



Georgia Charter Educational Foundation  
For Coweta Charter Academy  
**MEETING MINUTES FOR 01.28.25 BOARD MEETING**  
**Location: 6675 E., GA-16, Senoia, GA 30276**

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**I. CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 6:06pm 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 Board Chair  
Jennifer Hughey - Director  
Angela Lassetter - Superintendent  
Terence Washington - CFO

**II. AGENDA APPROVAL**

**MOTION: Motion was made by Beth Duncan and seconded by Jennifer Hughey to amend the agenda by adding section j, School safety, under VI and section f, Events & Activities under VII for the board meeting on Tuesday, January 28, 2025. Motion passed unanimously.**

**III. ADMINISTRATION**

A. 12/17/24 Board Meeting Minutes

**MOTION: Motion was made by Beth Duncan and seconded by Jennifer Hughey to accept the meeting minutes for the board meeting on Tuesday, December 17, 2024. Motion passed unanimously.**

**IV. GOVERNANCE**

A. SCSC Annual Governance Board Training

- i. Everyone is registered for the SCSC annual governance training and hotel rooms have been secured.
- ii. The training dates are confirmed as the 11th and 12th, with some board members only required to attend on the 12th.

B. GCSA Conference

- i. Everyone is also registered for the Georgia Charter School Association training in March.

**V. FINANCIAL**

A. December Financials

- i. A new format for financial reporting, highlighting total income, expenses, and net profit was presented.

- ii. Total income for December was 3% lower than budgeted, primarily due to delayed grant drawdowns.
  - iii. Net profit for December was 438% higher than anticipated, mainly due to workforce adjustments.
  - iv. The need to create an amended budget and align school operations with actual spending was discussed.
- B. FY24 Audit
- i. The audit was successfully completed, but it did not meet the first extension deadline that would have given the school 20 points.
  - ii. The audit was completed by the second extension deadline, but the school will only receive 10 points for it.
- C. 990 Tax Filing
- i. Angela Lassetter will investigate a tax professional to oversee the 990 Tax filing
- D. Bond Reporting
- i. EMMA - Dec 20
    - a) The EMMA report was submitted on 1/28/25 with the December financials, along with all the required documentation for the bond holder. The report was not due until February 2, 2025.
  - ii. Officer Certificate - Dec 20
    - a) There was a new ruling that required the CFO to sign an officer certificate, which was submitted along with the other bond reporting documents.
  - iii. Voluntary Notice - January Statement
    - a) The school also put forth a voluntary notice statement that was published, regarding the variance between the anticipated enrollment at the beginning of the school year versus the current enrollment.
    - b) This voluntary notice was part of the bond reporting requirements.
- E. FY25 Auditor
- F. RFP - Phase 2 Construction (Gym)
- i. The board reviews the RFP from Hadley Construction for gym construction and other phases.
  - ii. The board discusses the need for fundraising to cover any shortfall in the construction budget.
  - iii. Exploring crowdfunding platforms to maximize donations without fees was suggested
- G. Inventory

- i. The school has now completed the inventory of all items purchased with grant funds. This involved logging each item with a FEIN or **GANS** number as required.
- ii. The school now has a starting point for the inventory, which will allow them to properly inventory any new purchases going forward.
- iii. The school has put together a protocol with Josh Le to handle new purchases and maintain a live inventory system.

#### H. Grants

- i. The school had drawn down about \$48,000 in grants during the month of January.
- ii. The school was awarded a capacity building grant of up to \$75,000, which will be used for professional development and other classroom support.
- iii. The school also received a computer science certification grant to get teachers certified to teach computer science.

#### I. Fundraising Update

- i. The school has fundraised over \$15,200 so far through smaller fundraising programs.
- ii. The funds raised are being used to support faculty/staff, student events and activities like field days, middle school dances, etc.
- iii. The school is exploring community outreach and partnerships, such as with the nonprofit I58, to increase community involvement and support.
- iv. The school is also utilizing spirit nights with local businesses like Chick-fil-A and Texas Roadhouse to generate additional fundraising.

## VI. OPERATIONS

### A. Federal Programs

- i. The school is undergoing progress monitoring and cross-functional monitoring for federal programs. This involves submitting documentation to the state to demonstrate progress and compliance.
- ii. The school has been working to clean up past reporting issues and is now 100% compliant on reporting.

