

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:
April 19, 2022	6:21pm	7:50pm	May 24, 2022	6:00 pm	Anna Nuckolls
Meeting Location:					
Coweta Charter Academy 6675 Hwy 16 E Senoia, GA 30265					

Attended by:	
Board Members: Danny Nungesser, Board Chair Beth Duncan, Vice Chair Maggie Peters, Treasurer Tracie Fleming, Director Mary Knight, Director Margarette Coleman, Director Absent:	Other Attendees: Teresa Ellison, CCAS Principal Lauren Greer, Board Attorney (on phone) Reagan Hage, NEI Christopher Quiel Anna Nuckolls, School Enrollment Administrator, Board Liaison Rob Caney, CCAS Dean of Students

CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:21pm with a Call to Order by GCEF Board Chair, Danny Nungesser. 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 February 23, 2022 Development Committee Meeting Minutes of the Georgia Charter Education Foundation.**

MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE MINUTES OF THE FEBRUARY 23, 2022 GEORGIA CHARTER EDUCATION FOUNDATION, INC. DEVELOPMENT COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

- **Approval of the March 15, 2022 Board Minutes**

MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY TRACIE FLEMING TO APPROVE THE MINUTES OF THE MARCH 15, 2022 GEORGIA CHARTER EDUCATION FOUNDATION, INC. MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

- **Approval of the March 17, 2022 Finance Committee Meeting Minutes**

MOTION: MOTION WAS MADE BY MARY KNIGHT AND SECONDED BY BETH DUNCAN TO APPROVE THE MINUTES OF THE MARCH 17, 2022 GEORGIA CHARTER EDUCATION FOUNDATION, INC. FINANCE COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

- **Approval of the March 23, 2022 Development Committee Meeting Minutes of the Georgia Charter Education Foundation.**

MOTION: MOTION WAS MADE BY BETH DUNCAN AND SECONDED BY MAGARETTE COLEMAN TO APPROVE THE MINUTES OF THE MARCH 23, 2022 GEORGIA CHARTER EDUCATION FOUNDATION, INC. DEVELOPMENT COMMITTEE MEETING, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

III. FINANCIAL REPORT

- NONE

IV. CSUSA REPORTS

- **Principal Report**
 - Teresa Ellison, CCAS Principal, presented to the GCEF Board Report overviewing current enrollment, projected enrollment, updates on staffing, and school wide activities.
 - **Enrollment:** Mrs. Ellison reviewed with the board the projections of enrollment for the school year of 2022-2023. We continue to offer seats until end of the 2021-2022 school year. The current enrollment for 2021-2022 is at 759.
 - **Upcoming Events:** Kindergarten Round up is this Tuesday and Thursday. At least 50 families that attended Tuesday and the other half that will attend on Thursday. Several field trips are coming up throughout different grade levels. Elementary and Middle School Dances will be held at the end of this month.
 - **Curriculum:** The last iReady diagnostics have begun this month. Milestone testing window will begin at the end of this month.
 - **Staffing:** Currently the school is conducting interviews to fulfill open positions for the 2022-2023 school year. The school will be hosting a hiring fair at the end of the month to fulfill any remaining open positions.
 - Overall, Mrs. Ellison answered and addressed all questions from the GCEF Board Members.

V. OLD BUSINESS

- **Audit Update**
 - Reagan Hage gave an update regarding the audit stating that it will be issued within 24-48 hours upon the signature from Danny Nungesser this evening.
- **Technology Update**

- Teresa Ellison updated the board regarding the technology quote that was approved at the last board meeting. There were discrepancies with the dates and Mrs. Ellison requested the companies provide an updated quote that is included in the board packet for April 19.
- The board noticed a difference in the type of computer shown last month to the quote in the packet currently. Ms. Ellison will reach out to IT about the listed computers and will table the quote to get an updated quote.

