

## **NLAE Board of Directors Meeting**

January 6, 2012  
4725 River Green Parkway  
Duluth, GA 30096

### **Meeting Minutes**

#### **Members Present:**

Carter Wilson  
Alphonsa Foward  
Stacey Adams Perry (via conference)  
Celeste Hamilton  
Dr. Mary Parker  
Dr. Gloria Foward

#### **Members Absent:**

Angela Lewis

#### **Call to Order and Roll Call:**

Meeting called to order at 4:00 pm by Stacey Adams Perry

#### **Open Issues:**

1. Conflict of Interest Policy (IRS form 1023) was reviewed and will be adopted by NLAE.  
Motion that NLAE installs formal written policy by Stacey Adams Perry  
Second by Gloria Forward  
Motion passed
2. Based on audit, NLAE board decides to hire a school treasurer. Alphonsa Foward recommended Erica McGinnis-who has several years of accounting and auditing experience.  
Motion made by Stacey Adams Perry to hire Ericka McGinnis as NLAE school treasurer  
Second by Gloria Foward  
Motion passed
3. Internal Controls reviewed by Carter Wilson and NLAE Business Office after audit review. This review produced the following recommendations:
  - a. Purchasing segregation
  - b. 2 signatures required on checks 5k-20k
  - c. Checks above 20k require Board approval with the exception of Health Care payment, Rent and State Teachers Retirement  
Motion made by Stacey Adams Perry to approve internal controls with any changes recommended by the new treasurer-with the exception of changes to the check signing threshold limits  
Second by Carter Wilson  
Motion passed
4. 990 Discussion tabled until next meeting
5. Audit briefly discussed  
Motion made by Carter Wilson to approve audit and management letter  
Second by Gloria Forward  
Motion passed

**Adjournment:**

There being no further business of New Life Academy of Excellence to be addressed, the meeting was adjourned at 4:30 pm.

Next meeting scheduled for February 5, 2012