



# Wesley International Academy

## Governance Committee Meeting

### Date and Time

Thursday June 7, 2018 at 4:15 PM EDT

### Location

314 Kelly St., SE, Atlanta, GA

### Agenda

|                                                                                                                                   | Purpose         | Presenter         | Time           |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|----------------|
| <b>I. Opening Items</b>                                                                                                           |                 |                   | <b>4:15 PM</b> |
| <b>A.</b> Record Attendance and Guests                                                                                            |                 | Tom Tidwell       | 3 m            |
| <b>B.</b> Call the Meeting to Order                                                                                               |                 | Tom Tidwell       | 1 m            |
| <b>C.</b> Approve May Minutes                                                                                                     | Approve Minutes | Tom Tidwell       | 3 m            |
| Approve minutes for Governance Committee Meeting on May 3, 2018                                                                   |                 |                   |                |
| <b>D.</b> Approve April Minutes                                                                                                   | Approve Minutes | Tom Tidwell       | 3 m            |
| Approve minutes for Governance Committee Meeting on April 10, 2018                                                                |                 |                   |                |
| <b>II. Governance</b>                                                                                                             |                 |                   | <b>4:25 PM</b> |
| <b>A.</b> Policy Roundup Taskforce Update                                                                                         | Discuss         | Tom Tidwell       | 10 m           |
| • Taskforce                                                                                                                       |                 |                   |                |
| • Additional policies to be considered (e.g., cell phones, staff children attendance, etc.)                                       |                 |                   |                |
| • ByLaws Update - Tom/Mazie Lynn                                                                                                  |                 |                   |                |
| • Pending Action Items:                                                                                                           |                 |                   |                |
| • Review relevant sections with Chip & Lisa - Tom - complete                                                                      |                 |                   |                |
| • Compare ED section to ED job description & contract - Mazie Lynn - complete                                                     |                 |                   |                |
| • Compare Director Agreement document to revised Bylaws - Tom                                                                     |                 |                   |                |
| • Compare Officer job descriptions to revised Bylaws - Mazie Lynn - complete                                                      |                 |                   |                |
| • Anticipated Timeline: <b>delayed-Need to finalize first reader version and establish timeline for for presentation to Board</b> |                 |                   |                |
| • Document Retention Policy - Thomas                                                                                              |                 |                   |                |
| • Pending Action Items:                                                                                                           |                 |                   |                |
| • Review relevant details with administration                                                                                     |                 |                   |                |
| • Craft related Disaster Recovery Policy                                                                                          |                 |                   |                |
| • Anticipated Timeline: <b>delayed-Need to finalize first reader version and establish timeline for for presentation to Board</b> |                 |                   |                |
| <b>B.</b> Charter Renewal Update                                                                                                  | Discuss         | Mazie Lynn Causey | 5 m            |

- Status of physical contract
- Status of APS contract addendum regarding annual per pupil funding

**C. New Board Member On-Boarding**                      Discuss                      Mazie Lynn Causey                      10 m

- Update on status of on-boarding
- Fall 2018 action items for 2019 recruitment

**D. Draft Potential 2018-19 Committee and Board Meeting Schedule**                      Discuss                      Mazie Lynn Causey                      10 m

- Follow up to conversation at regular board meeting on May 15, 2018

**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                      Tom Tidwell                      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**

**5:15 PM**

**A. Adjourn Meeting**                      Discuss                      Tom Tidwell                      1 m