



## **WESLEY INTERNATIONAL ACADEMY**

### **BOARD OF DIRECTORS**

#### **AGENDA**

**3<sup>RD</sup> TUESDAY OF EACH MONTH**

**Tuesday, January 17, 2017**

**WIA Auditorium**

**6:00pm – Board Review Session**

**7:00pm Official Board Meeting**

**Members:** Beth Gay, Clay Elrod, Elisa Buckner, Suanne Burnes, Katie Delp, Robin Frady, Darryl Hollman, Thomas Ryan-Lawrence, Tom Tidwell, Nicole Jones, Mazie Lynn Causey

**Members Absent:** Portia Brown, Jonathan Trapp

**Guests:**

- I. CALL TO ORDER:**
- II. APPROVAL OF MINUTES: November 2016 - Approved**
- III. EXECUTIVE UPDATES: CHAIR**
  - A. 2 Board members need to take Leadership Keys Training**
  - B. Focus for the next couple of months will be Strategic Plan and Executive Director Evaluation**
- IV. EXECUTIVE DIRECTOR'S COMMENTS: Jason Marshall**
  - A. Wesley had their first home basketball game. Over 300 in attendance. 5 more games planned**
  - B. Title I tutoring started January 17 for 3<sup>rd</sup> – 7<sup>th</sup> graders**
  - C. Wesley had a break in on Christmas Day. A window was broken but Security ran suspect off.**
  - D. Re-Authorization visit February 27-28**
  - E. High School Fair Information for 8<sup>th</sup> graders begins week of January 23<sup>rd</sup>**
  - F. Facilities: Fence is almost complete, Drainage in cafeteria and by trailers fixed. Restroom locks fixed.**
- V. COMMITTEE'S REPORTS:**
  - A. Finance Committee – Clay Elrod and Suzanne Burnes**

Committee Report – Meetings 2<sup>nd</sup> Mondays, . Working items: 2017 Budget revisions to be presented to BOD for vote tentatively in February meeting. Financial Policy revisions to be presented to BOD for vote tentatively in March meeting. Next meeting February 13th 4:00pm in Media Center
  - B. Governance Committee – Tom Tidwell and Jonathan Trapp - Discussion around ED evaluation. Committee will meet one more time to finalize metrics to evaluation on (Leader Key or something else)**

Committee Report – Meetings 1<sup>st</sup> Thursday, 4:00pm next meeting will be February 2nd

**C. Academic Excellence Committee – Robin Frady and Portia Brown**

Committee Report – Meetings 4<sup>th</sup> Thursday, 4:30pm January 26 in Media Center

**D. Development/Fundraising Committee – Katie Delp**

Committee Report – Meetings 2<sup>nd</sup> Thursdays, 4:00pm February 9<sup>th</sup>

To date \$40,000 has been raised for Red Thread; Faculty 65 out of 102 participated

Renewal of contract with Cox Curry will be delayed until strategic plan is completed

**E. Strategic Planning Committee – Nicole Jones**

Committee Report – Meetings 2<sup>nd</sup> Thursdays, 4:00pm – Regular meeting schedule not yet set. Next meeting on Monday January 23<sup>rd</sup> 4-6 Auditorium.

**VI. NEW BUSINESS:**

**A. PTSA BOD Meeting Update – Provided by Clay Elrod**

Question was raised would Auction funds go to Red Thread or PTSA

February representative – Mazie Lynn Causey

**VII. PUBLIC COMMENTS:**

**TOPIC:**

**GUESTS:**

**VIII. ADJOURN MEETING:**

*\*Public Comments*

*Sign-ups available online and 15 minutes on-site prior to meeting start time.*

[https://docs.google.com/forms/d/1F-1HHyOAtNISLHxyfyZ9e\\_a3DPZZBCX7bubkbqZ9nLY/viewform](https://docs.google.com/forms/d/1F-1HHyOAtNISLHxyfyZ9e_a3DPZZBCX7bubkbqZ9nLY/viewform)

*Comments will be limited to 3 minutes. Commenters should address the committee as a whole.*

*Attendees are welcome to submit written comments to the secretary to disburse to the board.*

***Please remember that neither the Board nor the Administration will respond to comments at this meeting, but to the extent it is appropriate, someone will be designated to follow up.***

***\*An executive session may take place before, during or at the conclusion of the meeting to discuss any appropriate topics.***



## **WESLEY INTERNATIONAL ACADEMY**

### **BOARD OF DIRECTORS**

#### **Minutes**

**3<sup>RD</sup> TUESDAY OF EACH MONTH**

**Tuesday, February 21, 2017**

**WIA Auditorium**

**6:00pm – Board Review Session**

**Mazie Lynn – Reminder about Resume Submission**

**Clay Elrod – Mid-Year Budget Review**

**Lakeysha Review of Jason Marshall Mid-Year Review**

**7:00pm Official Board Meeting**

**Members Present:** Beth Gay, Clay Elrod, Elisa Buckner, Suzanne Burnes, Katie Delp, Darryl Hollman, Thomas Ryan-Lawrence, Tom Tidwell, Jonathan Trapp, Mazie Lynn Causey

