

# GIA Board Transition Meeting

June 4, 2024



**GEORGETOWN**  
INTERNATIONAL ACADEMY

# Agenda



## Welcome:

- Chair

## Agenda:

1. Introduction of Newly Elected Board Members
2. Vision and Mission
3. Future Plans
4. Board Policy Manual Update
5. Board Meeting Dates and Times
6. Roles and Responsibilities
7. Committees
8. GIA Procedures for Electing Officers

# Welcome New Board Members



- Sebastian Drüppel
- Enrique Perez
- Ryan Lowrey
- Jim Peck

# Vision and Mission



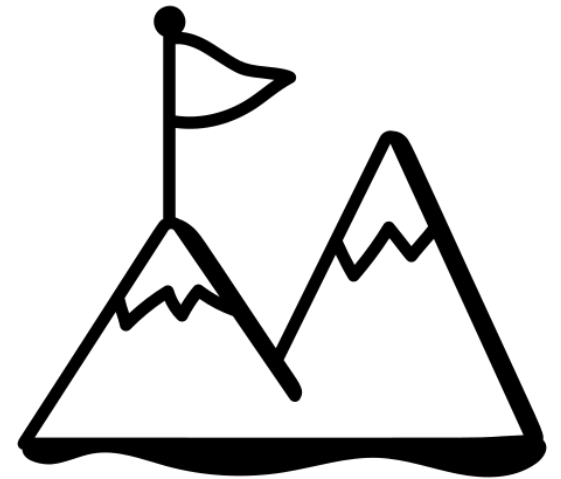
## Vision:

Georgetown International Academy is a learning community committed to academic excellence, global awareness, and empowering well-rounded individuals educated for success in life.

## Mission:

To provide opportunities and challenges for each student to succeed as a lifelong learner and responsible citizen in a changing world by:

- Promoting high standards of education that are grounded in research within a collaborative, student-centered learning community
- Promoting the skills, knowledge, and attitudes necessary for lifelong development of a well-rounded individual
- Preparing students to adapt and adjust to the complexities and challenges of the increasingly interdependent and constantly changing world
- Fostering awareness of rights, duties, and responsibilities of a globally aware and socially responsible citizen with a focus on respect for other cultures and nationalities.





# Future Planning

**NEASC Accreditation:**

Accreditation Date: [XX]

## **Board Planning Calendar**

- Important dates with timelines/responsible parties, et

## **BELONGING Initiative:**

- Collaboration with Dr. Derrick Gay
- Dates: August XX and January XX

## **Board Training:**

- Facilitator: Robin Heslip
- Date: September 18-19

## **Strategic Planning:**

- Long-term vision for school growth and development
- Involvement of stakeholders in the planning process

## **Board Policy Manual Update:**

- Comprehensive review and updates to align with current best practices
- Draft has begun, needs to be completed and approved



