



Georgia Charter Educational Foundation
For Coweta Charter Academy
MEETING MINUTES FOR 08.26.25 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 – Board Secretary

Angela Lassetter - Superintendent

Pam Alfieri – Finance, Grants, & Federal Programs Director

Trina Weaver – Accountability, Compliance, and Academic Director

Maggie Peters - Events, Fundraising, and Community Partnerships Coordinator

Terence Washington - CFO

Jacob Cole - Board Member

II. AGENDA APPROVAL

III. GOVERNANCE

A. 7/29/25 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

C. By-laws Review

- i. The review of the by-laws was postponed to the next meeting.
- ii. This decision was made to allow Jacob, the new board member, sufficient time to review the documents and provide input.
- iii. Relevant materials, including the by-laws, were sent to Jacob via email.

D. FY26 SCSC Board Training

- i. The board discussed logistics for the upcoming FY26 SCSC board training.
- ii. Jennifer and another board member will attend the training session in Macon.
- iii. Josh and Jacob will attend the session at the Ladder Mount Center in Atlanta, scheduled for February 11 and 12.
- iv. The board may consider aligning a future board meeting with the training dates, particularly if additional members join.
- v. Registration for the training is not yet open, but "save the dates" have been distributed.

IV. POLICY

A. Student Handbook

B. Toileting Policy

- i. The board discussed the need for a formal toileting and dressing policy due to an increase in kindergarten students not being toilet trained.
- ii. The policy would require students to be properly toilet trained by kindergarten entry, with exceptions for those with developmental or special education needs.
- iii. If a child has consistent accidents, parents may be required to come to the school to change their child.
- iv. The policy is modeled after similar approaches in other districts, though many do not have it published.
- v. The superintendent plans to review policies from other counties and consult with legal counsel before presenting a draft.
- vi. The board agreed to table the policy discussion until the next meeting to allow for further research and input.
- vii. The issue is considered urgent due to the impact on staff, facilities, and student safety.

V. FINANCIAL

A. FY25 May, June, July Financials

- i. The board reviewed financial statements for May and June, including profit and loss and balance sheets.
- ii. The school ended the previous year with a net profit of approximately \$705,000 and a cash balance of around \$1.7 million.
- iii. July, the first month of the new fiscal year, showed a net profit of about \$149,000, exceeding the anticipated \$30,000.
- iv. Concerns were raised about future funding adjustments due to lower enrollment, with projections showing a significant reduction in state funding in the second half of the year.
- v. The board requested financial projections based on the enrollment floor of 459 students for worst-case scenario planning.

B. Bond Reporting Update

- i. The Q4 bond report for the previous year was submitted.
- ii. The next reporting deadlines are for Q1 and the annual report for FY25.
- iii. No immediate concerns were anticipated from bondholders, provided the school makes necessary financial adjustments by Q3.

C. FY25 Audit Update

- i. The audit process is progressing well, with all required information provided to the auditor.
- ii. The audit is expected to be completed ahead of the November 1 deadline, with a goal to finish by the end of September.

- iii. The school is not expected to require a single audit, as grant funding remains below the threshold.
- iv. The auditor will also complete the school's 990 tax filing in conjunction with the audit

D. Grants Update

- i. All FY25 grant funds, except for two newly awarded grants, have been drawn down.
- ii. Completion reports have been submitted to determine rollover amounts for FY26.
- iii. FY26 grant funding is currently about half of the previous year's amount, with \$190,000 remaining to be drawn down, pending additional administrative requirements.
- iv. Plans are in place to consolidate Title II and Title IV funds into Title I to streamline future reporting.

E. Federal Programs Update

- i. The school is in a busy reporting period for federal programs, including the CLIP (Comprehensive Local Improvement Plan) and progress monitoring.
- ii. The school's Title I designation has shifted from targeted assistance to school-wide, allowing broader use of funds to support all students.
- iii. Ongoing compliance and reporting requirements were discussed, with an emphasis on academic improvement goals and progress tracking.

