



**Georgia Charter Education Foundation, Inc. & Coweta Charter Academy
Board of Directors Regular Meeting Minutes**

Prepared by: 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, February 27, 2024 | 6:00PM
Coweta Charter Academy
6675 E., GA-16
Senoia, GA 30276

Board Attendees: Beth Duncan, Vice Chair; Margarette Coleman, Director; Maggie Peters, Director; Jennifer Hughey, Director

Other Attendees: Gene Dunn, Interim Principal; Angela Lassetter, Consultant; Lucretia Nolan; Lauren Greer, Board Attorney

Absent: Danny Nungesser, Board Chair, Mary Knight, Treasurer

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Executive Session**
- IV. Operations**
- V. Governance**
- VI. Finance**
- VII. Academics**
- VIII. Public Comment**
- IX. Adjournment**

Summary of Actions	Motion	Second	Vote
Motion to amend agenda to move executive session to item IV. and move Leadership update to item IV.A.	Maggie Peters	Jennifer Hughey	Unanimous approved.
Motion to approve board meeting minutes from November 28 th , 2023 and January 23 rd , 2024	Maggie Peters	Margarette Coleman	Unanimous approved.
Motion to enter into executive session	Maggie Peters	Margarette Coleman	Unanimous approved.

Motion to exit executive session	Margarette Coleman	Jennifer Hughey	Unanimous approved.
Motion to hire Lucretia Nolan as new CCA Principal	Jennifer Hughey	Margarette Coleman	Unanimous approved.

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Motion to offer position of CCA Superintendent to Angela Lassetter	Jennifer Hughey	Margarette Coleman	Unanimous approved.
Motion to allow Danny Nungesser to step down as Board CFO and allow Terrance Washington to accept CFO position	Jennifer Hughey	Margarette Coleman	Unanimous approved.
Motion to change October 4 th March 14 th of next school year from teacher workdays to early release days and make week of February 17 th – 21 st full fall winter break	Margarette Coleman	Jennifer Hughey	Unanimous approved.
Motion to adjourn	Maggie Peters	Jennifer Hughey	Unanimous approved.

I. CALL TO ORDER

- A. Pursuant to public notice, the meeting commenced at 6:04PM with a Call to Order by GCEF Vice Board Chair, Beth Duncan.
- B. Roll Call was taken, and quorum established.

II. AGENDA APPROVAL

- A. **Motion** to amend agenda to move executive session to item IV. and move Leadership update to item IV.A. by Maggie Peters, seconded by Jennifer Hughey. Unanimously approved.

III. GOVERNANCE

- A. **Motion** to approve board meeting minutes from November 28th , 2023 and January 23rd , 2024 by Maggie Peters, seconded by Margarette Coleman. Unanimously approved.
- B. Discussed Charter Renewal Update.
 - i. Seeking 5-year contract with Commission.
- C. SCSC Board Training Reminder to complete.
- D. Discussed Board Member update: Succession Planning.

i. Upcoming training June 30th. Recommend adding new board members. Recommend contacting GCSA to access Board Bank to recruit board members. Parents and attorneys encouraged to join Board. Paid employees or members of their immediate family cannot be a member of the Board.

E. Discussed Board Liaison Process update.

i. Board liaison announced. Guidelines and timelines agreed upon. Reviewed duties of on site staff regarding Board meeting preparation.

IV. EXECUTIVE SESSION

A. **Motion** to enter into executive session at 6:20pm by Maggie Peters, seconded by Margarette Coleman. Unanimously approved.

i. Discussed appointment, employment, compensation, hiring, discipline or evaluation of personnel.

B. **Motion** to exit executive session at 6:45pm by Margarette Coleman, seconded by

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Jennifer Hughey. Unanimous approved.

C. Official thank you to Gene Dunn by Board for serving as Interim Principal.

D. Lucretia Nolan announced as new Principal of Coweta Charter Academy beginning March 4th, 2024.

i. **Motion** to hire Lucretia Nolan as new CCA Principal by Jennifer Hughey, seconded by Margarette Coleman. Unanimous approved.

E. **Motion** to offer position of CCA Superintendent to Angela Lassetter effective March 4th, 2024 by Jennifer Hughey, seconded by Margarette Coleman. Unanimously approved.

F. Announced staff meeting Monday for teachers to meet with Lucretia Nolan and meet and greet with parents on Tuesday.

G. Announced Danny Nungesser stepping down as Board CFO. Terrance Washington accepting position. Danny will continue in role as Board Chair.

i. **Motion** to allow Danny Nungesser to step down as Board CFO and allow Terrance Washington to accept CFO position by Jennifer Hughey, seconded by Margarette Coleman. Unanimously approved.

V. FINANCE

A. CSUSA absent. No updates given.

B. Finance Committee Update

i. Abbreviated financials reviewed.

ii. Announced preparation for annual budget meeting. Reminded of two required public meetings at least two weeks apart. Tentative budget will be reviewed.

iii. First budget meeting will be on Monday, March 8th at 8:30am.

iv. Tentative dates for two public budget meetings April 23rd and May 28th for final vote on budget.

C. IT update

i. Beth working with IT company. Discussed issue with computer equipment and domain names if discontinuing CSUSA management. Contract over July 1st, 2024.

D. Phone Service update

i. Beth considering changing to only one phone service. Researching why two phone services are needed. Will consider updating Wi-Fi.

E. Bond Update

- i. Announced potential new bond company by end of April.

VI. OPERATIONS

A. Leadership Update

- i. Current enrollment for February 634.
- ii. Announced new curriculum for FY25.
- iii. Considering Academic Parent Teacher Teams for 2nd grade.
- iv. Staffing for SPED. Fully staffed Gen Ed.
- v. Working on staffing evaluations.
- vi. Professional development and staff events.
- vii. Improving EIP processes.
- viii. TKES/LKES process changing FY26.
- ix. Charter Commission Conference March 2024.
- x. Announced new parent advisory council.
- xi. Reviewed community outreach initiatives.
- xii. Discussed ROI on marketing initiatives.

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- xiii. Discussed Intent to Return. Actively interviewing and hiring.

xiv. Reviewed enrollment update. Reviewed number of students not returning by grade. B. Discussed calendar adjustment for February break.

- i. **Motion** to change October 4th and March 14th of next school year from teacher workdays to early release days and make week of February 17th – 21st full fall winter break by Margarett Coleman, seconded by Jennifer Hughey. Unanimously approved.

C. Facilities update

- i. New janitorial service starting March 4th.
- ii. Building Repairs update. : Doors, Floors, Access Controls, Bollard Info/Discuss 3. Grounds cleanliness Info/Discuss

VII. ACADEMICS

- A. Stemsopes update-Rostered in Clever

VIII. PUBLIC COMMENT

- A. None

IX. ADJOURNMENT

- A. Motion to adjourn at 7: 37 pm by Maggie Peters, seconded by Jennifer Hughey. Unanimously approved.

- B. Next Board Meeting: Tuesday, March 26, 2024 at 6:00pm