



**Wesley International Academy**  
Board of Directors Meeting  
27 January 2013  
1049 Custer Avenue

**BOARD MEMBERS PRESENT:** Kamau Bobb, David Walker, Beth Gay, Clay Elrod, Peter Pankiewicz, Kate Elkins, Joel Celestin

**QUORUM:** Yes

**OTHERS PRESENT:** Duke Bradley, Lisa Price, Melanie Dukes

**CALL TO ORDER:** Meeting began at 6:00pm

**APPROVAL OF MINUTES**

- Board approved unanimously the November 2012 minutes

**GENERAL GOVERNANCE UPDATES – Kamua Bobb**

- Discussion regarding facilities search, no votes taken

**FACILITIES REPORT – David Walker**

- Report on ongoing lease negotiations, no votes taken.

**PRINCIPAL REPORT – Duke Bradley**

- Principals report distributed by principal and available online, no votes taken

**FINANCIAL REPORT – Clay Elrod & Lisa Price**

- Report on school finances, no votes taken

**POLICY REPORT – Kate Elkins & Peter Pankiewicz**

- Report on draft of policy document and input received.

Decision: Via unanimous consent, Melanie Dukes was appointed to be teacher's representative on the Policy Committee during the drafting and review of the Policy Document.

- Report on proposed board training.

Decision: Via unanimous consent, board agreed to revisit the board training proposal at the February board meeting.

**MARKETING COMMITTEE REPORT – Kamau Bobb, Holly Elrod & Richard Quarterone**

- Report on school marketing & communications work, no votes taken

**Meeting Adjourned:** 7:53pm

**Minutes Prepared and Submitted by:** Peter Pankiewicz



**Wesley International Academy**  
Board of Directors Meeting  
19 February 2013  
1049 Custer Avenue

**BOARD MEMBERS PRESENT:** David Walker, Beth Gay, Clay Elrod, Peter Pankiewicz, Kate Elkins, Genifer Stewart

**QUORUM:** Yes

**OTHERS PRESENT:** Duke Bradley

**CALL TO ORDER:** Meeting began at 6:10pm

**APPROVAL OF MINUTES**

- Board unanimously approved the January 2013 minutes

**GENERAL GOVERNANCE UPDATE - David Walker**

- Report on upcoming DOE renewal petition meeting details, no votes taken
- Tax exemption letter received
- Report on China 2014 Trip status, no votes taken

**PRINCIPAL REPORT – Duke Bradley**

- Principals report distributed by principal and available online, no votes taken
- Reviewed draft report on Procedural Safety Changes
- Reviewed draft report on Human Resource Goals

**FACILITIES REPORT – David Walker**

- Report on ongoing lease negotiations and upcoming meetings.  
Decision: Via unanimous consent, board agreed for the Facilities Committee to investigate the requirements for the purchase and use of temporary modular units at Custer pending location conversation with Erol Davis

**POLICY REPORT – Kate Elkins & Peter Pankiewicz**

- Report on draft of policy document and input received.

**Decision:** Unanimous consent, board agreed to approve the drafted Policy Document as proposed with the following changes: (1) Accept the changes remitted by Marketing/Communication Committee, (2) Insert marital status as an area that we will not discriminate against applicants and (3) Disclaimer that this document does not apply to existing contracts.

- Report on Board Effectiveness Review and Retreat training and timing.

**Decision:** Unanimous consent, board agreed to approve the scheduling of the Board Effectiveness Review and Retreat, as well as, Board Visioning Training.

#### **VOLUNTEER COMMITTEE REPORT – David Walker**

- Report on proposed volunteer incentives, tracking system updates and proposed campaign initiatives, no votes taken.

