

## **Genesis Innovation Academy**

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

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

### **BOARD MEETING MINUTES**

December 21, 2023

7:00 PM

- I. Opening/Call to order:
  - A. Meeting opened at 7:20
  - B. MS notes technical difficulties delayed the beginning of the meeting.
  
- II. Attendance and Quorum Verification
  - A. Quorum Verified
  - B. In Attendance: Tomika Jones (TJ), Marcus Shute Sr., Ph.D. (MS), Eddie Bradford, Jr. (EB), Keishia Niblack (KN)
  - C. Absent: Jeff Lawrence, Marissa Coleman
  
- III. Approve Consent Agenda
  - A. EB motioned to amend the consent agenda to remove all recommended board action items. MS seconded.
  - B. The motion passed unanimously without abstention.
  - C. The approved Consent Agenda is as follows:
    1. Adoption of Agenda
    2. Approval of **November** Minutes
    3. Approval of **October** Financials
      - a. Boys Academy
      - b. Girls Academy
    4. Committee Reports
  
- IV. Announcements & Recognitions
  - A. 01/02/24 – Professional Learning Day
  - B. 01/03/24 – 1<sup>st</sup> Day of 2<sup>nd</sup> Semester
  - C. 01/08/24 - 01/10/24 – K-2 MAP Testing
  - D. 01/08/24 – 6<sup>th</sup> Grade Trip: Museum of Illusions
  - E. 01/08/24 – Academic Committee Meeting
  - F. 01/09/24 – 7<sup>th</sup> Grade Trip: World of Coke
  - G. 01/09/24 – Development Committee Meeting
  - H. 01/12/24 – 1<sup>st</sup> Semester Achievement Celebration
  - I. 01/12/24 – Open Enrollment Begins for SY25
  - J. 01/16/24 – Finance Committee Meeting
  - K. 01/17/24 – Governance Committee Meeting

- L. 01/17/24 – 3<sup>rd</sup> Grade Trip: Center for Puppetry Arts
- M. 01/18/24 – 8<sup>th</sup> Grade Trip: Computer Museum
- N. 01/24/24 – Pow-Her January Trip (TBD)
- O. 01/27/24 – Fathers Being Involved (FBI) Event

V. Discussion & Action Items for the Board

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

- 1. Update Item #1: Potential Friends of Genesis Candidates
  - a. MS noted an action item to contact potential friends before the end of the year.
- 2. Update Item #2: Strategic Plan
  - a. MS noted that the chairs of the committees would be responsible for reviewing and revising their respective sections of the strategic plan.
- 3. Update Item #3: Governance Training
  - a. MS noted that all board members have selected their training dates and locations.

B. Finance – (Jeff Lawrence, Committee Chair)

- 1. Update Item #1: Emergency Insurance Renewal
  - a. GS noted that the insurance broker provided renewal options and recommendations on 12/7 without a deadline for a decision.
  - b. GS also noted that he received a follow-up e-mail (on 12/12) noting that the deadline for binding was 12/20. On 12/14, after conversations with the broker, GS sent the Finance committee the notification that binding had to occur on 12.20 along with the broker's recommendation.
  - c. GS noted that he instructed the broker to bind coverage to maintain coverage and that the broker's recommendation was sound based on GS's review (despite the rushed process).
- 2. Update Item #2: School Renovation & Insurance Payments
  - a. GS noted that the Genesis attorney met with the insurance rep and the adjuster and developed a plan to reconcile the discrepancies between the vendor's estimate and the adjuster's approved reimbursable costs.
  - b. GS noted that he reviewed the draft of the attorney's e-mail to the vendor's attorney and that that e-mail was sent. The e-mail outlined the expectation for the vendor to submit a reconciled estimate to the insurance company and how best to meet that expectation.
- 3. Update Item #3: Proposed Facilities Capital Projects
  - a. Roof Replacement – GS noted that the Board has the draft RFP for review and that he may have to approve the final draft during the break to get the process started.
  - b. Other Projects – GS noted that the Facility Resource Center (FRC) is reviewing several vendors' quotes to assist us in establishing a more robust procurement process.
  - c. Facilities Research Center Agreement – Note: It is the Facility Resource Center (FRC). GS noted that the FRC proposal has been sent to the Board previously and will be resubmitted to the Finance committee for

recommended approval. GS also noted that he has approved 3 months of service, which is at the limit of his approval allowance given each month costs \$5500.

