

Genesis Innovation Academy

“Creating a Legacy of Greatness – One scholar at a time!”

Meeting Link: https://zoom.us/meeting/register/tJAuce6prj4rHNEFXf_0OjKSIBRQ_0OSDeou

June 22, 2023

7:00 PM

BOARD MEETING MINUTES

- I. Opening/Call to order: Called to order @ 7:11 PM
 - A. Tomika Jones, Madam Chair, entertained a motion to call the meeting to order @ 7:11 PM
 1. Motion made by Dr. Marcus Shute
 2. Motion seconded by Tomika Jones
 3. Abstentions – none.
 4. Opposed – none.
 5. Motion carried by unanimous vote.

- II. Attendance and Quorum Verification
 - A. Attendees: Tomika Jones, Dr. Marcus Shute,
 - B. Late Attendees: Taylor Brown, Eddie Bradford, Jeff Lawrence, and Dr. Gavin Samms
 - C. Absentees: Marissa Coleman and Keishia Niblack
 - D. Guest: Gregg Stevens; Ms. Santhaly Davis
 - E. A quorum was met.

- III. Consent Agenda (Madam Chair Jones)
 - A. Adoption of Agenda
 1. The Chair entertained a motion to approve the consent agenda.
 - a. Motion made by Dr. M. Shute
 - b. Motion seconded by T. Jones.
 - c. Abstentions – none.
 - d. Opposed – none.
 - e. Motion carried by unanimous vote.
 - B. Approval of **May** Minutes
 - C. Committee Reports
 - D. Board Action Items
 1. Approve Girls Academy **April** Financials
 2. Approve Boys Academy **April** Financials

- IV. Announcements & Recognitions (Madam Chair Jones)
 - A. Taylor Brown served 5 years in Finance and stepped down from Board Membership. However, he will remain a “Friend of Genesis”. His leadership will be greatly missed.

- V. FY24 Budget: Public Budget Meeting #2 (Jeff Lawrence)

- A. Boys Academy
 - 1. Total Revenue \$5.3M
 - 2. Total Expenses \$5.1M
 - 3. Total Net Income \$189K
 - 4. The Boys could sustain additional expenses if needed.
 - 5. The Chair entertained a motion to approve the Boys FY24 Budget
 - a. Motion made by Jeff Lawrence.
 - b. Motion seconded by Eddie Bradford.
 - c. Abstentions – none; Opposed – none.
 - d. Motion carried by unanimous vote.

- B. Girls Academy
 - 1. Total Revenue \$5.1M
 - 2. Total Expenses \$5.1M
 - 3. Total Net Income \$35K
 - 4. The Real Estate Contractor line item was zeroed out and the original Marketing line-item was reduced to create positive net income in this budget.
 - 5. The Chair entertained a motion to approve the Girls FY24 Budget
 - a. Motion made by Jeff Lawrence.
 - b. Motion seconded by Eddie Bradford.
 - c. Abstentions – none; Opposed – none.
 - d. Motion carried by unanimous vote.

VI. FY23 Budget Amendment: Public Budget Meeting #1

- A. Boys Academy
 - 1. The Board reviewed the current FY23 budget to identify areas of high variance.
- B. Girls Academy
 - 1. The Board reviewed the current FY23 budget to identify areas of high variance.
- C. General
 - 1. The Board will need to consider proposed bonuses as part of a budget amendment for both Academies. Dr. Samms will email the committee additional details on proposed bonuses by cob Monday, June 26. Jeff and Dr. Samms will discuss details on Friday, June 23.
 - 2. Required called meetings will be Thursday, June 29, 2023: Finance @ 5:00 PM and Board @ 6:00 PM.

