



Georgia Charter Educational Foundation
For Coweta Charter Academy
MEETING MINUTES FOR 03.25.25 BOARD MEETING
Location: 6675 E., GA-16, Senoia, GA 30276

I. CALL TO ORDER

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

Attendees:

Jennifer Hughey - Director

Josh Le - Secretary

Angela Lassetter - Superintendent

Trina Weaver - Accountability Compliance and Academic Director

Pam Alfieri - Finance & Federal Programs

Terence Washington - CFO

II. AGENDA APPROVAL

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to amend the agenda by adding section J “Building Plans”, under V and for the board meeting on Tuesday, March 25, 2025. Motion passed unanimously.

III. ADMINISTRATION

A. 2/11/25 Board Meeting Minutes

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to accept the meeting minutes for the board meeting on Tuesday, February 11, 2025. Motion passed unanimously.

IV. FINANCIAL

A. February Financials

- i. A detailed monthly budget analysis was presented with income and expense variations reviewed.
- ii. Actual spending is being tracked against the original budget.
- iii. Projected net profit target of approximately \$1.1 million.
- iv. The potential to exceed projected net profit was discussed.

B. FY25 Amended Budget

- i. Regulatory Compliance
 - a) Mandated two-stage public hearing process
 - b) Comprehensive budget modification rationale
- ii. Budget Adjustment Factors
 - a) Organizational management system transition
 - b) Unanticipated vendor invoice reconciliation

- c) Strategic investment income allocation
 - iii. Financial Optimization Highlights
 - a) Significant debt service discount: \$33,000
 - b) Compliance with statutory and bond covenant requirements
 - c) Maintained optimal cash reserves (exceeding 45-day threshold)
 - iv. Budget Review Methodology
 - a) 30-day public disclosure period
 - b) Transparent fiscal management approach

C. 990 Tax Filing Update

- i. Tax return filed and included in the board meeting packet.

D. Grants Update

- i. Pending Grants and Applications:
 - a) Dollar General Rural Literacy Grant (\$5,000 for technology)
 - b) Vaping detector grant
 - c) Awaiting solar grant determination
- ii. Current Grant Status:
 - a) Approximately \$222,000 in remaining grant funds
 - b) Focused on expending all funds by June 30
 - c) Ongoing work with GADOE on special education funds
 - d) Title I funds amended to ensure full expenditure

E. Fundraising Update

- i. Institutional Fundraising Approach
 - a) Revenue generation through intrinsic school activities
 - b) Sustainable funding model
 - c) Minimized parental financial burden
- ii. Strategic Fundraising Initiatives
 - a) Potential state tax credit donation program
 - b) Self-managed fundraising mechanisms
 - c) Targeted revenue generation streams
- iii. Fundraising Objectives
 - a) Support supplementary educational experiences
 - b) Enhance educator appreciation initiatives
 - c) Fund student enrichment programs

V. OPERATIONS

A. CPF CAP Update

- i. Terence Washington noted the current property valuation is very low (approximately \$150,000), which negatively impacts the debt-to-asset ratio by about 20 points.
- ii. The board discussed reassessing the property after summer construction is complete.

- iii. A new assessment is planned for September or October to more accurately reflect the property's current value.

B. Charter Amendment - Attendance Zone

- i. The charter was amended to expand the school's service area to 16 counties.
- ii. 2. The document was signed by Danny Nungesser and Mike Dudgeon.
- iii. 3. A copy was included in the board packet for review.

C. Landscaping Services

- i. New vendor contract implemented.
- ii. Annual cost reduced from \$63,000 to \$28,000.
- iii. Cost savings of approximately \$50,000.
- iv. Transition completed on Saturday, March 22, 2025.

D. Cleaning Services

- i. Transitioning to in-house janitorial management.
- ii. Projected annual savings of \$50,000.
- iii. Benefits include:
 - a) Enhanced operational control
 - b) Improved service consistency
- iv. Previous facilities manager resigned.

E. ADP Payroll Services

- i. ADP contract modified to remove comprehensive services.
- ii. Anticipated annual savings of \$55,000.

F. Enrollment Update

- i. Current status: 38 new student confirmations and 28 prospective students in pipeline.
- ii. Recruitment strategies include:
 - a) Monthly kindergarten roundups
 - b) Bi-weekly campus tours
 - c) Billboard advertising
 - d) Neighborhood association outreach

G. Staffing Update

- i. Facilities Manager, Mr. Allen, resigned.
- ii. Two teachers withdrew from their positions due to Georgia Tech program requirements
- iii. Staffing changes focused on cost-saving and efficiency:
 - a) Bringing janitorial services in-house
 - b) - Changing landscaping contract
 - c) - Reducing some contractor positions
- iv. Estimated total potential savings of approximately \$150,000 across various service areas.

H. Marketing/Advertising Update

- i. New school billboard placed on Highway 74 near Highway 85; additional billboard planned for Fayetteville area
- ii. Increased social media marketing.
- iii. Banners redesigned and being installed.
- iv. Marketing strategies include:
 - a) Targeting neighborhood associations
 - b) Conducting monthly kindergarten roundups
 - c) Hosting 1-2 tour groups weekly
- v. Exploring neighborhood-specific marketing approaches.

I. Technology/Computers

- i. Current computer systems issues:
 - a) Hacking concerns
 - b) - Security concerns
 - c) - Windows 11 compatibility challenges
- ii. Urgent need to replace existing PCs; exploring grant opportunities for technology upgrades.
- iii. Technology grants being pursued:
 - a) Dollar General Rural Literacy grant (\$5,000 for technology)
 - b) Potential security grants for technology
- iv. Immediate technology priorities:
 - a) Replacing outdated computers
 - b) - Improving cybersecurity
 - c) - Upgrading to more secure systems

J. Building Plans

- i. Architectural Modifications:
 - a) Classroom Expansion involving adding six new classrooms, creating three new offices and removing existing kitchen bar area
- ii. Specific Modifications:
 - a) Multi-Purpose Room involving adding ramp for ADA access, leveling existing stage, removing baptismal font and potential future modification for 24/7 space utilization
- iii. Bathroom Additions:
 - a) Ground Floor involves adding single-style adult bathroom and improving staff restroom facilities
 - b) Second Floor involves adding additional adult restroom and utilizing existing plumbing infrastructure
- iv. Utility and Infrastructure Changes:
 - a) Relocating water heater
 - b) Removing existing stairway near parking lot
 - c) Creating mini-market space
 - d) Extending VCT flooring to new areas

- v. Construction Timeline:
 - a) Planned start: First day of summer
 - b) Projected completion: August 3rd
 - c) Preparation of permits and drawings in progress
- vi. Cost Considerations:
 - a) Focusing on cost-effective modifications
 - b) Potential phased approach to more expensive changes
 - c) Prioritizing functional improvements
- vii. Strategic Objectives:
 - a) Maximize space utilization
 - b) Improve operational efficiency
 - c) Enhance educational environment

VI. PUBLIC COMMENT

VII. NEXT BOARD MEETING - (The next board meeting is scheduled for 4.22.25 at 6:00 PM)

VIII. ADJOURNMENT

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to adjourn the board meeting at 7:12 PM on Tuesday, March 25, 2025. Motion passed unanimously.

Next Board Meeting: Tuesday, April 22, 2025