



**Georgia Charter Educational Foundation**  
for Coweta Charter Academy  
**MEETING MINUTES FOR 9.24.24 BOARD MEETING**  
**Location: 6675 E., GA-16, Senoia, GA 30276**

**I. CALL TO ORDER**

**Pursuant to public notice, the meeting commenced at 6:06 pm with a Call to Order by GCEF Board Chair, Danny Nungesser. Roll call was taken, and quorum established.**

Attendees:

Danny Nungesser - Board Chair

Beth Duncan - Vice Chair

Maggie Peters - Secretary

Josh Le - Board Member

Tara Christian - Board Member

Angela Lassetter - Superintendent

Terence Washington - CFO

Trina Weaver - Accountability, Compliance, and Academic Director

Pam Alfieri - Finance, Federal Programs, and Grants Administrator

**II. AGENDA APPROVAL**

**MOTION: Motion was made by Maggie Peters and seconded by Tara Christian to amend the agenda to add item D under item V: Financial for the board meeting on Wednesday, September 24th, 2024. Motion passed unanimously.**

**III. ADMINISTRATION**

A. 7/23/24 Board Meeting Minutes

**MOTION: Motion was made by Beth Duncan seconded by Josh Le to accept the meeting minutes for the board meeting on Tuesday, July 27th, 2024. Motion passed unanimously.**

B. 8/27/24 Board Meeting Minutes

**MOTION: Motion was made by Beth Duncan seconded by Josh Le to accept the meeting minutes for the board meeting on Tuesday, August 27th, 2024. Motion passed unanimously.**

**IV. GOVERNANCE**

A. Board Conflict of Interest Forms

- Angela Lassetter presented the conflict of interest forms to the board and asked for an immediate return of signed copies from all board members. It was stated that once the conflict of interest form and the acknowledgement of the policy was signed and returned, the school would be in compliance.

B. Board Member Fingerprinting/Background Check

- Angela Lassetter provided the location and address for board members to schedule an appointment to get fingerprinted and background checked. It was stated that this item needs to be completed by all board members as soon as possible.

C. Board Member Updates/Changes

- Beth Duncan shared that the Secretary of the board, Maggie Peters had given her
- resignation from the board at the last board meeting.
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**MOTION: Motion was made by Beth Duncan seconded by Josh Le to accept Maggie Peters' resignation as Secretary from the board on Wednesday, September 24th, 2024. Motion passed unanimously.**

**V. FINANCE**

#### A. August Financials

- Terrence Washington provided an update on the August financials, referencing the full financial report sent to board members.
- The financial report includes projections for the school's financial status, showing a positive outlook for the school's financial CPF.
- Terrence Washington explains the cash flow projection, highlighting the main funding sources and the importance of conserving cash flow.
- The board discusses the impact of federal programs like ESSER, which provided a significant influx of funds.
- Terrence Washington provided a detailed breakdown of expenses, including payments made, the number of bills paid, and the aging summary of bills.
- Terrence Washington discussed the importance of timely payments and expense reimbursements for employees.
- The board considers the option of using ACH for faster payments and the threshold for employee reimbursements
- Angela Lassetter explained the process of using bill.com for payments and the benefits of ACH for employees.
- The board discussed the aging summary of bills and the importance of timely payments to maintain good financial standing.
- Terrence Washington provided an update on the top vendors by amount paid and the breakdown of payroll versus other expenses.
- Terrence Washington outlined the financial compliance deadlines, including the DE46 budget submission, which is due on September 30th, 2024, and bond reporting.
- Terrence Washington provided an update on the audit submission, including the use of Serlink for project management and the need for board meeting minutes.
- Terrence Washington mentioned the need for Bambo to assist with the DE46 budget submission due to the complexity of the financial data.

#### B. Update on ADP Integration and Mapping

- Despite challenges with ADP, Terrence Washington has been working closely with Pam to get all the payroll mapping done. Moving forward, the ADP automatic coding will help streamline this process while we work on cleaning up the payroll disbursements prior to implementing ADP.
- Pam states that the ADP Mapping will be done on Wednesday, September 25th, 2024.

#### C. Fundraising

- Ice Cream Fridays are generating roughly \$275 every week.
- Implementing Dress Down Fridays for \$5 per student.
- Social media posts and email communications have been sent out regarding the event.

