



Atlanta Smart Academy

Special Called Board Meeting

Amended Policies Review and Vote

Published on October 28, 2025 at 2:00 PM EDT

Date and Time

Tuesday October 28, 2025 at 7:00 PM EDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
Special Meeting called to review and amend the Emergency Procurement Provisions			
II. Amendment: Emergency Procurement Provisions			7:01 PM
A. Designation of Authorized Officials	Discuss	Ivan Lee	5 m
Discuss policy for declared emergencies (natural disasters, public health crisis, facility emergency, or other urgent conditions as determined by the Governing Board or School Leader).			

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The following officials are authorized to make emergency purchases on behalf of the school:				
• School Leader (Principal/Executive Director) - Primary Authority • Chief Financial Officer (or Board Treasurer) - Secondary Authority • Board Chair (or designee) - Oversight and approval in extended emergencies				
No other employees may obligate school funds without prior written (or documented verbal, if written is not feasible) authorization from one of the designated officials.				
B.	Purchases Authorized During an Emergency	Discuss	Ivan Lee	5 m
Authorized emergency purchases include, but are not limited to:				
• Supplies, equipment, or services necessary to protect the health, safety, and welfare of students, staff, or school property. • Temporary facilities, repairs, or essential operational support needed to maintain or resume school functions. • Technology, communications, or instructional resources required to ensure continuity of learning. • Contracted services (transportation, food service, custodial, security) essential for safe operation.				
C.	Purchases Not Authorized During an Emergency	Discuss	Ivan Lee	5 m
The following purchases are specifically excluded from emergency authorization and must follow the standard procurement process once the emergency period ends:				
• Non-essential items unrelated to immediate health, safety, or continuity of operations. • Long-term capital improvements or construction projects not directly tied to emergency response. • Entertainment, gifts, or discretionary purchases. • Items or services exceeding the scope of temporary emergency needs.				
D.	Emergency Transaction Thresholds	Discuss	Ivan Lee	5 m
To balance urgency with accountability, the following thresholds apply during an emergency:				

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	• Up to \$10,000 – Principal/Executive Director may approve independently, with documentation. • \$10,001 – \$50,000 – Requires verbal/written approval of a second designated official (CFO or Board Treasurer). • Above \$50,000 – Requires Board Chair (or designee) approval, with notification to the full Board as soon as practical. When circumstances permit, competitive quotes should be obtained, but this requirement may be waived if doing so would jeopardize timely response.		

E.	Post-Emergency Audit and Review	Discuss	Ivan Lee	5 m
	After the emergency period concludes:			

1. **Documentation** – All emergency purchases must be documented with receipts, vendor information, and written justification.
2. **Reporting** – The School Leader or CFO shall prepare a summary report of all emergency expenditures, including vendor, amount, purpose, and approving official.
3. **Board Review** – The report will be submitted to the Governing Board at the next regular meeting for formal review and ratification.
4. **Audit** – Emergency transactions will be included in the school's annual financial audit, with specific attention to compliance with Board policy and applicable Georgia law.

III. Public Comment

IV. Vote 7:26 PM

A.	Approve or Veto Amended Policy	Vote	5 m
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V. Closing Items 7:31 PM

A.	Adjourn Meeting	Vote
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