

# MEETING MINUTES

**Name of Foundation:** Georgia Charter Education Foundation, Inc.  
**Board Meeting:** 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.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
August 27, 2018	11:00 a.m.	12:34 p.m.	September 24, 2018	11 a.m.	Jennifer Gerdis

<b>Meeting Location:</b>
2126 Sixes Road, Canton Georgia 30114

<b>Attended by:</b>	
<b>Board Members:</b> Danny Dukes, Chair Mary Jo Dukes, Director Susan Imrie, Director Josh Fuder, Director Nate Cochran, Director	<b>Other Attendees:</b> April Wallis, Principal, CCA Rita Weaver, Board Governance Manager, CSUSA Rob Forbson, Board Attorney Krsto Simicevic, Finance, CSUSA Eric Lewis, Sr VP Mid-West Inv & Ops Leadership Exempt Lisanne Morton, Finance, CSUSA Lauren Greer, Board Attorney, McGuire Woods Hillary Daigle, Finance, CSUSA Tramaine Bailey, Public Bridgett Bruderer, Public

## **CALL TO ORDER**

Pursuant to public notice, the meeting commenced at 11:00 a.m. with a Call to Order by Board Chair, Danny Dukes. Roll call was taken and quorum established.

### **I. ADMINISTRATIVE**

**MOTION:** Motion was made by Nate Cochran, Director and seconded by Mary Jo Dukes, Director, to approve the minutes of the July 9, 2018 Cherokee Charter Academy Inc. meeting. Motion was approved unanimously (5-0).

*(Board Name)*

## II. CSUSA REPRTS

### • PRINCIPAL REPORT

- Principal, April Wallis, discussed Cherokee Charter Academy's dedication of our STEM Lab in memory of parent, Karen Collins. Board chair, Danny Dukes, requested Cherokee Charter Academy Inc. to honor the memory of parent Karen Collins with the Karen Collins STEM Lab.

**MOTION: Motion was made by Nate Cochran, Director and seconded by Susan Imrie, Director, to adopt said resolution for honoring Karen Collins. Motion was approved unanimously (5-0).**

- Principal, April Wallis, discussed Milestones results for FY18. Cherokee Charter Academy did grown on all levels. We did not show growth in 8<sup>th</sup> grade EOG for math or ELA due to the fact that Cherokee Charter Academy advanced/accelerated students took 9<sup>th</sup> grade literature and Algebra 1 and therefore took the EOC not EOG for those subjects.
- Principal, April Wallis, discussed enrollment for FY19. Cherokee Charter Academy will be hosting their second informational session August 28, 2018. Expected higher numbers in September.
- April Wallis, Principal, discussed Cherokee Charter Academy personnel roster. Two teachers have left; Daphne Mullen and Amanda Shelley. Cherokee Charter Academy has since hired four new staff members; Kara Mathis (SPED), Kari Masters (3<sup>rd</sup> grade), Hayley Erck (SPED), and Chelsea Noble (clinic aide).

**MOTION: Motion was made by Nate Cochran, Director and seconded by Susan Imrie, Director, to approve the personnel roster presented by principal, April Wallis. Motion was approved unanimously (5-0).**

## III. FINANCIALS

- Lianne Morton, Finance, CSUSA, discussed Cherokee Charter Academy's finances. Board Chair, Danny Dukes, questioned the issue that CSUSA had with Cherokee Charter Academy pension. Rita Weaver, Board Governance Manager, CSUSA, explained how there was a breakdown in payroll and the HRS team. This breakdown has been resolved. Board Chair, Danny Dukes, inquired if this error would affect FY 19 budget. Hillary Daigle, Finance, CSUSA, acknowledged that FY19 budget would be affected and took full responsibility as the overseer of CSUSA accounting department.
- Board Director, Susan Imrie, inquired as to if the teachers were adversely affected by this error. Rita Weaver, Board Governance Manager, CSUSA, shared that teachers were not affected in an adverse way.
- Lianne Morton, Finance, CSUSA, discussed Cherokee Charter Academy Framework pro forma analysis coming in at 80 points. A robust discussion ensued.

