

## 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>
July 27, 2021	6:04pm	7:21pm	August 24, 2021	6:00 pm	Anna Nuckolls
<b>Meeting Location:</b>					
Coweta Charter Academy 6675 Hwy 16 E Senoia, GA 30265					

<b>Attended by:</b>	
<b>Board Members:</b> Sandi Mosher, Board Chair Danny Nungesser, Director Maggie Peters, Director Margarette Coleman, Director Tracie Fleming, Director Beth Duncan, Director (New Member) <b>Absent:</b>	<b>Other Attendees:</b> Teresa Ellison, CCAS Principal Lauren Greer, Board Attorney Christine Locrotondo, Financial Analyst, CSUSA Reagan Hage, NEI Anna Nuckolls, School Enrollment Administrator, Board Liaison Rob Caney, CCAS Dean of Students

### **CALL TO ORDER**

*Pursuant to public notice, the meeting commenced at 6:04pm with a Call to Order by GCEF Board Chair, Sandi Mosher. Roll call was taken, and quorum established.*

#### **I. ADMINISTRATIVE**

##### **• Officer Elections**

- Sandi Mosher opens the floor for nominations for Board Chair.

**MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY DANNY NUNGESSER TO NOMINATE AND APPROVE SANDI MOSHER AS GCEF BOARD CHAIR FOR THE 2021-22 SCHOOL YEAR, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- Sandi Mosher opens the floor for nominations for Vice Chair.
  - Danny nominates Maggie Peters for Vice Chair.
  - Maggie Peters recommends the Vice Chair be a community member and nominates Danny Nungesser.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO NOMINATE AND APPROVE DANNY NUNGESSER AS GCEF BOARD VICE CHAIR FOR THE 2021-22 SCHOOL YEAR, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- Sandi Mosher opens the floor for nominations for Treasurer.

**MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY DANNY NUNGESSER TO NOMINATE AND APPROVE MAGGIE PETERS AS GCEF BOARD TREASURER CHAIR FOR THE 2021-22 SCHOOL YEAR, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO AMEND THE AGENDA TO MOVE THE NEW MEMBER AFTER THE EXECUTIVE SESSION, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- Budget Committee Meeting Minutes Approval

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY DANNY NUNGESSER SECONDS TO APPROVE THE MINUTES OF THE JUNE 11, 2021 GEORGIA CHARTER EDUCATION FOUNDATION, INC. BUDGET COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- Approval of the June 22, 2021 Meeting Minutes of the Georgia Charter Education Foundation.

**MOTION: MOTION WAS MADE BY TRACIE FLEMING AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE MINUTES OF THE JUNE 22, 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 the following items.
- The 2021-22 School Year Enrollment projected to be at 834 students with a small waitlist. As we experience students withdraw, we offer seats from the waitlist. The middle school is sitting strong at the largest we have had.
- CCAS held our annual consignment sale which had a good turnout.
- CCAS held our second family fun night with a movie night. The turnout was not as well attended as the food truck event.
- Compensation and offer letters have been sent out to teachers.
- Joan McCormick, NEI special education, is visiting to assisting our teachers with educational services for our students.
- Ms. Ellison mentioned she attended City of Senoia Council meeting where the City of Senoia approved to assist in the hiring of our School Resource Officer.
- 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 June 30, 2021.
- The board asked about the new line item of national cyber security and why is it in the budget. Ms. Locrotondo will follow up with the board to address their question.
- There were no additional questions from the board regarding what was presented.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE MONTHLY BUDGET REVIEW OF JUNE 30, 2021, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

**IV. OLD BUSINESS**

- None

**V. NEW BUSINESS**

- **Grant Approval**
  - Teresa Ellison, Principal of CCAS, presented to the board quotes for items for the school clinic. She is asking the board to approve the quotes included in the board packet labeled with the number 1. The quotes included in the packet are items that the nurse is requesting to update for the school clinic. The funds for these items are part of the ESSER II Grant the school received.

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND DANNY SECONDS TO APPROVE THE PROPOSED QUOTES LABELED 1 FOR THE NURSING STATION IN ESSER II GRANT, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- **Handbook Updates**
  - Teresa Ellison, Principal of CCAS, presented to the board the updates in the student/parent handbook. These updates included updates to the attendance policy, code of conduct, and various updates that reflect changes requested to follow the SCSC recommendations. Ms. Ellison overviewed the revisions made to the school opening plan, which includes CDC guidelines and COVID protocols.
  - The updates to the One-to-One Technology form will include damage or missing accessories for student technology and possible insurance policy for the devices.

**MOTION: MOTION WAS MADE BY DANNY NUNGESSER AND SECONDED BY TRACIE FLEMING TO APPROVE THE UPDATES TO THE HANDBOOKS, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

**VI. PUBLIC COMMENTS**

- No public comments from the outside attendees.

