



Wesley International Academy

Governance Committee Meeting

Date and Time

Thursday March 1, 2018 at 4:15 PM EST

Location

314 Kelly St., SE, Atlanta, GA

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Tom Tidwell	3 m
B. Call the Meeting to Order		Tom Tidwell	1 m
C. Approve February Minutes	Approve Minutes	Tom Tidwell	3 m
Approve minutes for Governance Committee Meeting on February 1, 2018			
II. Governance			
A. Policy Roundup Taskforce Update	Discuss	Tom Tidwell	15 m
<ul style="list-style-type: none"> • Taskforce <ul style="list-style-type: none"> • Jan Hansen - faculty • Tom Tidwell • Donald Mason • Donica Johnson • David Mitchum - academics • Lea Durdin • Beth Gay - faculty • Next Meeting: TBD • Roadmap: <ul style="list-style-type: none"> • March 1: Draft of final policy changes, bylaws and document retention policy will be submitted to Governance Committee for review • April 5: Final approval by Governance Committee • April 17: Board meeting - present first reader to entire Board • May 3: Any additional, necessary review by Governance Committee • May 15: Board meeting - final vote on policy changes, bylaws, and document retention policy 			

- ByLaws Update - Tom/Mazie Lynn
 - Pending Action Items:
 - Review relevant sections with Chip & Lisa - Tom
 - Compare ED section to ED job description & contract - Mazie Lynn
 - Compare Director Agreement document to revised Bylaws - Tom
 - Compare Officer job descriptions to revised Bylaws - Mazie Lynn
 - Anticipated Timeline: same as above
- Document Retention Policy - Thomas
 - Pending Action Items:
 - Review relevant details with administration
 - Craft related Disaster Recovery Policy
 - Anticipated Timeline: same as above, but may be impacted by need to coordinate with Finance Committee

B. Weighted Lottery Update Discuss Mazie Lynn Causey 10 m

Discuss process of weighted lottery

- Updated information from legal counsel & charter renewal process
- Gather information from other schools (Drew, ACNS) on how they do it - Dana Roberts
- Need historical demographic data from Wesley for past 3 years (Jason Marshall and Dana Roberts are working on this) - **Still waiting on this information - need to set deadline**
- October: Need 40-day FTE info
- November: Data dive to strategize for next lottery
- Discuss documenting the lottery process

C. Charter Renewal Update Discuss Mazie Lynn Causey 5 m

- GaDOE Response to Clarification due March 7, 2018
- Anticipate GaDOE decision at their March Board meeting (March 22, 2018)
 - Includes committee meeting on March 21, 2018

D. Board Recruitment and On-Boarding Discuss Tom Tidwell 10 m

- Leadership on documenting the related processes: Tom Tidwell
- Known needs:
 - 1 member's final term expires June 30, 2018 (skills: HR, projects, facilities, etc.)
 - 1 member not returning for term that expires June 30, 2020
 - Terms to be filled: 1y term for 2018-19 and 2y term for 2018-2020 in order to balance the classes
- Update on Candidate Interviews
 - Current Pipeline
 - Timeline for Interviews
 - Interview Panel: Tom Tidwell, Katie Delp, Jan Hansen, Kate Boyer, Ewa Carter

E. Establish Training Schedule for BOT-Related Training Discuss Mazie Lynn Causey 10 m

- Short-term: OKRs Training
- Long-term: annual overview training to include new members

F. Committee Goals for 2017-18 - Accountability Check-In Discuss Mazie Lynn Causey 5 m

- Policy Roundup Taskforce
 - Board Policies, including need for document retention policy (Tom and Jan)
 - Parent and Staff Handbooks (Mazie Lynn and Jan)
 - Board ByLaws Update (Mazie Lynn and Tom)
- Board Recruitment & On-Boarding Plan (Tom and Mazie Lynn)
- Follow up on creation of measurable goals for the entire Board

III. Other Business

IV. Closing Items

A. Adjourn Meeting	Discuss	Tom Tidwell	1 m
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