



State Charter Schools Foundation

Board of Directors

CALLED MEETING AGENDA

May 20, 2020, 9:00 a.m.

Via Conference Call

888-808-6929, code: 5206746#

State Charter Schools Foundation of Georgia
508 Twin Towers West, 205 Jesse Hill Jr. Drive, Atlanta, Georgia 30334

- I. **Welcome, Chris Sears**
 - a. Call to order

- II. **Board Governance, Chris Sears**
 - a. **Vote** to approve minutes from January 29, April 1, and April 15 board meetings
 - b. **Vote** to approve Fadzai Konteh as a Board Member, effective May 21, 2020
 - c. Reminder of open Treasurer position

- III. **Financial Report, Chris Sears**
 - a. Presentation of financial report from April 2020
 - b. **Vote** to approve Chris Sears, Lauren Holcomb, Shyam Kumar, and Michele Neely as bank account signatories.
 - c. **Vote** to require the approval of two signatories for any purchase or disbursement of \$10,000 or more.

- IV. **SCSF COVID-19 Relief Fund, Chris Sears and Michele Neely**
 - a. Description of additional grant applications received
 - b. **Vote** to approve grant award recommendations

- V. **President's Report, Michele Neely**
 - a. COVID-19 response
 - b. Shining Star Teachers – see <https://scsfga.org/stars/>

- VI. **New Business, Chris Sears**

- VII. **Adjournment**

Board of Director Meeting Minutes

January 29, 2020 – State Charter Schools Commission Board Room, 508
Twin Towers West, 205 Jesse Hill Jr. Drive, Atlanta, GA 30334



I. Welcome

Johnna Robinson called the meeting to order at 2:03 p.m.

Attendees: Johnna Robinson, Lauren Holcomb, Chris Sears, Bonnie Holliday, Shyam Kumar, Jonathan Tugman, Erin Hames (via phone), Michele Neely

II. Board Governance

- a. J. Robinson directed the Board to review the minutes from the September 2019 meeting. C. Sears moved to approve the minutes as presented. B. Holliday seconded the motion. **The Board approved the minutes unanimously.**
- b. J. Robinson presented the 2020 quarterly Board meeting dates, as previously approved by the Executive Committee. **No action required.**
- c. J. Robinson asked M. Neely to summarize the changes to the bylaws as previously approved by the Executive Committee meeting. After Neely summarized the changes, B. Holliday asked for clarification on the numbers needed for quorum. Neely specified that majority is required for quorum, as there were currently nine board members, quorum would be five members. J. Robinson stated that leadership would be mindful of alerting the board to quorum requirements. **No action required.**
- d. J. Robinson gave the floor to E. Hames to discuss her ability to serve on the board. E. Hames expressed her continued commitment to the SCSF and asked to resign her position as Vice Chair due to her current professional leadership position at a local school. J. Robinson thanked E. Hames for her leadership and asked the board for nominations for the Vice Chair position. J. Robinson indicated that the Vice Chair would be expected to assume the position of Chair in the future. Neely gave a short description of Vice Chair responsibilities, primarily to lead the organization in the Chair's absence and be prepared to take over the Chair position. **No nominations received. Discussion tabled.**
- e. J. Robinson asked M. Neely to present the draft revised Policy and Procedures Manual. Neely indicated that a draft had been put together previously but never adopted by the board. Neely discussed the various sections of the manual. **J. Robinson proposed bringing the manual to the full board at the next meeting and add approval to the agenda. The committee agreed.**

III. Financial Report

- a. C. Sears presented the last available financial reports from November 2019. He stated that no financial report was available because the SCSF is currently between contracts for financial services. He summarized financial activity, stating that the SCSF incurred expenses totaling \$595, and received one donation of \$500. There were no comments. **No action required.**
- b. C. Sears updated the board on the status of a new financial providers. He stated that after a search and RFP process, Doug Erwin was selected. Mr. Erwin has provided financial and audit services for state charter schools in Georgia, including providing services through

the SCSF. He is uniquely qualified and has a strong understanding of state charter schools and has the capacity to expand his services as the SCSF grows and evolves. A contract has been drafted and signed by Mr. Erwin and L. Holcomb, and it is awaiting final approval by the GaDOE. The contract will be based on an hourly rate. L. Holcomb and Sears agreed that it would be acceptable to start working with Mr. Erwin on setup activities. **No action required.**

IV. President's Report

M. Neely reviewed the proposed 2020 Project Implementation Plan based on Strategic Goals and gave updates on initiatives in the plan. The following items were of note:

- The website has been updated with new contact information and refreshed photos and text.
- Atlanta Parent Magazine included a feature story about charter schools, with three state charter schools, in their January Education issue.
<https://www.atlantaparent.com/magazine/january-2020/>
- Marketing templates are being created for state charter schools.
- The fundraising plan is being reviewed and revised, and the timing of approaching donors is being considered.
- Partnerships and group discounts are being negotiated on behalf of state charter schools, and they will start to be announced in the next few weeks.
- Neely participated in a training session about organizational setup during new school orientation.

