



Georgia Charter Educational Foundation
For Coweta Charter Academy
MEETING MINUTES FOR 11.19.24 BOARD MEETING
Location: 6675 E., GA-16, Senoia, GA 30276

I. CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:01pm with a Call to Order by GCEF Board Chair, Danny Nungesser. Roll call was taken, and quorum established.

Attendees:

Danny Nungesser - Board Chair

Tara Christian - Director

Jennifer Hughey - Director

Josh Le - Director

Angela Lassetter - Superintendent

Terence Washington - CFO

II. AGENDA APPROVAL

MOTION: Motion was made by Jennifer Hughey and seconded by Tara Christian to approve the agenda for the board meeting on Tuesday, November 19, 2024. Motion passed unanimously.

III. ADMINISTRATION

A. 10/22/24 Board Meeting Minutes

MOTION: Motion was made by Tara Christian and seconded by Josh Le to accept the meeting minutes for the board meeting on Tuesday, October 22, 2024. Motion passed unanimously.

IV. GOVERNANCE

A. Board Members & Officers

- i. The board was encouraged to contemplate the addition of new members possessing expertise in areas such as human resources, legal compliance, and facilities management to enhance the board's overall expertise.

B. By-laws Review

- i. The board was advised to review and potentially amend the by-laws, as certain officer positions currently are not reflected in the existing documentation.

C. SCSC Annual Governance Board Training

- i. Two training locations have been announced, with registrations forthcoming. The locations are Atlanta and Athens. Members with less than three years of tenure are required to complete both training days.

- D. GCSA Conference
 - i. Scheduled for March at the Cobb Galleria.

V. FINANCIAL

- A. October Financials
 - i. The school's financial status is strong, with revenue increases and expense reductions noted compared to earlier in the year.
 - ii. The Charter Financial Performance (CPF) score has risen to 90, indicating a secure position.
 - iii. The projected net profit for the year is approximately \$799,000.
 - iv. Plans are underway to implement three-year financial projections and an amended budget early in the new year.
- B. Audit Update
 - i. Efforts are ongoing to finalize the audit, which faced delays but received an extension. A draft audit is anticipated by the end of November.
- C. Fundraising
 - i. Successful fundraising activities such as the Fall Festival and Book Fair have collectively raised over \$12,000. While the Snack Cart generates revenue daily.
- D. Inventory Update
 - i. Updates to the Federal Funds Purchases and Improvement for Materials & Supplies, Federal Programs Handbook FY25, and Coweta Charter Academy Financial Policies Manual were made to ensure compliance with the \$5000 inventory threshold.

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to accept the amendment for the three documents listed above to show that any individual cost of \$5000 or more is documented on the inventory system. Motion passed unanimously.

VI. OPERATIONS

- A. Enrollment Update
 - i. Enrollment remains stable, although some students have withdrawn due to the school's strict behavior policies and expectations.
 - ii. The superintendent is contemplating the expansion of the school's attendance zone to include Fulton and Clayton counties in response to demand from local families.
- B. Staffing Update
 - i. Five positions are currently vacant, with hopes of filling them with full-time staff.
- C. Marketing/ Advertising Update

- i. The initial marketing and advertising report for the first quarter was presented, and the board was invited to provide feedback on the content and desired changes for future reports, aiming for data-driven insights into metrics such as social media engagement and website traffic.

D. Federal Programs Update

- i. The school is currently in a "holding pattern" concerning federal grant funds, awaiting the conclusion of the Corrective Action Plan (CAP) related to inventory issues, after which grant budgets can be submitted for approval.
- ii. Preparations are underway for the upcoming Cross-Functional Monitoring conducted by the state, assessing compliance across various domains including special education and financial qualifications.

E. Data Reporting Update

- i. The school aims to enhance data collection and analysis to ensure consistent and comprehensive assessment data across all grade levels, planning to utilize more robust assessment tools.

F. Technology/Computers

- i. A transition to Windows 11 is needed as the current computers will become unsecured. Plans are being considered for purchasing new computers or Chromebooks, which may necessitate a budget amendment and prior planning for timely delivery.

VII. ACADEMIC AND INSTRUCTIONAL PROGRAMS

A. End of Semester Assessments

- i. The school will administer various assessments at the semester's end, including RightScore, MAP, G Kids, and CBM assessments, in addition to midterm and final exams that will contribute to students' grades.

VIII. PUBLIC COMMENT

IX. NEXT BOARD MEETING DATE/TIME CONFIRMATION (12/17/24)

X. ADJOURNMENT

MOTION: Motion was made by Tara Christian and seconded by Jennifer Hughey to adjourn the board meeting at 7:35pm on Tuesday, November 19, 2024. Motion passed unanimously.

Next Board Meeting: Tuesday, December 17th, 2024