



Georgia Charter Educational Foundation
For Coweta Charter Academy
MEETING MINUTES FOR 12.16.25 BOARD MEETING
Location: 6675 E., GA-16, Senoia, GA 30276

I. CALL TO ORDER

Pursuant to public notice, the meeting commenced at 6:01pm 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 - Secretary

Christine Criscillis - Board Director

Jacob Cole - Board Director

Trina Weaver - Accountability, Compliance, and Academic Director

Terence Washington - CFO

Hannah Anderson - Family Engagement and Volunteers Coordinator

Ashley Fields - Technology Administrator and Support Specialist

II. AGENDA APPROVAL

A. The agenda is adjusted to remove item IV "Policy" and add item IX "Executive Session". Under the "Governance" section, item C (SCSC governance training update) was added.

B. Under "Financial," two items were added:

i. Federal programs and grants update

ii. Marketing campaign update and discussion

C. Under "Operations," item E was added for the annual benefit enrollment update.

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

III. GOVERNANCE

A. **Approval of 10/28/2025 Board Meeting Minutes**

MOTION: Motion was made by Christine Criscillis to approve the meeting minutes and seconded by Josh Le. Motion passed unanimously.

B. **Approval of 11/18/2025 Board Meeting Minutes**

MOTION: Motion was made by Christine Criscillis to approve the meeting minutes and seconded by Jacob Cole. Motion passed unanimously.

IV. FINANCIAL

A. **FY25 November Financials**

i. School outperformed the budget up to November.

ii. Actual net income exceeded budget projections for the period.

- iii. Cash flow increased, with over 100 days cash on hand.
- iv. A projected state revenue shortfall will impact the full-year budget.
- v. Emphasis on financial controls and possible expenditure reduction strategies.
- vi. Compliance with bond covenant (maintaining minimum days cash) discussed.
- vii. Recommendations: amend budget, implement expenditure controls, renegotiate contracts.

B. Approval of New Financial Provider

- i. Announcement that this was the last meeting with Terence as CFO.
- ii. Three proposals for new CFO considered; discussion on bids and transition.
- iii. Initial motion to select Candy Yu as new CFO, then clarified that the selected provider is Avalon Accounting.

MOTION: Motion was made by Christine Criscillis to approve Avalon Accounting as the new financial provider and seconded by Josh Le. Motion passed unanimously.

- iv. Jennifer Hughey will coordinate transition and ensure proper overlap.

C. Approval of Account Administrator/Controller

- i. Board discussed the need to update the account administrator/controller on the bank accounts.
- ii. Mary Lasser (former controller) needs to be removed; Josh will be appointed as the new controller.
- iii. Clarification that this is an administrative change to access, not to handle funds directly.

MOTION: Motion was made by Jacob Cole to approve Josh Le as the new account administrator/controller and seconded by Christine Criscillis. Motion passed unanimously.

D. Fundraising Update

- i. Chick-fil-A concessions, dress down Friday, and candy grams included as fundraisers.
- ii. The winter gift shop fundraising event exceeded projected profits by over \$2,300.
- iii. Spirit wear sales generated additional funds.
- iv. Discussion on enhancing the fundraising report with an added column for monthly vs. year-to-date totals.
- v. Minor clarifications between goals, actual totals, and reporting structure.

V. OPERATIONS

A. Enrollment Update

- i. Five new December enrollees joined the school before semester start; three more queued for January.
- ii. Three student withdrawals since the last board meeting; reasons for withdrawal briefly discussed.
- iii. Most new enrollees came from other area schools.

- iv. The withdrawal process now includes a board contact option for families, with forms routed to Christine.
- v. Emphasis on documenting and improving the withdrawal follow-up process.

B. Staffing Update

- i. Ongoing recruitment for a gifted ESOL teacher (considering full-time or two part-time hires).
- ii. The occupational therapist position is currently filled virtually but seeking in-person candidates.
- iii. The principal position is open and posted to attract applicants.
- iv. Substitute teacher shortages addressed; increased outreach and reposting on job boards.
- v. Discussion on leveraging staff, paraprofessionals, and parent volunteers for classroom coverage.
- vi. Consideration of posting on social media to attract substitute teachers from the parent community.
- vii. Noted higher costs for interim security (roll call officers) compared to budgeted school resource officer.

C. PTO Update

- i. PTO has been newly organized, with Brooke Schwein as the lead parent/point of contact.
- ii. Introduction letter and membership drive planning; two membership tiers (\$5/basic and \$20 with spirit wear).
- iii. Plans for regular PTO meetings and upcoming fundraising and community events.
- iv. Focus on encouraging parent involvement and outlining PTO objectives.

D. Technology Update

- i. Improved assignment submission rates and tech support handled (all tickets closed).
- ii. Main learning apps listed: Zern Learning, A to Z, Prodigy, Progress Learning, Brain Pop, Edgenuity.
- iii. Class Dojo implementation led to increased parent participation and effective communication.
- iv. Website and digital parent communications show strong engagement metrics (open/view rates).
- v. Using only the free version of Class Dojo for communication.
- vi. Some families still are not accessing certain platforms, but outreach is ongoing to resolve.

VI. ACADEMIC

A. Testing Update

- i. Students recently completed MAP and Beacon assessments.

- ii. Majority of students showed adequate growth between fall and winter in both assessments.
- iii. Grade-level breakdowns provided for growth metrics in both reading and math.
- iv. MAP assesses students nationally; Beacon compares to Georgia standards.
- v. Both assessments help determine qualification for special programs (EIP, gifted, etc.).
- vi. Testing is conducted multiple times per year (start, mid, end).
- vii. Reports for these assessments will be distributed to families in January.
- viii. Any students absent during main assessment windows will complete makeups.
- ix. Adequate growth percentages noted; data guides instruction and intervention.

B. Classroom Highlights

- i. Brief presentation of classroom highlights, as included in board packets/ files.
- ii. Showcases hands-on activities conducted in each grade level.
- iii. Focus on getting students actively engaged and away from computers when possible.
- iv. Examples include interactive and experiential activities for students across grade levels (details in supporting files provided to board).

VII. FACILITIES

A. Gym Update

- i. The gym construction project is currently on hold.
- ii. The board is waiting for approval from bond holders before moving forward with the use of the construction fund.
- iii. Funds specifically earmarked for the gym are kept in a separate project account as part of the bond arrangement.
- iv. Board recommends proceeding with construction (money is available for the gym, the structure is incomplete, and there are safety concerns with the current state).
- v. No final decision from bond holders yet; board remains in ongoing discussions.
- vi. Additional construction materials are expected to arrive soon for work on drainage, and those materials are already paid for.
- vii. No vote or motion was made during this update.

VIII. PUBLIC COMMENT

IX. EXECUTIVE SESSION

- A. Jennifer Hughey announced that there would be no votes or decisions made based on executive session discussion.

X. NEXT BOARD MEETING Date/Time Confirmation (January 27th, 2026 - 6 pm)

XI. ADJOURNMENT

MOTION: Motion was made by Jacob Cole and seconded by Josh Le to adjourn the board meeting at 7:39 PM on Tuesday, December 16, 2025. Motion passed unanimously.

Next Board Meeting: Tuesday, January 27, 2026