

Georgia Charter Education Foundation, Inc. & Coweta Charter Academy**Board of Directors Regular Meeting Minutes****Prepared by: Maggie Peters and Melissa Komolafe**

These minutes are not a verbatim transcript of the board meeting. These minutes are a brief summary of the events that took place at the regular monthly board meeting.

Board of Directors Regular Meeting

Tuesday, November 28, 2023 | 6:00PM

Coweta Charter Academy

6675 E., GA-16

Senoia, GA 30276

Board Attendees: Danny Nungesser, Board Chair; Beth Duncan, Vice Chair; Mary Knight, Treasurer; Margarette Coleman, Director; Maggie Peters, Director; Jennifer Hughey, Director

Other Attendees: Gene Dunn, Interim Principal; Angela Lassetter, Consultant; Lauren Greer, Board Attorney, Parent Christine Mersalum

Agenda

- I. Call to Order
- II. Agenda Approval
- III. Administration
- IV. Interim Principal's Report
- V. CSUSA Updates and Deliverables
- VI. Financial
- VII. Human Resources
- VIII. Academics and Instructional Program
- IX. Facilities and Supplies
- X. Operations
- XI. Governance
- XII. Public Comments
- XIII. Executive Session
- XIV. Confirmation of Next Board Meeting & Committee Dates/Times
- XV. Adjournment

Summary of Actions	Motion	Second	Vote
Motion to amend agenda to add personnel to executive session	Maggie Peters	Margarette Coleman	Unanimous approved.
Motion to approve all meeting minutes presented for review 11/28/23	Mary Knight	Jennifer Hughey	Unanimous approved.
Motion to amend charter to add children of board members as priority group for enrollment after siblings and employee children	Beth Duncan	Jennifer Hughey	Unanimous approved.
Motion for CSUSA to provide	Jennifer Hughey	Mary Knight	Unanimous approved.

contact information no later than Friday, December 8 th , 2023			
Motion for CSUSA to provide responses to all reports, requests from dating from August 1st, 2023 to Friday, December 8th, 2023	Jennifer Hughey	Margarette Coleman	Unanimous approved.
Motion to set up Angela Lassetter's school email by December 8 th , 2023	Mary Knight	Margarette Coleman	Unanimous approved.
Motion for Angela Lassetter and Gene Dunn to have full access to administration rights including exporting of data by December 8th, 2023	Jennifer Hughey	Mary Knight	Unanimous approved.
Motion to pay Angela Lassetter, consultant fees as of December 1st, 2023	Mary Knight	Margarette Coleman	Unanimous approved.
Motion for Gene Dunn to have access to accounts payable, reimbursements, hiring and reviewing everything through NetSuite SIS, payroll review and final approval by December 8th, 2023	Maggie Peters	Margarette Coleman	Unanimous approved.
Motion that CSUSA provide comprehensive provider list by December 8th, 2023	Jennifer Hughey	Margarette Coleman	Unanimous approved.
Motion to ask for credit for no janitorial services on the evening of November 9th and day of November 10th, 2023	Mary Knight	Maggie Peters	Unanimous approved.
Motion to provide LID Budget for 2023-2024	Mary Knight	Maggie Peters	Unanimous approved.
Motion to request detailed LID Federal Programs budget by Friday, December 8th, 2023	Beth Duncan	Jennifer Hughey	Unanimous approved.
Motion to appoint Maggie to work with Lauren, board attorney, to do research on	Margarette Coleman	Beth Duncan	Unanimous approved.

substitute teacher salary, daily rate, write policy and present cost and details to board at later date			
Motion to reimburse staff unable to afford GACE exams and GA RESA certification based on position needs	Maggie Peters	Jennifer Hughey	Unanimous approved.
Motion to increase budget for science and reading	Maggie Peters	Beth Duncan	Unanimous approved.
Motion to purchase ZEARN K-8 for \$2500	Beth Duncan	Margarette Coleman	Unanimous approved.
Motion to approve the purchase of iExcel for 9th grade classes	Maggie Peters	Mary Knight	Unanimous approved.
Motion to approve purchase of iExcel for advanced 9th grade math	Maggie Peters	Margarette Coleman	Unanimous approved.
Motion to approve Adventure Academy	Maggie Peters	Margarette Coleman	Unanimous approved.
Motion to approve Typing Pal	Margarette Coleman	Maggie Peters	Unanimous approved.
Motion to schedule a finance meeting to amend the budget	Margarette Coleman	Maggie Peters	Unanimous approved.
Motion to approve website name change to cowetacharteracademy.org	Margarette Coleman	Maggie Peters	Unanimous approved.
Motion to adopt and accept proposed mission, vision and core values	Maggie Peters	Jennifer Hughey	Unanimous approved.
Motion to move to Executive Session	Maggie Peters	Jennifer Hughey	Unanimous approved.
Motion to end Executive Session at 10:03pm	Beth Duncan	Jennifer Hughey	Unanimous approved.
Motion to enter general session at 10:04pm	Jennifer Hughey	Beth Duncan	Unanimous approved.
Motion to confirm hiring of Jody Miller to the Operations administrator	Maggie Peters	Beth Duncan	Unanimous approved.