**Members Absent:** Nicole Jones, Robin Frady, Portia Brown

**Guests:**

**I. CALL TO ORDER:**

**II. APPROVAL OF MINUTES: January 2017- Minutes Approved**

**III. EXECUTIVE UPDATES: CHAIR/Beth Gay**

- A. Reminder about the GCSA conference – March 14<sup>th</sup> and 15<sup>th</sup>
- B. Reminder about financial training dates for all new board members
- C. Reminder to all BOD to reply to all emails in a timely manner (within 48-hours)
- D. Reminder for all BOD attendance is required for all Board Meetings and selected committee meetings
- E. Reminder for all Committee Chairs to upload monthly minutes to DropBox using the approved templates

**IV. EXECUTIVE DIRECTOR'S COMMENTS: Jason Marshall**

- A. Requested approval of Second Step Grant Application/ Approved

**V. COMMITTEE'S REPORTS:**

- A. Finance Committee – Clay Elrod and Suzanne Burnes

Budget revisions proposed, called for a vote and approved. Budget revisions offer a framework for 2018 budget. Starting to see a trend in how departments are breaking out; special education budget will probably outpace other departments. This will begin to impact our academic performance; looking for 3 additional personnel for 2017-2018. Lisa can offer costs for various staffing / scheduling models.

Committee Report – Meetings 2<sup>nd</sup> Mondays, Alternate between 8:00am and 4:00pm with September meeting being at 8:00am. Next meeting – March 13<sup>th</sup> 8:00am

- B. Governance Committee – Tom Tidwell and Jonathan Trapp

- Committee Report – Meetings 1<sup>st</sup> Thursday, 4:00pm next meeting March 2
- C. Academic Excellence Committee – Robin Frady and Portia Brown  
Committee Report – Meetings 4<sup>th</sup> Thursday, 4:30pm next meeting March 23
- D. Development/Fundraising Committee – Katie Delp : Last push Red Thread in April  
Committee Report – Meetings 2<sup>nd</sup> Thursdays, 4:00pm Next Meeting March 9
- E. Strategic Planning Committee – Nicole Jones and Elisa Buckner  
Committee Report – Tuesday February 21<sup>st</sup> 12:30pm – 3:00pm  
Meeting on 21<sup>st</sup> very successful Next Meeting on March 30<sup>th</sup> 4:00pm
- F. Executive Director Evaluation Committee – Katie Delp and Thomas Ryan-Lawrence  
Provide update on ED Evaluation process wrapping up 2017 and looking forward to 2017-2018  
Meeting with Lakeysa on March 1 for Mid-Year Review

**VI. NEW BUSINESS:**

- A. PTSA BOD Meeting Update – Provided by Mazie Lynn Causey/ Auction March 4  
March representative – Katie Delp

**VII. PUBLIC COMMENTS:**

**TOPIC:**

**GUESTS:**

**VIII. ADJOURN MEETING:**

*\*Public Comments*

*Sign-ups available online and 15 minutes on-site prior to meeting start time.*

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*Comments will be limited to 3 minutes. Commenters should address the committee as a whole.*

*Attendees are welcome to submit written comments to the secretary to disburse to the board.*

***Please remember that neither the Board nor the Administration will respond to comments at this meeting, but to the extent it is appropriate, someone will be designated to follow up.***

***\*An executive session may take place before, during or at the conclusion of the meeting to discuss any appropriate topics.***