4. Update Item #4: Tenure Bonus Policy – GS noted that the policy will be resubmitted to the Finance committee to recommend for approval. GS also noted that the Board has been sent the policy previously for review. GS also noted that the most likely point for discussion is the provision that payment is only given to staff members who complete the school year in which they earn the bonus.
5. Action Item #1 (amended): Reinstatement of Volunteer Service Award
  - a. EB made a motion to reinstate the previously approved but rescinded volunteer service award, MS seconded. The motion passed unanimously without abstention.
6. Action Item #2 (amended): Additional Amounts for Leader Retention Bonus
  - a. EB summarized the recommendation from the finance committee to increase the retention bonus for leaders to include an additional \$5k for Head of Schools, \$3k for Executive Directors, and \$1k for Deans, Coordinators, and Instructional Coaches.
  - b. EB motioned to approve the recommendation. KN seconded. The motion passed unanimously without abstention.
7. Action Item #3 (amended): Donation Bank Accounts
  - a. EB summarized the request to create separate donation bank accounts for both the Boys and the Girls Academies.
  - b. EB motioned to approve the recommendation for separate donation accounts. KN seconded. The motion passed unanimously without abstention.

C. Development – (Keishia Niblack, Committee Chair)

1. Update Item #1: Development Consulting Update – KN noted that GS will be sending a letter to Lance Lucas and Associates to clarify expectations. GS noted that the next meeting with Lance Lucas will be January 9.

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

1. Update Item #1: Enrollment Update
  - a. Current Enrollment Boys & Girls Academies
  - b. Family Engagement – GS noted that the Academic Excellence committee will provide a report on Family Engagement activities at next month's Board meeting (a key team member was ill just prior to the end of the semester).
  - c. Enrollment Marketing – GS noted that a full report on a new strategy will be presented at the next Board meeting.
2. Update Item #2: Staffing Update – Genesis is essentially fully staffed. An additional interventionist position was posted due to the increased need for student academic support. Two special education paraprofessionals have left, and those jobs have been posted. Lastly, an instructional coach has retired, and that position has also been posted.

VI. Public Forum – No Public Forum.

VII. Executive Session

- A. EB motioned to enter Executive Session to discuss the following items:
  - 1. Student Discipline
  - 2. Personnel Compensation
  - 3. Personnel Evaluation
- B. KN seconded the motion, which passed unanimously without abstention.
- C. KN made a motion to exit Executive Session. EB seconded. The motion passed unanimously without abstention. The Board exited Executive Session at 8:36 p.m.
- D. No decisions were made in Executive Session.

VIII. Action Item Review

- 1. Old Business (Prior Action Items)
  - a. MS – Governance committee will contact potential Friends of Genesis before year end.
- 2. New Business (Action Items)
  - a. Committee Chairs – Review and revise strategic plan sections as deemed necessary.
  - b. Board – Review roof replacement RFP (included in packet)
  - c. GS – Resend Facilities Resource Center (FRC) contract to Finance Committee for review.
  - d. GS – Resend Tenure Bonus Policy to Finance Committee for review.
  - e. EB – Implement Board approved set-up of donation accounts.
  - f. GS – Letter to Lance Lucas
  - g. GS – Follow-up with Attorney and Insurance Company on Renovation
  - h. GS – Present marketing report at next meeting.

IX. Next Board Meeting: [January 25, 2023 @ 7:00 PM](#)

- A. There was a typo in the original agenda stating that the next meeting should be listed as occurring in 2024 not 2023.

X. Closing and Adjournment

- A. EB motioned to adjourn the meeting. MS seconded. The motion passed unanimously without abstention.
- B. The meeting adjourned at 8:38 p.m.