



Wesley International Academy
Governing Board Meeting
21 January 2014
6:00 – 7:00 p.m.

Board Members Present: Kamau Bobb, Joel Celestin, Clay Elrod, Kate Elkins, Beth Gay, Genifer Stewart, David Walker

Guests Present: D. Bradley, L. Price, M. Dukes

Call meeting to order 6:07 PM.

- | | |
|---|------------|
| I. Approval of November Minutes | 1 minute |
| a. D. Walker made a motion | |
| b. C. Elrod seconded the motion | |
| Board VOTED to approved November minutes. | |
| II. General Governance Updates – Kamau Bobb | 15 minutes |
| a. Lease renewed for Cook building for 2014-15 | |
| b. Jackson Innovation Cluster update | |
| III. Principal’s Report – Duke Bradley | 15 minutes |
| -See written report | |
| IV. Board Reports | |
| a. Governance Committee – Kate Elkins & Peter Pankiewicz | 5 minutes |
| i. Strategic Plan update | |
| b. Facilities Committee – Peter Pankiewicz | 5 minutes |
| c. Technology Committee – TBD | 5 minutes |
| d. Finance Report – Lisa Price, Clay Elrod | 2 minutes |
| e. Volunteer Committee – David Walker | 2 minutes |
| f. Other | |
| i. School calendar adoption discussion for 2014-15 | |
| Calendar draft will be sent out and voted on in February. | |
| V. Other Items | 10 minutes |
| a. Auction update - Erica Jong | |
| b. Melanie Dukes | |

Meeting adjourned 7:28 PM.

PRINCIPAL'S REPORT



TO: Wesley International Academy Board of Directors
FROM: Duke Bradley, III, Principal
DATE: February 18, 2014

OVERVIEW

Unquestionably, our work throughout the 2013-2014 school year has been focused on improvement. In every aspect of the school, we are intensely concerned with the question of how to achieve higher levels of performance in our practice – including, but not limited to, work associated with productivity, quality, and performance.

With these interests in mind, we are also cautious of avoiding an approach that places greater emphasis on business practices over the work of improving student achievement and instructional delivery. A balanced approach is most appropriate.

As a consequence to these organizational areas of focus, this time of year in particular requires that Administration manage dual priorities. With the mandated state testing period quickly approaching, all instructional staff members are focused on making certain that performance standards are covered with the depth and rigor required for every student to be successful. We are also looking ahead and preparing for next school year despite unknowns that complicate FY'15 planning (e.g. building capacity, staffing needs, and funding concerns.)

Additionally, the past several weeks have tested school-wide operational systems and turned our attention to the systems that enable safety and efficiency. Administration is particularly proud of the school's handling of two recent emergency situations. As with most successful organizations, logistics, communication, and cooperative effort require teamwork and a collaborative spirit. Of these things, our team has performed well.

ACADEMICS

Over the past two years, we have invested significantly in resources necessary to supplement classroom instruction. In fact, these investments have increased by over 15% since 2012. While much of our work has been based on specific requests made by our instructional staff, we are now using data to inform curriculum program choices going forward.

- **What We've Learned:** Historically, WIA has utilized varied curricular materials – often motivated by the specific desires of instructional staff members. We've learned that this mix creates disparate learning experiences for students. Furthermore, a lack of instructional continuity results in wide ranging levels of student and yields learning gaps. As a result of these findings, we are focused on creating consistent programming as a matter of practice.

Ex: For example, Kindergarten utilized Houghton-Mifflin for math which utilizes a ladder approach, while other grades use Every Day Math – which utilizes a spiral approach. Each program's approach to numeracy is different, concentrating on different mathematical strategies.

Program Pilots & Selection:

Writing:

- Teachers in K-2 are currently piloting Lucy Calkins as a potential writing program for our primary grade levels to create a strong writing foundation. The team is scheduled to hold office hours with Tori Hines (writing expert) on Wednesday, February 19.

Math:

- We are working with Paideia to review Everyday Math as our K-5 Program. We are also in the process of purchasing pilot kits for Houghton-Mifflin materials. Teachers will pilot the materials using a CCSS rubric and decide which best fits their needs. Based upon the selection, they will receive professional development during pre-planning and planning kits prior to the summer.

Reading:

- Although literacy has been our strength over the past several years, we still lack a uniform program through which instruction is facilitated. We are scheduled to pilot the program *Journeys* in April.
 - More on Journeys: K-6 reading program which includes vocabulary, intervention, and differentiation modalities. The program also offers digital learning tools. <http://www.hmhco.com/shop/education-curriculum/reading/core-reading-programs/journeys>

CRCT Preparation:

There is currently no specific or targeted work underway to prepare students for the CRCT beyond providing opportunities for additional assistance through Title I tutoring

Beyond this, Instructional Coaches are monitoring student performance data to determine which standards require more attention while planning with teachers to make certain that those standards receive adequate coverage.

Chinese:

- All Chinese classes have been re-leveled based on first semester performance data and Dakao results.
- We have contracted with the former APS World Languages Coordinator to perform a quality review of our Chinese Program. The Chinese department will receive feedback and support in the areas of Instructional Planning; Instructional Delivery (including resource selection) Assessment; Teamwork and Collaboration.