Motion to confirm hiring of Lucretia Nolan to Federal Programs, Grants and Operations	Maggie Peters	Beth Duncan	Unanimous approved.
Motion to confirm hiring of Stephanie Vandyke to the long-term sub role	Maggie Peters	Beth Duncan	Unanimous approved.
Motion to adjourn	Maggie Peters	Jennifer Hughey	Unanimous approved.

Agenda

I. Call to Order

- a. Pursuant to public notice, the meeting commenced at 6:00PM with a Call to Order by GCEF Board Chair, Danny Nungesser.
- b. Roll Call was taken, and quorum established.

II. Agenda Approval

- a. **Motion** to amend agenda to add personnel under executive session by Beth, seconded by Maggie. Unanimously approved.

III. Administration

- a. Reviewed board meeting minutes for 10/24/23, special called meeting minutes 11/10/23 and board meeting minutes for finance committee meeting minutes 11/16/23.
 - i. **Motion** to approve all meeting minutes presented for review tonight by Mary, seconded by Jennifer. Unanimously approved.
- b. Discussed SCSC board training registration.
 - i. Reviewed attendees, dates and topics addressed during training.

IV. Interim Principal's Report

- a. School Highlights presented by Principal Dunn.
 - i. Second semester charter renewal updates.
 - ii. FTE count 734. Funding 695.
 - iii. Announced tutoring program.
 - iv. Announced professional development for staff on Gallopade and Mastery Connect.
 - v. Finalizing semester one grades.
 - vi. Announced hiring of new middle school teacher.
 - vii. Considering adjustments to second semester schedule.
- b. **Motion** to amend charter to add children of board members as priority group for enrollment after siblings and employee children by Beth, seconded by Jennifer.

V. CSUSA Updates and Deliverables

- a. No representative from CSUSA available to give report.
 - i. Recommendation by Angela Lassetter, Consultant to vote on listed line items in absence of CSUSA representative to have on record that Board has agreed to these items.
- b. **Motion** for CSUSA to provide contact information no later than Friday, December 8th, 2023 by Jennifer, seconded by Mary. Unanimously approved.
- c. **Motion** for CSUSA to provide responses to all reports, requests from dating from August 1st, 2023 to Friday, December 8th, 2023 by Jennifer, seconded by Margarett. Unanimously approved.
- d. **Motion** to set up Angela Lassetter's school email by December 8th by Mary, seconded by Margarett. Unanimously approved.

- e. **Motion** for Angela Lassetter and Gene Dunn to have full access to administration rights including exporting of data by December 8th, 2023 by Jennifer, seconded by Mary. Unanimously approved.
- f. **Motion** to pay Angela Lassetter, consultant fees as of December 1st, 2023 by Mary, seconded by Margarette. Unanimously approved.
- g. **Motion** for Gene Dunn to have access to accounts payable, reimbursements, hiring and reviewing everything through NetSuite SIS, payroll review and final approval by December 8th, 2023 by Maggie, seconded by Margarette. Unanimously approved.
- h. **Motion** that CSUSA provide comprehensive provider list by December 8th, 2023 by Jennifer, seconded by Margarette. Unanimously approved.