Neely further introduced ideas for board engagement, stating that more details would be available with time. **No action required.**

V. New Business

J. Robinson asked M. Neely to introduce the Acceleration Fund. Neely gave a brief description of the program for the board's consideration and directed the board to review the summary document. The fund would allow schools to present projects for consideration that would be offered on the SCSF website for "crowd funding." The SCSF, through donations and sponsorships, would match funds raised. B. Holliday moved to approve the establishment of the Acceleration Fund. E. Hames seconded the motion. **The Board approved the establishment of the Acceleration Fund unanimously.**

VI. Adjournment

J. Robinson adjourned the meeting at 3:27 p.m.

Board of Director Meeting Minutes

April 1, 2020 – via conference call



I. Welcome

Chris Sears called the meeting to order at 1:04 p.m. (J. Robinson asked C. Sears to preside)

Attendees: Chris Sears, Lauren Holcomb, Bonnie Holliday, Shyam Kumar, Jonathan Tugman, Katie Schermerhorn, Buzz Brockway, Michele Neely

II. Board Governance

- a. C. Sears the board that Johnna Robinson had resigned her position as Board Chair and Board member at the end of the day on April 1, 2020. J. Robinson currently has additional job responsibilities and does not feel that she can fulfill her obligations on the SCSF board as a result. C. Sears and M. Neely expressed their appreciation for J. Robinson's commitment and service to the SCSF and commended her for the work she does for the State of Georgia through her role at Georgia Power. **No action required.**
- b. L. Holcomb nominated Chris Sears as Board Chair, effective April 2, 2020. B. Holliday seconded the motion. L. Holcomb called for a vote. **The Board voted C. Sears as Chair unanimously.**
- c. C. Sears nominated Shyam Kumar as Vice Chair, effective April 2, 2020. E. Hames moved to approve S. Kumar as Vice Chair, and L. Holcomb seconded the motion. **The Board voted S. Kumar as Vice Chair unanimously.**
- d. J. Robinson nominated Lisa Olens as a Board Member, effective April 2, 2020. L. Holcomb moved to approve L. Olens as a Board Member. E. Hames seconded the motion. **The Board voted L. Olens as Board Member unanimously.**
- e. C. Sears advised the board that the position of Treasurer was now open and gave an overview of the requirements of the Treasurer.

III. SCSF Response to COVID-19

- a. C. Sears asked M. Neely to discuss the SCSF's response to COVID-19. M. Neely directed the board to the SCSF COVID-19 Response document and gave a brief overview. M. Neely explained that she had been in communication with school leaders and had been compiling information for schools on the SCSF Slack website.
- b. Based on communication with schools, including a survey, M. Neely indicated that the schools' top four needs were electronic devices for low-income students, Internet access for low-income students, remote tutoring for academically at-risk students, and funds to compensate for lost revenue and unanticipated expenses.
- c. M. Neely presented the spreadsheet used to estimate the need of schools based on these items. The spreadsheet included student counts and low-income student estimates. B. Holliday stated that many schools with high percentages of low-income students had enough electronic devices for all students from grants. M. Neely assured the board that specific needs would be verified prior to any grant awards and that this spreadsheet was for the purposes of estimating need only.
- d. M. Neely explained the plan for supporting schools with the needs determined, with a focus on devices, Internet access, and remote tutoring. She outlined a plan to request

funds from foundations and individuals and then create the COVID-19 Response Fund and grant fund for schools.

IV. New Business

- a. C. Sears asked for a motion to approve the creation of the SCSF COVID-19 Relief Fund and related strategy and fundraising efforts. L. Holcomb moved to approve. B. Holliday seconded the motion. **The Board approved the establishment of the COVID-19 Relief Fund unanimously.**
- b. C. Sears asked for a motion to transfer \$4,000 cash on hand from General Funds to the SCSF COVID-19 Relief Fund. E. Hames moved to approve the transfer. L. Holcomb seconded the motion. **The Board approved the transfer of funds unanimously.**

V. Adjournment

C. Sears adjourned the meeting at 1:37 p.m.

Board of Director Meeting Minutes

April 15, 2020 – via conference call



I. Welcome

Chris Sears called the meeting to order at 2:03 p.m. C. Sears welcomed Lisa Olens to the board.

