

Purpose Built Schools Atlanta, Inc.
Board of Directors Meeting Minutes
October 28, 2020
Virtual Meeting

MEMBERS PRESENT: Shirley Franklin, Greg Giornelli, Cheryl Lomax, Ingrid Saunders Jones
STAFF PRESENT: Karen Amos, Barbara Preuss, Jonathan Tugman
GUESTS PRESENT: Cita Cook

NOTE: This Board Meeting is being held via teleconference due to concerns regarding COVID-19 (Coronavirus), and the related public health emergency declared at both the state and federal levels. Public notice of this meeting was posted electronically on the PBSA website.

CHERYL LOMAX CALLED THE MEETING TO ORDER AT 12:34 PM WITH A QUORUM (4 OF 4).

TOPIC: Public Comments

DISCUSSION: None.

TOPIC: Minutes of the August 19, 2020 Board Meeting

DISCUSSION: None.

MOTION: Made by Ingrid Saunders Jones to approve the August 19, 2020 minutes.

ACTION: Seconded by Shirley Franklin and carried without dissent.

Special Topic: Audit Report

DISCUSSION:

- Cindy Ethridge, Partner & Jessica Story, Senior Manager from Warren Averett presented Purpose Built Schools Atlanta, Inc. Audit Reports for period ending June 30, 2020. Jessica reviewed the Consolidated Financial Statement Report and provided commentary on financial statements, notes and disclosures. The financial statements received a favorable unmodified opinion from Warren Averett. Jessica also informed the Board about upcoming industry financial statement presentation changes for FY21.
- Cindy also reviewed the audit governance letter addressed to the Board of Directors describing auditor responsibilities under General Accepted Auditing Standards and summarizes the scope of the audit performed. In addition, Cindy shared a peer review report completed on Warren Averett by HHM Certified Public Accountancy firm attesting to quality control for the accounting and auditing practice of Warren Averett LLC.

Standing Updates:

TOPIC: Budget & Financial Update

DISCUSSION:

- Karen Amos, Chief Financial Officer, presented highlights of the FY21 financial statements through September 30, 2020. Karen reviewed first quarter results for FY20 budget vs actual expenditures noting we are tracking under budget in all expense categories. Transportation is substantially under budget as a result of virtual instruction continuing in new school year due to the Coronavirus and school building closure. There are additional savings in multiple non-salary line items during the remote period which covered the last quarter of school year. Overall the expenses are under budget for first quarter ended September 30, 2020.

TOPIC: Instructional Update

DISCUSSION:

- Barbara Preuss, Head of Schools, reviewed current virtual enrollment numbers which are tracking slightly below budget projections.
- Barbara announced PBSA is closely following CDC and Health Department guidelines and will not move forward with October 26th reopening. Our current plan will follow APS decision to postpone all in-person learning until January 2021.
- Barbara referred to PBSA's Health & Safety Protocols Manual that will guide our reopening. The manual includes requirements for use of PPE, physical distancing, student and staff sanitation and facilities cleaning.
- In early December we will ask parents to make declaration for January return.

TOPIC: Forest Cove Update

DISCUSSION:

- Greg Giornelli, Chief Executive Officer, provided update on timeframe for Forest Cove relocation and referred to Board materials to provide context for upcoming discussions with APS.

TOPIC: Student & Family Support Program

DISCUSSION:

- Jonathan Tugman, Chief of Staff, provided an update on the continued Food Programs which includes distribution of weekly APS meal kits and Carver Food Pantry operations. In addition, partnerships with CARE, Chris 180 and Urban Recipe are collectively serving over 200 households.
- Plans are underway to transition from school-based after school programs to Boys & Girls Club of Metro Atlanta when students return to in-person instruction.

TOPIC: Communications Update

DISCUSSION:

- Greg referred board members to Communications materials in notebook that includes plan to create SY20-21 communications plan.

TOPIC: Strategic Plan Update

DISCUSSION:

- Jonathan stated the current phase of the Strategic Plan includes surveys and focus groups at each school.
- Board training session to review the strategic plan is slated for December.

TOPIC: Closing Comments

DISCUSSION:

- Greg announced Board training would be held in December and the next Board meeting is scheduled for Wednesday, February 17, 2021.

There being no further business, the meeting was adjourned at 2:12 pm and the Board moved into Executive Session.

Respectfully submitted,

Karen Amos

Karen Amos, Secretary & Chief Financial Officer