# Board Meeting Schedule



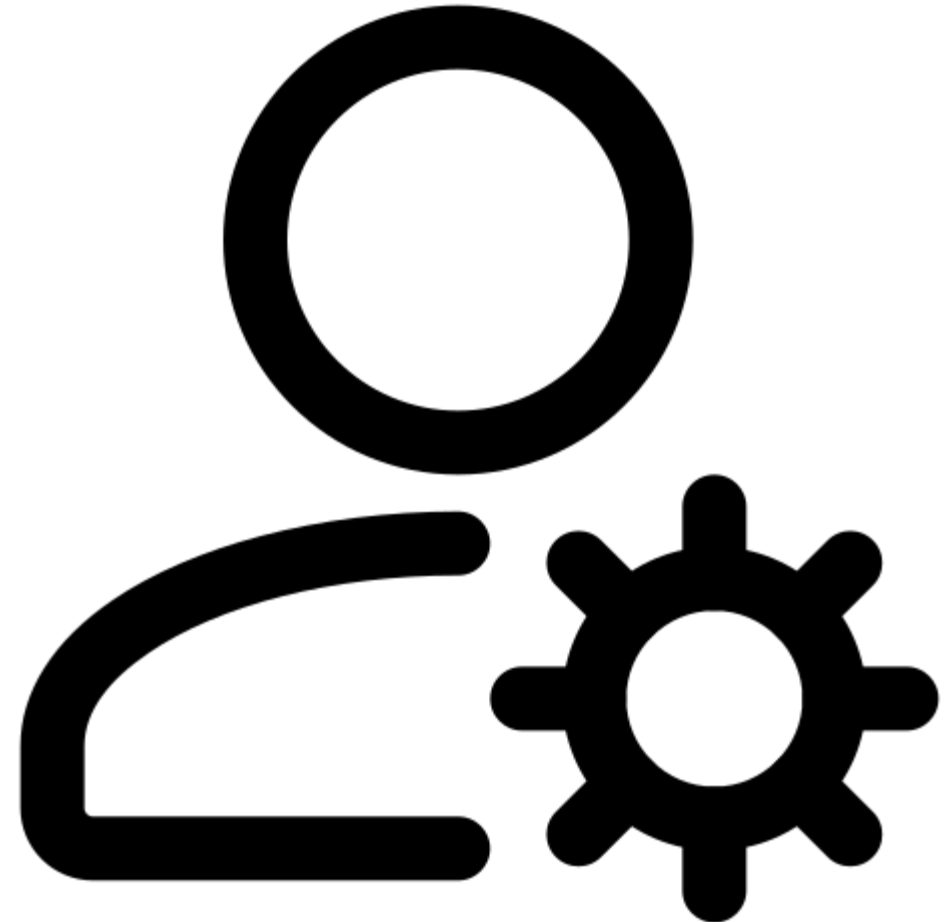
- Monthly Board Meetings: Second Tuesday at 6pm. (Last Tuesday as alternate optional date if needed)
- Executive Session: Second Tuesday of each month at 5 pm, prior to GS
- Annual General Meeting: May 19th 2025 at 6 pm.
- Committee meetings TBD.
- Special Sessions as needed



# Role of the Board

BPM for Review; Current BPM-May 2023

The Board shall have the authority to propose, review, approve, and communicate the official body of school policy for governance and operation with counsel from the Head of School and other resource people as they deem appropriate. (Article X, Section II).



# Board Responsibilities



- Recruit, select, appoint and evaluate the Head of School, who will serve as the Board's chief executive and administrative officer;
- Fix the Head of School's salary and set the term of office;
- Establish the general direction and thrust of the school in response to the students' present and future needs;
- Develop, articulate and communicate the school's strategic plan, purpose, vision, mission, and philosophy statements, upon consultation with the administration, faculty, students and parents; propose, review, approve and communicate the official body of school policy for governance and operation with counsel from the Head of School and other resource people as they deem appropriate;
- Represent the constituents who have entrusted school governance to the Board through election, invitation, or appointment;
- Set tuition and school fees;
- Maintain in trust the school property, funds, and claims of the school;
- Prepare, approve and distribute accurate financial statements on an annual basis
- Prepare, approve and publish on an annual basis the school budget in consultation with the Head of School;
- Purchase, lease, receive, hold, convey and transmit real property and construct, maintain and repair school buildings to be consistent with the educational goals and objectives of the school;
- Provide that all school property is adequately insured, and that a suitable system of security for property is installed and maintained;
- Establish, on an annual basis, schedules of faculty and staff salaries, representing fair remuneration for services rendered in the context of host country wage-levels, expatriate faculty needs, and the overall state of school resources;
- Prepare and approve the general terms of faculty and staff contracts, after consultation with the Head of School;
- Retain the services of a school solicitor and other professionals when expedient and necessary.
- Approve, by majority vote of the Board or approval of the Chairperson and Treasurer any expenditure over \$10,000 USD.
- Ensure compliance with all local and national labor laws. (Article XIII)



