

**Minutes of the Board of Directors Meeting**  
**Purpose Built Schools Atlanta, Inc.**  
February 27, 2017

**Members in Attendance:** Greg Giornelli, Cheryl Lomax, Shirley Franklin

**Staff Present:** Barbara Preuss, Teresa Eroid, and Sean Brazier.

Meeting called at 1:10pm with Greg Giornelli, Cheryl Lomax, and Shirley Franklin present.

Motion called by Cheryl Lomax to approve minutes from December meeting. Motion seconded by Greg Giornelli and approved.

Cheryl Lomax and Sean Brazier shared audit committee progress to date and plans to continue meeting on a regular basis.

Barbara Preuss shared an overview of the staffing process to date for Slater Elementary and Price Middle Schools. She also reviewed summary details for Thomasville Heights Elementary School, including enrollment levels, academic progress, literacy and math lab progress to date and a summer program preview. Last, an overview of Pre-K performance to date and a copy of the 2017-18 school year calendar were shared with the Board.

- Shirley Franklin motioned to approve the 2017-18 school year calendar. Greg Giornelli seconded the motion. Motion passed unanimously.

Sean Brazier shared an overview of parent and community engagement efforts, progress so far, and plans for the future. He shared details on the financial position of the organization. The Board requested a follow up discussion regarding projected budget overages (e.g., should mid-year adjustments be made; should there be policies in place that allow for overages on specific line items as long as overall budget or categories are under budget). He then shared details on the auditor selection process and the recommendation for Warren Averett to be PBSA's auditor for the 2016-2017 fiscal year at an expected contract cost of \$21,000.

- Shirley Franklin motioned to approve Warren Averett as the auditor. Greg Giornelli seconded the motion. Motion passed unanimously.

Greg Giornelli shared information and a question regarding coverage of specific legal fees.

Sean Brazier walked the group through the proposed procurement policies. Proposed revisions included adding additional details on Emergency purchases to distinguish between those within budget and those outside of the budget.

- Shirley Franklin motioned to approve the proposed procurement policy pursuant to discussed revisions and final approval by board chair, Cheryl Lomax. Motion passed unanimously.

The Board requested a proposal for considerations of out-of-budget expenses going forward.

Sean Brazier shared a proposed corporate card policy.

- Greg Giornelli motion to approve one corporate credit card with the policy as presented. Shirley Franklin seconded the motion. Motion passed unanimously.

The Board discussed policies and treatment for school-level “petty cash” expenses. The Board requested recommendations for school-based pre-paid debit cards that are checked out for each use to be shared during the next Board meeting.

The meeting concluded with specific topics to discuss at the next Board meeting on March 27, 2017. Topics include the following:

- Policies managing expenditures that would result in exceeding approved budget line items
- Community Support Program strategy
- Preview of FY2017-18 budgets
- School-based debit card proposed policies and actions

Meeting adjourned at 2:55pm.

Respectfully submitted,

Sean Brazier  
Vice President