



Georgia Charter Educational Foundation
for Coweta Charter Academy
MEETING MINUTES FOR 8.27.24 BOARD MEETING
Location: 6675 E., GA-16, Senoia, GA 30276

I. CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:09 pm with a Call to Order by GCEF Board Vice Chair, Beth Duncan. Roll call was taken, and quorum established.

Attendees:

Beth Duncan-Vice Chair
Maggie Peters-Director
Josh Le- Director
Jennifer Hughey-Director
Angela Lassetter-SuperIntendent
Terrence Washington-CFO

Absent:

Danny Nungesser-Board Chair

II. AGENDA APPROVAL

MOTION: Motion was made by Maggie Peters and seconded by Jennifer Hughey to amend the agenda to table item C under Governance for the board meeting on Tuesday, August 27, 2024. Motion passed unanimously.

III. GOVERNANCE

A. Approval of Board Meeting Minutes 5/28/24

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to approve the meeting minutes for the board meeting on Tuesday, May 28, 2024. Motion passed unanimously.

B. Approval of Board Meeting Minutes 6/25/24

MOTION: Motion was made by Jennifer Hughey and seconded by Maggie Peters to approve the meeting minutes for the board meeting on Tuesday, May 28, 2024. Motion passed unanimously.

C. Approval of Board Meeting Minutes 7/23/24

-Tabled

D. Board Members: Changes to new and existing

-Tara Christian was presented as a new board member

-Maggie Peters made a comment that she felt Tara would be a great addition to the board and fill the need for an educator.

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to accept Tara Christian as a new member of the Georgia Charter Educational Foundation. Motion passed unanimously.

-Beth Duncan shared that the Treasurer of the board, Mary Knight had given her resignation from the board.

MOTION: Motion was made by Josh Le and seconded by Maggie Peters to accept the resignation of Mary Knight from as a board member/treasurer of the Georgia Charter Educational Foundation. Motion passed unanimously.

E. CPF Scorecard Updates

-The next major deadline will be October 1st.

-There is a new requirement regarding school inventory. Angela shared that she has a plan and will do their best to ensure it is completed. The school currently has no inventory or records. The change over from CSUSA did not give our school the information.

-Beth Duncan suggested that we have board members, teachers and parents to help.

- The new days cash on hand is in effect.

IV. FINANCE

A. June Financials

-Terrence Washington reviewed the new format for the financials moving forward

-The current financials are limited due to challenges with ADP payroll. Currently Jodi Miller has requested that he have full access to ADP to be able to map the data over to our system.

-The current month being reviewed is for June. This is the first month after separating from CSUSA.

- In the future the board will receive the financials in advance of the board meeting.
- requested that the verizon hotspot invoices be sent to beth duncan to review
- Angela Lassetter requested that we look into cell phones for key staff members.
- upcoming audit was discussed and it was suggested that they begin working with Mauldin and Jenkins and CSUSA to get it done on time
- Automating processes through bill.com
- will have a grant tracking document for the board available
- tabled approval of June financials until the next board meeting

B. Update Bank Signatories

MOTION: Motion was made by Maggie Peters and seconded by Jennifer Hughey to change the signers on the operating, internal and capital funds account for the Georgia Charter Educational Foundation, DBA Coweta Charter Academy to Beth Duncan, Josh Le, Angela Lassetter Terrence Washington and Rob Caney. Motion passed unanimously.

C. Wire Transfers

MOTION: Motion was made by Maggie Peters and seconded by Josh Le to change the authorizers for wire transfers for the Georgia Charter Educational Foundation, DBA Coweta Charter Academy to Beth Duncan, Angela Lassetter and Terrence Washington. Motion passed unanimously.

V. OPERATIONS

- A. Enrollment
 - Angela Lassetter updated the board on the enrollment numbers.
- B. Staffing Update
 - The new State Resource Officer begins soon.
 - 1. Consultant/Contractor Role Updates
 - sheet provided to board regarding rates
- C. Marketing/Advertising
 1. Billboard
 - Josh Le presented an option for a billboard in Zebulon.
 - Josh is going to search for additional options
- D. Fundraising/Community Involvement
 - Open House was successful and they have more ideas for next year.
 - Ice Cream Fridays have begun. The first day went well and we have a few adjustments to make.
 - Pay up to dress down will begin next month
 - trying to put together a community yard sale
 - Fall Festival is October 26th from 1:00-4:00
 - Beth shared option for Buffalo Rock to set up marketplace
 - lunch program update: currently tracking which kids do not have lunch every day. Not a big number since the teachers check every morning. Currently they are trying to decide on the program thresholds for additional meal assistance.
- E. Building Updates
 1. Waterproofing Bid
 - Beth Duncan presented to the board the need to have the expansion joints and building exterior repaired and waterproofed.
 - Bids emailed and presented to the board

VI. PUBLIC COMMENT

- public comment was offered. Members of the public spoke.

Waterproofing Bid discussion Continued: Beth will have a specialist come in and review with the board.

VII. ADJOURNMENT

MOTION: Motion was made by Tara Christian and seconded by Maggie Peters at 8:37 pm to adjourn the 7.23.2024 GCEF board meeting. Motion passed unanimously

Next Board Meeting: Tuesday, September 24, 2024