# HoS Responsibilities



- Overseeing the day-to-day operations of the school.
- Managing Human Resource issues including the recruitment, hiring, placement, evaluation, and dismissal of any GIA personnel.
- Designing and implementing a systematic program of personnel professional development and in-service.
- Fostering a school culture that values inclusion, learning and teaching.
- Creating a safe and secure school environment, and establishing mechanisms to ensure that equity and workplace health and safety policies are observed and followed.
- Understanding, valuing and articulating the school's Vision and Mission to all stakeholders and the community at large.
- Overseeing the design and implementation of a comprehensive school curriculum, with an appropriate assessment component and instructional strategies that help students attain their maximum potential.
- Coordinating communications, public relations and development activities with various school/community groups.
- Assuring the school retains its accreditation status by meeting Cognia (formerly AdvancED) accreditation standards while also complying with applicable host country requirements.
- Serving as the school's Chief Executive Officer and Primary advisor to the Board in all efforts to fulfill its school governance role.
- Board Representative of the auxiliary staff
- Advising the Board on policy issues and implementing adopted Board policies through procedures, directives, rules, regulations and guidelines.
- Managing finances and infrastructure through effective planning, revenue generation, budgeting and expenditure control.
- Assuming other such similar duties as assigned by the Board.



# Officer Elections

## Nomination Process

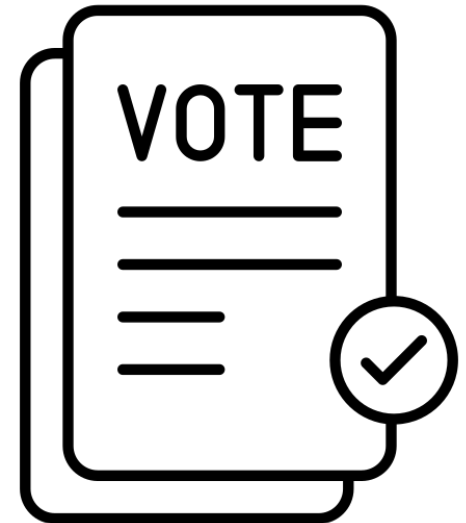
- Individuals nominated for a position must be present and agree to their name being put in nomination, or if they are not present, they shall have sent a letter, email, or other electronic communication to the current Chairperson and the Head of School agreeing to being placed in nomination.
- When more than one person is nominated for an office, all candidates should be excused so that remaining members, including non-voting members, can discuss the merits of each person's candidacy. The nominees should be recalled to the meeting prior to any balloting.

## Voting Procedures

- No proxy voting shall be permitted for the election of officers, but any member may participate in the meeting via telecommunications as provided in Board Policy.
- When more than one person is nominated for an office, the election shall be by secret ballot and the voting procedure listed on [page 8](#) shall be followed.

## Terms of Office

- Term of Office is for one year, from June 1 through May 31 or until an officer resigns or is replaced.





# Roles and Responsibilities

## Chair:

- Leads meetings
- Sets agendas
- Represents the board externally

## Vice Chair:

- Supports the Chair
- Assumes Chair's duties in their absence

## Treasurer:

- Oversees financial matters
- Presents financial reports

## Secretary

- Record keeping and document preparation including the agenda
- Compliance and timely communication

## Members:

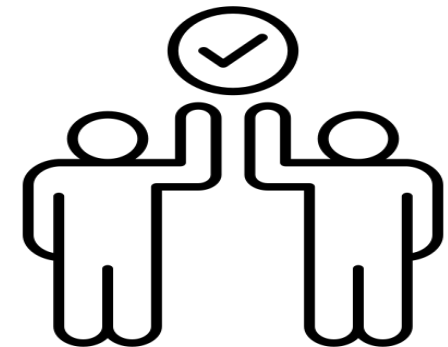
- Participate in discussions
- Vote on board decisions

