

**Genesis Innovation Academy (GIA) Governance Committee (GC)**

**14 June 2023**

**MINUTES**

- I. OPENING/CALL TO ORDER – 1707 ET (5:07 PM)
  
- II. ATTENDANCE –
  - A. Attendees - Tomika Jones, Gavin Samms, Daryl Jones, and Marcus W. Shute (Chair)
  - B. Guest – Beverly Echols
  - C. Quorum met.
  
- III. ANNOUNCEMENTS & RECOGNITION –
  - A. School is officially out, congratulations on another successful year!
  
- IV. AGENDA/DISCUSSION ITEMS:
  - A. Board Development
    1. Solicit current board members for recommendations for Friends of Genesis and Board candidates
    2. Friends of Genesis Recommendation –
      - a. GC recommends Ms. Beverly Echols for appointment as Friends of Genesis; Ms. Echols will visit various committees and the board meeting to assist in deciding best-fit
    3. Daryl Jones will continue to follow-up with the United Way VIP Training Program for board candidates
  
  - B. Board Operations
    1. Board Retreat site/location –
      - a. 0900AM ET, 22 July 2023, offices of the Integral Group; the agenda is currently being developed
    2. Elections for Board Officers
      - a. Election was held during the April Board Meeting
      - b. They are as follows: Tomika Jones – Board Chair, Marcus W. Shute – Vice Chair, Marissa Coleman – Secretary, Jeff Lawrence – Treasury, and Eddie Bradford – CFO
    3. Head of Schools Contract –
      - a. Finance Committee to review salary scales including a 2-3% increase
      - b. No defined scale for Head of Schools position
      - c. GC will work with Finance Committee to develop a salary scale/range over the next two months using relevant comparable compensation data including data from surrounding systems and comparable private and charter schools (The Kindezi Schools,

Drew Charter School, Utopian Academy for the Arts) to ensure the range is competitive relative to the current market.

- d. GC recommends a 5% increase to the base salary for FY24 with the caveat and option to provide an additional increase if the salary range that is being developed is higher than the proposed salary.
- e. The CFO has indicated that the budget can support a 5% increase

4. Board Meeting Agenda Review

- a. Consent Agenda: approval of Board minutes and April Financials
- b. Announcements: none
- c. GC: Board Retreat logistics; Policy Review update; discussion of Head of Schools contract
- d. Finance Committee: salary scales will be reviewed; facilities renovation update
- e. Academic Excellence Committee: staffing update; enrollment update
- f. Development Committee: update on development consultant effort

C. Strategic Planning (No additional information)

D. Policy Review

- 1. Employee Handbook, Family Handbook, and any additional policies to be reviewed at a Called Board Meeting before the Board Retreat at 0900AM ET, 22 July 2023
- 2. We will ask Marissa Coleman to give an update on the policy review effort investigating resources to conduct the review and evaluation

V. PUBLIC FORUM – N/A

VI. RECOMMENDATIONS/MOTIONS to BOARD (if any):

- 1. The GC recommends a 5% increase to the base salary for the Head of Schools for FY24
- 2. The GC recommends that the Board hold a Public Called-Meeting on 22 July 2023 at 0900AM just before the Board Retreat to approve modifications to the Employee Handbook, Family Handbook, and any other policies

VII. EXECUTIVE SESSION (if necessary) – N/A

VIII. ACTION ITEMS:

- 1. GC and Finance Committee to develop a proposed salary range for Head of Schools including comparable data from public and private charter schools listed above; target completion date of Aug 2023 Board meeting
- 2. Collect comparable salary data from surrounding school systems, The Kindezi School, Drew Charter Schools, and Utopia Academy of Fine Arts as soon as possible

3. Gavin Samms to distribute Family Handbook and Employee Handbook and other relevant policies for review by the Board and action at a Board Called Meeting on the day of Board Retreat
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- IX. NEXT MEETING: 16 Aug 2023, 1700 ET 5:00PM (normally 3rd Wednesday of the month, GIA Zoom bridge: [https://zoom.us/meeting/register/tJMqdu2qqzlsH9fDDLrtHsN-zNv\\_ztfjHyid](https://zoom.us/join/https://zoom.us/meeting/register/tJMqdu2qqzlsH9fDDLrtHsN-zNv_ztfjHyid))
  - X. CLOSING/ADJOURN – 1804 ET (6:04PM)