



Wesley International Academy

February 2019 Board Meeting

Date and Time

Tuesday February 5, 2019 at 6:00 PM EST

Location

WIA Media Center

The February 2019 meeting of the WIA Board of Directors will take place on Tuesday, February 5, 2019 beginning at 6:00pm in the WIA Media Center. We hope to see as many stakeholders attend as possible.

Agenda

	Purpose	Presenter	Time
			6:00 PM
I. Opening Items			
A. Record Attendance and Guests		Thomas Ryan- Lawrence	5 m
B. Call the Meeting to Order		Mazie Lynn Causey	1 m
C. Agenda Adoption	Vote	Mazie Lynn Causey	2 m
• Opportunity to make any necessary amendments or modifications to the meeting agenda			
D. Approve Minutes	Approve Minutes	Mazie Lynn Causey	3 m
Approve Minutes from December 2018 regularly scheduled meeting			
Approve minutes for December 2018 Board Meeting on December 4, 2018			
E. Approve minutes from November 2018 Meeting (BOT Cleanup)	Approve Minutes	Mazie Lynn Causey	3 m
Approve minutes for November 2018 Board Meeting on November 6, 2018			
			6:14 PM
II. Executive Director Updates			
A. 2019-20 Academic Calendar	Vote	Jason Marshall	5 m

- Executive Director to present 2019-20 academic calendar for board consideration and approval

B. Update on Benchmark data	FYI	Jason Marshall	10 m
C. Update on referral data	FYI	Jason Marshall	10 m

III. Public Comments 6:39 PM

A. Public Comments	Discuss	Thomas Ryan-Lawrence	5 m
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Public comments are encouraged and must remain in accordance with WIA policies and procedures. The board allows any stakeholder an open forum to state their comments during any regularly scheduled or special meeting of the Board of Directors.

- Public comments are limited to 2 minutes per person.
- This is not a question and answer session, but rather an opportunity for stakeholders to share their thoughts and opinions in a respectful manner.
- Those wishing to comment to should sign up in advance of the meeting via https://docs.google.com/forms/d/1F-1HHyOAtNISLHxyfyZ9e_a3DPZZBCX7bubkbqZ9nIY/viewform. **Please note, online sign up will close fifteen minutes before the start of the meeting.** Those wishing to speak that have not signed up online in advance of the meeting may sign up in person prior to the beginning of the board meeting.
- In the interest of time, all policies and procedures, specifically time limits, will be strictly enforced.

IV. Board Chair Updates 6:44 PM

A. Housekeeping Matters	FYI	Mazie Lynn Causey	5 m
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Board Calendar

- China Week - in process
 - China Night: Feb 1
 - China Week: Feb 1 - 9
 - Night of the Phoenix: Feb 9 [Rachel Quartarone to present]
- Spring Training Confirmed: March 13, 2019, 4:30p - 8:30p
- Summer Team Building

B. Dashboard Highlights	Discuss	Mazie Lynn Causey	10 m
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V. Academic Excellence 6:59 PM

A. Committee Report	FYI	Jan Hansen	5 m
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Benchmark data presentation

VI. Development 7:04 PM

A. Committee Report	FYI	Katie Delp	5 m
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- Recruiting China Week Sponsors
- Annual Board Giving

VII. Finance

7:09 PM

A. Committee Report FYI Lisa Price 2 m

Brief update on current financials. Everything is on budget and there are no areas of concern at this time.

B. Vote on 9 financial policies Vote Lisa Price 3 m

9 financial policies ready for final board approval. to be voted on.

1. Budget Development Policy
2. Internal Controls Policy
3. Financial Reporting Policy
4. Financial Audit Policy
5. Cash Reserve Policy
6. Account Payables and Payment Policy
7. Incoming Cash, Checks and Money Orders Policy
8. My Payments Plus Policy
9. Bank Reconciliation Policy

C. First read for 5 new revised financial policies Discuss Lisa Price 10 m

First read for 5 newly added or revised financial policies

1. Payroll policy
2. Procurement policy
3. Receiving policy
4. Employee Reimbursement Policy
- 5 Travel Abroad Stipend Policy

VIII. Governance

7:24 PM

A. Board recruitment Discuss Tom Tidwell 5 m

Governance is setting up an interview committee with at least 2 board members and 1 parent, We have no firm candidates to interview at this time.

B. Lottery update Discuss Tom Tidwell 2 m

Lottery is open. Governance committee is working with Admin to encourage community members to apply to Wesley

C. Document retention policy - vote to adopt Vote Tom Tidwell 2 m

First read was in December.

D. Timeline for Board on Track Assessments Discuss Tom Tidwell 10 m

Governance recommends that Committee assignments for Board members be done no later than August board meeting and that Committee goals be completed no later than September Board meeting. Once approved, Committee Goals need to be added to BOT so they can be tracked (accountability).

Board on Track has self-assessments by the Board and for the Executive Director. Governance recommends that these assessments be done in May so they can be reviewed/evaluated by Governance and then the full Board in June.

- need to discuss who can see the actual assessments. Currently, everyone can see generalized responses, but only 1 or 2 can see specific, individualized responses. .

Board does evaluation of Executive Director, both with Leadership Keys and based on Board goals. Currently done by Katie and Thomas. We want to have a 3rd person added so we have 1 board member from each "class."

IX. Executive Session

7:43 PM

A. Convene Executive Session	Vote	Mazie Lynn Causey	15 m
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- Personnel matters
 - Jason Marshall to present final draft of revised organizational chart
 - Approve recently issued educator contracts
 - Review recent staff transitions
 - Determine ED Assessment team

X. Other Business

7:58 PM

A. Administrative Reorganization Recommendation	Vote	Jason Marshall	5 m
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- Vote regarding proposed reorganization of administrative roles and functions

XI. Closing Items

8:03 PM

A. Adjourn Meeting	Vote
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