# Wesley International Academy

## Governing Board Meeting Minutes

Meeting Date: 3/21/2017 @ 7:00pm

### Upcoming Meeting Dates for FY 2017:

April 18, May 16 & June 20 @ 7:00pm

Annual Goals:		Progress Toward Goals:	
•			
<b>Members Present:</b> <b>Beth Gay, Chair</b> <b>Tom Tidwell, Vice Chair</b> <b>Thomas Ryan-Lawrence, Secretary</b> <b>Portia Brown</b> <b>Elisa Buckner</b>		<b>Members Absent:</b> <b>None</b>	<b>Additional Present:</b> Keisha Hancock, Anita Lawrence, Alastair Pullen, Donica Johnson, Earl King, Lisa Price, Sarah Quezada, Chris Wyatt
<b>Suzanne Burnes</b> <b>Mazie Lynn Causey</b> <b>Katie Delp</b> <b>Clay Elrod, Treasurer</b> <b>Darryl Hollman</b> <b>Nicole Jones</b>			
<b>Action Items:</b> <ul style="list-style-type: none"><li>• Board nominations due March 31, 2017</li><li>• Board members to review potential teacher contract language and provide feedback to Jason Marshall and Earl King by close of business on March 22, 2017</li><li>• Monthly written reports from all Committee Chairs beginning immediately</li></ul>			
<b>Meeting Minutes:</b>			
<b>Agenda:</b> <ul style="list-style-type: none"><li>I. CALL TO ORDER: Beth Gay</li><li>II. APPROVAL OF MINUTES: February 2017 minutes approved</li><li>III. EXECUTIVE UPDATES: CHAIR/Beth Gay A. Monthly written reports from all Committee Chairs beginning immediately</li><li>IV. EXECUTIVE DIRECTOR’S COMMENTS: Jason Marshall<ul style="list-style-type: none"><li>A. Teacher Contracts</li><li>B. Earl King presents updated contracts to Board</li></ul></li><li>V. COMMITTEE’S REPORTS:<ul style="list-style-type: none"><li>A. Finance Committee – Clay Elrod and Suzanne Burnes Committee Report – Meetings 2nd Mondays, Next meeting April 10 at 4:00pm. Updating Policy and Procedures and encourage anyone who can attend to attend the next Finance Committee meeting; next years’ budget will be discussed.</li><li>B. Governance Committee – Tom Tidwell; Discuss Board nomination process and candidates Committee Report – Meetings 1st Thursday, 4:00pm Next meeting will be the 13<sup>th</sup> due to spring break. Nominations for BOD members extended to March 31, 2017.</li><li>C. Academic Excellence Committee – Portia Brown Committee Report – Meetings 4th Thursday, 4:30pm Next meeting April 27. No real updates at this time due to the resignation of Robin Frady. Committee reorganizing.</li><li>D. Development/Fundraising Committee – Katie Delp Committee Report – Meetings 2nd Thursdays, 4:00pm Next meeting April 13<sup>th</sup>. \$10,000 away from making our annual goal of \$50,000 for Red Thread Fund. Family foundation has providing a \$5,000 matching donation for now through end of year to help us reach out goal.</li><li>E. Strategic Planning Committee – Nicole Jones and Elisa Buckner Committee Report – Tuesday February 21st 12:30pm – 3:00pm Next Meeting on April 10<sup>th</sup> @4:00. Anticipated release of Strategic Plan is no later than June. We need this for our Charter renewal and the committee will update more at next meeting.</li><li>F. Executive Director Evaluation Committee – Katie Delp and Thomas Ryan-Lawrence. Initial meetings are going well. LKES training taking place on 03-31-17 and is being provided free of charge.</li></ul></li></ul>			

Board on Track review – We’ve had the opportunity to test the system and it will be a fantastic way for our board to increase communication as well as accountability, which will allow us to better serve not only the children, but also the families of WIA. Reviewed high points such as calendar, agenda, minutes, RSVP for meetings, and OKRs (Objectives, Key Results, and Tasks). Discussed contract amount and term for use. Discussion regarding purchasing this fiscal year or next. Thomas to handle final negotiations with BOT.

Board voted on Board on Track : 10 yea 1 nay

VI. NEW BUSINESS:

A. PTSA BOD Meeting Update – Provided by Katie Delp PTSA meeting was canceled. No reports on auction at this time.

B. April representative – Suzanne Burnes

C. Executive Session – approved unanimously by Board members present and listed above [OCGA § 50-14-4 and OCGA § 50-14-3(b)(2)]

a. Mid-Year Executive Director Evaluation

b. Compensation Structure Concerns

c. Pending Employment-Related Litigation

VII. PUBLIC COMMENTS: TOPIC: GUESTS:

VIII. ADJOURN MEETING: Meeting Adjourned at 9:00 pm

**Draft Agenda for Next Meeting:**

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**Concerns:**

None at this time

*Minutes approved on \_\_\_\_\_ . Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_ .*



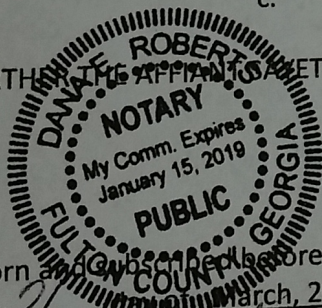
### AFFIDAVIT SUPPORTING PUBLIC MEETING CLOSURE

The Georgia Open Meetings Act, O.C.G.A. 50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting is to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. OCGA § 50-14-4 and OCGA § 50-14-3(b)(2). A copy of this affidavit must be filed with the minutes of the meeting in question.

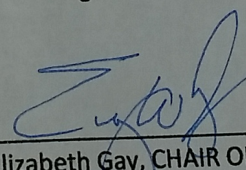
Comes now Elizabeth Gay, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the Chair of the Wesley International Academy Board of Directors.
2. I am over the age of 18 and in all other aspects competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On March 21, 2017, this entity, the Board of Directors of Wesley International Academy, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reasons. I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The Legal authority for the closure of this meeting was: OCGA § 50-14-3(b)(2)
5. The subjects discussed and the underlying facts supporting the closing of this meeting are:
  - a. Mid-Year Executive Director Evaluation
  - b. Compensation Structure Concerns
  - c. Pending Employment-Related Litigation

FURTHER STATE AFFIDAVIT OATH NOT.



