

**Purpose Built Schools Atlanta, Inc.**  
**Board of Directors Meeting Minutes**  
**August 18, 2021**  
**Virtual Meeting**

**MEMBERS PRESENT:** Shirley Franklin, Cheryl Lomax, Ingrid Saunders Jones  
**STAFF PRESENT:** Karen Amos, Cara Frattasi, Jonathan Tugman, Dr. Nikkita Warfield  
**GUESTS PRESENT:** None

**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 11:33 AM WITH A QUORUM (3 OF 4).**

**TOPIC:** Public Comments

**DISCUSSION:** None.

**TOPIC:** Minutes of the June 23, 2021 Board Meeting

**DISCUSSION:** None.

**MOTION:** Made by Shirley Franklin to approve the June 23, 2021 minutes.

**ACTION:** Seconded by Ingrid Saunders Jones and carried without dissent.

**Standing Updates:**

**TOPIC:** Budget & Financial Update

**DISCUSSION:**

- Karen Amos, Chief Financial Officer, presented highlights of the FY21 financial statements through June 30, 2021. Karen reviewed budget vs actual expenditures noting we ended the school year under budget in all expense categories. Most of our students for the 2020 – 2021 school year received virtual instruction with a small percentage returning to in-person learning in February 2021. Operating in a virtual environment yielded savings in many expense categories including Transportation, School Culture, Services & Supplies, Enrichment, and Professional Development. Salaries & Benefits are under budget due to vacant positions and a credit from our healthcare provider offsetting current year expense. Facilities has been under budget throughout the virtual year with savings in Maintenance & Repair and Utilities. Overall, the expenses are under budget for year ended June 30, 2021.

**TOPIC: School Re-Opening Update**

**DISCUSSION:**

- Jonathan Tugman, Chief Operating Officer, provided the beginning of school year update by reviewing enrollment which is expected to grow until Labor Day holiday.
- APS has agreed to guarantee enrollment for both Price & Thomasville due to the Forest Cove relocation that will provide per pupil revenue to keep schools open and fully staffed.
- Jonathan announced our COVID-19 health and safety protocols including vaccination, universal mask-wearing, physical distancing, handwashing, ventilation, and contact tracing.

**TOPIC: Forest Cove Update**

**DISCUSSION:**

- Jonathan stated there are mandatory general information sessions required for all Forest Cove families. Residents were offered a lump-sum dollar amount or the relocation option.
- The Open Doors organization is securing apartments for Forest Cove residents, and we are cautiously optimistic that we will bring back students.

**TOPIC: CAO Instructional Update**

**DISCUSSION:**

- Dr. Nikkita Warfield, Chief Academic Officer, provided an overview of the Georgia Milestones SY 2020-21 performance data for all grade levels.
- New Teacher staff orientation was held over a 3-day period followed by 9 days of intense training for Pre-Planning. The areas of primary focus included Literacy framework and resources, PBL, classroom preparation, technology, and math.
- The Covid Recovery Strategy includes Instructional Contingency Plans, Literacy and Math Coordinators, Intervention Blocks, Schenck Partnership and Social Emotional Learning support for students and staff.

**TOPIC: Strategic Plan Update**

**DISCUSSION:**

- Jonathan discussed the Strategic Plan's four pillars and four foundations.
- Areas of focus for our 3-year priorities include: Project-based instruction, Whole child development, Strategic partnerships, Talent management, and Organizational culture.

**TOPIC: Student & Family Support Program**

**DISCUSSION:**

- Jonathan provided an update on outreach around enrollment and return to school including transporting out-of-zone students.
- For SY21-22 Student-centered programs and family support programs will continue to be the primary focus of the SFS Program.

**TOPIC: Communications Update**

**DISCUSSION:**

- Cara Frattasi, Director of Communications, provided a recap of strategy for last school year which included social media, redesigned website, targeted communications, messages to phones and zip codes.
- SY21-22 communication goals include a focus on internal and external communications, supporting recruitment and retention, improving community engagement support and fundraising.

**TOPIC: Governance**

**DISCUSSION:**

- Board training is scheduled for October 16, 2021.
- The next board meeting is scheduled for December 15, 2021.

There being no further business, the meeting was adjourned at 1:28 PM.

Respectfully submitted,

*Karen Amos*

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Karen Amos, Secretary & Chief Financial Officer