#### **MARKETING COMMITTEE REPORT – Genifer Stewart**

- Report on school marketing & communications work, no votes taken

**Meeting Adjourned:** 7:40pm

**Minutes Prepared and Submitted by:** Genifer Stewart



**Wesley International Academy**  
Board of Directors Meeting  
19 March 2013  
1049 Custer Avenue

**BOARD MEMBERS PRESENT:** David Walker, Beth Gay, Clay Elrod, Peter Pankiewicz, Kate Elkins, Kamau Bobb, Genifer Stewart

**QUORUM:** Yes

**OTHERS PRESENT:** Duke Bradley, Melanie Duke,

**CALL TO ORDER:** Meeting began at 6:10pm

**APPROVAL OF MINUTES**

- Board unanimously approved the February 2013 minutes

**GENERAL GOVERNANCE UPDATE – Kamau Bobb**

- Facilities – Kevin O’Sullivan
  - Surplus Buildings – Cook has an APS designated use; APS is willing to work with the overflow in a co-usage at another school
  - Options: Marshall and/or Tech High – both are in need of extreme repairs
  - **Decision: Via unanimous consent, board agreed to sign the Imagine lease for the upcoming school year 2013-14**
- Board Response to Charter Litigation – Andrea Knight
- SAC Mid-Year Report – Kenya Moore
  - Teacher Survey was conducted in December. SAC Chair has requested the BODs to review and edit survey. Delivery in 2 weeks.
  - Uniforms – proposing to change vendors that allows for better quality, supply and pricing

**PRINCIPAL REPORT – Duke Bradley**

- Re-enrollment/Enrollment – online application process was launched and successful
- MYP – Accelerate Program of Study proposal presented

- **Decision: Via unanimous consent, board agreed to support the proposal of the Accelerated Program of Study planning continuation with monthly updates to the board**
- Safety – multiple points of entry have been resolved
- Charter Renewal – passed for another 5 years

**MARKETING COMMITTEE REPORT – Genifer Stewart**

- Update on video vendor, no votes taken

**ADDITIONAL COMMENTS**

- Basic needs aren't met. No toilet paper, soap
- No lateness policy that is enforced
- Carpool procedure; no announcement made that it is over
- Too many unsupervised kids; especially MYP kids (happens after 4pm)
- What are the policies and procedures? Who is enforcing them?

**Meeting Adjourned: 7:55pm**

**Minutes Prepared and Submitted by: Genifer Stewart**



**Wesley International Academy**  
Board of Directors Meeting  
23 April 2013  
1049 Custer Avenue

**BOARD MEMBERS PRESENT:** David Walker, Beth Gay, Clay Elrod, Peter Pankiewicz, Kate Elkins, Kamau Bobb, Genifer Stewart

**QUORUM:** Yes

**OTHERS PRESENT:** Duke Bradley, Lisa Price

**CALL TO ORDER:** Meeting began at 6:05pm

**APPROVAL OF MINUTES**

- Board unanimously approved the March 2013 minutes

**GENERAL GOVERNANCE UPDATE – Kamau Bobb**

**PRINCIPAL REPORT – Duke Bradley**

- Report and budget review
- **DECISION:** Unanimous approval of the drafted 2014 budget sensitivity analysis
- CRCT and other testing status

**FACILITIES COMMITTEE REPORT – David Walker**

- Review of facility options and lease terms for current location
- Update on school availabilities prior to decision on modulars

**POLICY COMMITTEE REPORT – Peter Pankiewicz**

**MARKETING COMMITTEE REPORT – Genifer Stewart**

- Sarah Steely – PARENT AWARENESS FLYER REVIEW
- Board directed that information is important but should be approved via the principal versus the board

**OTHER DISCUSSIONS (PUBLIC)**

- PTA Blood Drive – May 14<sup>th</sup>
- MYP Accelerated Program vs. Gifted Program
- Teacher salaries
- SACS Teacher Survey
- Targets for teacher retention