#### D. Insurance

- The change in state guidelines regarding parental leave has the potential to make a big impact on the budget as those funds were not accounted for when the budget was being finalized.
- The board is to consider next year's elections for insurance coverage.

### VI. OPERATIONS

#### A. Enrollment

- Angela provided an enrollment update, noting a slight decrease from the first day of school.
- Angela attributed the decrease to students not showing up and the lack of a website and phone during the summer.
- Angela discussed the impact of the lower enrollment on funding and the importance of mid-year enrollment.

#### B. Staffing Update

- The school is in need of a science teacher and three ASP (After School Teachers)

#### C. Safety/Security

- Notifications of Emergency procedures have been updated to include clear, plain language recommended by the Georgia Emergency Management of Homeland Security.
- Fire drills are up to date.
- First Lockdown drill was a success
- Second drill to happen during next semester, perhaps in February.
- The cardiac emergency and response team has been put into place. As well as the asthma, diabetic and seizure trainings have all been completed. Narcan, inhalers and EpiPens are on site.

- Immunizations are being reviewed and parents are being contacted if their child isn't current.
- Angela emphasized the importance of securing the facility and collaborating with law enforcement in case of threats.

D. Fingerprinting

- Four outstanding

E. Marketing/Advertising Update

- Angela discussed the billboard campaign and the need for new student pictures.
- Angela mentions the effectiveness of billboards and the plan to replace signs in Pike County.
- Angela highlighted the importance of signs in attracting students and the positive feedback from parents.
- Angela emphasized the cost-effectiveness of billboards and the need for new student pictures for the billboard campaign.

F. CPF Update

- Angela requested an extension for the CPF deadline due to the transition and the need for accurate policies and protocols. The deadline is Monday, September 30th, 2024.
- Angela explained the challenges of meeting the deadline and the importance of integrity in submitting accurate information.
- Angela mentioned the need for a full inventory of the school and the challenges of completing it within the deadline.

G. Federal Programs Update

- The final drawdowns for federal programs and the transfer of funds to Title One for school-wide services were discussed. The importance of verifying numbers and completing reports for federal grants were highlighted as well.
- The board is to consider next year's elections for insurance coverage.

**VII. ACADEMIC AND INSTRUCTIONAL PROGRAM**

A. Academic Program Update

- Angela provided an update on the curriculum rostering and the transition to Canvas as the learning management system.
- Angela mentioned the ongoing training for teachers on using Canvas and the importance of transparency for parents.
- The structure of small group time and the focus on reading and math for K-4 students.

B. Milestones Scores Update

- The TRiO milestones and the need for additional attention for students in the One and Two categories were discussed.

C. MAP Scores

- 50% of students are high average to high performers

D. Curriculum Nights

- Milestones are sent home on these nights
- Discussion about how to tailor the next few nights to how parents can help their students at home.

E. Clubs

- Sign Language: Three different sign ups
- Cheer Spirit Squad
- Morning Running Club
- Lego Club
- Cooking Class
- Sports Club
- Mess Makers
- Taking late sign ups

F. Parent/Teacher Conferences

- One on one

**VIII. FACILITIES AND SUPPLIES**

A. Building Renovation – Phase 1 Update

- Phase 1 commenced during the summer and a lot was accomplished.
- Spray Foam installation will be going up in December
- HVAC: Duct work will be redone

B. Building Updates – Waterproofing Bid

- Updates provided on Silicon removal, Expansion for the sidewalk, sealing the building, etc.
- Received bids from three companies.

**MOTION: Motion was made by Maggie Peters and seconded by Tara Christian to accept the 10-year bid from Holbrook Waterproofing in the amount of \$67,674 at the board meeting on Wednesday, September 24th, 2024. Motion passed unanimously.**

C. Building Renovation - Phase 2 Update

- Angela provided updates and goals that are being worked towards.

**IX. PUBLIC COMMENT**

- Public comment was offered and members of the public spoke.

**X. CONFIRMATION OF NEXT BOARD MEETING & COMMITTEE DATES/TIMES (10/22/2024)**

- Confirmed.

**XI. ADJOURNMENT**

**MOTION: Motion was made by Tara Christian and seconded by Maggie Peters at 8:13 pm to adjourn the 9.24.2024 GCEF board meeting. Motion passed unanimously**

**Next Board Meeting: Tuesday, October 22, 2024**