Sworn and Subscribed before me  
This 21 day of March, 2017

  
Elizabeth Gay, CHAIR OF THE BOARD

Notary Public:  
Term Expires:

1/15/2019





## Wesley International Academy

### Governing Board Meeting Minutes

Meeting Date: 4/18/2017 @ 7:00pm

#### Upcoming Meeting Dates for FY 2017:

May 16 & June 20 @ 7:00pm

<b>Annual Goals:</b> •		<b>Progress Toward Goals:</b>	
<b>Members Present:</b> <b>Beth Gay, Chair</b> <b>Tom Tidwell, Vice Chair</b> <b>Thomas Ryan-Lawrence, Secretary</b> <b>Clay Elrod, Treasurer</b>		<b>Members Absent:</b> <b>Suzanne Burnes</b>	<b>Additional Present:</b> Lisa Price, Ewa Carter, Jason Marshall
<b>Mazie Lynn Causey</b> <b>Katie Delp</b> <b>Darryl Holloman</b> <b>Elisa Buckner</b> <b>Nicole Jones</b>			
<b>Action Items:</b> <ul style="list-style-type: none"><li>Board to provide feedback to Strategic Planning Committee by April 28<sup>th</sup> regarding Strategic Direction.</li><li>Thomas to resend training hour update to all board members</li></ul>			
<b>Meeting Minutes:</b>			
<b>Agenda:</b>			
<b>I. CALL TO ORDER: 7:07pm</b>			
<b>II. APPROVAL OF MINUTES: March 2017</b>			
A. Motion to approve minutes made by: Tom Tidwell; Seconded by: Darryl Holloman Yea: 9 Nay: 0			
<b>III. EXECUTIVE UPDATES: CHAIR/Beth Gay</b>			
A. Summer Training Dates – August 10 <sup>th</sup> or 17 <sup>th</sup> from 4:00pm to 8:00pm; waiting on response from Elisa Falco.			
B. Committee Chair Minutes Submission – All committee minutes must be submitted to DropBox by May 1 <sup>st</sup> .			
<b>IV. EXECUTIVE DIRECTOR’S COMMENTS: Jason Marshall</b>			
A. Currently going through standardized testing; having good results from operational and logistically. Official test results will be out in the summer. This is the first year all students are testing online.			
B. Charter Renewal – Principals, leadership team, Mazie Lynn and Kristin have been working diligently on the charter renewal. A lot of information sent to Kristen, which will start going into the packet. August 15 <sup>th</sup> deadline for charter renewal application submission.			
C. Teacher Retention – 1 <sup>st</sup> batch of contracts sent out week prior to spring break. 62 went out, waiting on 9 to be returned. 2 <sup>nd</sup> batch of contracts sent out 04-14-17 at midnight to rest of staff. All contracts being sent via DocuSign. Any non-returning staff member will be asked to complete an exit interview. Katie Delp volunteered to sit in on exit interviews as a representative of the board.			
<b>V. COMMITTEE’S REPORTS:</b>			
A. Finance Committee – Clay Elrod and Suzanne Burnes Next meeting will discuss budget proposals and options.			
B. Governance Committee – Tom Tidwell and Mazie Lynn Mazie Lynn introduced as new co-chair. Change board meeting to 6:00pm starting in May. Annual meeting is next month wherein we will elect new board members. Tom will not move up to			



Chair and is opening the floor to a new Vice Chair to learn from Beth during her last year. This will help in the succession plan. Interested parties should email Mazie Lynn.

Board nominations – Currently have 4 candidates; we’ve heard from two of the four candidates. While we are in deficit, the ByLaws require a minimum of 7 board members and not more than 13.

C. Academic Excellence Committee – Darryl Holloman and Elisa Buckner

Welcome our new co-chairs!

Meetings may change after a conversation with Jason. Will have a regular meeting schedule by next meeting.

D. Development/Fundraising Committee – Katie Delp

No meeting this month due to scheduling.

Red Thread push going on right now to capture the benefit of the matching grant from a family foundation – will match up to \$5,000.

E. Strategic Planning Committee – Nicole Jones and Elisa Buckner

Feedback requested from Board.

Feedback shared during May 15<sup>th</sup> meeting, which is the final meeting, at which point the committee will be dismantled.

Final 3 year strategic plan completed by June 30<sup>th</sup>

Strategic plan shared with parents, students, and broader community at the beginning of 2017-2018 school year

Board will review strategic plan progress quarterly from there on

F. Executive Director Evaluation Committee – Katie Delp and Thomas Ryan-Lawrence

LKES training on May 2<sup>nd</sup>

We must have Jason’s annual evaluation completed no later than May 15<sup>th</sup> and have it included in the charter renewal.

**VI. NEW BUSINESS:**

**A. PTSA BOD Meeting Update – Provided by Mazie Lynn Causey**

Annual auction – Revenue was \$18,766.43 expenses of \$9,353.11 = \$9,413.32 net.

Planning teacher appreciation week is May 1 – 4

Final General Assembly of the year moved to April 25, 2017

PTSA has exceeded their fundraising goal for the year! They have realized 105% of their goal, having raised \$57,237.52 of a \$54,250 goal.

Considering a Fun Run at the 2017 Feastival in place of the fall catalog fundraiser, which was not well-received this year

T-Shirts and branding was discussed

June representative – Tom Tidwell will represent the board

**VII. PUBLIC COMMENTS: None**

**VIII. ADJOURN MEETING: 8:08pm**

**Draft Agenda for Next Meeting:**

To be released at a later date

**Concerns:**

None at this time

*Minutes approved on 05-16-17. Motion made by Gay and seconded by Elrod.*

**Regular Committee Meeting Schedules:**

For specific month’s schedule and meeting place, please visit [www.wesleyacademy.org/events](http://www.wesleyacademy.org/events)

Finance Committee – May 4, 2017 8:00am

Governance Committee – May 15, 2017 4:00pm

Academic Excellence Committee – TBD

Development/Fundraising Committee – May 11, 2017 4:00pm

Strategic Planning Committee – May 15, 2017 4:00pm

Executive Director Evaluation Committee – TBD



# Wesley International Academy

## Minutes

### May Board Meeting

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#### **Date and Time**

Tuesday May 16, 2017 at 6:00 PM

#### **Location**

WIA Auditorium

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#### **Board Members Present**

B. Gay, C. Elrod, D. Holloman, E. Buckner, K. Delp, M. Causey, N. Jones, S. Burnes, T. Ryan-Lawrence, T. Tidwell

#### **Board Members Absent**

#### **Ex-Officio Members Present**

J. Marshall, L. Price

#### **Non Voting Members Present**

J. Marshall, L. Price

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

Guests:

Jason Marshall, Executive Director

Lisa Price, Chief Financial Officer

Darin Glass, Parent

#### **B. Call the Meeting to Order**

B. Gay called a meeting of the board of directors of Wesley International Academy to order on Tuesday May 16, 2017 @ 6:05 PM at WIA Auditorium.

### **C. Approve Minutes**

B. Gay made a motion to Approve the minutes with corrections. At the bottom of the previous month's minutes, regular committee schedules were included. The Governance Committee meeting needs to be updated to reflect the fact the meeting takes place on the 1st Thursday of the month.

C. Elrod seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

B. Gay	Aye
C. Elrod	Aye
K. Delp	Absent
T. Tidwell	Aye
E. Buckner	Aye
N. Jones	Absent
S. Burnes	Aye
D. Holloman	Aye
T. Ryan-Lawrence	Aye
M. Causey	Aye

### **D. Executive Updates**

K. Delp arrived late.

Will need to check October date for conflict with fall break.

### **E. Executive Director Comments**

- Congratulated teachers and board for a great year.
- 8th grade graduation coming up. Just had a dance to honor 8th graders, went to Six Flags and went to Savannah.
- Extend thanks to Clay and Lisa, who have led finance committee. Lots of work into the budget.
- Moving toward a successful end of year. Really looking forward to next year. Strategic Planning, Charter Renewal are two major accomplishments for first year.

## **II. Finance**

### **A. Committee Report**

Clay Elrod:

- Finance committee meeting last week.
- Last meeting, recommended budget approval with all members voting in favor.
  - Budget recommended is in deficit, but there are several things that could change to impact the conservation budget. Believe it's important to honor promises of salary increases for teachers according to scale approved last year.
- Possibility for loss of Title I funding next year due to changes in APS guidelines.
- Possibility of adding one more child per class would easily offset both the projected loss and the loss of Title I funding. Something to look at moving forward, as it's options to make up the negative amounts in the future.
- Next meeting with have financial policy revision to present to the board.

Lisa Price

- Surplus of over \$600,000 that we need to use; this is why it exists. This is one of the reasons why the FC and Ms. Price recommend to approve the budget, even

considering the loss. Possible that there will be revenue adjustments before school begins (local funding). Class sizes are currently small (21.5 students per class), which provides the opportunity to increase the class sizes if changed and approved in the charter renewal. Current maximum class size in other schools (DeKalb as example from Jason) range from 22 (K), 27 (1-3), 32 (4-5). APS have different numbers.

#### **B. Recommendation of a FY 2017-2018 budget**

C. Elrod made a motion to Approve to approve 2018 draft budget with staff increases as attached to agenda.

T. Tidwell seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

E. Buckner	Aye
M. Causey	Aye
T. Tidwell	Aye
K. Delp	Aye
B. Gay	Aye
N. Jones	Absent
D. Holloman	Aye
T. Ryan-Lawrence	Aye
S. Burnes	Aye
C. Elrod	Aye

### **III. Governance**

#### **A. Term limits of board officers**

Tom:

- Limit terms of officers to two years, then you become the immediate past officer in a mentor role.
- Possible Chair and Vice-Chair

Meeting to discuss with Elisa and Kristen coming up.

Governance will make a more formal recommendation at next meeting.

Goes to succession planning, which may not be able to be addressed before the end of the fiscal year.

N. Jones arrived late.

#### **B. Creating immediate past officer role(s)**

See notes above in A.

#### **C. Housekeeping Items**

- Section 4.6 of ByLaws delegate the duty to nominate board members to the Executive Committee. Everything everything else such as policy and procedures are delegated to the governance committee. GCSA best practice is that this falls to the governance committee.
- Governance will make a proposed change for a vote at the next board meeting.

#### **D. Reducing percentage of Board Members who are parents of enrolled WIA students to no more than 1/3**

- Mazie Lynn moved to table the amendment, seconded by Darryl.
- Discussion:

Clay has never seen anything in writing as far as a maximum.