**Meeting Adjourned:** 7:57pm

**Minutes Prepared and Submitted by:** Kate Elkins & Genifer Stewart





**Wesley International Academy**  
Board of Directors Meeting  
20 May 2013  
1049 Custer Avenue

**BOARD MEMBERS PRESENT:** David Walker, Beth Gay, Clay Elrod, Joel Celestin, Kate Elkins, Kamau Bobb, Genifer Stewart

**QUORUM:** Yes

**OTHERS PRESENT:** Duke Bradley, Lisa Price, Melanie Dukes

**CALL TO ORDER:** Meeting began at 6:39pm

**APPROVAL OF MINUTES** – Genifer Stewart

- Board unanimously approved the April 2013 minutes -APPROVED

**BOARD ELECTIONS** – Genifer Stewart

- Board and 2/3 members of the parent body unanimously approved the renewal of the 3 board members for a 3 year term: Kamau Bobb, David Walker and Kate Elkins (30 out of 38 families approved motion)

**GENERAL GOVERNANCE UPDATE** – Kamau Bobb

- Facility transition planning

**PRINCIPAL REPORT** – Duke Bradley

- Growth areas – Mathematics and Science
- Areas of Opportunity – Science and Social Studies
- Testing data projections/results
- Attendance
- Staff Retention

**VOLUNTEER COMMITTEE REPORT – David Walker**

- Board unanimously approved the proposed Parent Volunteer Pledge form to be incorporated in the required paperwork for parents at the beginning of the 2013-14 school year
- Board unanimously approved the SACs recommendation for the primary uniform vendor, Buckhead Uniforms
- Board unanimously approved that the uniform policy would be amended that required the purchase of two color options for uniform skirts and pants for girls and boys.

**NOMINATING COMMITTEE – Genifer Stewart & Beth Gay**

- Information regarding the process of remitting for the open board seat will be posted to the WIA website

**OTHER DISCUSSIONS (PUBLIC)**

- Plans for facility transition
- Honors acknowledgement for students
- Behavior issues and forthcoming policy
- 2013-14 Handbook
- Tardy & Absent Concerns
- Gender specificity in reporting performance results

**Meeting Adjourned:** 9:00pm

**Minutes Prepared and Submitted by:** Genifer Stewart



## **Wesley International Academy Governing Board Meeting**

16 July 2013

St. Augustine's Restaurant – 327 Memorial Drive

**BOARD MEMBERS PRESENT:** Kamau Bobb, Beth Gay, Clay Elrod, Peter Pankiewicz, Genifer Stewart

**QUORUM:** Yes

**CALL TO ORDER:** Meeting began at 6:45pm

**GENERAL GOVERNANCE UPDATES** – Kamau Bobb

- Facility transition updates
- Carpool updates

### **BOARD REPORTS**

**Finance Report** – Clay Elrod

- Review of the proposed salary and bonus adjustments presented by the principal
- Unanimous approval of Principal's recommended 2.5% raise of staff members per salary table spreadsheet **(5 votes)**
- Unanimous approval to amend Principal's recommended 5% bonus to 2.5% for all staff members per salary table spreadsheet **(5 votes)**
- Unanimous approval of 2.5% bonus timing for Winter holiday (December) **(5 votes)**
- Unanimous approval of elevating titles with a salary increases per the recommended salary table spreadsheet for designated employees. **(5 votes)**

**Facilities Report** – Peter Pankiewicz

- Review of rendering of Wesley International Academy signage to cover Cook Elementary signage
- Unanimous approval of the recommended signage to cover the placard on brick wall in front school and banner to cover the signage board out front of school **(5 votes)**
- Unanimous approval of the recommendation to paint the doors of the main entrance facing Memorial drive to red **(5 votes)**

**Marketing Report – Genifer Stewart**

- Review of the drafted communication to solicit photos and video footage from parents for incorporation in school video
  - Unanimous approval of the communication (**5 votes**)
- Review of proposed plan for school videos and budget
  - Unanimous approval of the video plan and budget (**5 votes**)

**Nominations Committee – Beth Gay & Genifer Stewart**

- Candidate updates and next steps

**Meeting Adjourned : 8:05pm**

**Minutes Prepared and Submitted by: Genifer Stewart**



**Wesley International Academy**  
Governing Board Meeting  
20 August 2013  
211 Memorial Drive, SE

**BOARD MEMBERS PRESENT:** Kate Elkins, Kamau Bobb, Peter Pankiewicz, David Walker, Clay Elrod, Genifer Stewart

**QUORUM:** Yes

**OTHER ATTENDEES:** Duke Bradley, Melanie Dukes, Lisa Price

**CALL TO ORDER:** Meeting began at 6:06pm

**APPROVAL OF MINUTES** – Genifer Stewart

- Board unanimously approval of the July minutes (5 votes, 0 nays)

**APPROVAL OF 2013-14 BOD MEETING CALENDAR**

- Unanimous approval of the proposed 2013-14 BOD meeting calendar outlining the meetings will be held on the 3<sup>rd</sup> Tuesday of every month with the exception of February to be held on the 4<sup>th</sup> Tuesday. Notification to the parent community will be distributed via email every 3<sup>rd</sup> Monday of the month. (5 votes, 0 nays)

**GENERAL GOVERNANCE UPDATES** – Kamau Bobb

- Present proposed new committees and descriptions
  - a. **DECISION NEEDED:** Approval of the formation of the proposed (2) new committees
    - **Academic Excellence Committee**  
Unanimous approval of the Academic Excellence Committee to be a standing governing committee (5 votes, 0 nays)
    - **Fundraising Committee**  
Unanimous approval of a standing committee for the Fundraising Committee (5 votes, 0 nays)
  - b. Building lease to extend beyond 1 year term

**PRINCIPAL'S REPORT** – Duke Bradley

- Highlights from the published report
  - All teachers have received level 1 IB certification training

- IB training is extremely expensive on a per teacher basis – approximately \$800-1500
- Single gender education performance report
- Overall professional development of the teachers and staff

## BOARD REPORTS

- **Policy Committee** – Kate Elkins & Peter Pankiewicz
  - a. Unanimous approval of the committee name change from Policy committee to Governance Committee (6 votes, 0 nays)
  - b. Discussion of proposal to establish a Family Directory
  - c. Proposed to expand committee beyond (2) board members to aid in triangular thinking
    - Local School Council – (Principal)
    - Advisory Council – SAC
    - Second Mondays of the month is the scheduled day
  - d. Meeting with Kristin Moody to finalize the strategic plan for the year
  - e. Review of proposed policy updates
- **Facilities Report** – Peter Pankiewicz
  - Signage update
- **Finance Report** – Clay Elrod
  - a. Tentative budget, no regular scheduled meetings
  - b. Annual audit to takes place next month
  - c. Long term property assessment needed for the building maintenance
  - d. Meetings scheduled for 4<sup>th</sup> Mondays every month
  - e. Business Manager position fulfillment needs to be expedited
    - Position to be filled by week of 8/26
- **Marketing/Communications Report** – Genifer Stewart
  - a. **Committee Updates** – videography status
- **Volunteer Committee** – David Walker
  - a. SAC Survey Results are published and will be distributed to the administration
  - b. Melanie Dukes proposed that the SAC survey be re-administered to teachers this year
  - c. Principal Bradley recommends that it be a bi-annual survey
    - The evaluative package needs to be developed and distributed

## OTHER ITEMS

- **Melanie Duke** – presented topline of the summer training and a sense of cohesiveness this year
- **Lexie Hautau** – parents have inquired about painting the vacant building across the street to remove the gang signs that are spray painted on the building

- a. Concerned about the facility of the lawn on Custer and the association to the school
- **Sarah Steely** – the WIA signage is still up at the old location
- **Richard Quarterone** – reflected to last May BOD meeting and inquiring about how thoughtful we are about the long-term or short term lease for our current facility
  - a. Chairman expressed that the BOD is being thoughtful of if this location is ideal for our school based upon student population and space limitations
  - b. Peter interjected that the completion of the Board’s strategic plan will
- **Luann Miller** – Facilities use of the Roslin Washington City Park
  - a. Willing to start of Friends of Roslin/Washington Park to make it usable for the children
  - b. She will speak to SAC and would like for the board to have those conversations to come up with a solution
- **Erin Ashley** – is all of the Cook signage staying?
  - a. It is a government building so the Cook signage must stay
  - b. Board to investigate if the Elementary wording to be removed
- **Erica Jong** – compliments of the MYP progress and first 3 weeks
  - a. Concerned that all of the gifted students in MYP are in the same class and minimizes the diversity and creativity of thought – also fosters tracking. What is the administration’s plan in the upcoming school year for MYP?
- **Melaysia Simmons** – where do you find the list of all of the committees?
  - a. Board to place the committee descriptions on the website

