

MEETING MINUTES

Name of Foundation: Georgia Charter Education Foundation

Board Session: 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 Board Meeting:	Next time:	Prepared by:
August 22, 2023	6:04pm	8:40PM	September 26, 2023	6:00 pm	Margarette Coleman
Meeting Location:					
6675 E., GA-16 Senoia, GA 30276					

Attended by:	
Board Members: Danny Nungesser, Board Chair Beth Duncan, Vice Chair Mary Knight, Treasurer Margarette Coleman, Director Absent: Maggie Peters, Director Jennifer Hughey, Director	Other Attendees: Teresa Ellison, CCAS Principal Rob Caney, Assistant Principal Reagan Hage, NEI Virtual/Phone Attendees: Christine Locrotondo, CSUSA Finance Sandy Sheldhelm, NEI Curriculum Specialist Lauren Greer, Board Attorney at 8:10pm

CALL TO ORDER

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

I. PUBLIC COMMENTS

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

II. ADMINISTRATIVE

- A. Approval of October 24, 2022 Finance Committee Minutes
MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE OCTOBER 24, 2022 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.
- B. Approval of January 23, 2023 Finance Committee Minutes
MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE JANUARY 23, 2023 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.
- C. Approval of February 21, 2023 Called Board Meeting Minutes
MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE FEBRUARY 21, 2023 CALLED BOARD MEETING MINUTES. MOTION PASSED UNANIMOUSLY.
- D. Approval of February 21, 2023 Working Session Minutes
MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE FEBRUARY 21, 2023 WORKING SESSION MINUTES. MOTION PASSED UNANIMOUSLY.
- E. Approval of February 21, 2023 Finance Committee Minutes
MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE FEBRUARY 21, 2023 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.
- F. Approval of April 19, 2023 Finance Committee Minutes

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE APRIL 19, 2023 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

- G. Approval of June 27, 2023 Board Minutes

MOTION: MOTION WAS MADE BY TRACIE FLEMING AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE JUNE 27, 2023 BOARD MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

- H. Approval of July 25, 2023 Board Minutes

MOTION: MOTION WAS MADE BY TRACIE FLEMING AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE JULY 25, 2023 BOARD MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

- I. Approval of July 25, 2023 Finance Committee Minutes

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE JULY 25, 2023 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

- J. Approval of August 17, 2023 Finance Committee Minutes

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE AUGUST 17, 2023 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

- K. Approval of May 23, 2023 Finance Committee Minutes

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE MAY 23, 2023 FINANCE COMMITTEE MEETING MINUTES. MOTION PASSED UNANIMOUSLY.

III. LEADERSHIP REPORTS

- A. Principal's Report

- Principal's Report Provided by Principal Ellison
Currently at 741 students
- Fully Staffed with the exception of the Middle School Social Studies position that was opened yesterday.
- Social media campaign and other marketing for filling open student seats
- Openings for enrollment in 5th, 4th and 1st grade

Data Report

- Georgia milestones (levels 1 (Beginning), 2 (Developing), 3 (Proficient), 4 (Distinguished)
 - Year to year performance ELA numbers are all down. Strong performance in 5th grade (heavy focus on writing)
- Teresa Ellison suggested that Board and educational support team need to work together; models for leadership and staff to work together
- Wants the board, the leadership, the educational support team to be more collaborative

IV. FINANCIALS

- A. Finance Committee Report presented by Mary Knight

- June 30th financials
- Met with Mr. Valdez (responsible for the audit process, NEI)
- September 15th is turn in date to Mauldin & Jenkins
- Audit due November 1
- Charter schools USA issues has not responded about an errant custodial bill being paid to red apple
- Medical supplies credit no longer showing up on financials

- Due from other government agencies error (\$461,000 reversal)
- Mary Knight has access to the general ledger, but has now asked for access to the actual invoices
- Mary Knight has the new cleaning company contract (\$18,500)

B. Monthly Financial Review

- Reagan Hage reviewed July financials with the board.
- Mary asked about cutting expenses to meet the decrease in student count
 - Reagan built a scenario with 750 enrolled to decrease revenue and therefore showing a - \$136, 187
 - Need to make up \$176, 187 to account for the \$40,000 overage the bond covenant requires

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO TABLE THE FINANCIALS AS PRESENTED. MOTION PASSED UNANIMOUSLY.

V. OPERATIONS

A. Staff handbook Approval

- a. Changes to dress code, pregnant workers fairness act (PWFA), and providing urgent maternal protections for nursing mothers act (PUMP Act)
- b. **MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY JENNIFER HUGHEY TO APPROVE THE 2023-24 STAFF HANDBOOK AMENDMENTS. MOTION PASSED UNANIMOUSLY.**

VI. GOVERNANCE

NONE

VII. EXECUTIVE SESSION

A. Personnel

MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY MARY KNIGHT TO ENTER INTO EXECUTIVE SESSION AT 8:40 PM TO DISCUSS PERSONNEL. MOTION PASSED UNANIMOUSLY.

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO END EXECUTIVE SESSION AND APPROVE THE HR CHANGES FROM TERESA ELLISON AT 8:33 PM. MOTION PASSED UNANIMOUSLY.

- THE BOARD ADDED A SPECIAL CALLED MEETING FOR SELECTING A CONTRACTOR FOR THE SPECIAL PROJECT CONTRACT. THE MEETING WILL BE FRIDAY, AUGUST 25, 2023 AT 9:00AM

VIII. ADJOURNMENT

MOTION: MOTION WAS MADE BY JENNIFER HUGHEY AND SECONDED BY BETH DUNCAN TO ADJOURN THE AUGUST 22, 2023, GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT 8:40 PM. MOTION WAS APPROVED UNANIMOUSLY.

Danny Nungesser, Board Chair

Date: _____