Mazie Lynn -GA DOE General Counsel as well as Elisa Falco and Kristen Moody have all recommended as a "best practice" that the maximum in 25-30%. Assistant Superintendent Louis Ersty stated in writing that there is no formal written rule or state statute, but their recommendation is there are no parents on charter school boards.

Thomas - Tawni Taylor of GA DOE stated that if they cannot show a formal rule or regulation, then the school cannot be held accountable for best practices.

Current ByLaws define a board member "parent" as if they have a child enrolled at the time they are elected the board. But this is for WIA, and Ga DOE would not look at it this way. It also opens the possibility of a 100% parent board in the future.

Suzanne - ByLaws also missing language referring to the board ethnically representing the community we serve.

- Mazie Lynn found the language located in section 3.2 of ByLaws.
- Will put on agenda June 1st Governance Meeting at 4:00pm at Kelley Street house.

#### **E. 2017-2018 Potential Board Member Overview**

Governance will present slate of recommended candidates at the June 13th board meeting. Any additional thoughts should be sent to Mazie Lynn or Tom.

#### **F. ED Evaluation Report**

- Jason's evaluation has been converted to LAPS and LKES was submitted on time for FY 2016-2017.
- Recommend LKES training for other board members. Currently, Katie and Thomas are certified, but we must always have 2 board members certified through GA DOE.

### **IV. Academic Excellence**

#### **A. Committee Report**

- AE met three week ago. Thanks to Jason and Alaster for pulling data together.
- Goal - Examining data to determine effective academic interventions and strategies that impact student progression. Goal is to develop the whole child. WIA greatest strengths are diversity across student population.
- 7 areas of focus: Documented special needs, gifted, grade proficiency levels, SES, Gender, Geographic locations and race.
- Racial diversity is good - 74% AA, rest is mixed between 5 subsets. Gender diversity is 50/50.
- Socio-economic status - 41% - free lunch, 8% reduced lunch, 51% do not qualify.
- Spring Milestones EOG Results presented as comparison for 2014-2015 vs. 2015-2016.
- Perform well in ELA and Social Studies.
- Growth area is Math.
- Committee will begin discussing strategies to move kids scoring at levels I and II to III and IV.
- Goal - increase math score by 3 percent a year for the next 3 year.
- Next meeting changed to June 1st at 4:00pm



## **V. Development**

### **A. Committee Report**

- Red Thread wrapping up well. \$1250 away from annual goal.
- Red thread allocation - \$25,000 - \$30,000 to upgrade computer lab and allow students to do morning announcements live; \$5,000 to support China trip; every grade level chair and their team will get \$1,000 for their needs.
- Darryl offered a board challenge of donating an additional \$400 if anyone would match it. Clay matched!

## **VI. Strategic Planning**

### **A. Committee Report**

- Kristen is taking collective feedback from the process and create the template for strategic planning, which will be presented by June 30th.
  - Single Gender - because it didn't come up as a topic with any of the stakeholders during conversation, it shouldn't be addressed in the strategic plan. A separate conversation would need to be had by the leadership team regarding charter renewal.
- Clay mentioned that if we're not differentiating our education by gender, then we shouldn't be doing single gender.

Motion made by Mazie Lynn to assign the executive director the responsibility to create a committee to research and make a recommendation to the board on whether and how to implement single gender no later than October 31st.  
Seconded by Clay Elrod.

Aye - all  
Nay - none  
Abstained - none

## **VII. Other Business**

### **A. PTSA BOD Meeting Update**

### **B. BOT Implementation**

### **C. Public Comments**

Darin Glass - Parent - Policies regarding classroom incidents

Areas of concerns:

- What is protocol for classroom incidents including communication to parents and progressive discipline.
- What are policies for handling classes or children with recurrent behavioral challenges.
- What are the past learnings of other classes or incidents that have informed your current policies? What would we consider changing as a result.

A detailed summary was provided to the board.

Tom invited Mr. Glass to join the governance committee meeting to assist and provide feedback on the handbook. Beth Gay will follow-up with Governance to ensure the proper steps are taken to edit and distribute an updated Student, Parent and Employee Handbook prior to the beginning of FY 2017-2018 to ensure all issues brought to the board's attention by Mr. Glass are addressed.

## VIII. Closing Items

### A. Adjourn Meeting

B. Gay made a motion to adjourn the meeting.

C. Elrod seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

M. Causey           Aye

T. Tidwell           Aye

N. Jones            Aye

E. Buckner          Aye

D. Holloman        Aye

C. Elrod            Aye

K. Delp             Aye

T. Ryan-Lawrence Aye

B. Gay              Aye

S. Burnes           Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,

B. Gay



# Wesley International Academy

## Minutes

### June 13th Board Meeting

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#### **Date and Time**

Tuesday June 13, 2017 at 6:00 PM

#### **Location**

WIA Auditorium

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#### **Board Members Present**

B. Gay, C. Elrod (remote), D. Holloman, E. Buckner, K. Delp, M. Causey, N. Jones (remote), S. Burnes, T. Ryan-Lawrence, T. Tidwell

#### **Board Members Absent**

#### **Ex-Officio Members Present**

J. Marshall, L. Price

#### **Non Voting Members Present**

J. Marshall, L. Price

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

B. Gay called a meeting of the board of directors of Wesley International Academy to order on Tuesday Jun 13, 2017 @ 6:08 PM at WIA Auditorium.