F. Fundraising Update

- i. The board reviewed the fundraising plan and goals for 2025–2026, with a target of \$125,000, a significant increase from the previous year's \$32,000.
- ii. New and existing fundraising events and programs were discussed, with color-coded tracking for progress toward goals.
- iii. The board requested projections based on different student enrollment scenarios (e.g., 400, 450, 500 students).
- iv. Challenges with certain fundraising initiatives, such as cash-only sales, were noted, and efforts are underway to expand payment options and improve participation.
- v. Community engagement events and partnerships were highlighted as key strategies for reaching fundraising targets.

VI. OPERATIONS

A. Enrollment Update

- i. The board reviewed current active enrollment numbers, students in process, and the potential total.
- ii. There are 28 students in the enrollment pipeline, but it is uncertain how many will ultimately enroll.

- iii. The school maintains rolling enrollment, allowing students to join at any time, though funding for mid-year enrollees is delayed until the following year.
- iv. Enrollment numbers are below initial projections, with contributing factors including competition from private schools and state voucher programs.
- v. Efforts are ongoing to follow up with families in the pipeline and to increase enrollment before the October count date.

B. Staffing Update

- i. The school is fully staffed for current enrollment, with the exception of a before-school care (DSP) worker, which has proven difficult to fill due to limited hours.
- ii. Staff members are covering multiple roles to ensure operational efficiency, including teachers, front office, and administrative staff.
- iii. The school is not using substitutes unless absolutely necessary, and some staff are taking on additional duties to cover gaps.
- iv. The board discussed the possibility of partnering with high school students for the before-school care position as a work-study opportunity.

C. Marketing/Advertising Update

- i. The board received a report on current marketing efforts, including website analytics and billboard advertising.
- ii. Most billboards will expire at the end of September or October, except for one permanent location that the school intends to retain.
- iii. The school has expanded its service area from 5 to 16 counties, but awareness in new areas remains a challenge.
- iv. Traditional advertising methods (e.g., billboards, local newspapers) and community events are being utilized, though some opportunities are limited by local restrictions.
- v. The board discussed additional strategies, such as direct mail campaigns, grocery cart ads, and participation in local festivals and events, to increase visibility and attract new students.

D. Technology/Computers Update

- i. All students and teachers have access to computers, with insurance provided by the school to cover repairs and minimize asset loss.
- ii. The school has sufficient devices to maintain a one-to-one technology ratio, even with potential enrollment increases.
- iii. iPads no longer used in classrooms are being repurposed for data collection, carpool management, and other operational needs.
- iv. Students in K-8 will take home their computers to support continued learning.

- v. The school is utilizing multiple assessment tools (MAP, Beacon, Progress Learning) to monitor academic progress, with improvements noted in student performance and engagement.

VII. FACILITIES

A. Renovation and New Gym Update

- i. The city of Senoia has delayed the permitting process for the new gym, requiring additional documentation and fees for the entire property rather than just the disturbed area.
- ii. The review process for the gym permit has only just begun, and the superintendent does not expect approval until possibly December.
- iii. The gym building is on site and ready for installation once permits are secured.
- iv. Interior renovations are nearly complete, pending the arrival of door frames and faucets for new offices and bathrooms.

B. Back 2-Story Section HVAC Repair

- i. The HVAC repair is ready to proceed as soon as the necessary equipment arrives.
- ii. Delays in receiving electronic components, due to international supply chain and political issues, have postponed the repair.
- iii. The school is currently in a holding pattern until the required parts are delivered.

C. Roof Repair

- i. An additional roof leak was identified and repaired under the warranty from previous work.
- ii. The current roofing contractor has been responsive and effective, successfully addressing all leaks to date.
- iii. The superintendent expressed confidence in the contractor and plans to recommend them for future, larger-scale roof repairs.

VIII. PUBLIC COMMENT

IX. NEXT BOARD MEETING Date/Time Confirmation (Changed to 9/16/2025 - 6pm)

X. ADJOURNMENT

MOTION: Motion was made by Josh Le and seconded by Jennifer Hughey to adjourn the board meeting at 7:30 PM on Tuesday, August 26, 2025. Motion passed unanimously.

Next Board Meeting: Tuesday, September 16, 2025 at 6pm