

Minutes of the Board of Directors Meeting
Purpose Built Schools Atlanta, Inc.
June 20, 2016

Members in Attendance: Greg Giornelli, Shirley Franklin, Ingrid Saunders Jones, Cheryl Lomax

Staff Present: Barbara Preuss, Nicole Evans-Jones, Felicia Johnson, Teresa Eroid, Sean Brazier

Board President Greg Giornelli called the meeting to order. Newly appointed Board members were given a brief overview of the formation, function and structure of Purpose Built Schools Atlanta, Inc. An overview of the contract and lease with Atlanta Public Schools was given as well as an overview of the staffing and budget models for Thomasville Heights Elementary School.

Items for consideration and approval by the Board

1. **Action item:** Authorization to execute a contract by Atlanta Public Schools substantially in the form of Tab 6 in the document binder.
2. **Action item:** Authorization to execute a lease with Atlanta Public Schools for Thomasville Heights Elementary School substantially in the form of Tab 9 in the document binder.
3. **Action item:** Ratification of the contract with EdisonLearning in the amount of \$240K per year in order to provide the following services:

a. Procurement services	b. Accounting services
c. Budgeting services	d. Accounts payable services
e. Financial statement services	f. Human resources support services
g. Government reporting services	h. Grant writing services (additional fee)

4. **Action item:** Ratification of the contract with Johnson & Bryan to provide benefits broker and consulting services to Thomasville Heights Elementary School. A contract was signed to cover 77% of the benefits package for each employee, the same portion provided to Drew Charter's employees. The school will not directly pay the vendor for its broker/consulting services. The vendor will receive payment through commission fees of 5.26% of medical insurance carrier premiums. These fees will be built into the insurance premiums charged to the school directly from the insurance carriers during the FY17 school year.
5. **Action item:** Ratification of the contract with UnitedHealthcare to provide medical benefits to PBSA employees with PBSA covering 77% of the premiums at an estimated cost of \$248,614 for 71 employees.
6. **Action item:** Ratification of the contract with Staff Metrix to provide payroll management services. The estimated first year expense for Staff Metrix's services is \$14,917.87 based on an estimated 70 FTE.

7. **Action item:** Ratification of the contract with Playworks to provide student activity curriculum and consulting services. Playworks will provide a program coordinator 4 days per week for a total of 7 hours for in-school and out-of-school programming for recess, class game time, leagues (when applicable), junior coach leadership program, and out of school time programming. Contracted expenses will total \$26,000 for one school year.
8. **Action item:** Ratification of the contract with Pacific Institute to provide curriculum and training materials on student social and emotional learning. Expected expenses for the staff development training will be approximately \$10,000.
9. **Action item:** Ratification of the contract with Points of Light to provide specialist and/or paraprofessional services. Points of Light has committed to providing up to six Fellows for one year commitments at a cost of \$13,000 per Fellow. Thomasville Heights Elementary School has currently extended contracts to 5 Points of Light Fellows.
10. **Action item:** Authorization to enter into agreement with Atlanta Public Schools to provide select facilities, information technology, security, and other operational services for an amount up to \$500K. Buyback services are estimated to be near \$400K for the 2016-17 school year but the precise figure is still being negotiated. Services will cover the following:

Maintenance & Repair	Waste disposal
Utilities	Printing and Copy Services
Fire & Security	Pest control
Janitorial supplies & services	Telecom/Cell Phone/Internet service
Grounds maintenance	

11. **Action item:** Authorization to purchase literacy curriculum materials and training from ReadyGen for the \$53,247.37. Drew Charter will also be using the same ReadyGen materials this school year.
12. **Action item:** Authorization for a temporary spending and procurement policy based on Drew Charter School. All procurements will include at least three options or quotes. PBSA's expenditure authority will be as follows:
 - a. The school principal can approve purchases less than \$2,500 that are within the approved budget.
 - b. The Head of Schools can approve purchases between \$2,500 and \$10,000 that are within the approved budget.
 - c. Purchases above \$10,000 must be approved by the Board.
13. **Action item:** Ratification of the contract with Solomon Morgan to provide substitute teaching services up to \$200K per year.

A motion was made by Shirley Franklin and seconded by Ingrid Saunders Jones for the following:

- Approval of items number 1-11 and 13
- Approval of action item number 12 with additional language, "that are within the approved budget," added to 12a and 12b

The Board unanimously approved the motion.

Topics for upcoming Board meetings

The Board discussed priority topics for the upcoming year. These included:

- Scheduling meetings - month to month meetings through August and then every other month (October and December). An email from Linda will be sent to get a census for dates.
- Procurement policy
- Board composition-need for additional members
- Review of corporate policy
- Strategic plans
- Communicating our model to the public
- Reviewing the budget (next meeting)
- Update from school leadership
- Scoping next year's needs as we open additional schools

Board discussed adding recurring topics to each meeting (e.g., Finance, HR, State of School)

The Board meeting was adjourned at 5:20p.m.

Respectfully submitted,

Felicia Johnson Secretary