- **GCEF Bylaws Update**
 - Tracie Fleming, Board Chair, gave an update to the board stating that her and Margarett Coleman have worked on editing the current bylaws and have completed their edits. Mrs. Fleming will share the edits to Lauren Greer and Elisa Falco to review before presenting to the board for approval.

- **Policy and Procedures Update**
 - Reagan Hage gave an update to the board regarding the policy and procedures. He has been working with Ms. Ellison and Lakela Johnson to gather all policy and procedures of CCAS. Reagan Hage will be working on creating a SharePoint folder with subfolders where all policies and procedures will be kept for viewing at any time by the board and CCAS Administration.

- **HVAC Update**
 - Teresa Ellison updated the board regarding the funding for HVAC. She is suggesting reallocating the ESSER Grant funds to be utilized for student growth in bridging the learning loss gap for our students. Even though the HVAC system is important and needs to be done, the gap of educational from the pandemic is also important to be sure to get students where they need to be educationally. The funding for the HVAC system will be moved from grant funding to the operating funds to replace/fix the HVAC system.
 - Reagan Hage reviewed with the board that the new processes for the procurement and sealed bid process that was approved by the legal team. This sealed bid process presented is to be used for the replacement of HVAC systems as well as the modulars. Any additional purchases that qualify under this process will be following the sealed bid policy and procedures.
 - Reagan Hage noted that the Georgia Department of Education responded regarding the HVAC investigation. This letter was sent to the board chair and the board attorney. This letter will be sent to the other board members for review and notice. CCAS will comply with all suggested changes to the procurement policy.

- **Modular Purchase Update**
 - Reagan Hage stated to the board that if the board was to begin the bid process with the modulars that they will not meet the deadline of August due to the timeline of bidding process and construction lead times.
 - Board says there is still a need for space to compensate the increased enrollment and will have to have a plan going forward to ensure the space the school has will be able to accommodate increased enrollment.
 - The board and CSUSA remain dedicated to the purchase of additional modular space.

- **Update on domain and email ownership**
 - Beth Duncan reviewed with the board an email she received concerning the ownership of the school's domain and email ownership. The letter was from the Chief Information Office from CSUSA and it stated broadly that the ownership of the domain name and email system will continue to be owned by Charter Schools USA at this time.

VI. NEW BUSINESS

- **SCSC Monitoring Response**
 - Lauren Greer, Board Attorney, reviewed with the board the SCSC Monitoring response with their findings. She reviewed with the board each finding/warning and the actions taken to correct/address the findings. The school's response is due Monday, April 25, 2022.

MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARY KNIGHT TO APPROVE THE ADA TITLE II BOARD POLICY AND GRIEVANCE PROCESS, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO APPROVE THE UPDATES TO THE 2021-2022 STUDENT HANDBOOK TO INCORPORATE THE FOLLOWING CHANGES OR ADDITIONS: DRESS CODE POLICY, ADA TITLE II ANTI-DISCRIMINATION NOTICE AND GRIEVANCE PROCESS, TITLE IX NOTICE AND COORDINATOR, AND STATE MANDATED PROCESS FOR STUDENT REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY TRACIE FLEMING TO APPROVE THE UPDATES TO THE 2021-2022 EMPLOYEE HANDBOOK TO INCORPORATE THE FOLLOWING CHANGES OR ADDITIONS: ADA TITLE II ANTI-DISCRIMINATION NOTICE AND GRIEVANCE PROCESS, TITLE IX NOTICE AND COORDINATOR, AND STATE MANDATED PROCESS FOR STUDENT REPORTING OF ALLEGED SEXUALLY INAPPROPRIATE BEHAVIOR, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.

VII. ADJOURNMENT

MOTION: MOTION WAS MADE BY MAGGIE PETERS AND SECONDED BY MARGARETTE COLEMAN TO ADJOURN THE APRIL 19, 2022, GEORGIA CHARTER EDUCATION FOUNDATION BOARD MEETING AT 7:50pm, AS PRESENTED. MOTION WAS APPROVED UNANIMOUSLY.



Danny Nungesser, Board Chair

Date: 10/19/2022