Attendees: Chris Sears, Lauren Holcomb, Bonnie Holliday, Shyam Kumar, Jonathan Tugman, Katie Schermerhorn, Lisa Olens, Michele Neely

II. SCSF Response to COVID-19

- a. C. Sears reminded the board that the SCSF was awarded a \$200,000 grant from the Greater Atlanta COVID-19 Response Fund, a partnership between the United Way for Greater Atlanta and the Community Foundation of Greater Atlanta. He asked M. Neely to discuss the SCSF's newly-established grant and applications received from schools. M. Neely indicated that the SCSF COVID-19 Relief Fund currently had \$204,000 available to grant to schools (\$200,000 restricted to Greater Atlanta). M. Neely directed the board to the summary document and indicated that schools were given the opportunity to apply for one or more of the following three priorities: electronic devices for low-income students, Internet access for low-income students, and remote tutoring for academically at-risk students. Recommendations were made to fully fund requests for electronic devices and Internet access and then award up to \$11,500 for tutoring, with a lower amount for schools who requested less and/or received funds in another category. It was recommended that the \$4,000 available for schools outside of Greater Atlanta be awarded for Internet access in rural communities.
- b. M. Neely recommended grant awards totaling \$194,000, reserving \$10,000 for future school needs. C. Sears asked for a motion to approve the grant recommendations as presented. B. Holliday moved to approve the recommendations. J. Tugman seconded the motion. **The Board approved grants to schools from the SCSF COVID-19 Relief Fund totaling \$194,000 unanimously.**

III. Adjournment

C. Sears adjourned the meeting at 2:33 p.m.

Board Member Nomination

May 20, 2020



Fadzai Konteh has been nominated to serve a three-year term as a member of the Board of Directors for the State Charter Schools Foundation of Georgia by Chris Sears, effective May 21, 2020.

Biographical Information

Fadzai Konteh is a Vice President and Relationship Manager for the Public finance Group of PNC Bank. She is a relationship banker committed to assisting higher education, non-profit and governmental entities, including charter schools, access capital, manage debt, and establish long term banking relationships in order to achieve long term financial well-being, operate efficiently and better execute their missions.

Ms. Konteh began her public finance career in the Midwest region, including Illinois, Missouri, Minnesota, and Wisconsin. She has varying relationship management experience, including the small business and consumer banking segment, with hands-on experience leading and developing in competitive sales-focused environments, coupled with strategic planning geared towards driving employee engagement and sales development.

She is a registered broker, holding Series 52 and 63 licenses, and a PNC Certified Women's Business Advocate. Ms. Konteh received her Bachelor and Master of Public Affairs degrees with an emphasis on Public Financial Management from Indiana University Bloomington. She is a Provisional Member of the Junior League of Atlanta and the President of Women in Public Finance, Georgia Chapter. Ms. Konteh lives in Douglasville with her husband and puppy.

State Charter Schools Foundation of Georgia

STATEMENT OF ACTIVITIES

April 2020

	TOTAL
Income	
402000 Donations	250.00
410100 In Kind SCSC	14,554.48
CoVID-19 Relief Fund	200,000.00
Total Income	\$214,804.48
GROSS PROFIT	\$214,804.48
Expenses	
501000 Personnel Regular Salaries	8,750.00
502000 Personnel State Benefits	4,426.98
612000 Bank Charges	7.55
648000 Real Estate Rentals	782.50
865000 Telecommunications , VMA, Iphon	595.00
CoVID-19 Grant Awards to Schools	194,000.00
Total Expenses	\$208,562.03
NET OPERATING INCOME	\$6,242.45
NET INCOME	\$6,242.45

Note

These financial statements omit substantially all disclosures to the financial statements, have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

State Charter Schools Foundation of Georgia

STATEMENT OF ACTIVITIES

July 2019 - April 2020

	TOTAL
Income	
402000 Donations	736.70
410100 In Kind SCSC	108,209.57
CoVID-19 Relief Fund	200,000.00
Total Income	\$308,946.27
GROSS PROFIT	\$308,946.27
Expenses	
501000 Personnel Regular Salaries	56,875.00
502000 Personnel State Benefits	28,775.37
612000 Bank Charges	7.55
613000 Printing & Publications	
Marketing Print Package	2,099.00
Social Media Marketing	17.60
Website Design & Maintenance	1,200.00
Total 613000 Printing & Publications	3,316.60
614000 Supplies & Materials	
Computer Expenses	800.00
Total 614000 Supplies & Materials	800.00
620000 Insurance & Bonding	550.00
627000 Operating	
Donor Database	1,320.00
QuickBooks Plus	490.00
Total 627000 Operating	1,810.00
648000 Real Estate Rentals	7,825.00
653000 Contracts	
Financial Services	2,632.88
Fundraising	3,637.60
Total 653000 Contracts	6,270.48
865000 Telecommunications , VMA, Iphon	595.00
Telecommunications - Voice/Data	2,975.00
Total 865000 Telecommunications , VMA, Iphon	3,570.00
CoVID-19 Grant Awards to Schools	194,000.00
Total Expenses	\$303,800.00
NET OPERATING INCOME	\$5,146.27
NET INCOME	\$5,146.27

