</p> <p><b>Absent:</b><br/>None</p> | <p><b>Other Attendees:</b><br/>Teresa Ellison, CCAS Principal<br/>Lauren Greer, Board Attorney<br/>Christine Locrotondo, Financial Analyst, CSUSA<br/>Reagan Hage, NEI<br/>Anna Nuckolls, School Enrollment Administrator, Board Liaison<br/>Rob Caney, CCAS Dean of Students</p> |

### **CALL TO ORDER**

*Pursuant to public notice, the meeting commenced at 6:01pm with a Call to Order by GCEF Board Chair, Sandi Mosher. Roll call was taken, and quorum established.*

#### **I. AMEND THE AGENDA**

- Executive Session-personnel

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY BETH DUNCAN TO AMEND THE AGENDA TO ADD AN EXECUTIVE SESSION REGARDING PERSONNEL TO AFTER PROJECT BASED LEARNING UNDER NEW BUSINESS. MOTION WAS APPROVED UNANIMOUSLY.**

- Add updates under old business

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY DANNY NUNGESSER TO AMEND THE AGEND TO ADD THE FOLLOWING UNDER OLD BUSINESS: CFO REQUIREMENTS, BYLAW UPDATES, SPATIAL UTILIZATION UPDATE AND AUDIT UPDATE. MOTION WAS APPROVED UNANIMOUSLY.**

## II. PUBLIC COMMENTS

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

## III. ADMINISTRATIVE

- Approval of the December 7, 2021 Meeting Minutes of the Georgia Charter Education Foundation.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY TRACIE FLEMING TO APPROVE THE MINUTES OF THE DECEMBER 7, 2021 GEORGIA CHARTER EDUCATION FOUNDATION, INC. MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- Approval of the January 12, 2022 Board Meeting Minutes
- Amend the minutes to indicate the meeting was a called meeting and add attendee.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARY KNIGHT TO AMEND AND APPROVE THE JANUARY 12, 2022 CALLED MEETING MINUTES ADDING THAT IT WAS A CALLED MEETING AND ADDING LAUREN GREER, ATTORNEY, TO ATTENDEES OF THE CALLED MEETING, AS PRESENTED. MOTION WAS APPROVED UNIAMOUSLY.**

- Approval of the January 20, 2022 Finance Committee Meeting Minutes of the Georgia Charter Education Foundation.

**MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY DANNY NUNGESSER TO APPROVE THE MINUTES OF THE JANUARY 20, 2022 GEORGIA CHARTER EDUCATION FOUNDATION, INC. FINANCE COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

## IV. CSUSA REPORTS

- **Principal Report**
  - Teresa Ellison, CCAS Principal, presented to the GCEF Board Report overviewing current enrollment, updates on staffing, school, and facility, school wide activities and technology.
  - **Enrollment:** CCAS is setting at a total of 767 students. The budgeted enrollment for 2021-2022 is 820 students. In the month of December and January, CCAS had 17 withdrawals, 8 suspensions, and 12 new students. The reasons for withdrawal were moving out of the area, class size, and changing schools or homeschool.
  - **Staffing Update:** CCAS had new hires that started in January.

- **School update:**
  - The months of December and January have been busy with diagnostic assessments and fun activities.
  - Events this past month and this month consisted of middle school hot chocolate party, ice cream social, house meetings, Colt of the Month Celebration, winter performances, and Christmas parade.
  - Opened carpool back up for parent volunteers.
  - CCAS continues to hold information sessions.
- **Facility Updates:** CCAS has a new nighttime facilities crew that began in first of January and many staff members have been pleased with the cleanliness of the facilities.
- CCAS is working with our Boy Scout troop to enhance outdoor classrooms through their Eagle Scout programs.
- CCAS had the final walk through for quotes of the HVAC System on the administration hallway. The quotes will be presented for approval during New Business.
- **TECHNOLOGY-** CCAS is working with through the repair process of our technology. CCAS is also working with IT department to resell or recycle old technology that are no longer in use.
- The iReady diagnostics for December Winter diagnostics were reviewed and compared the fall diagnostics. Each grade level indicated growth between the two diagnostics in Math and Reading.
- **2022-2023 CALENDAR:** Parents and staff were emailed a survey to vote on one option for the 2022-2023 School Calendar. Of the responses received, 60% voted and choose option A which was presented to the board.
- Overall, Mrs. Ellison answered and addressed all questions from the GCEF Board Members.