Initiatives in Planning

Academic Innovations:

- This year, the Accelerated Program of Study was introduced; a collection of auxiliary course offerings available to MYP students intended to supplement their normal course of study. We are currently working on ways to advance those efforts. The Instructional Leadership Team is assessing whether the school can offer Algebra I and Biology to eligible Year 3 students beginning in the 2014-2015 school year. Final determinations will be made in the coming weeks.

Chinese:

This year, a record number of WIA students are eligible to take the Youth Chinese Test at Kennesaw State University; a number totaling 221. Eligibility was determined by student's first semester performance on the Dakao – where achieving an 80% or above served as qualifying score.

Of the 221 eligible students, approximately 200 are participating in the after-school Chinese tutoring program.

Please Note:

- The YCT is scheduled for March 22 at Kennesaw State University.
- Last school-year, 98% of students passed the exam. 6 received perfect scores.
- The 2014-2015 goal is 95% passage - factoring the increased number of students participating in the examination.

Also, details regarding the Summer 2014 China Trip are becoming clear. A clear itinerary has been shared with participants and regular monthly meetings are being held to ensure that pertinent information pertaining to the trip is being disseminated.

International Baccalaureate:

IB Program Development:

- IB has updated the Standards and Practices to include the addition of their newest programme, the IBCC (IB Career Related Certificate) and the changes to the MYP requirements. The weekly collaboration meetings with the teachers and coordinator include review of this document as it is important that all staff and stakeholders are familiar with the document.

Professional Development:

- 100% of new teaching staff returning in the 2014/2015 academic school year have been registered to attend the Category 1 training "Making the PYP Happen" from June 24 - 26,

2014 at the Atlanta International School.

- 100% of all returning teaching staff who have not received training in the last 3 years have been registered to attend Category 2/3 training from June 24 - 26, 2014 at Atlanta International School. The workshop sessions include: Action; Transdisciplinary Learning; Encouraging Children's' Creative Instincts in the Classroom; The Written Curriculum; Assessment; Science through the Programme of Inquiry.

Miscellaneous:

- Student Led Conferences in PYP:
Teachers will begin preparation at the beginning of March for student led conferences, March 12 -13, 2014.

Ongoing IB Coordinator training:

- IB Coordinators continue to attend meetings on the second Wednesday of every month, held by CASIE (Center for Advancement and Study of International Education). This month's focus is on the preparing for the Self-Study and Evaluation (Re-authorization) visit.

OPERATIONS

Over the past several weeks, we have been securing Intent-to-Return declarations from the parents of currently enrolled students. This work is critically important. First, we believe that maintaining students helps to support and sustain the culture of the school. Second, our ability to do so is an indicator of relative satisfaction with the school and the work that we do with children among other things.

In year's past, the manner in which the school collected re-enrollment documents was cumbersome to the Back Office staff. It was also inefficient, susceptible to mistakes, and rudimentary.

This year, we have implemented a two-step re-enrollment process that leverages technology in a way that allows the school to better manage re-enrollment.

Intent-to-Return by Grade Level:

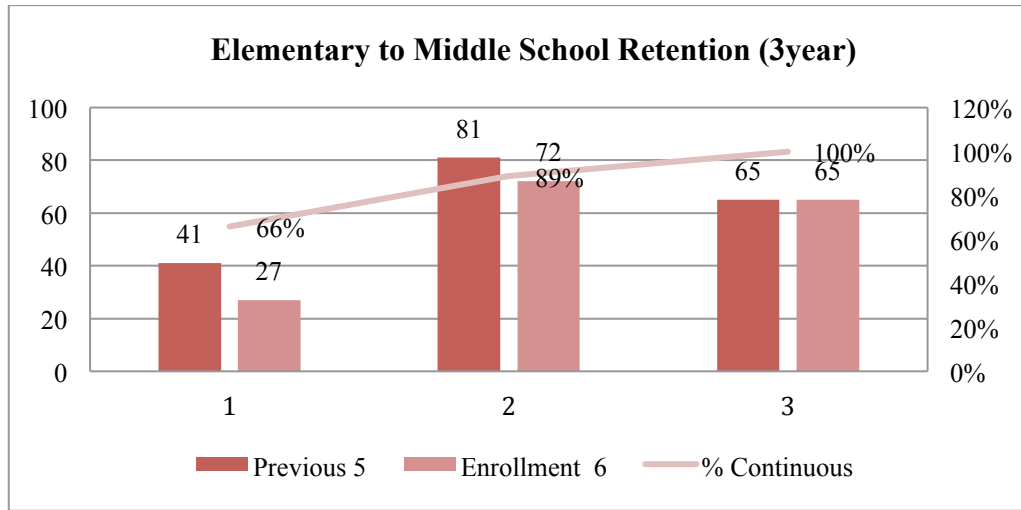
Grade	Raw Number: Currently Enrolled	Raw Number: Intending to Return	By Percentage
K	87	87	100%
1	88	85	97%
2	93	93	100%
3	100	99	99%
4	109	109	100%
5	66	66	100%
6	75	75	100%
7	41	39	95%

School-wide Totals (Excluding currently enrolled 8th graders):

Total Enrolled	Total: Intending to Return	Total: By Percentage
659	653	99.09%

Other Relevant Retention Data:

Historically, student retention – particularly among elementary students transitioning to middle school has been challenging. As it stands, 100% of currently enrolled 5th grade students have declared their intent to return. The chart below shows the progress we have made in this area.



- **Note:** Should the 5th grade students who have declared their intent to return actually do so, we would have increased elementary to middle school retention by 34%

HUMAN RESOURCES

In addition to securing Intent-to-Return forms from currently enrolled families, Administration has done the same for current employees. Wesley International Academy employs 80 staff members. Of the 80, 4 have indicated that they will not return for the 2014-2015 school-year. This data helps determine staffing needs and prioritizes staff recruitment efforts.

	Total #	Raw Number: Returning/Not Returning	Percentage Returning
Instructional Staff and Specials	69	66/3	96%
Back Office and Support	4	3/1	75%
Contract Personnel	2	2/0	100%
Counselors	2	2/0	100%
Administration and Leadership	4	4/0	100%

- **Note:** Of the reasons stated for not returning from the 4 staff members who, they included: Moving out of the area (2); Pursuing other professional opportunities (2)

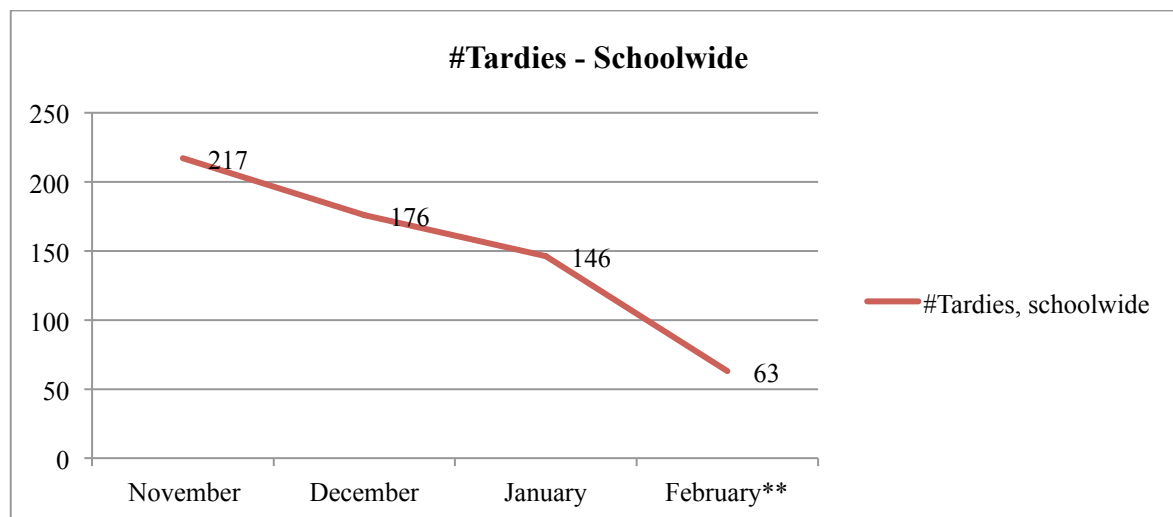
Tardies and Attendance:

Since implementing a new system for monitoring student attendance and tardies, we have seen significant improvement in on-time arrivals. School-wide, this has been an area of focus primarily because Administration recognizes that maintaining a disciplined school community with regard to scheduling is critical to student success.

As a reminder, we have increased our usage of technology to automatically generate correspondence to parents when their students have reached a particular tardy “threshold”. The Counseling Department has also been helpful in following-up with parents who have consistently fail to meet expectations. The key, we’ve found, is establishing regular communication and faithful policy enforcement.

Month	Raw Number: #Tardies, Schoolwide	Raw Number: Instructional Days	Raw Number: Avg. Daily Tardy
November	217	16	14
December	176	15	12
January	146	14	10
*February	63	6	11
Average	N/A	N/A	12

Monthly Comparison:



- **February:** The February results are noticeably lower and therefore skewed, because the month has not yet ended. However, it is trending downward when compared to previous months. Final comparison data will be reconciled at the end of February.

Initiatives in Action

Compensation Modeling:

- Total staff compensation has been increased this year through a combination of raises and staff bonuses - but our model remains inadequate. As we move into year 2 of our second charter term, Administration and the Board's HR committee will be working to design a more suitable structure.

Organizational Modeling:

- Administration and the Board's HR Committee are also reevaluating the school's organizational model - examining our efficiency and effectiveness while also looking at whether essential human capital is being leveraged best.
 - Both of these initiatives involves speaking with local charter school leaders, reviewing school models of area charter schools and examining their configurations.

News and Recognition:

Wesley International Academy has been selected as a finalist for the New Leaders Roberts Award for School Innovation.

- About the Award: The New Leaders Roberts Award for School Innovation recognizes outstanding New Leader Principals who develop innovative solutions to address critical challenges within their school communities. <http://www.newleaders.org/impact/roberts-award/>
- City of Atlanta Council President Ceasar Mitchell will keynote WIA's Black History Month MYP Assembly on February 28 at 9:00 a.m.

Upcoming Events:

Event	Location	Date
Class Parent Meeting	WIA Auditorium	February 24
Parents Coffee Conference with Mr. Bradley	WIA Auditorium	February 25
Boys Basketball Game vs. Main Street Academy	McClarín Gym College Park, GA	February 28
MYP Black History Month Assembly	WIA Auditorium	February 28

Special Thanks:

- **Debra Bryant and Crystal Williams:** For their dedicated and superior work toward supporting the WIA re-enrollment process in addition to additional professional requirements.

- **Shannon Sanders, Lee Landenberger, and Kamilah Konrad:** For their dedicated service in supporting school-wide efforts.

RESPECTFULLY SUBMITTED

Duke Bradley, III
Principal

END

PRINCIPAL'S REPORT



TO: Wesley International Academy Board of Directors
FROM: Duke Bradley, III, Principal
DATE: March 18, 2014

OVERVIEW

The first few weeks of March have been both busy and productive.

Much of our work involves preparing for the CRCT, but without interrupting regular instruction. We are closely monitoring our progress toward addressing mandated standards while also putting systems in place to remediate identified areas of growth. Tutoring for all testing grades (3-8) continues with 5 more weekend sessions remaining until students are scheduled to take the exam. Instructional Coaches have been deployed to increase the amount of time that they spend reviewing lesson plans, providing feedback, and reviewing data.

In addition to maintaining our focus on instruction, non-instructional matters have also commanded our time and attention. Foremost among those include the affairs associated with new enrollment.

Last school-year, WIA received a record number of new applications – the majority of whom were for Kindergarten. The trend continues, where we have experienced a 10% increase from 2013 to 2014, and a 100% increase from 2011. While we have constantly worked to pursue greater organizational sophistication and operational efficiency, new processes implemented one year ago have bode well for us and continue to pay dividends – particularly around volume management and communications.

We have also begun to actively solicit new applicants for open positions. New postings can be found on the school's website. See: <http://www.wesleyacademy.org/about-us/careers/>

It should also be noted that with the school nearing the completion of our 5-year strategic plan, we are continue to thinking forward – planning for the 2014-2015 school-year. Special interest has been given to a re-imagined organizational model accompanied by updated job descriptions. Administration has also prioritized a new compensation model inspired by the desire to provide WIA staff members with more competitive pay while also implementing a sustainable model that can withstand the fluctuations of student numbers and unpredictable per pupil funding allocations.

In closing, despite all of the work that reports of this kind often centers upon, it is important to honor the wonderful, but rarely mentioned service and support that our parents provide. Our parent community has been extraordinary this year and deserves acknowledgment. Major initiatives like the annual *Phoenix Silent Auction*, *Take Your Family to Work Week*, and *Career Day* are all parent led and parent organized events that collectively benefit our school in a way that doesn't show in standard reporting formats.

Though not over, their work is an impressive testament to the year we've had - perhaps more than any other.

ACADEMICS

Student-led conferences were held on March 13th and 14th. During the conferences, students had the opportunity to summarize what they have been learning in class over the past 9 weeks.

Benchmark exams (Mock CRCT's) have been administered and the results are currently being disaggregated. Once complete, teachers and Instructional Coaches will perform item, standard, and classroom analysis to determine which standards should be retaught, and how.

We have received 8th grade writing assessment results. See below:

8th Grade Writing Results, 2013-2014:

Regular Education	Overall
95%	88%

Chinese:

A record number of students will be taking the Youth Chinese Test (YCT) at Kennesaw State University on Saturday, March 21 – 198 in all. YCT tutoring has been ongoing for the past several weeks and we've averaged approximately 85% student participation.

Final preparations are also being made for students travelling to China this summer. Students interested in participating next year will soon be submitting their applications for review.:

<http://www.wesleyacademy.org/wesleyadmin/wpcontent/uploads/2013/09/ChinaTripParticipants.jpg>

A quality review of the Chinese Department was commissioned and completed in March. The results have been prepared and are ready to be presented to the Academic Excellence Committee.

- The review was conducted by Ms. Anita Lawrence, former World Languages Coordinator at Atlanta Public Schools and also former Head of School at Globe Academy in Decatur.

Lastly, please take note of the following dates for upcoming Chinese Dept. events.

March:

- Youth Chincse Test; March 22, 2014
- Dept. meeting with Ms. Anita Lawrence March 26, Wednesday 4 to 5 p.m.

May:

- Dakao (school-wide Chinese assessment) May 1
- Dakao (school-wide Chinese assessment) Make-Up May 2
- China Night May 9
- 6th grade field trip May 16
- 2014 China Trip May 29 to June 2

OPERATIONS

Wesley International Academy successfully conducted our school lottery on March. A total of 97 students were admitted and nearly 700 remain on the waiting list. This represents a 10% increase from just one year ago. Going forward, the manner in which we conduct our lottery will likely continue as currently designed (with adjustments as necessary), but the number of seats we make available may be limited due to our single gender classroom model and the necessity of complying with federal guidelines.

2013-2014 Lottery Details:

Lottery numbers were calculated by the current enrollment grades by FTE 1 and year 2 (of 5-year charter term) projections of 728 students.

New Online Enrollment Process:

- Declaration of Intent-to-Return
- Application of Admissions
- Random Selection lottery algorithm generates lottery slots (Excel)
- Release of lottery results
- Release of waiting list
- Distribution of acceptances
- Reporting phase

We have also begun the process of organizing written drafts of our systems – codifying processes in efforts to protect the school in the instance of emergencies, staff departures, leaves of absence, etc. We are also designing an exit interview process along with a checklist of things that must be done prior to personnel departures.

Plans continue with regard to securing modular units to accommodate students next year. The facilities committee has been working to evaluate all options and to make final recommendations which will inform fiscal planning for the upcoming school-year.

HUMAN RESOURCES

Wesley International Academy welcomes Mr. Everette White to join our team as s Special Education teacher. Mr. White comes highly recommended and adds both diversity and experience to the WIA Special Education Department. We are pleased to have him.

In the coming days, a new organizational model will be presented to the Human Resources Committee, and eventually to the Board for review. The recommendation responds to specific feedback received from our School Review conducted by Ms. Kristin Moody – addressing matters associated with clarity of roles and responsibilities, maximizing talent and human capital, sustainability, and effective management structures.

The organizational model recommendations will also include new and additional positions.

Candidates for open positions who have passed the initial round of review continue to be vetted. One offer has been made and several others are awaiting correspondence regarding next steps. We are experiencing more applicant volume than ever; generating candidates with incredibly impressive backgrounds, experience, and training. We've been intentional about searching for candidates with IB experience, international exposure, experience working in charter schools, and who have a demonstrated track record of success in their respective areas of expertise. We expect hiring to continue into the summer months.

MISCELLANEOUS

- WIA has fielded our first ever baseball team, whose inaugural game resulted in an 8-2 victory over Bunche Middle School.
- On April 16, Wesley will welcome Congressman John Lewis – who will address the MYP in an alternative format.
- Wesley's first formal Black History Month Program was a tremendous success. The program was punctuated by the keynote address made by Atlanta City Council President, Ceasar Mitchell.
- In the next few weeks, we expect a decision on two grants that we have submitted. First, the Federal Dissemination Grant which we were invited to apply for, and second, the New Leaders Roberts Award for School Innovation Grant. Together, the grants are worth up to \$275,000. If received, these either will represent the first private and federal grants to have ever been awarded to Wesley International Academy.
- 8th grade students have begun receiving high school acceptances. Of note, Demmorius Taylor has received a full scholarship to Holy Spirit Preparatory School in Atlanta; <http://www.holyspiritprep.org/>. Demmorius received his scholarship on the basis of his demonstrated academic, athletic, and citizenship excellence.

The Office of Student Services:

Enrollment:

- 96 acceptance letters have been mailed to parents

Student Services:

- GADOE data collections for both FTE 3 and Student Records have begun off in March 2014 with Student Records ending May 2014.
- Infinite Campus gradebook training for 7th & 8th grade teachers with additional training will be given to selected groups in PYP
- The Administrative team and lead teachers will receive SLDS and TRL overview training (Infinite Campus)

- **Please Note:** The Statewide Longitudinal Data System (SLDS) is designed to help districts, schools, and teachers make informed data-driven decisions to improve student learning. The Teacher Resource Link (TRL) is an application that delivers vetted and aligned digital resources to Georgia's teachers.

Counseling Department:

Much of the Counseling Department’s work over the past several weeks has involved supporting the successful transition of student’s to the summer programs and high school’s of their choice. This work is incredibly layered and is unique to the specific needs of children. Below are highlights of their work:

- Supported WIA student applications to 1 Breakthrough Atlanta transcript packets and recommendation letters for interested 6th and 7th grade students.
- Provided strategic assistance for 8th grade students applying to Maynard Jackson, North Atlanta, and other APS zoned high schools.
- Supported student applications to various independent and private schools. This assistance includes Shadow Day and entrance interview preparation. Schools represented are:
 - Cristo Rey Jesuit High School
 - Landmark Christian Academy
 - Holy Spirit Preparatory School (Chinese offered)
 - Marist School
 - Pace Academy
 - Our Lady of Mercy
 - The Lovett School (Chinese offered)
 - The New School
 - Whitfield Academy
 - Woodward Academy (Chinese offered)

Upcoming Events:

Event	Location	Date
WIA Baseball vs. Drew Charter	Kennesaw State University	3/19/14
Five Guys Dine Out	Five Guys @ Edgewood	3/22/14
Morning Coffee with the Principal	WIA	3/25/14
Spring Book Fair	WIA	3/26 through 2/28

RESPECTFULLY SUBMITTED

Duke Bradley, III
Principal

END



**Wesley International Academy
Governing Board Meeting**

15 April 2014
6:00 – 7:00 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Kate Elkins, Beth Gay, Genifer Stewart, David Walker, Peter Pankiewicz

Board Members Absent: Kamau Bobb

Guests Present: L. Price

Called meeting to order 6:01 PM.

