

# MEETING MINUTES

**Name of Foundation:** Cherokee Charter Academy, Inc.  
**School(s):** Cherokee Charter Academy

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
March 30, 2020	11:03 AM	12:07 PM	April 27, 2020	11 AM	Trista Trump

**Meeting Location:**

Pursuant to OCGA 50-14-1(g) due to the emergency conditions (CDC's [recommendation](#) to avoid social gatherings of more than 10 people) Cherokee Charter Academy, Inc. Board Meeting was conducted via the teleconference.  
 Teleconference Number: 1-800-747-5150 access 2838590

<b>Attended by:</b>	
<p><b>Board Members:</b>            Danny Dukes, Chair            Nate Cochran, Vice Chair            Mary Jo Dukes, Director            Quentin M. Thomas, Director            Mitchell Crowe, Finance Rep.</p> <p>Absent: Dr. Bob Durham</p>	<p><b>Other Attendees:</b>            April Wallis, Principal, CCA            Rob Fortson, Board Attorney            Lauren Greer, Board Attorney            Lesa Hamilton, Finance, CSUSA            Andrew Shayhan, State Director            Penny Wilcott, Finance, CSUSA            Rita Weaver, Board Manager, CSUSA            Bonnie Hester, Deputy Director            Steve Hernandez, Assistant Controller, CSUSA</p>

## CALL TO ORDER

Pursuant to public notice, the meeting commenced at 11:03am with a Call to Order by Chairman Danny Dukes. Roll call was taken, and quorum established.

### I. ADMINISTRATIVE

**MOTION:** Motion was made by Nate Cochran and seconded by Mary Jo Dukes to approve the february 24, 2020 Cherokee Charter Academy, Inc. board meeting, as presented. Motion was approved unanimously. (5-0, 1 absent)

### II. CSUSA REPORT

### Principal Report

- We are on week 3 of virtual learning. This includes office hours on Zoom to help students and or teach a lesson. We have about 1000 interactions a day with student to teachers. This includes Emails, Zoom calls, and Edmodo.
- The teachers worked hard to provide a packet to students who do not have internet/computer at home. We will be doing this again after Spring break.
- We are scheduled to start back to school on April 27<sup>th</sup>, however this may change due to President Trump's announcement.
- We are continuing to work on marketing through Facebook to keep our parents informed. Principal Wallis plans to do an online enrollment session that will be casted on our facebook page.
- Principal Wallis has been hosting story time and dance parties to stay connected with the students.

### III. FINANCIALS

- Penny Walcott reviewed the January 2020 Financials for Cherokee Charter Academy, Inc. This included utilities, and meal services.
- Penny Walcott found that Alltel seems to be the new local phone service.
- Danny would like to know if we will see a savings overall due to the shut down. At this time this is unknown. We are still paying staff at this time.
- Principal Wallis added that our facilities staff is still working daily to sanitize the building and continue routine cleaning. They have been turning off lights and we are using less water. We also could see a saving due to not paying subs at this time.
- The counties are providing breakfast/lunches to students who need them. Our students are able to go and receive this benefit as well. Principal Wallis has notified all the parents of this program.
- Mitch Crowe asked if the February actuals were able to viewed at this time. Penny informed the board that at this time it would be a preliminary view for February.

**MOTION: Motion was made by Nate Cochran and seconded by Mary Jo Dukes to accept the January, 2020 Financial Review for Cherokee Charter Academy, as presented. Motion was approved unanimously.**

### IV. OLD BUSINESS

- No Old business to discuss at this time.

### V. NEW BUSINESS

#### SCSC Monitoring Response

- Lauren Greer, the board attorney, reviewed with the he board the SCSCS Monitoring letter. The board reviewed the state mandated process for students to follow in reporting instances of alleged inappropriate behavior by teacher or other school personnel.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to approve the State mandated process for students, as amended and presented. Motion was approved unanimously.**

- The board reviewed the infectious diseases policy.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to approve the Infectious Diseases policy, as amended and presented. Motion was approved unanimously.**

- The board reviewed the financial policy and procedures manual.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to approve the Financial Policy and Procedures Manual, as amended and presented. Motion was approved unanimously.**

- The board reviewed the list of Adverse Practices Findings beginning with the student handbook and the policy of providing two annual informational sessions for students and families regarding the symptoms and warning signs of sudden cardiac arrest.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to approve the School provides two annual informational sessions for students and families regarding the symptoms and warning signs of sudden cardiac arrest. Motion was approved unanimously.**

- The board reviewed the authorization policies that include Board approval of the Head of School's travel that authorizes the Board Chair as the approver of all travel farther than 75 miles from the school for the Head of School (the Principal).

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to prior authorization policies as amended and presented. Motion was approved unanimously.**

- The board reviewed the meeting minutes for future budget approval meetings regarding specifying that the opportunity for public comment on the specific budget be noted in the minutes.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to properly reflect that the School provided an opportunity for public input on its budget in its meeting minutes. as amended and presented. Motion was approved unanimously.**

- The board reviewed the SCSC Suggestions which included the school's obligations under the Boy Scouts of America Equal Access Act which allows equal access to all organizations should the school allow any organizations access to the school.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to implement the Boy Scouts of America Equal Access Act. as amended and presented. Motion was approved unanimously.**

- The board reviewed the comprehensive professional qualifications policy presented.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to create a comprehensive professional qualification policy, as presented. Motion was approved unanimously.**

- The board reviewed the School's nepotism policy and amended it to apply to governing board members.

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin Thomas to apply amend the school's nepotism policy to apply to the governing board members as well as school employees, as presented. Motion was approved unanimously.**

- The board reviewed the SCSC suggestion of Streamlining the School's inventory management system and is continuing to review that policy.

**VI. PUBLIC COMMENTS**

- There were no Public Comments

**VII. ADJOURNMENT**

**MOTION: Motion was made by Mary Jo Dukes, and seconded by Quentin M. Thomas to adjourn the March 30, 2020 Cherokee Charter Academy, Inc. board meeting. Motion was approved unanimously.**



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Danny Dukes, Chairman

Date: June 29, 2020