**Meeting Adjourned:** 7:45pm

**Minutes Prepared and Submitted by:** Genifer Stewart



**Wesley International Academy**  
**Governing Board Meeting**  
17 September 2013  
211 Memorial Drive, SE

**BOARD MEMBERS PRESENT:** Beth Gay, Clay Elrod, Peter Pankiewicz, Kate Elkins

**QUORUM:** Yes

**CALL TO ORDER:** Meeting began at 6:18 pm

**GENERAL GOVERNANCE UPDATES – Beth Gay**

**PRINCIPAL'S REPORT – Duke Bradley**

- Welcome Artesius Miller
- Teacher Keys
- Dissemination Grant
- Students: enrollment up to 710; Staff: 78 full time, 2 part time
- Facilities/Repairs
- Greenhouse Foundation partnership

**TEACHER REPORT – Melanie Dukes**

- Free extra-curricular activities; Incentives for teachers to sponsor clubs

**BOARD REPORTS**

**Technology Report – Clay Elrod**

- Recommendation to include technology into strategic plan
- Lunch Process recommendations:
  - Every 2 weeks sign up vs. monthly
  - October back to old process w/lunch admin

**Finance Report – Clay Elrod**

- Break even forecasting revenue - based on not receiving pension case funds
- Identified money in budget for strategic plan and China plane trip for Principal Bradley
- Budget approval

**VOTE: Unanimous approval of the proposed 2013-14 Budget (4 votes, 0 nays)**



**Policy Report** – Kate Elkins

- Strategic Plan update

**OTHER BUSINESS**

**Public Comments**

- Lillian Miller - presentation about group “Friends of Rawson Washington Park” (park behind WIA building):
  - Group is focused on collaborating with community and park group resources to keep the park safe and clean. See Friends of Rawson Washington Park (FB page)

**Meeting Adjourned** : 7:29 pm

**Minutes Prepared and Submitted by:** Kate Elkins

# Minutes

## Wesley International Academy

### Board Meeting

Tuesday Oct 15, 2013 @ 6:00 PM at WIA

#### **Board Members Present**

G. Stewart

#### **Board Members Absent**

P. Pankiewicz

#### **Guests Present**

K. Elkins, K. Moody

## I. Opening Items

#### **Call the Meeting to Order**

G. Stewart called a meeting of the board of trustees of Wesley International Academy to order on Tuesday Oct 15, 2013 @ 6:02 PM at WIA.

#### **Approve Minutes**

G. Stewart made a motion to Approve the August minutes.

K. Elkins seconded the motion.

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

Board has requested that all minutes are remitted electronically during the board meeting in which they are approved.

## II. General Board Update

#### **Strategic Plan Update**

Strategic Planning process outlined and reviewed Information gathering will take place over the next several months and compiled after the holiday Goal to conduct focus groups with staff, non-instructional staff, parents, board and administration What does a successful Wesley student look like? Why did parents choose Wesley? Student lead - what do I want my school to be for me? what do you think of your school?

Request Kristin to give thought around how we stand firm in our differences to not become another public school School is centered around strategies versus outcomes; therefore, there needs to be a vision that focuses on the kids and outcome versus (IB) Who do we serve and what does success look like? Is IB adequately moving kids to success or what the ideal of success looks like?

#### **General Board Update - Kamau**

## III. Governance

#### **Policy Updates**

Policy updates presented Decision to.

K. Elkins made a motion to Approve that the policy handbook will be available online and only given in hard copy if requested.