VII. Discussion & Action Items for the Board

- A. Governance – (Dr. Marcus Shute, Committee Chair)
 - 1. Discussion Item #1: Head of Schools Contract
 - a. Dr. Shute explained the 5% salary increase discussed in the previous Governance meeting.
 - b. Dr. Shute moved that we increase the base salary of the head of schools for this upcoming fiscal year by 5%,
 - 1) Motion made by Dr. M. Shute

- 2) Motion seconded by J. Lawrence
 - 3) Abstentions – none; Opposed – none.
 - 4) Motion carried by unanimous vote.
2. Discussion Item #2: Board Retreat
 - a. Discussed the proposed Board Retreat is Saturday, July 22, 2023 @ 9:00 AM – 1:00 PM at Daryl Jones office location.
 3. Update Item #1: Policy Review Update
 - a. Dr. Samms will forward policy information to the Board by Saturday, June 24 to review before the July 22 Retreat. There will be a called meeting 15 minutes prior and Ms. Echols will join us as a Friend of Genesis.
 4. Recommended that the Finance Committee join the Governance Committee to develop a salary range for GIA Head of Schools. Eddie is gathering information from area schools to make sure we have a competitive salary by August 24, 2023, meeting.
 - a. This position also is pending bonus consideration for FY23.
 - b. Will reach out GCSA for information, but they do not have hard data.
 - c. Will reach out to public/charter counter parts for their position ranges.
- B. Finance - (Dr. Samms for Jeff Lawrence)
1. Update Item #1: Facilities Renovation Update
 - a. We have not received additional updates from the insurance company.
 - b. Our Board attorney is involved now as the primary contact for requesting information updates.
 - c. Our Board Chair and Treasurer are copied on correspondence.
 2. Action Item #2: Vote on Bonus and/or Additional Increases
 - a. Jeff Lawrence moved that we amend Action Item #1 and Action Item # 2 to vote on the bonus and additional increases at our called meetings next Thursday, June 29, 2023.
 - a. Motion made by Jeff Lawrence.
 - b. Motion seconded by Madam Chair.
 - c. Abstentions – none; Opposed – none. Motion carried unanimously.
- C. Development – (Tomika Jones for Keishia Niblack, Committee Chair)
1. Update Item #1: Development Consult Update
 - a. Lance Lucas now has access to the folder that Dr. Samms created for information that she needed, and the first two payments have been made.
 - b. We are still waiting for a new timeline from Lance Lucas, and the goal is to discuss it during the retreat. Based on that information, it is possible that we consider inviting them to be present during the retreat.
- D. Academic Excellence – (Dr. Gavin Samms, Committee Chair)
1. Update Item #1: Staffing Update
 - a. Dr. Samms discussed open positions on the staffing matrix that was shared with the Board members. He noted that there are candidates for all core teaching positions who are being reviewed/assessed.
 2. Update Item #2: Enrollment Update

- a. 325 Girls Academy Enrollment Projections (303 was used in the budget)
- b. 321 Boys Academy Enrollment Projects (303 was used in the budget)
3. A possible Retention and Recruitment role is still being assessed and Dr. Samms will update the committee on progress. We currently have a parent liaison who reaches out to current and prospective parents but is not trained in marketing. We have contracted with an external marketing firm, but Dr. Samms lacks confidence in their cultural fit. Parents (who plan to return) are being called by the Parent Liaison and the Admissions team. Hopefully, Lance Lucas can help us identify strategies to enhance recruitment and retention efforts.
4. Discussed the block schedule and inclusion of an intervention/enrichment block built into the schedule to help kids who need extra support or acceleration.
 - a. The overall day will be shorter for middle school students, but they will have math and English each day in 95-minute blocks of instruction.
 - b. However, the need for aftercare is a possible concern for parents who used to be able to pick up their scholars as late as 4:30 p.m. without needing the service.

E. Public Forum

1. No comments

F. Executive Session (none)

G. Action Item Review

1. Old Business (prior Action Items)
2. New Business (new Action Items)
 - a. Schedule Finance Called Meeting 6/29/23 @ 5 PM to vote on FY23 budget revisions and documents will be sent by close of business on June 26
 - b. Schedule Board Called Meeting 6/29/23 @ 6 PM to vote on FY23 budget revisions and documents will be sent by close of business on June 26
 - c. Schedule a Board Retreat 7/22/23 @ 9 AM
 - d. Schedule a Called Meeting at the beginning of the Board Retreat to vote on the Family and Employee Handbooks.

H. Next Board Meeting: [August 17, 2023 @ 7:00 PM](#)

I. Closing and Adjournment

- A. Tomika Jones, Madam Chair, entertained a motion to adjourn the meeting at 8:40 PM
 1. Motion made by Dr. Marcus Shute
 2. Motion seconded by Tomika Jones
 3. Abstentions – none; Opposed – none.
 4. Motion carried by unanimous vote.