**MOTION: Motion was made by Mary Jo Dukes, Director and seconded by Nate Cochran, Director, to approve the financial report, as presented. Motion was approved unanimously (5-0).**

**IV. OLD BUSINESS**

- Board Chairman, Danny Dukes, discussed how he and another board member will be interviewing with the SCSC for a replication interview on August 30, 2018. This will allow Cherokee Charter Academy Inc. the ability to replicate a school in the near future.

**V. NEW BUSINESS**

- Rita Weaver, Board Governance Manager, CSUSA, discussed the idea for a logo for Cherokee Charter Academy Inc. Board discussed options.

**MOTION: Motion was made by Josh Fuder, Director, and seconded by Director, Mary Jo Dukes, to approve Cherokee Charter Academy, Inc. board logo, as presented. Motion was approved unanimously (5-0).**

- Rita Weaver, Board Governance Manager, CSUSA, discussed a SPED policy for Cherokee Charter Academy Inc. to implement.

**MOTION: Motion was made by Mary Jo Dukes, Director, and seconded by Director, Josh Fuder, to adopt SPED policy for Cherokee Charter Academy Inc. Motion was approved unanimously (5-0).**

- Rita Weaver, Board Governance Manager, CSUSA, discussed that the board attorney recommends that CCA Inc., should adopt its own employment policy. Rob Fortson, board attorney, discussed the Cherokee Employee handbook and recommended that the board adopt the CSUSA Employee Handbook as a supplement to the Cherokee Charter Academy, Inc. Employee Handbook.

**MOTION: Motion was made by Mary Jo Dukes, Director, and seconded by Director, Susan Imrie, to adopt and approve updated faculty and staff handbook, as presented. Motion was approved unanimously (5-0).**

**MOTION: Motion was made by Nate Cochran, Director, and seconded by Director, Josh Fuder, to go into an executive session. Motion was approved unanimously (5-0).**

**MOTION: Motion was made by Susan Imrie, Director, and seconded by Director, Josh Fuder, end the executive session and reconvene board meeting. Motion was approved unanimously (5-0).**

**MOTION: Motion was made by Nate Cochran, Director, and seconded by Director, Susan Imrie, to approve HR merit raise scale. Motion was approved unanimously (5-0).**

**VI. PUBLIC COMMENTS**

- Bridgett Bruderer, public, introduced herself to the board as a member of our PTC (parent-teacher co-op). She is looking forward to this upcoming school year.

**VII. ADJOURNMENT**

**MOTION: Motion was made by Mary Jo Dukes, Director, and seconded by Josh Fuder, Director, to adjourn the Cherokee Charter Academy Inc. board meeting. Motion was approved by (5-0).**

---

Nate Cochran, Vice Chairman

Date: \_\_\_\_\_

EXECUTIVE SESSION AFFIDAVIT  
(AS REQUIRED UNDER O.C.G.A. § 50-14-4(b))

The undersigned presiding Board Officer of Cherokee Charter Academy, Inc. under oath, hereby states and certifies that at the meeting of the Board held on 8/27/2018, the following:

- 1) The Board properly entered executive session as permitted by O.C.G.A. § 50-14-3. The only matters discussed during such executive session of its meeting as allowable under O.C.G.A. § 50-14-2 and 50-14-3 were as follows:
  - ( ) To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions;
  - ( ) To discuss tax matters which are confidential by state law;
  - ( ) To authorize negotiations to purchase, dispose of, or lease property;
  - ( ) To authorize the ordering of an appraisal related to the acquisition or disposal of real estate;
  - ( ) To enter into a contract to purchase, dispose of or lease property, subject to approval in a subsequent public vote;
  - ( ) To enter into an option to purchase, dispose of, or lease real estate, subject to approval in a subsequent public vote;
  - (✓) To discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action;
  - (✓) To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50.
- 2) To the best knowledge and belief of the undersigned, no other matters than those of a purely personal and/or nongovernmental nature were discussed during said executive session.
- 3) By executing this affidavit, the undersigned does hereby state that he/she in no way waives any rights granted under the 5th Amendment to the United States Constitution.
- 4) This affidavit is executed solely for the purpose of compliance with the mandate of O.C.G.A. § 50-14-4(b) and shall serve no other purpose.

This 27<sup>th</sup> day of August, 2018.

  
PRESIDING OFFICER

SUBSCRIBED AND SWORN TO  
before me this 27 day of August, 2018.

  
Notary Public

My commission expires:

