



Wesley International Academy

Board of Directors Meeting
17 July 2012
1049 Custer Avenue

BOARD MEMBERS

PRESENT: Genifer Stewart, Beth Gay, Kate Elkins, Duke Bradley, Clay Elrod, Joel Celestin

ABSENT: Peter Pankiewicz, David Walker

QUORUM: Yes

OTHERS PRESENT: Debra Bryant

CALL TO ORDER: Meeting began at 6:06pm

Charter Renewal – Kristin Moody

Renewal Paperwork is due on August 31, 2012 to APS

www.reachthehighbar.com

www.charterschoolcenter.org

There are 2 entities required to get charter approved

- APS
- GA Dept of Education

Details

- 100 pages maximum
- \$9000/student for the next 5 year is the gauge to project budgets

Mandatory for Governing Board

- Develop a rigorous development plan
- Training / Development is ongoing and scheduled
- Need to ensure regular updates on academics, budget, management of the school
- Need to prepare development goals for the board
- Annual development plan that shows goals, development, self assessments, etc
- Fundraising – look at models for effective fundraising
- Develop a fundraising plan
- Recruiting and Marketing – growth area
 - Need to prepare a marketing/recruiting strategy

- Tech High has a model to review
- Human Resource Section

Challenges

- CRCT scores lower than APS
- Science 5th-7th grade lower
- Social Studies
- Facility - not having a location identified for next school year
- Visioning is needed between board, principal and parents – develop a common vision
- Foster a community of constant learners
- Conduct a board gap analysis of members

Student Population

- Re-establish the priority zone for student eligible zip codes

Need by August 1st

- Community support letters from parents, neighbors, prospective parents
- Businesses, Non-profits, Community support

Mission / Vision / Values

- Updated Mission to a statement
- Values streamlined to just the IB characteristics

3 Pronged Unique Approach

1. IB
2. Single Gender
3. Chinese

PRINCIPAL REPORT (Duke Bradley)

- Faculty and Staff return on July 24th – earlier than previous years with 8 days of prep
- Working on school wide priorities
 - Narrowed down to 7-8 with 4 main focuses
 - Instructional consistency
 - Teacher Induction Program
 - Program to honor the IB program
 - Common Core
 - GA Performance Standards
 - Develop a Science and Social Studies Strategic Plan for Improvement
 - Develop a strategic plan for high performance overall
 - Benchmark for success will be charter schools in the area to exceed their scores.
WIA continues to outperform APS
- Preparing for PD (Professional Development)

- Homework Approach and corresponding protocols
 - Conducted an informal assessment with teachers
- Develop an annual Scope and Sequence Plan
- Summer professional development itineraries
- Developing Common language around how we facilitate instruction
- Staff Changes
 - Kara Post - Resigned (music teachers)
 - Assistant Principal – Hired
- Salary Scale was developed with the following tenets
 - Cannot base by APS
 - Competitive with surrounding districts
 - Honor years of experience
 - Fair and equitable
 - (3 years you would remain flat)

GENERAL GOVERNANCE UPDATES

Meeting adjourned 6:56pm

Minutes Prepared and Submitted by: Genifer Stewart, Secretary



Wesley International Academy

Board of Directors Meeting
21 August 2012
1049 Custer Avenue

BOARD MEMBERS

PRESENT: Kamau Bobb, Genifer Stewart, Beth Gay, Clay Elrod, Peter Pankiewicz, Kate Elkins

ABSENT: Joel Celestin, David Walker

QUORUM: Yes

OTHERS PRESENT: Duke Bradley, Lisa Price, Melanie Dukes

CALL TO ORDER: Meeting began at 6:08pm

GENERAL GOVERNANCE UPDATES (Kamau Bobb)

- **VOTE:** Motion to approve July minutes APPROVED
- Charter renewal packet due 8/31
 - Significant milestones will be addressed:
 - IB status achieved
 - AYP achieved
 - Competence in governance
- State DOE to visit school
- Board retreat to be schedule before year end
- 3 Board terms have expired (Beth Gay, Joel Celestin and Peter Pankiewicz) and 1 resigned (Douglas Edwards)
 - **VOTE:** Motion to extend expired BOD members terms for an additional month to vet proper voting process APPROVED

PRINCIPAL REPORT (Duke Bradley)

- Staff started 2 weeks early / Classes are fully enrolled
- Teacher exposed to new professional development program (see Principal's Report for details)
- **Academics**
 - Common Core Standard – 3 Focus Areas
 - Math
 - ELA
 - Social Studies
 - DIBELS Testing in progress
 - Classroom Teacher Performance Standard Overview (see Principal's Report for details)

- Evaluation
- Rubric

- **Operations**
 - Audit is underway
 - Transfer of benefits from Aetna to BCBS

- **HR**
 - Staff grew from 65 to 73

- **Communications**
 - Established a Twitter account and new website is underway
 - **VOTE:** Motion to approve the Principal's Report on the website w/minutes APPROVED

FINANCE REPORT (Clay Elrod)

- **VOTE:** Motion to approve the 2012-13 budget APPROVE

FACILITIES COMMITTEE (Beth Gay)

- Committee is still exploring all opportunities for the 2013-2014 school year
- Explore extension of Imagine lease

OTHER

- AJC media inquiry on the cheating scandal and thoughts on the charter schools that are failing under the scrutiny of APS

Meeting Adjourned: 7:02pm

Minutes prepared and submitted by: Genifer Stewart, Secretary



Wesley International Academy

Board of Directors Meeting
18 September 2012
1049 Custer Avenue

BOARD MEMBERS

PRESENT: Kamau Bobb, Genifer Stewart, Beth Gay, David Walker, Clay Elrod, Peter Pankiewicz, Kate Elkins, Joel Celestine

QUORUM: Yes

OTHERS PRESENT: Duke Bradley, Lisa Price, Melanie Dukes

CALL TO ORDER: Meeting began at 6:07pm

GENERAL GOVERNANCE UPDATES

- Board Social – Team Building Event will be planned by Beth Gay by mid November
- Develop the strategic visioning of the board via a board retreat: Strategic Plan, Policy and New Member Recommendation for BOD
- Board Member Slate
 - Beth Gay, Peter Pankiewicz and Joel Celestine board terms have expired
 - Terms have been renewed for an additional 3 years – (2015)
 - **VOTE:** Motion to approve the renewal of the BOD members. APPROVED by board and the majority of parents in attendance
- New Member Slate to replace Douglas Edwards for a 2 year term
- Charter renewal document was completed and remitted to the APS and to the State
 - Next step is the site visit

PRINCIPAL REPORT (Duke Bradley)

- SACS - Accreditation documents needs to be submitted
- Academically
 - Facilitating the DIBELS assessment on the students – tool to evaluate student comprehension in reading
 - SAXON Math Assessment results are forthcoming which test students' skill set in this subject
 - Science assessment revealed that teachers were not equipped with the proper resources to effectively progress in this content area. Instructional coaches provide support to teachers on how to instruct Science at a higher level
 - Social Studies has been identified as a content area that needs more attention

- Discipline
 - 2 suspensions
 - Atlanta Business Chronicle Educational Programming Award - Governor's International Award
 - Principal Dukes prepared essay and WIA was selected as a finalist
 - Press Release was sent to Charter School Department of APS to share news
- Chinese delegation visit to WIA on September 19th
 - Delegation to discuss building relationship with private sector and government entities

FINANCE REPORT (Lisa Price)

- Dashboard for the school year to be released next month
- Audit is complete and all is on track
- Official audit report on Monday September 24th at 5:30pm
- All insurance has been secured
- WIA will be taken off of the Imagine accounting book by end of next month

FACILITIES COMMITTEE (Beth Gay)

- Committee is still exploring all opportunities for the 2013-2014 school year

HR COMMITTEE (Beth Gay)

- New lunch administrator was hired

TECHNOLOGY COMMITTEE (Clay Elrod)

- Conducted first meeting and will be developing a roadmap
- Mr. Jordan (technology teacher) has been added to the committee
- Meeting dates will be scheduled

MARKETING/COMMUNICATIONS COMMITTEE (Genifer Stewart)

- Each committee has conducted 2 meetings
- Collaborative meeting with Principal and Board Chairman to discuss the appropriate areas of operation

TEACHER LIASION REPORT (Melanie Dukes)

- Think Tank group met and provided updates of important doable items that need to be addressed

OTHER

- China 2014 meeting on Thursday 6pm September 20th
- Next principal's report to include the instructional coaches for mandarin

Meeting Adjourned: 7:38pm

Minutes prepared and submitted by: Genifer Stewart, Secretary



Wesley International Academy

Board of Directors Meeting
16 October 2012
1049 Custer Avenue

BOARD MEMBERS

PRESENT: Genifer Stewart, David Walker, Clay Elrod, Peter Pankiewicz, Kate Elkins, Joel Celestine