**VII. EXECUTIVE SESSION**

- Executive Session

**MOTION: MOTION WAS MADE BY MARGARATTE COLEMAN AND SECONDED BY MAGGIE PETERS TO ENTER INTO EXECUTIVE SESSION AT 6:50PM. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY DANNY NUNGESSER TO END THE EXECUTIVE SESSION AT 7:13PM. MOTION WAS APPROVED UNANIMOUSLY.**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND DANNY NUNGESSER TO APPROVE A RESOLUTION AUTHORIZING NECESSARY AMENDMENTS TO THE MANAGEMENT AGREEMENT BETWEEN GCEF AND CSUSA TO MEET THE TAX EXEMPT REQUIREMENTS FOR THE BOND RE-FINANCE AND TO AUTHORIZE SANDRA MOSHER AND/OR MARGARET PETERS TO EXECUTE ANY DOCUMENTS**

**NECESSARY TO CARRY OUT THE RE-FINANCE TRANSACTIONS ON BEHALF THE BOARD, AS PRESENTED IN EXECUTIVE SESSION. MOTION WAS APPROVED UNANIMOUSLY.**

- **Personnel Changes**

- Teresa Ellison reviews the new personnel and returning teachers movement and their titles.
  - New Hires
    - Rebekah Burkhart- 4<sup>th</sup> Grade
    - Mandy Jones- 4<sup>th</sup> Grade
    - Tammy Martinez- 4<sup>th</sup> Grade
    - Alexis Reid- 5<sup>th</sup> Grade
    - Rachael Krull- 5<sup>th</sup> Grade
    - Jamie Stewart- 6<sup>th</sup> Grade
    - Amy Shields -7<sup>th</sup> Grade
    - Julie Bergen- 8<sup>th</sup> Grade
    - Alex Byars-Duret- Elementary Art
  - Returning Teachers Changes
    - Crystal Hardy-Curriculum Resource Officer
    - Alexis McDaniel- Kindergarten
    - Christina Lambert-2<sup>nd</sup> Grade
    - Hannah Shelton-2<sup>nd</sup> Grade

**MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY MAGGIE PETERS TO APPROVE PERSONNEL HIRING AND MOVEMENT OF TITLES.**

- **Create an Administrative Compensation Committee**

- The board wanted to create an administrative compensation committee.
- Tracie Fleming, Maggie Peters, Margarette Coleman, and Reagan Hage volunteered to be on the committee.

**MOTION: MOTION WAS MADE TRACIE FLEMING AND SECONDED BY DANNY NUNGESSER TO CREATE AN ADMINSTRATIVE COMPENSATION COMMITTEE, AS PRESENTED. MOTION WAS APPORVED UNANIOUSLY.**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE HIRING REFERRAL BONUS FOR TEACHERS/STAFF, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- **New Member Vote**

- Elizabeth (Beth) Duncan was presented to the board to become a new member of the GCEF Board.

**MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY TRACIE FLEMING TO VOTE ELIZABETH DUNCAN AS A NEW BOARD MEMBER OF THE GCEF BOARD MEMBER, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

**VIII. ADJOURNMENT**

**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO  
ADJOURN THE JULY 27, 2021 GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT  
7:21pm, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**



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Sandi Mosher, Board Chair

Date: \_\_\_\_\_

8/30/21



EXECUTIVE SESSION AFFIDAVIT  
(AS REQUIRED UNDER O.C.G.A. § 50-14-4(b))

The undersigned presiding Board Officer of Coweta Charter Academy, Inc. under oath, hereby states and certifies that at the meeting of the Board held on July 27, 2021, the following:

- 1) The Board properly entered executive session as permitted by O.C.G.A. § 50-14-3. The only matters discussed during such executive session of its meeting as allowable under O.C.G.A. § 50-14-2 and 50-14-3 were as follows:
  - To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions;
  - To discuss tax matters which are confidential by state law;
  - To authorize negotiations to purchase, dispose of, or lease property;
  - To authorize the ordering of an appraisal related to the acquisition or disposal of real estate;
  - To enter into a contract to purchase, dispose of or lease property, subject to approval in a subsequent public vote;
  - To enter into an option to purchase, dispose of, or lease real estate, subject to approval in a subsequent public vote;
  - To discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action;
  - To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50.
- 2) To the best knowledge and belief of the undersigned, no other matters than those of a purely personal and/or nongovernmental nature were discussed during said executive session.
- 3) By executing this affidavit, the undersigned does hereby state that he/she in no way waives any rights granted under the 5th Amendment to the United States Constitution.
- 4) This affidavit is executed solely for the purpose of compliance with the mandate of O.C.G.A. § 50-14-4(b) and shall serve no other purpose.

This 27 day of July, 2021.

  
PRESIDING OFFICER

SUBSCRIBED AND SWORN TO  
before me this 27 day of July, 2021.

  
Notary Public

My commission expires: 9/28/24  
Anna Nuckolls  
NOTARY PUBLIC  
Coweta County, GEORGIA  
My Comm. Expires 9/28/24

