



Georgia Charter Educational Foundation
For Coweta Charter Academy
MEETING MINUTES FOR 07.29.25 BOARD MEETING
Location: 6675 E., GA-16, Senoia, GA 30276

I. CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:04pm with a Call to Order by GCEF Board Director, Josh Le. Roll call was taken, and quorum established.

Attendees:

Jennifer Hughey - Director

Josh Le - Secretary

Angela Lassetter - Superintendent

Pam Alfieri - Finance & Federal Programs

Trina Weaver - Accountability Compliance and Academic Director

Maggie Peters - Events, Fundraising and Community Partnerships

Terence Washington - CFO

Jennifer Hughey welcomed everyone. She also stated for the record that June's scheduled board meeting had been canceled due to scheduling conflicts that resulted in not meeting quorum requirements. She thanked everyone for their understanding.

II. AGENDA APPROVAL

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to approve the agenda for the board meeting on Tuesday, July 29, 2025. Motion passed unanimously.

III. GOVERNANCE

A. 5/21/25 Board Meeting Minutes

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to approve the meeting minutes for the board meeting on Wednesday, May 21, 2025. Motion passed unanimously.

B. Board Members

- i. It was noted that Danny Nungesser resigned from the board due to personal reasons. Jennifer Hughey and Josh Le thanked him for his years of service.
- ii. Jennifer Hughey noted that they had a new board member candidate, Jacob Cole.

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to vote Jacob Cole on to the board. Motion passed unanimously.

C. Officer Election

- i. Jennifer Hughey was nominated by Josh Le to be the Board Chairperson. A vote was taken and passed unanimously.

D. By-laws Review

- i. Comprehensive review of organizational bylaws initiated
- ii. Board members invited to submit proposed amendments via formal correspondence
- iii. Executive to consolidate recommended modifications into draft revision
- iv. Potential formal ratification anticipated at subsequent board meeting

E. FY26 SCSC Board Training

- i. Two distinct SCSC hosted board professional development sessions identified:
 - a) November training session located in Macon
 - b) March training session situated in Atlanta
- ii. Board Chair (Jennifer) designated to attend Macon conference
- iii. Secretary (Josh Le) designated to attend Atlanta conference
- iv. Newly appointed board member (Jacob) preliminarily assigned to Atlanta training
- v. Supplementary professional development opportunity: Georgia Charter School Association Conference (March 9-11, location TBD)
- vi. Strategic recommendation for comprehensive participation in both training sessions

F. 2025 Education Law Updates

- i. Substantive legislative modifications significantly impacting organizational protocols
- ii. Comprehensive policy framework requires strategic realignment
- iii. Critical legislative mandates include:
 - a) Mandatory annual curriculum validation
 - b) Dyslexia and Early Literacy requirements
 - c) Safety changes and improvements
 - d) School records changes
 - e) Employee Social Security Notices
 - f) Implementation of enhanced social media policy
 - g) Cell phone and PED requirements to reduce classroom disruption
 - h) Disciplinary policy modernization
 - (1) Expanded reporting requirements
 - (2) Comprehensive cyberbullying prevention strategies
- iv. Detailed legislative analysis documentation provided to board membership

IV. POLICY

A. Parents' Bill of Rights

B. Discipline Code

- C. Cell Phone Policy**
- D. School Uniform Dress Code**
- E. Non-Uniform Apparel Code**
- F. Attendance Policy**
- G. Social Media Policy**

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to approve all policies listed here, A through G: the Parents' Bill of Rights, Discipline Code, Cell phone Policy, School Uniform Dress Code, Non-Uniform Apparel Code, Attendance Policy and Social Media Policy. Motion passed unanimously.

H. Federal Programs P&P Manual

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to approve the Federal Programs P&P Manual. Motion passed unanimously.

I. Financial P&P Manual

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to approve the Financial P&P Manual. Motion passed unanimously.

J. Employee Handbook

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to approve the Employee Handbook. Motion passed unanimously.

K. Student Handbook

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to table the approval of the Student Handbook until the next board meeting. Motion passed unanimously.

V. FINANCIAL

A. FY25 May and June Financials

- i. FY25 May and June Financials: Discussion postponed pending additional data review
- ii. Audit Status: Bambo has initiated the FY25 audit, with an anticipated completion by the end of September
- iii. Bond Reporting: Scheduled for recording on August 5th, with commitment to accuracy and timely submission

B. Grants Update

- i. FY25 Grants: Most funds have been drawn down
- ii. Remaining funds targeted for professional development and potential certification programs
- iii. Exploring allocation of special education funds for dyslexia training

C. Federal Programs Update

- i. Awaiting allotment details for Title 1 and special education funding
- ii. State gradually releasing information about FY26 financial allocations

D. Fundraising Update

- i. Annual gross fundraising goal: \$125,000 (increased from previous year's actual \$31,000)
- ii. New initiatives include:

- a) Chick-fil-A fundraisers
- b) Color Run
- c) Spring Fling event
- d) Enhanced community partnership program

E. FY25 Audit Update

- i. Strategic timeline targets audit completion by September 30th
- ii. Proactive engagement with audit firm Bambo demonstrates organizational commitment to financial transparency
- iii. Significant improvement from previous years' timeline, with earlier initiation of audit processes
- iv. Systematic documentation and folder preparation are supporting efficient audit process

