



Georgia Charter Educational Foundation
For Coweta Charter Academy
MEETING MINUTES FOR 10.28.25 BOARD MEETING
Location: 6675 E., GA-16, Senoia, GA 30276

I. CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:02pm with a Call to Order by GCEF Board Director, Jennifer Hughey. Roll call was taken, and quorum established.

Attendees:

Jennifer Hughey - Board Chair

Josh Le - Board Secretary

Angela Lassetter - Superintendent

Pam Alfieri - Finance, Grants, & Federal Programs Director

Terence Washington - CFO

Amanda Threadgill - Operations Administrator

Jacob Cole - Board Member

Trina Weaver - Compliance, Accountability, and Academic Director

Gina Relford - Special Education and Instructional Support Programs Administrator

Hannah Anderson - Family Engagement and Volunteers Coordinator

Ashley Fields - Technology Administrator and Support Specialist

Michelle Sams - Facilities Manager & Before/After School Program, Lunch Period, and Clubs Coordinator

Maggie Peters - Fundraising, Community Partnerships and Events Coordinator

Cristina Criscillis - New Board Member (voted in during Governance section)

II. AGENDA APPROVAL

A. The agenda is adjusted to move public comment to item number four, financials to number five, operations to number six, and facilities to number seven.

B. Additional items under item number five include financial policy and procedure manual and federal programs manual.

MOTION: Motion was made by Josh Le to amend the agenda to include the items above and seconded by Jacob Cole. Motion passed unanimously.

III. GOVERNANCE

A. 9/16/25 Board Meeting Minutes

MOTION: Motion was made by Josh Le and seconded by Jacob Cole to approve the meeting minutes for the board meeting on Tuesday, September 16, 2025. Motion passed unanimously.

B. Board Members

i. Lisa Nix resigned from the board between the last and this board meeting.

- ii. Christine Chrysalis was voted in and welcomed as a new parent board member.

MOTION: Motion was made by Jacob Cole and seconded by Josh Le to add Christine Chrysalis to the board as a parent board member. Motion passed unanimously.

C. By-laws Review

- i. Board reviewed multiple bylaw revisions received over recent months; most current version distributed
- ii. No additional amendments proposed; board ready to proceed with vote

MOTION: Motion was made by Josh Le and seconded by Jacob Cole to approve the by-laws as written. Motion passed unanimously.

D. FY26 SCSC Board Training

- i. Jennifer scheduled to attend February training session
- ii. February registration not yet open; relevant details and email correspondence shared with board

E. CPF Cycle Update

- i. Charter Performance Framework cycle deadline: October 31
- ii. Nine of approximately 53 items remain for submission; majority already completed
- iii. Trina, Pam, and Angela coordinating final submissions
- iv. All other required reporting submitted on time

IV. PUBLIC COMMENT

- A. Board read a prepared statement and gave direction on public comment, including time constraints for speakers and how the board would respond.
 - i. **Leadership clarification:** Addressed superintendent's absence rumors; explained Angela's COVID-related illness
 - ii. **Financial challenges:** Declining enrollment created budget pressures requiring difficult staffing decisions
 - iii. **Staffing adjustments:** Certain positions (e.g., Spanish teacher) will not be fully replaced due to budget constraints
 - iv. **Transparency commitment:** Emphasized ongoing open communication, encouraged continued feedback, and requested patience during challenging transition period.
- B. 3 members of public signed up to speak and spoke for approximately 2 min. each.
- C. The board's response:
 - i. **Community acknowledgment:** Thanked members for their comments.

V. FINANCIAL

A. FY26 September Financials

- i. Total income exceeded budget, driven by the SCSC giveback grant and aftercare fees

