

## Genesis Innovation Academy

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

Meeting Link: [Click here to join the meeting](#)

### BOARD MEETING MINUTES

September 28, 2023

7:00 PM

- I. Opening/Call to order:
  - A. Tomika Jones, Madam Chair, entertained a motion to call the meeting to order @ 6:07 PM
  - B. Motion made by Eddie Bradford to call the meeting to order @ 6:07 PM.
  - C. Motion seconded by Madam Chair.
  - D. Abstentions – none.
  - E. Opposed – none.
  - F. Motion carried by unanimous vote.
  
- II. Attendance and Quorum Verification
  - A. Attendees: Madam Chair, Tomika Jones; Dr. Marcus Shute; Jeff Lawrence; Eddie Bradford; Marissa Coleman; Keishia Niblack; and Dr. Gavin Samms
  - B. Guest: Doug Erwin, CPA; Elouise Alexis, Lance Lucas
  - C. Late Attendees: None
  - D. Absentees: None
  - E. A quorum was met.
  
- III. Approve Consent Agenda
  - A. Consent Agenda
    - i. Approval of August Minutes
    - ii. Committee Reports
    - iii. Board Action Items
      1. None
  - B. Approval of Consent Agenda
    - i. Madam Chair entertained a motion to approve the consent agenda.
    - ii. Motion made by Marissa C. to approve the consent agenda as presented.
    - iii. Motion seconded by Eddie B.
    - iv. Abstentions – none.
    - v. Opposed – none.
    - vi. Motion carried by unanimous vote.
  
- IV. Announcements & Recognitions
  - A. Literacy Recognition for Girls Academy – The Girls Academy was recognized as a Literacy Leader by the Georgia Department of Education for

having 90% or more third-grade students reading at or above grade level based on the 2023 Georgia Milestones Assessment (GMAS). The Girls' Academy was one of 70 schools in the state to be recognized for that level of achievement.

V. Discussion & Action Items for the Board

A. Governance – (Dr. Marcus Shute, Committee Chair)

- i. Update Item #1: Potential Friends of Genesis Candidates
  1. Two candidates have been submitted for consideration: Mr. Caleb Obama and Mr. Alex Parker (a former board member).
  2. The Governance Committee will set up initial meetings.
- ii. Update Item #2: Review-Update of Strategic Plan
  1. The committee will review the strategic plan and recommend any additions or changes, as necessary.
- iii. Update Item #3: Head of Schools Agreement – The agreement was executed.
- iv. Additional Information & Updates
  1. The Georgia Charter School Association (GCSA) annual conference information will be forwarded to Dr. Shute.

B. Finance – (Jeff Lawrence, Committee Chair)

- i. Update Item #1: Capital Needs Assessment
  1. Discussed obtaining a formal assessment of the long-term capital improvement needs for the campus.
- ii. Update Item #2: School Renovation & Insurance Payments
  1. The insurance company sent Genesis a check for the undisputed amount of the vendor's invoice.
  2. Genesis forwarded cut a check to the vendor for the undisputed amount minus the amount related to work that was billed for (and the insurance company paid for) but was not completed (as verified in a walkthrough with Genesis team members and the vendor).
  3. GS will follow up with the Board attorney to determine the next steps.
- iii. Update Item #3: Proposed Facilities Capital Projects
  1. GS discussed possible near-term projects related to the roof, parking lot, basketball court, and the playground areas.
  2. GS discussed reaching out to Cameron Quick at GCSA for project management support.
  3. Add a capital budget for the year to the Finance Committee agenda.
- iv. Update Item #4: Tech Ad-Hoc Committee Update
  1. The committee is scheduled to meet on 10/05/23 @ 7:00 pm.
- v. **Action Item #1:** Vote on Volunteer Service Award

1. Discussed Eddie's conversation with Mrs. Smith regarding volunteer service awards for those who have provided exemplary service for five years or more.
2. Jeff Lawrence entertained a motion to move forward with a five year Volunteer Service award of \$5000.
3. Motion made by Jeff Lawrence.
4. Motion seconded by Keishia Niblack
5. Abstentions – none.
6. Opposed – none.
7. Motion carried by unanimous vote.

C. Development – (Keishia Niblack, Committee Chair)

- i. KN discussed the proposed vendor contract, noting that it is a 12-month project to lay the foundational work for Genesis to set up its ongoing development program. The fees are \$12,500 a month for a total of \$150,000 for the year. The breakdown is included in the proposal shared earlier.
- ii. An early termination clause for both parties has been added to the original contract.
- iii. The contract start date needs to be shifted given the later than anticipated contract execution.
- iv. Other discussions included a proposal to add clarification to the contract on how compensation is calculated. And the second item requires all work products and information created for Genesis under this agreement be deemed Genesis property.
- v. **Action Item #1: Development Consult Scope of Work**
  1. Madam Chair entertained a motion to approve Lane Lucas scope of work.
  2. Motion made by Keishia N. that we vote to approve the Lance Lucas and Associates scope of work pending revisions to clarify calculation of compensation, revision of timeline, and ownership of work product.
  3. Motion seconded by Jeff Lawrence.
  4. Abstentions – none.
  5. Opposed – none.
  6. Motion carried by unanimous vote.