F. Bond Reporting Update

- i. Precise recording scheduled for August 5th
- ii. Organizational leadership is prioritizing accuracy and compliance
- iii. Comprehensive financial documentation is being meticulously compiled
- iv. Commitment to meeting regulatory reporting standards
- v. Integrated approach ensures alignment with ongoing financial review processes

VI. OPERATIONS

A. FY26 State Reporting Update

- i. FY25 CPI reporting completed
- ii. Upcoming FY26 student class, FTE, and CPI reporting in October
- iii. Consistent compliance with state reporting requirements

B. Enrollment Update

- i. Current total enrollment: 486 students
- ii. Organizational goal: 550 students
- iii. Potential for continued enrollment through October
- iv. Positive open house event generated community interest
- v. Anticipating potential growth in student population

C. Staffing Update

- i. Significant reduction in new hires compared to previous year
- ii. Currently seeking:
 - a) One night custodian
 - b) One additional ASP/BSP after/before school care worker
 - c) Substitute teachers
- iii. SRO officer (Scott Israel) resigning August 22nd
- iv. Reduced hiring from 43 new instructional employees last year to 19 this year
- v. Demonstrates improved staff retention and recruitment strategies

D. Marketing/Advertising Update

- i. Comprehensive multi-channel marketing approach
- ii. Targeted billboard and road sign advertising
- iii. Strategic geographic targeting within 35-45 minute radius
- iv. Marketing channels include:
 - a) Social media
 - b) Local newspapers
 - c) Radio advertisements
 - d) Community event sponsorships (e.g., Griffin Rodeo)
- v. Focus on positive school reputation and community engagement

E. Technology/Computers Update

- i. Enhanced professional development through mandated digital training
- ii. Canvas platform updates with improved teacher and parent interfaces
- iii. New communication technologies:
 - a) Walkie-talkie system for emergency communication
 - b) Potential mobile emergency alert integration
- iv. Student device management and branding
- v. Expanded digital integration with 24 platform connections

VII. ACADEMIC

A. FY26 Curriculum

- i. Alignment with state educational standards
- ii. Comprehensive review and vetting of instructional materials
- iii. Removal of underutilized educational programs
- iv. Emphasis on high-quality, standards-aligned curriculum
- v. Specific focus on fifth-grade curriculum integration
- vi. Annual board certification of instructional materials required

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to table the approval of the FY26 High Quality Instructional Materials, Tools, Supports, & Platforms List. Motion passed unanimously.

B. Grading Policy

- i. Removal of final exam requirements for small group instruction
- ii. Explicit policy on unexcused absences and suspensions not being able to make up work or take missed assessments
- iii. Clear guidelines for work makeup opportunities
- iv. Standardization of grading practices across instructional groups
- v. Enhanced clarity for students and parents regarding academic expectations

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to table the approval of the FY26 Grading Policy. Motion passed unanimously.

C. Cursive Handwriting Initiatives

- i. Alignment with state John Hancock Award requirements
- ii. Goal: 90% of students writing names in cursive

- iii. Potential additional distinction for writing Constitution's preamble
- iv. Broader commitment to traditional educational skills
- v. Integration of handwriting instruction across grade levels

D. School Events Calendar

- i. Comprehensive, detailed event planning
- ii. Strategic scheduling of school-wide activities
- iii. Enhanced communication of event timelines
- iv. Increased transparency for parents and staff
- v. Supports school community engagement and participation

E. Dyslexia Legislative Requirements

- i. Full compliance with new state legislation
- ii. Comprehensive testing within first 30 days of school
- iii. Utilization of high-quality instructional materials
- iv. Reporting percentage of students requiring testing
- v. Proactive approach to meeting state educational mandates

VIII. FACILITIES

A. Renovation and New Gym Update

- i. Gym currently stored on pallets with caution tape
- ii. Planning commission unanimously voted to send proposal to mayor and council
- iii. Final approval meeting scheduled for August 4th
- iv. Gym construction anticipated to begin after September 1st
- v. Temporary fencing and gravel preparation required
- vi. Potential indoor gym days during critical construction phases
- vii. Anticipated challenges with heavy equipment near student areas

B. Summer Building Maintenance Update

- i. New bathroom installations in progress
- ii. Upstairs bathroom in utility room with minimal classroom disruption
- iii. Hallway bathroom construction contained and minimally invasive
- iv. Water heater relocated and appropriately vented
- v. Significant improvements to building infrastructure
- vi. Enhanced facility accessibility and efficiency
- vii. Positive feedback from staff and parents on building improvements

C. Back 2-Story Section HVAC Repair

- i. No access to original HVAC control systems from previous management
- ii. Manual 10-person team required to adjust vents
- iii. Inability to digitally control temperatures
- iv. New control system being installed before school starts
- v. Back 2-story lighting issues:
 - a) Dummy light switches discovered with no actual electrical connection

- b) Potential future need to drop ceiling and trace electrical wiring
- c) Inefficient lighting and electrical systems in back section
- d) Long-term goal: complete electrical system control and efficiency

IX. PUBLIC COMMENT

X. NEXT BOARD MEETING - Next Board Meeting Date/Time Confirmation (8/26/2025 - 6pm)

XI. ADJOURNMENT

MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to adjourn the board meeting at 7:38 PM on Tuesday, July 29, 2025. Motion passed unanimously.

Next Board Meeting: Tuesday, August 26, 2025