VI. Financial

- a. Announced both audits completed on time. 990 can be filed.
 - i. Discussed federal budget and grants for FY24.
- b. No representative from CSUSA to answer questions regarding GL entries and charges with no invoices on record. Questions about additional charges outside of contracted amount.
- c. Recommend requesting credit from janitorial services on night of November 9th, 2023 due to no show.
 - i. Requested itemized invoices from janitorial services.
 - ii. Requested credit for double charge in November 2023.
 - iii. Recommend sending questions via email through Lauren Greer, board attorney.
 - iv. **Motion** to ask for credit for no janitorial services on the evening of November 9th and day of November 10th, 2023 by Mary, seconded by Maggie. Unanimously approved.
- d. Required financial report submittal date.
 - i. Report submitted late.
 - ii. Annual report submitted on time.
- e. Discussed LID Budget
 - i. **Motion** to provide LID Budget for 2023-2024 by Mary, seconded by Maggie. Unanimously approved.
- f. **Motion** to request detailed LID Federal Programs budget by Friday, December 8th, 2023 by Beth, seconded by Jennifer. Unanimously approved.
- g. Enrollment update.
 - i. FTE 734.
- h. Grant applications update.
 - i. Grant applications submitted: Health and Safety and Math Grant.
 - ii. Announced grants will be used for security upgrades.
- i. Announced new financial consultant Terrance
- j. Business management search update.
 - i. Accepting applications. Job description read.
- k. A/R and A/P Reimbursement system and purchasing review.
 - i. Working to streamline and improve process. Will move in-house.
- l. Credit card and credit line update.
 - i. Working to make sure teachers and staff do not have to pay out of pocket for school supplies.

VII. Human Resources

Benefits/Payroll

- a. Working with ADP. Currently making updates.
 - i. Will run first payroll in January.
 - ii. Benefits started Thursday, November 16th. Open enrollment extended.
- b. Federal Programs/Grants Operations Director
 - i. Introduced Lucretia Nolan as Federal Programs and Grants Director. Start date January 8th, 2024.
 - ii. Getting quotes from another vendor.
- c. Operations/Administrator Update
 - i. Announced Jody as new Operations Administrator.
- d. Hourly employee compensations/school holidays
 - i. Increased substitute teacher pay to \$14/hr. Recommendation to increase pay to \$20/hr. for long-term subs.

- Long-term needs to be defined. Recommendation to move to daily rate.
- ii. **Motion** to appoint Maggie to work with Lauren, board attorney, to do research on substitute teacher salary, daily rate, write policy and present cost and details to board at later date by Margarett, seconded by Beth. Unanimously approved.
- iii. Discussed Paraprofessionals. Recommendation to move to 12-month salary position in order to cover health benefits and school holidays. Recommendation for pay increase after presenting pay scale comparison.
- iv. **Motion** to appoint Maggie to be point person to work with Lauren on substitute teacher pay, paraprofessional pay, after schoolteacher and independent classroom instructional contractor pay by Beth, seconded by Mary. Unanimously approved.
- e. January 23/24 compensation leveling review
 - i. Maggie reviewing all compensation for disparities.
- f. 24-25 Salaried employee compensation review.
 - i. Will decide on new pay scale prior to contracts going out for next year.
- g. Staffing alternate pathways
 - i. Discussed GACE Exams, GA RESA. Recommendation to compensate staff unable to afford GACE Exam with caveat that must sign letter must work for certain amount of time or reimburse school.
 - ii. **Motion** to reimburse staff unable to afford GACE exams and GA RESA certification based on position needs by Maggie, seconded by Jennifer. Unanimously approved.
- h. Open position update
 - i. Open positions for middle school special education teachers, behavioral interventionists, paraprofessionals, janitors and after schoolteachers.

VIII. Academics and Instructional Program

- a. EIP Program (Educational Intervention Program)
 - i. Discussed Science and reading requirement in state of Georgia. Increase in cost of training.
 - ii. **Motion** to increase budget for science and reading by Maggie, seconded by Beth. Unanimously approved.
 - iii. Discussed Furlow mentoring and school visit.
 - iv. Need to put in remedial intervention program.
 - v. Discussed innovative 24/25 model. Recommendation for full class models for EIP.
- b. Curriculum resources/updates.
 - i. Discussed Gallopade.
 - ii. Discussed 24/25 math curriculum. Currently reviewing various programs.
 - iii. Discussed curriculum professional development.
 - iv. Discussed ZEARN K-8. Recommendation to purchase license for school. **Motion** to purchase ZEARN K-8 for \$2500 by Beth, seconded by Margarett.
 - v. Discussed iExcel for 8th grade classes. **Motion** to approve the purchase of iExcel for 9th grade classes by Maggie, seconded by Mary. Unanimously approved. **Motion** to approve purchase of iExcel for advanced 9th grade math by Maggie, seconded by Margaret. Unanimously approved.
 - vi. Discussed Adventure Academy. **Motion** to approve Adventure Academy by Maggie, seconded by Margarett. Unanimously approved.
 - vii. Discussed Typing Pal. **Motion** to approve Typing Pal by Margarett, approved by Maggie. Unanimously approved.
 - viii. **Motion** to schedule a finance meeting to amend the budget by Margarett, seconded by Maggie. Unanimously approved.
- c. Tutoring program update.
- d. Special education update.
 - i. Need professional development special education mindset and restraint training. Recommendation to have training done by mindset professional and not teacher.
 - ii. Professional development training needed for CPR, AED and choking. CPR training scheduled.
 - iii. Discussed classroom management training conference.
- e. Discussed library options.