G. Stewart seconded the motion.

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

K. Elkins made a motion to Approve the updates to the uniform policy in the policy handbook.

G. Stewart seconded the motion.

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

K. Elkins made a motion to Approve for a new section to be included in the policy handbook that administration can gather information from the families to develop a family directory for all families that would like to be included.

G. Stewart seconded the motion.

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

### **Principal Evaluation**

#### **The High Bar training and resources information**

Reviewed the Highbar platform and decided to move forward with using it as a trial for managing the documentation pertaining to the board (agenda, minutes, committee reports).

### **IV. Closing Items**

#### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:32 pm.

Respectfully Submitted,

G. Stewart

# Minutes

## Wesley International Academy

### Board Meeting

Tuesday Nov 19, 2013 @ 6:00 PM at WIA

#### **Board Members Present**

B. Gay, C. Elrod, D. Walker, G. Stewart, J. Celestin (remote), K. Bobb, K. Elkins, P. Pankiewicz

#### **Guests Present**

D. Bradley, Lea Durdin, Leslie Grant, Melanie Dukes

### I. Opening Items

#### **Call the Meeting to Order**

K. Bobb called a meeting of the board of trustees of Wesley International Academy to order on Tuesday Nov 19, 2013 @ 6:05 PM at WIA.

#### **Approval of September & October Minutes**

G. Stewart made a motion to Genifer Stewart.

B. Gay seconded the motion.

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

#### **Introduction of Leslie Grant**

Board Introductions.

### II. General Board Update

#### **General Board Update - Kamau**

Facility update looks positive for the 2014-15 school year Place-based funding in Jackson cluster initiative Wesley has been identified as the feeder school of choice for Jackson Timing of meetings TBD.

### III. Principal Report

#### **Academic Performance/School Updates**

Submission of the Principal's October report PRINCIPAL REPORT 700+ students on the waiting list - this # surpasses current student population Public confidence is strengthening School tours kicked off this month WIA has formally entered into institutional partnerships with several organizations this year Design team meetings/professional development Change of learner profile "risk taker" to "courageous" Preparation of the IB evaluation visit in January 100% of all returning teachers will have Category 1 training in the summer Intradepartmental communication improvements/system updates Attendance/Tardy Policy update and execution utilizing Infinite Campus.

### IV. Governance

#### **Policy Updates**

C. Elrod made a motion to Adopt the Policy changes.

K. Bobb seconded the motion.

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

#### **Principal Evaluation**

## **The High Bar training and resources information**

### **V. Finance**

#### **Finance Report - Clay Elrod & Lisa Price**

Presentation of the Financial Dashboard.

D. Walker made a motion to Settle the Imagine debt of \$40,000.

B. Gay seconded the motion.

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

#### **China Trip Budget**

Presentation of the Nanjing 2014 Teacher/Staff Budget for Chung and Durdin.

C. Elrod made a motion to Approve the proposed teacher/staff budget for the 2014 Nanjing China trip for \$15,000.

B. Gay seconded the motion.

The board **VOTED** to approve the motion. David Walker - abstained.

#### **Fundraising Line Item**

C. Elrod made a motion to Approve the line item of \$20,000 for Fundraising Special Projects in the 2013-14 budget.

D. Walker seconded the motion.

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

### **VI. Fundraising**

#### **Fundraising Presentation**

Presentation of the Annual Fundraising campaign initial proposal 1. Relaunch for the Support Page on the website 2. Communicate the importance of funding "Why we need to raise money?" as the vital lifeline of the school by proposing amount by student Execution via the following methods a. Website (Paypal account) b. PR pushes Timeline in development Launch at Board Townhall in late January.

K. Bobb made a motion to Support an annual campaign for the 2013-14 school with details to be forthcoming from the Fundraising Committee.

B. Gay seconded the motion.

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

### **VII. Volunteer**

#### **Approval of volunteer software**

G. Stewart made a motion to Approve the purchase a monthly Volgistics volunteer software package to track volunteer hours.

C. Elrod seconded the motion.

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

### **VIII. Closing Items**

#### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 07:44 pm.

Respectfully Submitted,

G. Stewart

#### **Closing Remarks/Next Steps**