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State Charter Schools Foundation of Georgia

STATEMENT OF FINANCIAL POSITION

As of April 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101000 Checking	13,827.54
Total Bank Accounts	\$13,827.54
Total Current Assets	\$13,827.54
TOTAL ASSETS	\$13,827.54
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
32000 Net Assets	8,681.27
Net Income	5,146.27
Total Equity	\$13,827.54
TOTAL LIABILITIES AND EQUITY	\$13,827.54

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State Charter Schools Foundation of Georgia

BUDGET VS. ACTUALS: FY20 BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
402000 Donations	736.70		-736.70	
410100 In Kind SCSC	109,587.07	234,121.44	124,534.37	46.81 %
CoVID-19 Relief Fund	200,000.00		-200,000.00	
Total Income	\$310,323.77	\$234,121.44	\$ -76,202.33	132.55 %
GROSS PROFIT	\$310,323.77	\$234,121.44	\$ -76,202.33	132.55 %
Expenses				
501000 Personnel Regular Salaries	56,875.00	112,200.00	55,325.00	50.69 %
Program Officer/Coordinator		24,999.96	24,999.96	
Total 501000 Personnel Regular Salaries	56,875.00	137,199.96	80,324.96	41.45 %
502000 Personnel State Benefits	28,775.37	44,880.00	16,104.63	64.12 %
Program Officer/Coordinator		9,999.96	9,999.96	
Total 502000 Personnel State Benefits	28,775.37	54,879.96	26,104.59	52.43 %
612000 Bank Charges	7.55	200.04	192.49	3.77 %
613000 Printing & Publications				
Marketing Print Package	2,099.00	1,200.00	-899.00	174.92 %
Social Media Marketing	17.60	120.00	102.40	14.67 %
Website Design & Maintenance	1,200.00	1,200.00	0.00	100.00 %
Website Domain		41.98	41.98	
Total 613000 Printing & Publications	3,316.60	2,561.98	-754.62	129.45 %
614000 Supplies & Materials		1,200.00	1,200.00	
Computer Expenses	800.00	800.00	0.00	100.00 %
Total 614000 Supplies & Materials	800.00	2,000.00	1,200.00	40.00 %
620000 Insurance & Bonding	550.00	550.00	0.00	100.00 %
627000 Operating				
Donor Database	1,320.00	1,320.00	0.00	100.00 %
Foundation Directory Online		2,099.00	2,099.00	
Meals & Entertainment		1,000.00	1,000.00	
Membership & Associations		1,000.00	1,000.00	
QuickBooks Plus	490.00	600.00	110.00	81.67 %
Total 627000 Operating	1,810.00	6,019.00	4,209.00	30.07 %
640000 Travel		5,000.00	5,000.00	
648000 Real Estate Rentals	8,607.50	9,390.50	783.00	91.66 %
653000 Contracts				
Financial Services	2,632.88	6,300.00	3,667.12	41.79 %
Fundraising	3,637.60	2,880.00	-757.60	126.31 %
Total 653000 Contracts	6,270.48	9,180.00	2,909.52	68.31 %
865000 Telecommunications , VMA, Iphone	1,190.00		-1,190.00	
Telecommunications - Voice/Data	2,975.00	7,140.00	4,165.00	41.67 %
Total 865000 Telecommunications , VMA, Iphone	4,165.00	7,140.00	2,975.00	58.33 %
CoVID-19 Grant Awards to Schools	194,000.00		-194,000.00	

State Charter Schools Foundation of Georgia

BUDGET VS. ACTUALS: FY20 BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Total Expenses	\$305,177.50	\$234,121.44	\$ -71,056.06	130.35 %
NET OPERATING INCOME	\$5,146.27	\$0.00	\$ -5,146.27	0.00%
NET INCOME	\$5,146.27	\$0.00	\$ -5,146.27	0.00%

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COVID-19 Relief Fund Grant Award Recommendations

May 20, 2020



Current Fund Total: \$10,000 (designated for Greater Atlanta)

Priority 1: Electronic devices for low-income students

Priority 2: Internet access for low-income students

Priority 3: Remote tutoring for academically at-risk students

Greater Atlanta Schools

All Metro Atlanta state charter schools that did not receive grant awards in the previous round were contacted to re-evaluate their needs. Two schools indicated that they needed support for remote tutoring/instruction over the summer. The two other schools indicated that they need financial support, but not in any of the priority areas.

School	Request	Award Recommendation	Priority
Cherokee Charter Academy	\$10,000	\$5,000	Remote tutoring
Resurgence Hall Charter School	\$9,500	\$5,000	Remote tutoring
TOTAL	\$19,500	\$10,000	