



**Georgia Charter Educational Foundation**  
**AGENDA FOR 3.26.24 BOARD MEETING @ 6:00 p.m.**  
**Location: 6675 E., GA-16, Senoia, GA 30276**

**I. CALL TO ORDER**

**II. AGENDA APPROVAL**

**III. GOVERNANCE**

- A. Approval of Board Meeting Minutes 2/27/24 Action
- B. SCSC Board Training Reminder to complete Info/Discuss
- C. Board Member update: Succession Planning Info/Discuss

**IV. FINANCE**

- A. CSUSA Updates
  - 1. Line Item Detail Current Financials & Budget Update Info/Discuss/Action
  - 2. Banking Signatories Update Info/Discuss
- B. Finance Committee Update
  - 1. Budget Process Update Info/Discuss
  - 2. Next Finance Committee Meeting Info/Discuss
- C. Secondary Auditor Action
- D. Bond Update Info/Discuss

**V. OPERATIONS**

- A. Leadership Team Reports
  - 1. 2023-2024 School Year Update
    - a. Students:
      - i. Current Enrollment Info/Discuss
      - ii. FTE/CPI/STUDENT CLASS update Info/Discuss
    - b. Staffing:
      - i. Current year #'s/open positions Info/Discuss
      - ii. Staffing Evaluation Updates: TKES/LKES Info/Discuss
      - iii. Recent/upcoming PD, staff events, conferences Info/Discuss
    - c. Parent/Community:
      - i. Parent Events/communication: recent P.T.O., P.A.C. + next steps
      - ii. Community outreach & Fundraisers Info/Discuss
    - d. Marketing:
      - i. Past Initiatives Info/Discuss
      - ii. Upcoming Initiatives Info/Discuss
      - iii. New county marketing plan: Pike and Fayette Info/Discuss
  - 2. 2024-2025 School Year Update
    - a. Building updates Info/Discuss
    - b. Staffing Matrix Info/Discuss
    - c. Staffing: recommits/contract completion Info/Discuss
    - d. 24'-25' enrollment update Info/Discuss
- B. Facilities
  - 1. Janitorial Services and Facilities Checklist Info/Discuss
  - 2. Dedicated Fiber Proposal-AT&T Action
  - 3. Door Replacement Action
  - 4. Asphalt Repair Action

**VI. ACADEMICS**

- A. Curriculum update Info/Discuss/Action

**VII. PUBLIC COMMENT**

**VIII. EXECUTIVE SESSION**

- Discussing or deliberating upon appointment, employment, compensation, hiring, discipline or evaluation of personnel Action

**IX. ADJOURNMENT**

Next Finance Committee Meeting: Tuesday, April 23, 2024

Next Board Meeting: Tuesday, April 23, 2024

## Georgia Charter Educational Foundation Regular Board Meeting Minutes

**Prepared by: Maggie Peters**

*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, March 26, 2024 | 6:00PM

Coweta Charter Academy 6675 E., GA-16 Senoia, GA 30276

#### Board Attendees:

Danny Nungesser, Board Chair  
Margarette Coleman, Director  
Jennifer Hughey, Director

Beth Duncan, Vice Chair  
Maggie Peters, Director  
Mary Knight, Treasurer

#### Other Attendees:

Gene Dunn, Interim Principal  
Lauren Greer, Board Attorney

Angela Lassetter, Consultant

#### Absent:

None

Summary of Actions	Motion	Second	Vote
Motion to amend agenda to change letter D under IV Finance to ESP Contract and to add a letter E for Tax Exempt debt Policy and to add a letter F for Bond Resolution and to add Authorize negotiations to purchase, dispose of or lease property to the executive session topics	Maggie Peters	Margarette Coleman	Unanimously approved.
Motion to approve Regular Board Meeting Minutes for 2/27/2024	Beth Duncan	Mary Knight	Unanimously approved.
Motion to table February financials presented	Beth Duncan	Mary Knight	Unanimously approved.
Motion to <b>not</b> renew contract with Charter Schools USA effective June 30, 2024	Beth Duncan	Margarette Coleman	Unanimously approved.
Motion to approve the Tax Exempt Debt Policy presented	Beth Duncan	Maggie Peters	Unanimously approved.
Motion to approve the bond resolution	Beth Duncan	Mary Knight	Unanimously approved.

Motion to approve dedicated fiber proposal with AT&T as presented	Maggie Peters	Margarette Coleman	Unanimously approved.
Motion to accept quote from The Flying Locksmith to replace exterior doors as described in quote	Mary Knight	Maggie Peters	Unanimously approved.
Motion to contract with Southeast Pavement to fix the front entrance	Maggie Peters	Margarette Coleman	Unanimously approved.
Motion to enter into executive session at 7:53 pm	Maggie Peters	Beth Duncan	Unanimously approved.
Motion to exit executive session at 8:47 pm	Maggie Peters	Jennifer Hughey	Unanimously approved.
Motion to adjourn at 8:48 pm	Margarette Coleman	Jennifer Hughey	Unanimously approved.

#### I. CALL TO ORDER

- A. Pursuant to public notice, the meeting commenced at 6:10PM 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 change letter D under IV Finance to ESP Contract and to add a letter E for Tax Exempt debt Policy and to add a letter F for Bond Resolution and to add Authorize negotiations to purchase, dispose of or lease property to the executive session topics was made by Maggie Peters and seconded by Margarette Coleman. Unanimously approved.

#### III. GOVERNANCE

- A. **Motion** to approve Regular Board Meeting Minutes for 2/27/2024 was made by Beth Duncan and seconded by Mary Knight. Unanimously approved
- B. Reminder to complete all virtual board training by April 30th.
- C. Reminder that the board is currently reviewing applications for new board members.

#### IV. FINANCE

- A. CSUSA absent. No updates given.
  - i. Abbreviated financials reviewed. Board determined that there were multiple questions about the financials provided and planned to make an inquiry via attorney (Lauren Greer) to have their questions answered. **Motion** to table February financials presented made by Beth Duncan and seconded by Mary Knight. Unanimously approved
  - ii. Requested bank signatory updates have not been completed by CSUSA.
- B. Finance Committee Update
  - i. Budget process update discussed. Finance committee reviewed the first draft and set dates for additional budget meetings 4/1, 4/17 with hopes to have the first official draft to 4/23 board meeting and then final in the May meeting.
  - ii. next finance meeting is April 23, 2024 at 5:00

C. Secondary Auditor: Shared suggestion from training to discuss changing auditor every few years. Discussed the need to begin the upcoming audit and might need to revisit changing auditors next year. Shared that we are currently in need of Mauldin and Jenkins to begin audit now. Mary Knight will get a copy of the engagement letter and ask if they can begin early on this year's audit.

D. ESP Contract: board is currently contracted with an education service provider, Charter Schools USA and has reviewed the current contract. The board has determined that it is in the schools best interest to not renew the contract with CSUSA effective June 30, 2024.

**Motion** to **not** renew contract with Charter Schools USA effective June 30, 2024 made by Beth Duncan and seconded by Margarett Coleman. Unanimously Approved.

E. Tax Exempt Debt Policy: Lauren Greer Board Attorney, shared that this policy is directed at how debt/funds will be used. This will set guidelines to ensure retaining the non-profit status.

**Motion** to approve the Tax Exempt Debt Policy presented made by Beth Duncan and seconded by Maggie Peters. Unanimously Approved.

F. Bond Resolution: Lauren Greer Board Attorney, explained that this resolution is authorizing the board to move forward with the bond transaction. Pay off prior debt and acquire new debt up to 16 million.

**Motion** to approve the bond resolution made by Beth Duncan and seconded by Mary Knight. Unanimously Approved.

## V. OPERATIONS

### A. Leadership Team Reports

1. 2023-2024 School Year Update given by Gene Dunn and Angela Lassetter. They will have a dashboard with all information to share moving forward.

Information provided and reviewed:

Students: Current Enrollment, FTE/CPI/STUDENT CLASS

Staffing: Current year #'s/open positions, TKES/LKES, Recent/upcoming PD, staff events, conferences

Parent/Community: Parent Events/communication

Marketing: Past Initiatives, Upcoming Initiatives, New county marketing plan: Pike and Fayette. Currently looking at social media and main centers of influence to put a billboard on location.

2. 2024-2025 School Year Update given by Gene Dunn and Angela Lassetter

Building updates, Staffing Matrix, Staffing: recommits/contract completion, 24'-25' enrollment update

### B. Facilities

1. Janitorial Services and Facilities Checklist: discussed the recent fall in janitorial services level of service. Stated that teachers will begin putting all chairs up for them to be able to clean floors. Jodi Miller will be the main point of contact to communicate with the Janitorial company.
2. Dedicated Fiber Proposal-AT&T discussed. Will be a redundant line, run parallel and then will ultimately save the school roughly \$40K annually.

**Motion** to approve dedicated fiber proposal with AT&T as presented made by Maggie Peters and seconded by Margarett Coleman. Unanimously Approved.

3. Door Replacement discussed. 5 quotes presented and reviewed by the board. Recommendation was made by Beth Duncan to move forward with the Flying Locksmith. Lauren Greer reminded

the board of the public works threshold and requirements. The current 5 bids are only for doors and that will remain under \$100,000.

**Motion** to accept quote from The Flying Locksmith to replace exterior doors as described in quote provided made by Mary Knight and seconded by Maggie Peters. Unanimously Approved.

4. Asphalt Repair for front entrance presented by Beth Duncan. Recommends accepting the use of Southeast Pavement to fix the front entrance.

**Motion** to contract with Southeast Pavement to fix the front entrance made by Maggie Peters and seconded by Margarett Coleman. Unanimously Approved.

## **VI. ACADEMICS**

- A. Curriculum update was shared by Angela Lassetter. Currently sharing the current update to curriculum quotes. Will have additional quotes over the next few weeks. Request was made for Angela Lassetter to bring quotes for competing curriculums to review for financial oversight and comparison. It was verified that we had already paid for HMH, which was recommended by CSUSA, but it was not a good fit.

## **VII. PUBLIC COMMENT**

Public comment was offered. Members of the public spoke.

## **VIII. EXECUTIVE SESSION**

- A. **Motion** to enter into executive session at 7:53 pm by Maggie Peters, seconded by Beth Duncan. Unanimously approved.

- i. Authorize negotiations to purchase, dispose of or lease property

- ii. Discussing or deliberating upon appointment, employment, compensation, hiring, discipline action and/or dismissal or periodic evaluation or rating of a public officer or employee.

- B. **Motion** to exit executive session at 8:47 pm by Maggie Peters, seconded by Jennifer Hughey. Unanimously approved.

## **IX. ADJOURNMENT**

- A. **Motion** to adjourn at 8:48 pm by Margarett Coleman, seconded by Jennifer Hughey. Unanimously approved.

- B. Next Board Meeting: Tuesday, April 23, 2024 at 6:00pm