

## 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:
December 7, 2021	6:03pm	8:35pm	January 25, 2021	6:00 pm	Anna Nuckolls

### Meeting Location:

Coweta Charter Academy  
6675 Hwy 16 E  
Senoia, GA 30265

### Attended by:

#### Board Members:

Sandi Mosher, Board Chair  
Maggie Peters, Treasurer  
Tracie Fleming, Director  
Beth Duncan, Director  
Mary Knight, Director  
Margarette Coleman, Director

#### Absent:

Danny Nungesser, Vice Chair.

#### Other Attendees:

Teresa Ellison, CCAS Principal  
Lauren Greer, Board Attorney  
Christine Locrotondo, Financial Analyst, CSUSA  
Reagan Hage, NEI  
Jeff Dorris, Maudlin and Jenkins  
Chris McKellar, Maudlin and Jenkins  
Hilary Daigle, Financial Accountant, CSUSA  
Anna Nuckolls, School Enrollment Administrator, Board Liaison  
Rob Caney, CCAS Dean of Students  
Sarah Smith, Parent, Did not speak

### CALL TO ORDER

*Pursuant to public notice, the meeting commenced at 6:05pm with a Call to Order by GCEF Board Chair, Sandi Mosher. Roll call was taken, and quorum established.*

#### I. PUBLIC COMMENTS

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

#### II. ADMINISTRATIVE

- Approval of the October 26, 2021 Meeting Minutes of the Georgia Charter Education Foundation.

**MOTION: MOTION WAS MADE BY MARGARETTE COLEMAN AND SECONDED BY BETH DUNCAN TO APPROVE THE MINUTES OF THE OCTOBER 26, 2021 GEORGIA CHARTER EDUCATION FOUNDATION, INC. MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

- **Approval of the November 30, 2021 Finance Committee Meeting Minutes**

**MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE MINUTES OF THE NOVEMBER 30, 2021 GEORGIA CHARTER EDUCATION FOUNDATION, INC. FINANCE COMMITTEE MEETING AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

### III. 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:** Currently CCAS has 769 students enrolled. The budgeted enrollment for 2021-2022 is 820 students. In the month of November, CCAS had 9 withdrawals for various reasons, 1 suspension, and 3 new students. The reasons for withdrawal were moving out of the area, curriculum, and changing schools.
  - **Staffing Update:** CCAS has continued to conduct interviews to fill open positions. Professional development includes many of the regular monthly meetings which consist of coaching cadre, Grade level PLCs, Grade Level MTSS, Gifted Endorsement, etc.
  - **School update:**
    - CCAS had several visits from NEI that provide school support, instructional support and special education support in November and early December.
    - CLIP Monthly update this month, we are reviewing goals with the staff with either strategic planning or our CLIP.
    - Grant downs are being prepared for this month and we are awaiting waivers and carry over funds for our Title I program.
    - Events this past month and this month consisted of school wide BMX assembly, Colt of the Month Celebration, Principal Coffee Chat, Senoia Christmas Parade, Information Session, and Lunch and Learn.
    - Upcoming holiday events: Elementary Sing A Long and Polar Express Day
    - The 3<sup>rd</sup> grade community learning classroom continues to mold and morph itself into a great environment which continues to differentiate learning through small groups.
  - **Facility Updates:** The facility grant budget was approved and will prepare quotes for the usage of facility grant.
  - Overall, Ms. Ellison answered and addressed all questions from the GCEF Board Members.

### II. FINANCIAL REPORT

- **Financial Committee Report**
  - Maggie Peters, GCEF Treasurer, reviewed with the board the finance committee meeting held on November 30, 2021. During this meeting, the finance committee established roles and responsibilities, established a calendar for future meetings, as well as reviewed monthly finances prior to the board meeting.
  - Maggie Peters asked Jeff Dorris from Mauldin and Jenkins to review with the board regarding tax credits the school could receive. Jeff Dorris explains a tax credit that the school could receive and ways to qualify to receive the tax credit.

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY TRACIE FLEMING TO APPROVE THE CONTINUATION OF FURTHER RESEARCH ON THE TAX CREDIT WITH CSUSA, MAULDIN AND JENKINS, AND THE GCEF BOARD TO PRESENT AT NEXT GCEF BOARD MEETING. MOTION WAS APPROVED UNANIMOUSLY.**

- **Monthly Financial Review**
  - Reagan Hage, NEI, reviewed the monthly report for period ending October 31, 2021.
  - Mr. Hage answered and addressed all questions from the GCEF Board Members.

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY MAGGIE PETERS TO APPROVE THE MONTHLY FINANCIAL REVIEW OF OCTOBER 31, 2021, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.**

### III. OLD BUSINESS

- **Audit Review and Approval**
  - Chris McKellar, Director of the Audit at Mauldin and Jenkins gave an update to the board on the outstanding audit of the school. Currently, the audit is complete but is in draft form. The audit has not been issued yet due to outstanding questions to be addressed by the state. The State Charter School Commission is aware of the delay as they have several schools in the same situation as CCAS.
  - Mr. McKellar reviewed part of his presentation of the Auditor's Discussion and Analysis Draft. Mr. McKellar reviewed the comments and recommendations for areas of material weaknesses.
  - The board was unable to approve the audit due to the draft standings.

### IV. NEW BUSINESS

- **Spatial Utilization Discussion**
  - Reagan Hage, NEI, presented to the board about the spatial utilization of the school. His team has been working on how to get the current facility to the chartered capacity of 860. Mr. Hage presented to the board two options to best utilize the existing space. The first option included the purchase of modular portable units to act as 4 additional classrooms to increase space. The second option included renovating the current multipurpose room into 4 modular classrooms and building a gym space on the current basketball court area to replace the indoor space taken. Mr. Hage provided the board an estimate of what it could cost for both options.

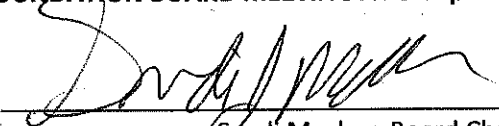
**MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY TRACIE FLEMING TO CALL FOR A WORK SESSION IN JANUARY TO DISCUSS THE OPTIONS PRIOR TO THE NEXT BOARD MEETING. MOTION WAS APPROVED UNANIMOUSLY.**

- **Project Based Learning Discussion**

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY TRACIE FLEMING TO TABLE THE PROJECT BASED LEARNING DISCUSSION FOR THE NEXT BOARD MEETING. MOTION WAS APPROVED UNANIMOUSLY.**

**V. ADJOURNMENT**

**MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY TRACIE FLEMING TO ADJOURN THE DECEMBER 7, 2021 GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT 8:35pm. MOTION WAS APPROVED UNANIMOUSLY.**

  
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Sandi Mosher, Board Chair

Date: 1/25/22