D. Academic Excellence – (Dr. Gavin Samms, Committee Chair)

- i. Update Item #1: Enrollment Update
  1. 295 Boys; 305 Girls enrollments
- ii. Update Item #2: Staffing Update
  1. One English teacher resigned and the search to fill that position has begun. The search for a science teacher for the Girls Academy is ongoing.
  2. The Special Education team is fully staffed.

- iii. Update Item #3: SCSC Monitoring Update
  - 1. All documents were submitted in a timely manner; feedback is expected in January/February.
- iv. Additional Updates and Information
  - 1. Tenure Bonus – GS will present language for a Tenure Bonus policy to the Finance Committee.

E. Financials (added as an amendment)

- i. The Chair entertained a motion to amend the agenda.
  - 1. Jeff Lawrence made a motion to amend the agenda as presented to allow for the approval of the June and July financials for the Boys and Girls Academies.
  - 2. Motion seconded by Dr. Marcus Shute.
  - 3. Abstentions – none; Opposed – none.
  - 4. Motion carried by unanimous vote.
- ii. Boys Academy June Financials
  - 1. Revenue YTD: Actuals = \$6.341M; Budget = \$6.302M; Variance = \$39,254
  - 2. Expenses YTD: Actuals = \$5.637M; Budget = \$5.527M; Variance = \$109,551
  - 3. Net YTD: Actuals = 704,625; Budget = \$774,922; Variance = (\$70,297)
- iii. Boys Academy July Financials
  - 1. Revenue YTD: Actuals = \$407,260; Budget = \$442,393; Variance = (\$35,633)
  - 2. Expenses YTD: Actuals = \$353,062; Budget = \$427,163; Variance = (\$73,301)
  - 3. Net YTD: Actuals = \$53,798; Budget = \$15,730; Variance = \$38,068
- iv. Girls Academy June Financials
  - 1. Revenue YTD: Actuals = \$6.332M; Budget = \$6.201M; Variance = \$131,305
  - 2. Expenses YTD: Actuals = \$5.637M; Budget = \$5.527M; Variance = \$109,551
  - 3. Net YTD: Actuals = \$999,194; Budget = \$992,850; Variance = \$6,344
- v. Girls Academy July Financials
  - 1. Revenue YTD: Actuals = \$404,387; Budget = \$426,575; Variance = (\$22,188)
  - 2. Expenses YTD: Actuals = \$347,188; Budget = \$423,681; Variance = (\$76,493)
  - 3. Net YTD: Actuals = \$57,199; Budget = \$2,894; Variance = \$54,306
- vi. Motion to approve Boys June and July Financials
  - 1. Motion made by Jeff Lawrence to amend the 06/30/23 and 07/30/23 financials for Boys Academy subject to audit.

2. Motion seconded by Marcus Shute
  3. Abstentions – none; Opposed - none.
  4. Motion carried by unanimous vote.
- vii. Motion to approve Girls June and July Financials.
1. Motion made by Jeff Lawrence to approve the 06/30/23 and 07/30/23 financials for Girls Academy subject to audit.
  2. Motion seconded by Dr. Marcus Shute.
  3. Abstentions – none; Opposed - none.
  4. Motion carried by unanimous vote.
- viii. NOTE: The salary increases will not show up in monthly expenses until August.

VI. Public Forum (none)

VII. Executive Session (none)

VIII. Action Item Review

A. Old Business (Prior Action Items)

B. New Business (Action Items)

- i. GS will send the Charter conference information to Dr. Shute.
- ii. The Governance Committee will review the strategic plan and recommend any additions or changes in updates, as necessary.
- iii. Tech Ad Hoc Committee will meet October 5<sup>th</sup> @ 6:00 PM.
- iv. Revised statement of work is due from Lance Lucas.
- v. JL to add a capital budget for the year to the Finance Committee agenda including the following priorities: roof, parking lot, renovation, basketball court, playground, and ADA requirements.
- vi. MS will invite board candidates to meet with the Governance Committee.
- vii. GS will follow up with the Board attorney on next steps to close out the renovation project with the vendor.
- viii. GS will present a draft Tenure Bonus policy to the Finance Committee.

IX. Next Board Meeting: **October 26, 2023 @ 7:00 PM**

X. Closing and Adjournment

- A. Tomika Jones, Madam Chair, entertained a motion to call the meeting to order @ 8:24 PM
- B. Motion made by Eddie Bradford.
- C. Motion seconded by Madam Chair.
- D. Abstentions – none; Opposed – none.
- E. Motion carried by unanimous vote.