



COLLEGE & CAREER ACADEMY

Board of Directors' Meeting Minutes

July 16, 2025

MEMBERS' PRESENT

Ms. Lynn Brinson
Mr. Doug Brown
Mr. Mitchell Fagler
Mr. Zac Frye
Ms. Angela Hooks
Mr. Aubrey Jones
Ms. Stefanie Mason
Mr. Ben Patterson
Mr. Ken Warnock

MEMBERS' ABSENT

None

EDGE STAFF

Mr. Chip Fleming (On-Site Coordinator)
Dr. Glenn Deibert (Strategic Initiatives Consultant)

GUESTS

Ms. Sabrina Phelps (TCSG Program Manager)

WELCOME AND INTRODUCTIONS

Dr. Glenn Deibert introduced himself, welcomed everyone to the meeting and thanked everyone for agreeing to serve on the EDGE College and Career Academy Board of Directors. Next, everyone provided a self-introduction and stated their place of employment and their role in their organization.

CALL MEETING TO ORDER

Immediately following introductions, Dr. Deibert called the inaugural meeting of the EDGE College and Career Academy Board of Directors to order at 1:38pm.

ELECTION OF OFFICERS

The first order of business was the election of officers. The typical officers of Georgia's College and Career Academies include: (a) Chair, (b) Vice-Chair, and (c) Secretary/Treasurer.

After a brief description of each office, Dr. Deibert opened the floor for nominations for the offices of Chair, Vice Chair, and Secretary/Treasurer.

Chair

Ms. Angela Hooks nominated Mr. Ken Warnock for the position of Chair of the Board for FY2026. Dr. Deibert called for additional nominations. Hearing no further nominations, Dr. Deibert declared the nominations for Chair closed.

Upon motion and second, Mr. Ken Warnock was elected Chair by unanimous vote.

Vice Chair

Mr. Ken Warnock nominated Mr. Zac Frye for the position of Vice-Chair of the Board for FY2026. Dr. Deibert called for additional nominations. Hearing no further nominations, Dr. Deibert declared the nominations for Vice-Chair closed.

Upon motion and second, Mr. Zac Frye was elected Vice-Chair by unanimous vote.

Secretary/Treasurer

Mr. Ken Warnock nominated Ms. Stefanie Mason for the position of Secretary/Treasurer of the Board for FY2026. Dr. Deibert called for additional nominations. Hearing no further nominations, Dr. Deibert declared the nominations for Secretary/Treasurer closed.

Upon motion and second, Ms. Stefanie Mason was elected Secretary/Treasurer by unanimous vote.

ANNUAL PLAN OF WORK

Dr. Deibert explained the details regarding the proposed EDGE College and Career Academy meeting dates (and times) for FY2026. The dates and times of each meeting for FY2026 will be posted on the Emanuel County School System web site along with other EDGE College and Career Academy information.

Upon a motion to approve by Mr. Ken Warnock, a second by Mr. Zac Frye, the FY2026 Annual Plan of Work was unanimously approved.

TCSG GOVERNANCE TRAINING & EDGE OVERVIEW (Ms. Sabrina Phelps)

Ms. Sabrina Phelps, the Project Manager within the Secondary Initiatives division at the Technical College System of Georgia, provided the required Governance training for the Board. A general overview of the training included:

- annual training requirements for board members;
- legislation pertaining to Georgia College and Career Academies;
- Board responsibilities;
- pre-certification and Full-Certification requirements;
- flexibility and innovation; and
- conflict of interest guidelines.

Ms. Phelps informed the Board that EDGE College and Career Academy is a non-awarded College and Career Academy; however, the typical \$3M in grant funding can still be applied for when funding by the legislature is allocated again. Ms. Sabrina Phelps concluded her training by presenting a detailed overview of the FY2025 GCCAN Certification Manual.