- ii. Net profit for September surpassed projections, primarily due to grant revenue
 - iii. Year-to-date summary reflects current income, expenses, and cash flow trends
 - iv. Operating cash remains stable but requires growth before state revenue adjustments
 - v. Majority of expenditures allocated to salaries and instruction; cash flow projections extend through June
 - vi. Budget amendment needed to align with actual revenue levels
- B. Bond Update**
- i. Quarterly report presented
 - ii. July-September actuals compared against FY26 annual budget
 - iii. Balance sheet provided showing assets and liabilities as of September 30
- C. Grants Update**
- i. All current grants received, including giveback and administrative fee grants
 - ii. Pursuing reallocation and additional Title I funds to offset funding losses
 - iii. Some grants auto-draw; others require application or fund transfer requests
 - iv. Focus on reducing expenditures and maximizing grant fund efficiency
- D. Federal Programs Update**
- i. CLIP and CAP finalization complete; special education grant documentation nearing completion
 - ii. Applied for new \$110,000 technology grant; exploring potential 3D printer acquisition
 - iii. Federal program compliance monitoring scheduled for April
 - iv. Key manual revision: inventory reporting threshold increased from \$5,000 to \$10,000
- E. Fundraising Update**
- i. Recent successes: fun run, Fall Fest, and on-campus field trip
 - ii. Fundraising total adjusted after two vendor withdrawals
 - iii. Book Buddies affiliate program generated ~\$1,600 and provided \$6,000+ in teacher classroom supplies
- F. Financial Policy and Procedure manual**
- i. Minor updates focused on raising financial approval thresholds for increased visibility
 - ii. New emergency spending policy added per CPF requirements
 - iii. Emergency policy establishes protocols when leadership is unavailable to authorize expenses

MOTION: Motion was made by Josh Le and seconded by Jacob Cole to accept changes to the Coweta Charter Academy financial policy manual. Motion passed unanimously.

G. Federal Programs Manual

- i. Minimal changes; primary update raised inventory reporting threshold to \$10,000
- ii. Staff name spelling corrections incorporated; approved with minor amendments

MOTION: Motion was made by Josh Le and seconded by Jacob Cole to approve the updated federal programs handbook for FY26. Motion passed unanimously.

VI. OPERATIONS

A. Enrollment Update

- i. Two new enrollments in October; 12 students in enrollment process
- ii. Six student withdrawals in October
- iii. Withdrawal reasons included: transfer to public school, relocation, transportation challenges, and dissatisfaction with learning environment or curriculum
- iv. Board discussed improving transparency of enrollment data with secure access for finance committee and board members while protecting sensitive student information

B. Staffing Update

- i. Active recruitment for gifted/ESOL teacher; considering part-time or combined role
- ii. Part-time occupational therapist and speech therapist positions filled
- iii. One Spanish teacher position remain unfilled due to budget constraints
- iv. Ongoing need for substitute teacher coverage

C. Marketing/Advertising Update

- i. Maria transitioning responsibilities: website analytics to Ashley Fields and Michele Stamps, social media to Michele Stamps
- ii. This was Maria's final analytics report; future marketing updates will be jointly presented by Ashley and Michele.
- iii. More comprehensive marketing initiative reporting anticipated in upcoming meetings

D. Technology/Computers Update

- i. Canvas LMS adoption: 22 teachers managing four or more courses; 50% teacher participation rate
- ii. Student engagement: 5,000+ assignments submitted on time; 39,000 student logins recorded
- iii. Primary technology platforms: Canvas and Clever
- iv. 264 support tickets submitted since August; 100% resolution rate
- v. Six additional families enrolled in Canvas
- vi. Exemption reuse policy submitted to DOE by October 3 deadline
- vii. Planning to utilize additional storage space from building renovations for technology equipment inventory

VII. FACILITIES

A. Renovation and New Gym Update

- i. Building Renovations
 - a) Interior renovations completed, including two additional adult only bathrooms
 - b) Two new office/storage spaces created; in immediate future designated for technology equipment storage
 - c) Certificate of occupancy received and filed
- ii. New Gym Project
 - a) Successfully passed planning commission review; advanced to Mayor's Council for final permit approval
 - b) Permit approval hearing scheduled for November 3
 - c) Underground water retention system equipment delivered and stored on-site
 - d) Headley Construction prepared to begin site work immediately upon permit approval, with construction schedule to follow

VIII. NEXT BOARD MEETING Date/Time Confirmation (11/18/2025 - 6pm)

IX. ADJOURNMENT

MOTION: Motion was made by Josh Le and seconded by Jacob Cole to adjourn the board meeting at 6:51 PM on Tuesday, October 28, 2025. Motion passed unanimously.

Next Board Meeting: Tuesday, November 18, 2025