



Georgia Charter Educational Foundation  
For Coweta Charter Academy  
**MEETING MINUTES FOR 09.16.25 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 6:05pm with a Call to Order by GCEF Board Director, Jennifer Hughey. Roll call was taken, and quorum established.

Attendees:

Jennifer Hughey - Director

Josh Le - Secretary

Jacob Cole - Board Member

Lisa Nix - Board Member

Angela Lassetter - Superintendent

Pam Alfieri - Finance, Federal Programs, and Grants Director

Terence Washington - CFO

Amanda Threadgill - Operations Administrator

Trina Weaver - Compliance, Accountability, and Academic Director

**II. AGENDA APPROVAL**

**MOTION: Motion was made by Josh Le to amend the agenda to include additional items of conflict of interest, CPF and 990. Motion passed unanimously.**

**III. GOVERNANCE**

**A. 8/26/25 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 Tuesday, August 26, 2025. Motion passed unanimously.**

**B. Board Members**

**MOTION: Motion was made by Jennifer Hughey and seconded by Josh Le to approve Lisa Nix as a new board member. Motion passed unanimously.**

**C. By-laws Review**

- i. The by-laws were reviewed with the following changes:
  - a) Updated references from "fourth" to "fifth" edition.
  - b) Removed "religious" from the statement of purpose.
  - c) Changed "governments committee" to "board."
  - d) Updated officer titles: added Secretary, changed Treasurer to CFO.
  - e) Clarified succession roles for Secretary and Vice Chair.
- ii. Discussion about whether to vote or allow more time for review.

- iii. Decided to allow another round of feedback before voting.
- iv. Board members were encouraged to email suggestions for amendments.

**D. FY26 SCSC Board Training**

- i. **Discussed upcoming mandatory governance board training.**
- ii. **Dates and locations provided:**
  - a) **Macon: November 5-6**
  - b) **Atlanta: February 11-12**
- iii. **Attendance recommendations made for specific members.**
- iv. **Arrangements such as hotel stays were mentioned if needed.**

**E. Conflict of Interest Forms**

- i. Board members are required to review the conflict of interest policy annually.
- ii. Each member must acknowledge receipt of the policy and complete the conflict of interest form.
- iii. Completed forms and acknowledgements must be returned to the superintendent to be kept on file.

**F. CPF**

- i. The CPF document upload process has begun on a new platform with increased deliverables.
- ii. A checklist was provided, and a health and safety walkthrough is scheduled for September 23.
- iii. Administrative preparations are underway to meet requirements.

**IV. POLICY**

**A. Toileting/Dressing Policy**

- i. A student toileting and dressing policy was introduced to address applicants not meeting basic self-care requirements, with exceptions for students with IEPs.
- ii. The policy will be communicated directly to affected families, included in registration materials, and posted on the school website.
- iii. Going forward, parent acknowledgment will be required as part of the registration process.

**MOTION: Motion was made by Josh Le and seconded by Jacob Cole to to approve the student toileting and dressing policy as stated. Motion passed unanimously.**

**V. FINANCIAL**

**A. FY26 August Financials**

- i. Total income for August was \$687,840, slightly below expectations due to lower before/after care revenue.
- ii. Net profit was lower than budgeted, mainly due to higher expenses from a payroll schedule change.
- iii. Year-to-date financials are close to budget.

- iv. Recommendation made to process an amended budget based on current enrollment.
- v. Cash flow and account balances were reviewed; financial statements and analysis were provided

**B. FY25 Audit Update**

- i. The audit was completed ahead of the November 1 deadline.
- ii. One finding: Banking Accounts were reclassified from nonprofit to public for collateralization, and to address an auditor concern a new process was implemented to sign a register for every payroll.
- iii. All prior audit findings were corrected; no repeat issues.
- iv. Audit documents and management letter were reviewed and signed.
- v. Audit will be submitted to the commission and DOAA and SCSC.

**MOTION: Motion was made by Josh Le and seconded by Jacob Cole to approve the FY25 audit and the corrective action plan. Motion passed unanimously.**

**C. 990**

- i. The 990 tax form was prepared alongside the audit and matches the audit data.
- ii. Corrections were made to the signatory; the form is ready for electronic submission.

**D. Grants Update**

- i. All grants for the upcoming school year have been awarded, totaling \$190,000.
- ii. MOE for special education funds is due September 30.
- iii. Final paperwork is being completed to draw down funds.

**E. Federal Programs Update**

- i. Multiple federal reporting requirements are being addressed.
- ii. The school is documenting goals and progress for academic and professional development.
- iii. Progress monitoring and data uploads are ongoing, with state review twice a year.

**F. Fundraising Update**

- i. The current focus is the fund run fundraiser, with \$7,000 committed and an additional \$2,000 from a partner.
- ii. Fundraising supports school programs and gym improvements.
- iii. Additional materials and flyers were provided to inform parents and promote business sponsorships.

**VI. OPERATIONS**

**A. Enrollment Update**

- i. Provided a breakdown of student movement: three students returned, three moved from "in progress" to active, six new enrollments, and six withdrawals (four to other public schools, two to homeschool).

- ii. Reasons for withdrawal included disciplinary accountability, outstanding balances due, attendance compliance accountability, and parental preferences.
- iii. The number of students in the "in progress" category decreased from 28 to 12.
- iv. The board discussed the possibility of compiling withdrawal reasons and conducting exit interviews for better data.

**B. Staffing Update**

- i. Open positions include a gifted/ESOL teacher, special education teacher, BSP worker, and substitute teachers.
- ii. Interviews are scheduled for the gifted/ESOL and special education positions.
- iii. Some positions, such as third grade teacher and Dean of Discipline and Safety, are not being backfilled.
- iv. The academic administrator is currently covering gifted instruction until a new hire is made.

**C. Marketing/Advertising Update**

- i. Reviewed analytics from social media and the school website.
- ii. Ongoing campaigns include billboards, social media postings, newspaper ads, and a three-month trial with a marketing firm to increase awareness in new attendance zones.
- iii. Materials were provided to promote the school and encourage business sponsorships.
- iv. Emphasis on highlighting classroom activities and achievements to families.

**D. Technology/Computers Update**

- i. Focused on increasing parent pairing with Canvas, the school's learning management system.
- ii. Thirty-two families remain unpaired; ongoing efforts include direct communication and in-person support.
- iii. Canvas is used for curriculum access, assignments, and communication.
- iv. Technology department is actively working to ensure all families are connected.

**VII. FACILITIES**

**A. Renovation and New Gym Update**

- i. The new doors and frames for the renovated area have been delivered and are scheduled for installation this week.
- ii. Once installed, the school will have full access to the hallway and two additional bathrooms, which will benefit teachers.
- iii. The school is still waiting on permits from the city for further renovations; approval is not expected before December.

**B. Back 2-Story Section HVAC Repair**

- i. HVAC repairs were completed on Friday, but system adjustments are ongoing.
- ii. The HVAC system requires integration with the school's Wi-Fi for proper control, as it is managed through computer systems rather than manual thermostats.
- iii. The goal is to have full control and fine-tuning completed by the end of the week.

**VIII. PUBLIC COMMENT**

**A.** One person signed up to speak

**IX. NEXT BOARD MEETING** Date/Time Confirmation (10/28/2025 - 6pm)

**X. ADJOURNMENT**

**MOTION:** Motion was made by Josh Le and seconded by Jacob Cole to adjourn the board meeting at 7:11 PM on Tuesday, September 16, 2025. Motion passed unanimously.

**Next Board Meeting: Tuesday, October 28, 2025**