- | | |
|--|------------|
| I. Approval of March Minutes | 1 minute |
| a. Extension requested for board to review minutes and approve via email | |
| II. General Governance Updates | 5 minutes |
| a. N/A | |
| III. Principal's Report – Duke Bradley | 15 minutes |
| a. See written report | |
| IV. Board Reports | |
| a. Facilities Committee – Beth Gay | 10 minutes |
| • Committee met with APS and reviewed the trailer/modular layout plans and it was approved | |
| • Portables will be there for 2014-15 school year while build-out is being done | |
| • Estimated cost of trailer rentals is \$76K for 2014/15 | |
| b. Strategic Planning Committee – Kate Elkins | 5 minutes |
| • Slide deck in preparation for the strategic plan that will include the dashboard template, action items for stakeholders , market analysis, school history | |
| • Review of Strategic Plan schedule of key deliverables and responsible parties | |
| c. Technology Committee – Clay Elrod | 5 minutes |
| • No updates | |
| d. Finance Report – Lisa Price | 2 minutes |
| • Enrollment for next year could be more than originally expected. It could be in the range of 740-770. No additional updates. | |
| e. Volunteer Committee – David Walker | 2 minutes |

- Volunteer registration is available on the site. Currently in BETA test mode and has not been rolled out to the public
- f. **HR Committee** – Beth Gay 2 minutes
- Salary hybrid schedule was presented
 - Beth Gay made motion to approve
 - Clay Elrod seconded the motion
 - Board VOTED to approve the HR recommendation for the 2015-18 salary schedule
- g. **China Trip Committee** – David Walker 2 minutes
- Fully funded; 15 students and 2 teachers. Preparing the agenda
 - Trip scheduled for May 29th; special acknowledgment on May 7th at China Night
- h. **Other** – SAC 2 minutes
- Andrea Knight informed board and attendees of the 2013-14 School Advisory Council Elections

Meeting adjourned at 6:45PM / Minutes prepared by: Genifer Stewart



**Wesley International Academy
Governing Board Meeting**

15 April 2014
6:00 – 7:00 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Beth Gay, Genifer Stewart, David Walker, Peter Pankiewicz

Board Members Absent: Kate Elkins, Kamau Bobb, L. Price

Guests Present: D. Bradley, K. Hancock, M. Dukes

Called meeting to order 6:05 PM.

Approval of March/April Minutes 1 minute

- a. Motion made by Genifer Stewart to approve the April minutes; seconded by Clay Elrod
Motion unanimously approved by all board members

General Governance Report - Peter 5 minutes

- a. Review and approval of the drafted Grievance Policy
Motion made by Peter Pankiewicz to adopt the Grievance Policy as drafted for inclusion in the overall general policy booklet of Wesley International Academy; seconded by Beth Gay.
Motion unanimously approved by all board members
- b. Review of Board of Directors marketing packet
- c. Review of the Principal Evaluation

Principal's Report 20 minutes

- a. Review of the Open Letter from the Principal – D. Bradley
- b. Review of the WIA CRCT performance scores versus non-charter APS schools – K. Hancock
 - Request to benchmark Wesley against higher performing APS schools

Board Reports

- a. **Facilities Committee – Beth Gay** 10 minutes
 - Moving forward with trailer and working on permitting in the next 2 weeks
 - Finalizing quotes and financial support
 - Lease should be finalized and presentation scheduled on status in June
- b. **Strategic Planning Committee – Peter Pankiewicz** 5 minutes
 - Presentation of board calendar will take place at June meeting
 - Scheduling board retreat for the summer
- c. **Finance Report – Clay Elrod** 2 minutes

- April and May budget updates will be delivered at the June meeting
 - 2014-15 budget is in progress and working on draft for presentation at June meeting
- c. **Volunteer Committee** – David Walker 2 minutes
- New system is currently in BETA test mode and has not been officially rolled out to the public
- d. **HR Committee** – Beth Gay 2 minutes
- Working on the benefits package
- e. **China Trip Committee** – David Walker 2 minutes
- Trip Dates: May 29 – June 26
- f. **Marketing Committee - Genifer Stewart** 2 minutes
- Vendor fulfilled video and photos for the visit from congressman Lewis
 - Motion to terminate current vendor and obtain all footage for editing by another vendor
 - Proposed vendor “Artist Expression” to complete work

Other Business

Erica Jong – VP of WIA PTA

- Presentation of the mini grants dispersed to Teachers in 2013-14
- Discussion around approval process and what should be covered by administration versus PTA

Cynthia Rocks – Mother of 3 children in the school

- High teacher turnover rate
- Discipline of MYP leaving the school during the day and things that are happening
 - Hiring a Dean of Culture & Discipline will help to address issues of discipline schoolwide
- CRCT scores – when will they be received and when are the retakes