ROLES AND RESPONSIBILITIES

The Roles and Responsibilities document was emailed to the Board Members prior to the Board meeting. Ms. Phelps and Dr. Deibert discussed how this document outlines the responsibilities of the strategic partners of the EDGE College and Career Academy.

The instructions at the top of the document state that the template is a starting point for discussion among the strategic partners and is a part of the Emanuel County School System's performance contract amendment. Dr. Deibert completed the initial draft based upon his past experiences participating as a board member on numerous CCAs and as serving as the CEO for one of Georgia's CCAs. Dr. Deibert also stated that the EDGE Board of Directors can amend this document at any point should they so desire.

Ms. Phelps indicated there is a brand-new shorter Roles and Responsibilities chart being released and she will forward that document as soon as possible. The Board agreed to allow the EDGE staff to transpose existing items over to the new shorter document that has some items removed. Mr. Fagler pointed out there are a few items that have percentage increases left blank. MS. Phelps indicated as we have baseline numbers, we can edit the document by inserting base numbers with desired annual increases.

Upon a motion to approve by Mr. Doug Brown, a second by Ms. Angela Hooks, the Roles and Responsibilities document was unanimously approved.

EDGE BYLAWS

Dr. Deibert reviewed the draft Bylaws proposed for Board adoption and asked for questions or edits desired by the Board. Numerous items were discussed in more detail resulting in one correction requested by the Board.

Upon a motion to approve, with corrections discussed, by Mr. Aubrey Jones, a second by Mr. Ben Patterson, the FY2026 By-Laws document was unanimously approved.

CONFLICT OF INTEREST

Dr. Deibert provided a brief overview of the *Conflict of Interest Policy* that each board member will be asked to review and sign annually. Each member signed and left a copy on file for the EDGE College and Career Academy records.

OPEN DISCUSSION

Ms. Sabrina Phelps informed the Board that, due to the information typically covered, many of the board meetings will count as Board training hours.

Dr. Deibert updated the Board on the progress of an official Memorandum of Understanding (MOU) that must be developed and signed by the Commissioner of the Technical College System of Georgia, the Emanuel County School Superintendent, the Southeastern Technical College President and the EDGE Board Chair. The MOU outlines specific operational responsibilities agreed upon by each party and is one of the requirements outlined in the pre-

certification process. The draft document has been reviewed by all parties and is now being circulated for signatures.

A discussion ensued pertaining to future Board meeting topics such as how to establish a 501(c)3, how to capitalize on the new Georgia's Peach Education Tax Credit and an overview of different graduation plans. Mr. Jones asked that we write down some of these topics so we can continue to go through the list and discuss them in more detail.

The Emanuel County School System has worked with the Georgia Department of Education to fulfill the requirements to add the EDGE CCA to their Strategic Waiver School System contract. The Emanuel County Board of Education approved the required resolution at their July 8, 2025, Board meeting and all necessary information has been forwarded to the Georgia Department of Education for approval.

Dr. Deibert informed the Board that one of the next items that should be addressed is the development and approval of a mission statement. Mr. Ken Warnock volunteered to work with Ms. Hooks and Ms. Mason to draft a mission statement to propose to the Board at the August Board meeting.

Open discussion topics concluded with Ms. Phelps stating there are two South Georgia College and Career Academies going through re-certification in 2025. It was recommended that Mr. Fleming volunteer to serve on one of these two re-certification committees. The time commitment from a volunteer includes a half-day off-site review and a one day-day onsite visit to the College and Career Academy.

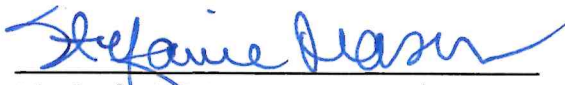
NEXT MEETING DATE

The next Board of Directors' meeting is scheduled for August 20, 2025, at 1:30 p.m.

ADJOURNMENT

There being no further business, Mr. Ken Warnock declared the meeting adjourned at 3:20p.m.

Submitted by:



Ms. Stefanie Mason, Treasurer/Secretary