- f. Discussed classroom supplies.
 - i. Teachers are not to buy classroom supplies with their own money.
- g. Paper allocation update.
 - i. Need to increase how many times teachers and staff are able to print.

IX. Facilities and Supplies

- a. Janitorial services update.
 - i. Reviewing quotes received from three companies.
 - ii. Discussed issues with current provider.
- b. Door repairs update.
 - i. Current security camera supplier can provide new doors and backup power supply, key card scanners on exterior doors. Must do budget adjustment to cover cost. Restated purchasing policy.
- c. Plumbing repairs update.
- d. HVAC repairs update.
 - i. Discussed installation issues.
- e. Health and Safety supplies update.
 - i. Recommendation to purchase portable AEDs for field trips.

X. Operations

- a. Discussed school website/communications hosting, compliance, and information.
 - i. Discussed purchasing a new domain name for website.
 - ii. **Motion** to approve website name change to cowetacharteracademy.org by Margarett, seconded by Maggie. Unanimously approved.
- b. Technology support vendor discussion.

XI. Governance

- a. Board meeting oversight reports and tracking tools discussion.
- b. Mission, vision and beliefs statements/school values discussion.
 - i. Need one mission and vision for charter renewal.
 - ii. Proposed mission is Coweta Charter Academy provides students with the knowledge, skills and opportunities needed to meet their full academic potential, build strong and positive character qualities and thrive in challenging situations and innovative instructions.
 - iii. Proposed vision is the Coweta Charter Academy Community promises to create a safe, positive and mentoring educational environment to cultivate our young scholars to be self-directed critical thinkers with the foundational skills, knowledge and resiliency to successfully pursue their dreams.
 - iv. Proposed core values are acronym RESPECTFUL. Responsible, Empathetic, Self-disciplined, Positive, Enthusiastic, Confident, Trustworthy, Focused, United, Leaders.
 - v. **Motion** to adopt and accept proposed mission, vision and core values by Maggie, seconded by Jennifer. Unanimously approved.

XII. Public Comment

- a. Comment by parent Christine Mersalum regarding 5th grade curriculum concerns. Recommendation for smaller classroom sizes.

XIII. Executive Session

(To discuss or vote to authorize negotiations to purchase, dispose of, or lease property as provided in Georgia Code section 50-14-3(b)(1)(B) and To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in OCGA 50-14-1(b)(2))

- a. **Motion** to move to Executive Session by Maggie seconded by Jennifer. Unanimously approved.
- b. Executive Session started at 8:22 pm.
- c. **Motion** to end Executive Session at 10:03pm by Beth, seconded by Jennifer. Unanimously approved.
- d. **Motion** to enter general session at 10:04pm by Jennifer, seconded by Beth. Unanimously

approved.

e. **Motion** to confirm hiring of Jody Miller to the Operations administrator role by Maggie, seconded by Beth. Unanimously approved.

f. **Motion** to confirm hiring of Lucretia Nolan to Federal Programs, Grants and Operations by Maggie, seconded by Beth. Unanimously approved.

g. **Motion** to confirm hiring of Stephanie Vandyke to the long-term sub role by Maggie, seconded by Beth. Unanimously approved.

XIV. Confirmation of Next Board Meeting & Committee Dates/Times

- a. Next board meeting is January 23rd, 2024 at 6:00pm.
- b. Special called meeting Tuesday at 5:30pm for Executive Session.

XV. Adjournment

- a. **Motion** to adjourn by Maggie, seconded by Jennifer. Unanimously approved.