### B. CPF Update

- i. The school received only one finding on the CPF, which was easily corrected by citing the OCGA code.
- ii. The financial framework finding could not be appealed, as it was related to inventory issues that were fixed after the deadline.

### C. Reporting Compliance

- i. The school is 100% compliant on all required reporting, including federal programs, financials, and special education.

### D. FY26 Calendar

- i. The board reviewed and approved the FY26 school calendar, which largely mirrors the current year.
  - ii. There was discussion about breaking up the full week off in February into shorter breaks throughout the year.
- E. Attendance Zone Expansion Update
  - i. The school has submitted an amendment to expand their attendance zone.
  - ii. The board discussed the potential impact and the need to prioritize current attendance zone residents during open enrollment.
- F. Enrollment Update
  - i. Enrollment is down compared to previous years, but the school has had to turn away many families due to the current attendance zone limitations.
  - ii. The school is tracking new enrollments, withdrawals, and year-to-date data to monitor trends.
- G. Staffing Update
  - i. The school is still searching for a middle school science and physical education teacher.
  - ii. They are also looking to hire 5 more staff for the after-school program.
  - iii. Substitute teacher needs remain high, with a goal of building a pool of 15 substitutes.
- H. Marketing/ Advertising Update
  - i. The school is planning billboards, direct mailers, and other marketing efforts to change perceptions and attract new students.
  - ii. They are also implementing group tours and increasing social media presence to engage the community.
- I. Technology/Computers
  - i. The school is working to get all students connected with Canvas observer accounts for parents. New Canvas courses to train parents on effectively using the platform.
  - ii. The school is exploring options for managing and archiving old Canvas course data.
- J. School Safety
  - i. The board discussed implementing a complete ban on cell phones
  - ii. The option of installing battery-operated metal detectors at the entrances to improve safety was reviewed

**MOTION: Motion was made by Jennifer Hughey and seconded by Beth Duncan to approve the purchase of three FMD Pro 2.0 pending the security grant. Motion passed unanimously.**

**MOTION: Motion was made by Beth Duncan and seconded by Jennifer Hughey to have Angela Lassetter present an updated cell phone policy at the next board meeting. Motion passed unanimously.**

## **VII. ACADEMIC AND INSTRUCTIONAL PROGRAMS**

- A. Academic Data
  - i. 60% growth in each grade level on MAP assessments data was shown
  - ii. Concerns were raised about the performance of 7th and 8th graders in reading, as growth was lower in those grades.
  - iii. The importance of meeting milestone goals was emphasized, especially for 8th grade, as the school is predicting lower performance in that area.
- B. b. CCRPI
  - i. The school's CCRPI scores were reviewed, showing year-over-year improvements in 3 out of 4 content areas.
  - ii. The school is outperforming the state averages in content mastery and readiness.
- C. GOSA Single Score
  - i. The school's GOSA single score increased by 4.1% from the prior year, though the actual score is embargoed.
- D. Math Leader Recognition
  - i. The school was recognized as a "math leader".
- E. Curriculum/Delivery Platforms
  - i. The school has integrated Canvas and Clever to provide single sign-on and badge-based access for students, including kindergarteners.
  - ii. A new tech support form was implemented for staff to submit IT requests, with a goal of improving response times.
- F. Events & Activities
  - i. Planned activities and events for the last week of the school year were viewed. Which included a middle school assembly to reset expectations, a talent show, field day, movie day, and the 8th grade graduation.
  - ii. The school is also continuing the Colt Cash reward program to incentivize positive student behavior.

## **VIII. PUBLIC COMMENT**

**Next Board Meeting Date/Time/Location Confirmation (Date/Location Change 2/11/2025 6pm - The Candler Hotel 127 Peachtree St NE Atlanta, GA 30303)**

## **IX. ADJOURNMENT**

**MOTION: Motion was made by Jennifer Hughey and seconded by Beth Duncan to adjourn the board meeting at 9:32pm on Tuesday, January 28, 2025. Motion passed unanimously.**

**Next Board Meeting: Tuesday, February 11, 2025 at 6pm  
The Candler Hotel 127 Peachtree St NE Atlanta, GA 30303**