#### **C. Approve Minutes**

B. Gay made a motion to approve minutes from the May Board Meeting on 05-16-17.

T. Ryan-Lawrence seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

D. Holloman	Aye
C. Elrod	Aye
T. Ryan-Lawrence	Aye
S. Burnes	Aye
E. Buckner	Absent
M. Causey	Aye
N. Jones	Aye
B. Gay	Aye
T. Tidwell	Aye
K. Delp	Aye

**D. Executive Updates**

Launching Wingman program in order to have more accountability on committees.

**E. Executive Director Comments**

- Status of Single Gender Education Recommendation - ED is not yet prepared to provide an update on this. Development of committee was delayed due to the transition of MYP principal to another school.
- MYP Principal search - have interviewed 8-10 candidates so far. Second interviews will happen when Jason is out of the country and will be panel interviews by MYP teachers. Goal is to have a final selection by early July.
- Review and ratification of legal counsel for WIA: See next section

E. Buckner arrived late.

**F. Review and Ratification of Legal Counsel for WIA**

M. Causey made a motion to Recommendation is to primarily work with Burrforeman and have McGuire Woods as secondary counsel. Note: Conflict of Interest notice: Board Member Nicole Jones' husband is a partner at Burrforeman. Discussion around her need to abstain from any future votes and any transactions as it relates to WIA's relationship with the primary firm, Burrforeman.

D. Holloman seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Causey	Aye
N. Jones	Absent
C. Elrod	Aye
T. Ryan-Lawrence	Aye
B. Gay	Aye
T. Tidwell	Aye
E. Buckner	Aye
S. Burnes	Aye
K. Delp	Aye
D. Holloman	Aye

**II. Finance**

**A. Committee Report**

Presented by Lisa Price:

- Still working on updating financial processes and procedures. 80% completed.
- Next meeting is next Tuesday at 4:00pm
- Working on APS response to map chart of accounts to the DE46; due by the 21st, plan on having it in by tomorrow. This allows our chart of accounts to tie into a more standard chart used by the district and the state.
- Auditor contacted us and would like us to start our audit a little earlier this year. Initial requests will begin being responded to early next week.
- Beta testing online bill pay with Bank of America. So far, it's gone well. If fully implemented, formal processes and procedures will be put into place.
- May financials are not yet completed due to the information stated above. May and June should be done around the same time and released in July.

### III. Governance

#### A. Proposed Bylaw Amendment #1

T. Tidwell made a motion to approve Amendment 1 with the following clerical changes: second line of paragraph, add "s" after meeting making it plural and the addition of "of" between "minimum" and "once".

E. Buckner seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### Roll Call

N. Jones	Aye
S. Burnes	Aye
T. Tidwell	Aye
B. Gay	Aye
C. Elrod	Absent
K. Delp	Aye
D. Holloman	Aye
M. Causey	Aye
T. Ryan-Lawrence	Aye
E. Buckner	Aye
C. Elrod	left early.

#### B. Proposed Bylaw Amendment #2

- Directors can participate by phone as long as there is a physical quorum present at the meeting.

T. Tidwell made a motion to Approve Amendment #2.

S. Burnes seconded the motion.

The board **VOTED** to approve the motion.

##### Roll Call

B. Gay	Aye
D. Holloman	Aye
T. Tidwell	Aye
M. Causey	Aye
S. Burnes	Aye
N. Jones	Aye
T. Ryan-Lawrence	Aye
E. Buckner	No
C. Elrod	Absent
K. Delp	Aye

#### C. Proposed Bylaw Amendment #3

- Cannot vote on the amendment because of a substantial typo in the proposed amendment.



- Should be based on the end of the fiscal year as oppose to the annual meeting
- Postpone vote until proper amendment is presented at least 48-hours prior to next meeting.

#### **D. Proposed Bylaw Amendment #4**

- Clarifies the governance committee will handle the nomination process and presentation of candidates to the board
- Adds the absolute majority discussed for voting on new board members
- Rewrites the replacements for vacancies from 90-days to 120-days
- Changing "his" to "his/her"

M. Causey made a motion to Approve proposed amendment #4.

T. Tidwell seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

B. Gay	Aye
C. Elrod	Absent
T. Tidwell	Aye
M. Causey	Aye
T. Ryan-Lawrence	Aye
S. Burnes	Aye
N. Jones	Aye
E. Buckner	Aye
K. Delp	Aye
D. Holloman	Aye

#### **E. Proposed Bylaw Amendment #5**

- Corrects incorrect numbering
- Grammar correction
- adds mention of special and standing committees
- Cleans up language in final paragraph
- Makes executive committee permanent

M. Causey made a motion to Approve proposed amendment #5.

T. Ryan-Lawrence seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

S. Burnes	Aye
T. Tidwell	Aye
M. Causey	Aye
C. Elrod	Absent
E. Buckner	Aye
D. Holloman	Aye
N. Jones	Aye
T. Ryan-Lawrence	Aye
K. Delp	Aye
B. Gay	Aye