Lexie Hautau – President of PTA

- Question around opportunity for parents to assess their child’s teacher

Andrea Knight – Parent

- Annual meeting of board turnover – scheduled for June
- Parent stakeholders survey needs to be taken into consideration in our evaluation
- Staff non-renewals and proper notification
- Responsibility of the board to evaluate the principal

Principal Bradley

- Raises for the staff of 2.5% and bonuses for 2013-14; and categorical raises for the 2014-15 school year

Meeting adjourned at 7:51PM / Minutes prepared by: Genifer Stewart



**Wesley International Academy
Governing Board Meeting**

15 April 2014
6:00 – 7:00 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Beth Gay, Genifer Stewart, David Walker, Kate Elkins, Kamau Bobb

Board Members Absent: Peter Pankiewicz

Guests Present: D. Bradley, L. Price

Called meeting to order 6:05 PM.

Approval of May Minutes

1 minute

- a. Motion made by Genifer Stewart to approve the May minutes; seconded by Beth Gay
Motion unanimously approved by all board members

General Governance Report – Kamau Bobb

20 minutes

- a. Confucious Center partnership
- b. Reinstatement of directors – Clay Elrod and Genifer Stewart
Motion made by David Walker to reinstatement board of directors Clay Elrod and Genifer Stewart for another 3 year term; seconded by Beth Gay
Motion unanimously approved by all board members and all 6 attending parents
- a. Review of updated bylaws
Motion made by David Walker to approve the updated bylaws per the draft; seconded by Clay Elrod
Motion unanimously approved by all board members

Principal's Report

20 minutes

- a. Review of the End of Year Report
- b. New Hires and Recruiting for PYP Lead – required to read Mindset, Carol
 - i. All new hires will complete IB training this summer

Board Reports

- a. **Facilities Committee – David Walker**

10 minutes

- Review of Lease

- Motion made by David Walker to adopt the amendment to extend the lease from 1 to 4 years and the inclusion of all facilities and technological enhancements; seconded by Clay Elrod

Motion unanimously approved by all board members

- b. **Strategic Planning Committee** – Peter Pankiewicz 5 minutes
 - Review of the Principal Evaluation and the categories
 - Retreat tentative dates – Aug 9 or Aug 16th

- c. **Finance Report** – Clay Elrod 2 minutes
 - Final budget to be presented at next board meeting

- c. **Marketing Committee - Genifer Stewart** 2 minutes
 - Terminated Golden Street Entertainment and awaiting final video #1
 - Proposed vendor “Artist Expression” to complete work

Other Business

- Georgia Tech Stem partnership in pursuit
- China Trip participants return on Thursday, June 26th at 9:55pm
- Questions about Principal Report
- Dissemination Grant purpose is for curriculum development and Chinese enhancement
 - Toomer, Wesley, Maynard Jackson – attempting to form a cluster that to leverage resources
 - Richard Quarterone – recommended that second round of the Dissemination Grant should focus on being a thought leader for Jackson to get them to be a full IB program. Currently, Jackson only provides IB instruction through 10th grade.

Meeting adjourned at 7:45PM / Minutes prepared by: Genifer Stewart



**Wesley International Academy
Governing Board Meeting**

15 July 2014
6:00 – 7:00 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Beth Gay, Kate Elkins, Peter Pankiewicz

Board Members Absent: Kamau Bobb, Genifer Stewart, David Walker

Guests Present: D. Bradley

Meeting called to order at 6:15 PM

- Approval of June Minutes** 1 minute
- a. Motion made by Beth Gay to approve the June minutes; seconded by Clay Elrod
Motion unanimously approved by all board members
- General Governance Report – Beth Gay** 20 minutes
- a. Principal will meet with K. Moody regarding specifics of evaluation.
 - b. Board will discuss goals for Executive Development at August Retreat
 - a. August retreat date – 8/23; meeting notice and agenda forthcoming
- Principal's Report** 20 minutes
- a. Leadership Training / New Hires / Evaluations
 - b. Facilities permitting for trailers is taking longer than anticipated

Meeting adjourned at 7:23PM / Minutes prepared by: Kate Elkins



Wesley International Academy
Governing Board Meeting
16 September 2014
6:00 – 7:00 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Kate Elkins, Beth Gay, Peter Pankiewicz, David Walker

Board Members Absent: Kamau Bobb, Genifer Stewart

Guests Present: Duke Bradley, Melanie Dukes

Meeting called to order at 6:03 PM.

Approval of August Minutes

- Motion made by K. Elkins to approve August minutes; motion seconded by C. Elrod.
Motion unanimously approved.

Executive Director's Report

- Organizational restructuring
- Job descriptions
- Management and accountability: examples of Individualized Professional Development Plans and reporting

Board Reports

A. Academic Excellence Committee

- Principal Evaluation update and review
 - Motion made by C. Elrod to approve Executive Director Evaluation 2014-2015; motion seconded by B. Gay.
Motion unanimously approved.