**MOTION: MOTION WAS MADE BY TRACIE FLEMING AND SECONDED BY MARY KNIGHT TO APPROVE THE 2022-2023 SCHOOL CALENDAR, AS PRESENTED. MOTION WAS APPROBVED UNANIMOUSLY.**

## II. FINANCIAL REPORT

- **Financial Committee Report**
  - Mary knight, GCEF finance committee member, reviewed with the board the finance committee meeting held on January 20, 2022.
- **Monthly Financial Review**
  - Reagan Hage, NEI, reviewed the monthly report for period ending December 30, 2021.
  - Mr. Hage answered and addressed all questions from the GCEF Board Members.

**MOTION: MOTION WAS MADE BY DANNY NUNGESSER AND SECONDED BY BETH DUNCAN TO APPROVE THE MONTHLY BUDGET REVIEW OF DECEMBER 30, 2021, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

### III. OLD BUSINESS

- **CFO Requirement Update**
  - Reagan Hage, NEI, gave the board the definition of the CFO requirement and read the requirements of the board CFO given by SCSC.
  
- **Bylaws Update**
  - Tracie Fleming and Sandi Mosher are to meet on the January 31<sup>st</sup> to review the bylaws and give to attorney to review. Once reviewed, the bylaws will be presented to the board to vote on the bylaws.
  
- **Spatial Utilization Update**
  - Reagan Hage, NEI, presented to the board an update of the spatial utilization. He mentioned that a base document for the portables project have been given to various companies for quotes.
  - The board asked Mr. Hage for the document of the potential portables to be able to get quotes from local companies.
  
- **Audit Update**
  - Maggie Peters, GCEF Board Director, gave audit update to the board that the audit is still on hold due to unanswered questions by Georgia Department of Education on the ESSER funds. The commission is aware of the situation as many schools are in the same situation.

### IV. NEW BUSINESS

- **HVAC Quote Review**
  - Reagan Hage, NEI, presented to the board the three quotes for the HVAC systems in the front building. Mr. Hage is seeking for approval on the first quote.
  - The board asked Mr. Hage to clarify why the quotes differ and the quotes given do not appear accurate for what is needed for the school.
  - Mr. Hage is to contact CSUSA for clarification and more specifics on what is quoted in the presented quotes.

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY TRACIE FLEMING TO TABLE THE HVAC QUOTE APPROVAL UNTIL FURTHER DETAILS ARE GIVEN. MOTION WAS APPROVED UNANIMOUSLY.**

- **Project Based Learning Discussion**
  - Beth Duncan, GCEF Board Director, presented to the board about a learning tool called project-based learning. Many charter schools utilize this tool and Mrs. Duncan would like to visit schools and see if it is something CCAS can implement into the curriculum.
  - The board discussed that the tool could be something that the school implements but would need to see if there is interest from teachers and staff.
  - The board discussed that the teachers' plates do not need to be added to as of right now.

**V. EXECUTIVE SESSION—PERSONNEL**

**MOTION: MOTION WAS MADE BY MAGGIE AND SECONDED BY BETH DUNCAN TO ENTER INTO EXECUTIVE SESSION AT 7:19PM REGARDING PERSONNEL. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARY KNIGHT TO END THE EXECUTIVE SESSION REGARDING PERSONNEL AT 7:40PM. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY TRACIE FLEMING AND SECONDED BY BETH DUNCAN TO ACCEPT THE RESIGNATIONS OF JORDAN KEEGAN AND DIAMOND GARNIGAN AND ACCEPTS THE HIRES OF SARAH VINSON-ELEMENTARY MUSIC, ANTWEYNE WILLIAMSON-SPECIAL EDUCATION, AND AMBER HAYWOOD-PARAPROFESSIONAL, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

**VI. ADJOURNMENT**

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY MAGGIE PETERS TO ADJOURN THE JANUARY 25, 2022 GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT 7:41PM, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

  
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Sandi Mosher, Board Chair

Date: 2/22/22

  
2/22/2022