#### **F. Election of Board Members**

M. Causey made a motion to Approve the slate of candidates as presented.

S. Burnes seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

T. Ryan-Lawrence	Aye
S. Burnes	Aye
T. Tidwell	Aye
K. Delp	Aye
B. Gay	Aye

E. Buckner	Absent
C. Elrod	Absent
M. Causey	Aye
D. Holloman	Aye
N. Jones	Absent

#### **G. Charter Renewal Appendix and Matrix Review**

- Wrapping up charter renewal application, which is due August 15th.
- Anita Lawrence will be managing putting the packet together. Draft of document will be available by June 26th; it will be 75 pages, which is the maximum. Feedback is due from the board by July 7th. Try to focus on content. Document will address the specific areas of our charter that we are not meeting, but will provide specific action plans for how to address them.
- Specifically academic performance - we are consistently inconsistent. Need to start monitoring more on an internal basis more regularly and that should be reported to the board.
- There is an interview portion of the application process. As a board, we need to own the information that we have. We do not know yet when the interview will be.
- BTO (beat the odds) - another measure of how we compare to other "like" schools. MYP trending up over last three years while PYP trending down.
- Roles and responsibility chart - "A" recommends adding a check mark, "R" recommends removing the check mark. BOD should review email sent earlier today and respond to Elisa with any comments no later than Sunday at midnight. We want to make sure it aligns with the strategic goals and priorities previously set. Discussion around item 78 on the spreadsheet.
- Enrollment and lottery policy - Biggest concern is single gender. Task force is starting and decision will be made by October. We can amend the application. Question that remains is where are we legally on our lottery? We get different feedback based on who we ask regarding how we do our lottery and keeping our classes balanced. May want to consult legal advice regarding this. Board should be familiar with the enrollment and admissions process used in the past at WIA.
- Mazie Lynn and Elisa will put together talking points for the board regarding the charter renewal.

#### **H. Election of Board Chair FY18**

S. Burnes made a motion to Elect Beth Gay as Chair for FY18.

T. Tidwell seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **Roll Call**

T. Ryan-Lawrence	Aye
C. Elrod	Absent
T. Tidwell	Aye
S. Burnes	Aye
D. Holloman	Aye
N. Jones	Aye
M. Causey	Aye
E. Buckner	Aye
B. Gay	Abstain
K. Delp	Aye

#### **I. Election of Board Vice-Chair FY18**

T. Ryan-Lawrence made a motion to Elect Mazie Lynn Causey as Vice-Chair for FY18.

S. Burnes seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

N. Jones	Aye
S. Burnes	Aye
K. Delp	Aye
B. Gay	Aye
M. Causey	Abstain
E. Buckner	Aye
T. Tidwell	Aye
T. Ryan-Lawrence	Aye
C. Elrod	Absent
D. Holloman	Aye

**J. Election of Board Secretary FY18**

M. Causey made a motion to Elect Thomas Ryan-Lawrence as Secretary for FY18.  
K. Delp seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

T. Tidwell	Aye
N. Jones	Aye
K. Delp	Aye
B. Gay	Aye
D. Holloman	Aye
C. Elrod	Absent
M. Causey	Aye
S. Burnes	Aye
E. Buckner	Aye
T. Ryan-Lawrence	Abstain

**K. Election of Board Treasurer FY18**

M. Causey made a motion to Elect Chip Hill as Treasurer for FY18.  
D. Holloman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

T. Tidwell	Aye
M. Causey	Aye
N. Jones	Aye
D. Holloman	Aye
S. Burnes	Aye
T. Ryan-Lawrence	Aye
B. Gay	Aye
E. Buckner	Aye
K. Delp	Aye
C. Elrod	Absent

**IV. Academic Excellence**

**A. Committee Report**

- CCRPI scores need to improve. While we didn't beat the odds, we are also not on the "chronic list". Need higher level of focus on how to improve these scores.
- Want to start measuring against statewide scores, not just APS.
- Target areas include: students with disabilities. Will focus on entire school, but will focus on specific target groups. Math is also a focus. This will be done

through collaborative planning, level classes, math coaches for teachers, and learning enrichment programs.

## **V. Development**

### **A. Committee Report**

- No meeting in June due to conflict with AEC meeting
- Red Thread was a great success
- Can now use the data and actionable items from AEC to look for some funding from foundations

## **VI. Strategic Planning**

### **A. Committee Report**

- Final meeting; in process of refining all results. Next 10 days should have the consolidated strategic plan to put forth for review.

## **VII. Other Business**

### **A. PTSA BOD Meeting Update**

They didn't meet this month.

### **B. BOT Implementation**

Make sure everyone is trained by July. Reach out to Thomas for training.

### **C. Public Comments**

## **VIII. Closing Items**

### **A. Adjourn Meeting**

B. Gay made a motion to adjourn the meeting.

T. Tidwell seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

S. Burnes	Aye
B. Gay	Aye
K. Delp	Aye
D. Holloman	Aye
M. Causey	Aye
E. Buckner	Aye
T. Ryan-Lawrence	Aye
C. Elrod	Absent
T. Tidwell	Aye
N. Jones	Aye