B. Finance Committee

- General update

C. Fundraising Committee

- No update

D. Governance

- Policies
 - P. Pankiewicz – report of policy updates for Governance Handbook to be approved in October.
- Bylaws

- Motion made by D. Walker to approve the amendment of Bylaws dated 9/16/14; motion seconded by C. Elrod.

Motion unanimously approved.

- Board calendar
- Nominations
 - Accepting nominations for open seats starting October 1st.

Other Business

- B. Gay – trailers report
- D. Walker – facility between school and playground: Fulton-Atlanta Action Authority
- D. Bradley – Coxe/Curry update; Football games; Dragon Boat
- A. Gelaude – SAC report
- L. Johnson – organizational communication inquiry

Meeting adjourned at 7:00 PM / Minutes prepared by: Kate Elkins



**Wesley International Academy
Governing Board Meeting**

21 October 2014

6:00 – 7:30 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Kate Elkins, Peter Pankiewicz, David Walker

Board Members Absent: Kamau Bobb, Beth Gay, Genifer Stewart

Guests Present: Duke Bradley, Lisa Price

Meeting called to order at 6:12 PM.

I. Approval of Minutes

-Motion made by C. Elrod to approve September minutes; motion seconded by J. Celestin.

-Motion unanimously approved.

II. Executive Updates

III. Executive Director's Report – Duke Bradley

- a. Benchmarks and MAP
- b. IB innovation in regards to homework
- c. Grant Gov. Office of Student Achievement application
- d. Coxe Curry update
- e. POS system; count day; lunch; APS volunteer policy
- f. Fundraising – commemorative bricks

IV. Board Reports

a. Governance Committee

- i. Policy Document updates
 - i. Personnel title changes
 - ii. Committee changes
 - iii. Grievance policy
 - iv. Sick leave
 - v. Exec. Dir. Evaluation updates

-Motion made by C. Elrod to approve updates to Policy Documents; motion seconded by D. Walker.

-Motion unanimously approved.

- ii. Board Recruitment Information Package
- iii. T.Melton introduction

b. Academic Excellence Committee

c. Finance Committee

- i. Audit report
- ii. Portables update

d. Fundraising Committee

Marie Mower – Red Thread Chair

- i. Tree Mural
- ii. Brick Campaign
- iii. Funds going towards IB programming

V. Other Items

- a. SAC update
- b. Advanced math update
- c. R. Quarterone – SEACS – comments about IB/homework
 - Nov. 13, 6PM – Jackson cluster strategic planning at SEACS meeting at MJHS
 - Clay Elrod on cluster finance advisory committee
- d. M. Mower - Uncle Ben's contest – vote
 - Board and committee function questions
- e. A. Gelaude – comment on volunteer/mandatory reporter policy

Meeting adjourned at 7:30 PM / Minutes prepared by: Kate Elkins.



**Wesley International Academy
Governing Board Meeting**

17 November 2014

6:00 – 7:30 p.m.

Board Members Present: Joel Celestin, Clay Elrod, Kate Elkins, Peter Pankiewicz, David Walker, Beth Gay, Genifer Stewart

Board Members Absent: Kamau Bobb

Guests Present: Duke Bradley, Lisa Price, Melanie Dukes

Meeting called to order at 6:04 PM.

a. Approval of Minutes

-Motion made by B. Gay to approve October minutes; motion seconded by C.Elrod.

-Motion unanimously approved.

b. Executive Updates

-Update on trailers

c. Executive Director's Report – Duke Bradley

a. Curriculum update

b. Facilities grant application was completed and remitted

c. Coxe Curry update

d. Federal Dissemination grant update

e. Professional Learning

f. Independent and Parochial school brunch planning – January

MYP Report -Dr. Keish Hancock

i. Data Driven Performance Update

PYP Report – Anita Lawrence

ii. Assessment Data Review for 1st-5th grades

d. Board Reports

a. Governance Committee - Peter Pankiewicz

i. Committee meeting update

ii. Redevelopment/Improvement Plan Review

iii. Board Retreat

iv. Board Management Software

- b. **Academic Excellence Committee**
 - i. No Update
- c. **Finance Committee** – Lisa Price
 - i. September Financials – Performance & Program Summaries
 - ii. Donations Update
 - i. Donor Perfect identified as a program that will meet the school’s need
 - ii. LOC provider evaluation
- d. **Fundraising Committee**
 - i. No Update
- e. **Other Items**
 - a. Melanie Duke
 - i. Concern with space limitations for special ed; request for private meeting with the board
 - b. Charlie Anderson
 - i. Update on Grandparents Day – 250+ grandparents registered
 - c. Marie Mower
 - i. Red Thread Update
 - ii. Available adjacent property – long term trajectory for our current location
 - iii. PTSA Fundraiser – February 21st @ 7pm
 - i. Location: Rialto
 - d. Andrea Knight
 - i. SEACs update
 - e. Richard Quarterone
 - i. Local IB Meeting; update that every school in the Jackson cluster will be pursuing IB.
- Opportunity for WIA to be thought leader in this quest
 - ii. Invite to Principal to attend Grant Park December meeting – third Tuesday in December

Meeting adjourned at 7:31 PM / Minutes prepared by: Genifer Stewart.