## Committee Chairs:

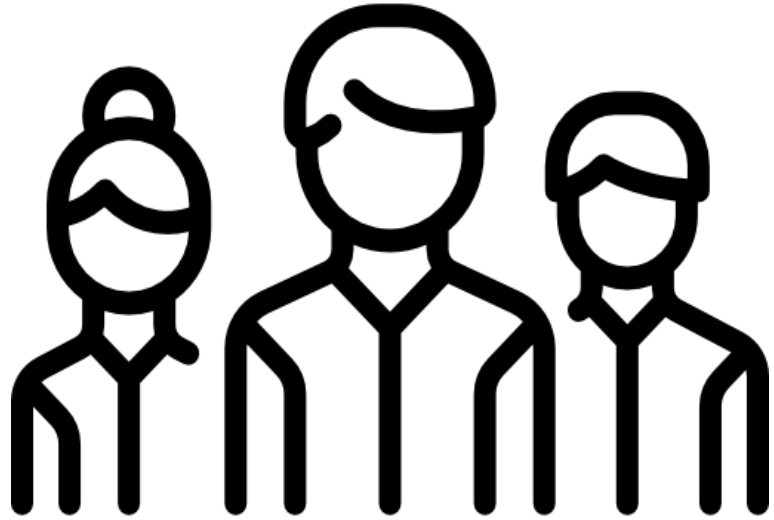
- Lead specific committees
- Report committee activities to the board

## Emphasis on Attendance:

- Regular attendance is crucial for effective governance and decision-making.



# Board Committees

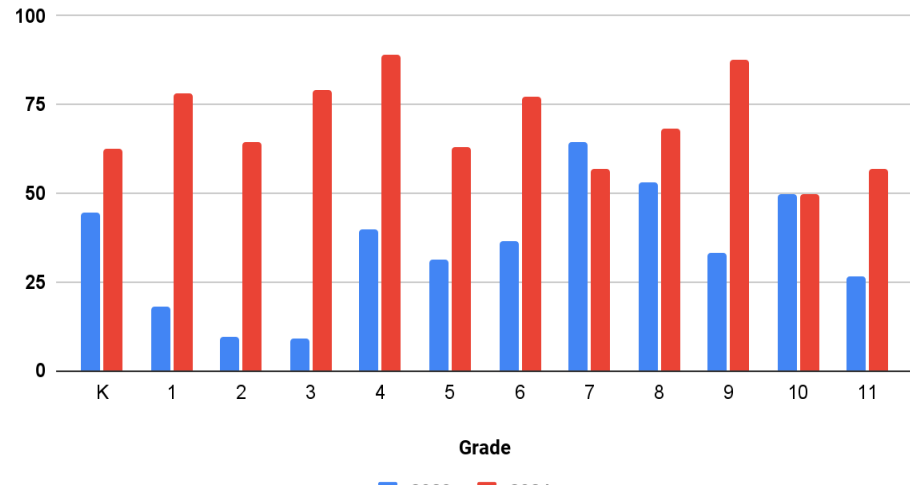


- Expansion Committee
- Academic Committee
- Finance Committee
- Other Committees as necessary  
(Alumni, Prashad Nagar, etc)