QUORUM: Yes

OTHERS PRESENT: Duke Bradley, Lisa Price

CALL TO ORDER: Meeting began at 6:10pm

GENERAL GOVERNANCE UPDATES

- **VOTE:** Motion to approve the September minutes . APPROVED

PRINCIPAL REPORT (Duke Bradley)

- Parent Acknowledgements
- 2012 Priorities
 - Access student learning in Common Core
- 641 out of 646 for head count day
- Operations and Budget Considerations
 - Budget should reflect the school's priority when developing the 2013-14 budget
 - Current Curriculum Allocation - 3.4%. Goal 5%
 - Current Professional Development - <1%
 - Teacher Salaries
- Value-added Report
- HR
 - Troy Barrett (assistant PE teacher) – resigned
 - Working through plan to cover (2) paraprofessionals that will take FMLA
 - Hires are needed
 - ESOL – paraprofessional
 - Paraprofessional – special needs
 - Assistant PE teacher – backfill needed
- WIA placed as 1 of 3 finalists at the Atlanta Business Chronicles Governor's Award
- School Concert scheduled for 12/12

FINANCE REPORT (Lisa Price)

- Final budget review
- Funding will be based on 640-641 FTEs
- Review of unforeseen expenses
 - False Alarms
 - Facility Maintenance and Repairs
- Completing final steps of the 9-90 audit

FACILITIES COMMITTEE (David Walker)

- Imagine Lease
 - Imagine would like to list the property starting in December
 - Open to leasing property back to WIA at the same lease fee or selling to WIA
- Continuing to explore new locations

POLICY COMMITTEE (Kate Elkins)

- Policy draft to be prepared by November meeting

OTHER

- International FEASTival – 10/20 from 12-4
- Staff & Family Night at Suburban Lanes – 10/26
- Spirit Week
- Facilities Exploration and Strategy Prep – how do involve more parents & community
 - Recommendation to look at all options in parallel vs. step method
 - Free options via APS
 - Lease
 - Purchase
 - Can a Building Fund be established?
 - Potential Options
 - Determine location, develop a strategy and mobilize a team consisting of board, staff and parents
 - Recommendation that the Facilities Committee expands to include parents and staff

Meeting Adjourned: 7:22pm

Minutes Prepared and Submitted by: Genifer Stewart, Secretary



Wesley International Academy
Board of Directors Meeting
27 November 2012
1049 Custer Avenue

BOARD MEMBERS

PRESENT: Kamau Bobb, Kate Elkins, David Walker, Clay Elrod, Genifer Stewart, Peter Pankiewicz, Beth Gay, Joel Celestin

QUORUM: Yes

OTHERS PRESENT: Duke Bradley, Lisa Price, Melanie Dukes

CALL TO ORDER: Meeting began at 6:07pm

GENERAL GOVERNANCE UPDATES

- **VOTE:** Motion to approve the October minutes. **APPROVED**

FACILITIES REPORT – Allen Mueller/David Walker

- Options in the district:
 - Thurgood Marshall Middle School
 - Size, proximity are ideal
 - Located in the Jackson cluster
 - Needs work
 - Capacity is 400-600 up to 1000
 - State approval codes are needed
 - Timeline: 2 months to get environment permits
 - Possibility to share facility with
 - Coan Middle School
 - Capitol View
 - Huber Building
 - Allen to provide the assessment that Drew Charter has done
 - Work with the facilities committee and look at a map to identify all options

- Imagine wants to place the property on the market for sale

PRINCIPAL REPORT – Duke Bradley

See full Principal's Report attached

- Teacher acknowledgements
- Perpetual Betterment
- Interim Assessments for Common Core (Science and Social Studies)
 - Benchmark exams will be administered 12/3
- Working on teacher protocols to better manage the bell-to-bell instruction
- Investments needed for the math curricular materials
- Value add data was presented by Principal
- IB Programme – working to build a consortium of support
 - Instructional exchange programme
- Operational Priority: Making the website as the hub for the school
 - Online Application

FINANCIAL REPORT – Lisa Price

- Dashboard Presented
- Review of the Current Financial Snapshot
- Full-time positions needed:
 - EYSA teacher
 - Lunch Administrator

POLICY REPORT – Kate Elkins & Peter Pankiwicz

- First draft of the Policy has been drafted and will be remitted for BOD approval

MARKETING COMMITTEE REPORT – Genifer Stewart / Richard Quarterone

- Presentation of the marketing messaging plan presented to BOD
- **VOTE:** Motion to approve the core messages master document for school use.
APPROVED

Meeting Adjourned: 7:48pm

Minutes Prepared and Submitted by: Genifer Stewart