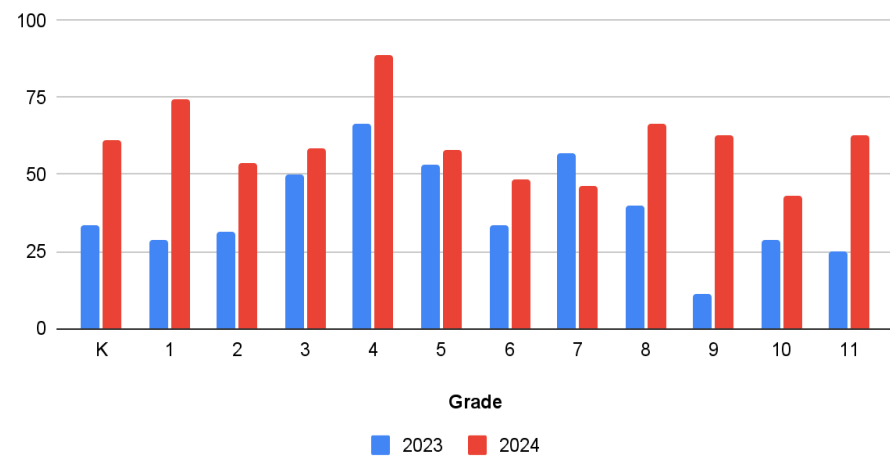
# MAP Data



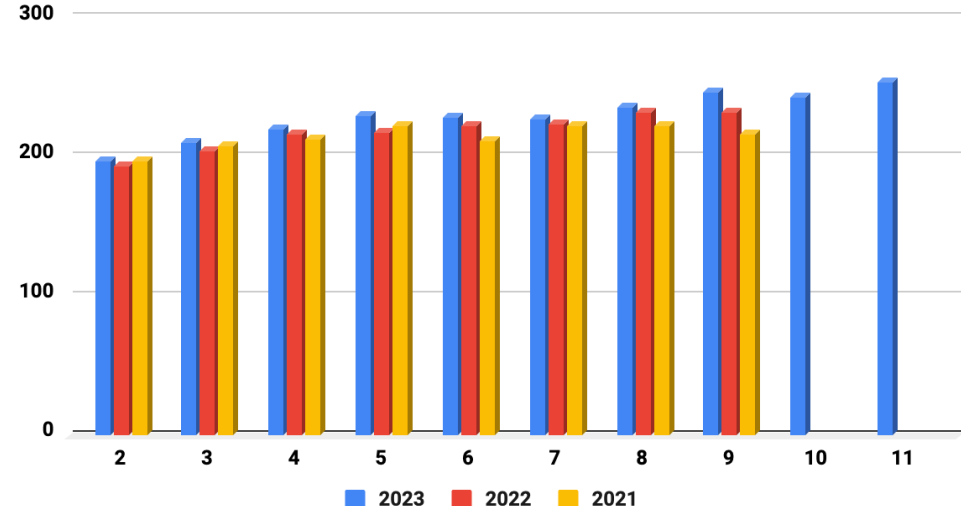
**MAP Growth Math: Fall to Spring 2022-2023 and 2023-2024**



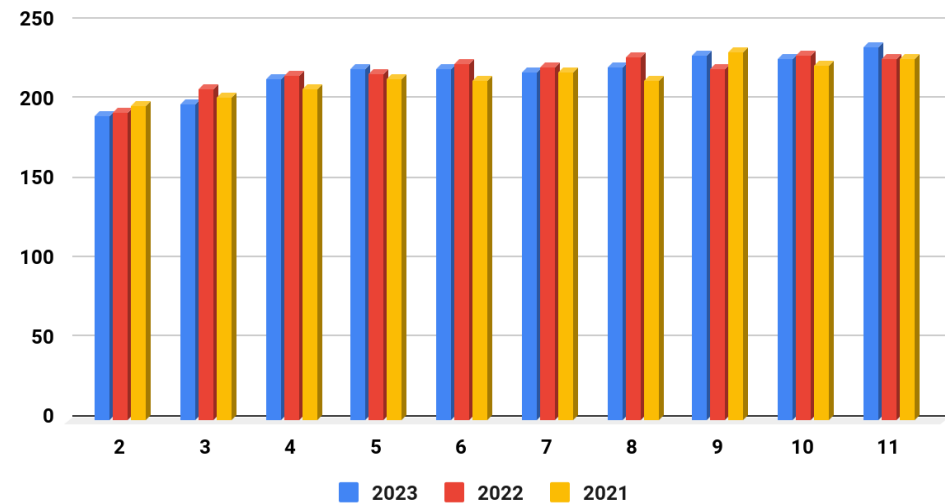
**MAP Growth Reading: Fall to Spring 2022-2023 and 2023-2024**



**MAP Math-3 Year Longitudinal**



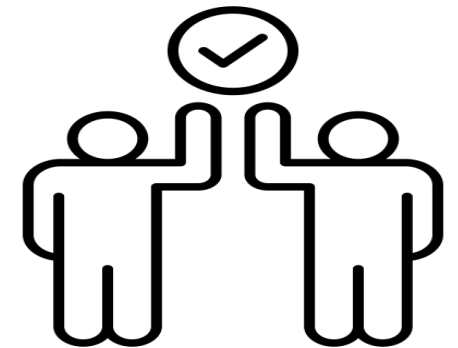
**MAP Reading-3 Year Data Trend**



# Other Agenda Items



- Review of band instrument purchase over \$10,000.



# Thank You Outgoing Board Members



- Elena Dickinson
- Moen McDoom
- Paul Wills
- Melissa Varswyk