



# 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
<ul style="list-style-type: none"> <li>• Taskforce               <ul style="list-style-type: none"> <li>• Additional policies to be considered (e.g., cell phones, staff children attendance, etc.)</li> </ul> </li> <li>• ByLaws Update - Tom/Mazie Lynn               <ul style="list-style-type: none"> <li>• Pending Action Items:                   <ul style="list-style-type: none"> <li>• Review relevant sections with Chip &amp; Lisa - Tom - complete</li> <li>• Compare ED section to ED job description &amp; contract - Mazie Lynn - complete</li> <li>• Compare Director Agreement document to revised Bylaws - Tom</li> <li>• Compare Officer job descriptions to revised Bylaws - Mazie Lynn - complete</li> </ul> </li> <li>• Anticipated Timeline: <b>delayed-Need to finalize first reader version and establish timeline for for presentation to Board</b></li> </ul> </li> <li>• Document Retention Policy - Thomas               <ul style="list-style-type: none"> <li>• Pending Action Items:                   <ul style="list-style-type: none"> <li>• Review relevant details with administration</li> <li>• Craft related Disaster Recovery Policy</li> </ul> </li> <li>• Anticipated Timeline: <b>delayed-Need to finalize first reader version and establish timeline for for presentation to Board</b></li> </ul> </li> </ul>			
<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

# Coversheet

## Approve May Minutes

**Section:** I. Opening Items  
**Item:** C. Approve May Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on May 3, 2018



# Wesley International Academy

## Minutes

### Governance Committee Meeting

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#### **Date and Time**

Thursday May 3, 2018 at 4:15 PM

#### **Location**

314 Kelly St., SE, Atlanta, GA

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#### **Committee Members Present**

J. Hansen (remote), M. Guertin, T. Ryan-Lawrence (remote), T. Tidwell

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

J. Hansen

#### **Guests Present**

J. Marshall

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

M. Guertin called a meeting of the Governance Committee of Wesley International Academy to order on Thursday May 3, 2018 at 4:22 PM.

### **C. Approve April Minutes**

T. Tidwell made a motion to approve minutes from the Governance Committee Meeting on 04-10-18 Governance Committee Meeting on 04-10-18.

M. Guertin seconded the motion.

The motion unanimously did not carry.

## **II. Governance**

### **A. Policy Roundup Taskforce Update**

### **B. PYP Student/Family Handbook: Finalize Recommendation for Board**

Student handbooks are done and ready to go. We will present final version on May 15th

J. Hansen made a motion to Present final student handbook to full board on May 15th.

T. Tidwell seconded the motion.

The motion unanimously did not carry.

J. Marshall arrived.

### **C. MYP Student/Family Handbook: Finalize Recommendation for Board**

Student handbook is ready to go. Will be presented to board on May 15.

J. Hansen made a motion to Present final student handbook to full board on May 15th.

T. Tidwell seconded the motion.

The motion unanimously did not carry.

### **D. Faculty Handbook: Finalize Recommendation for Board**

J. Hansen made a motion to Present final faculty handbook to full board on May 15th.

T. Tidwell seconded the motion.

The motion unanimously did not carry.

### **E. Charter Renewal Update**

Mazie Lynn, Jason Marshall, Lisa Price, Donald Mason, Katie Delp, Thomas Ryan-Lawrence and Suzanne Burns attended committee meeting of Ga DOE. They fielded questions and the committee said they were going to recommend the charter be accepted.

Next step is to get charter contract to be signed by Chairman, then forward to APS for their signature.

### **F. Board Recruitment and On-Boarding**

- Motion to propose following slate to full Board Meeting on May 15th
  - Mazie Lynn Causey (beginning 1st full 3-year term)

- Katie Delp (beginning 2nd full 3-year term)
- Darryl Holloman (beginning 2nd full 3-year term)
- Tom Tidwell (beginning 2nd full 3-year term)
- John Wright complete last year of Seat # 10
- Andrea Lewis complete last 2 years seat #1
- Illy Askia complete last 2 years of seat #4

J. Hansen arrived.

T. Tidwell made a motion to Motion to propose following slate to full Board Meeting on May 15th Mazie Lynn Causey (beginning 1st full 3-year term) Katie Delp (beginning 2nd full 3-year term) Darryl Holloman (beginning 2nd full 3-year term) Tom Tidwell (beginning 2nd full 3-year term) John Wright complete last year of Seat # 10 Andrea Lewis complete last 2 years seat #1 Illy Askia complete last 2 years of seat #4.

M. Guertin seconded the motion.

The motion unanimously did not carry.

We will solicit nominations for Board officers at May meeting and vote on them in June.

#### **G. Establish Training Schedule for BOT-Related Training**

OKR training is being added to July board meeting - possibly start training at 5:00 prior to official board meeting. Discussion about whether to have afternoons or Saturdays and possibly getting training similar to "implicit bias" that will take place at "Wesley University."

We will discuss possible topics for training and look at options other than Ga. Charter School Association.

#### **H. Committee Goals for 2017-18 - Accountability Check-In**

On target to complete all goals this year.

### **III. Executive Session**

#### **A. Personnel Matter**

J. Marshall left.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:54 PM.

Respectfully Submitted,

T. Tidwell

# Coversheet

## Approve April Minutes

**Section:** I. Opening Items  
**Item:** D. Approve April Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on April 10, 2018



APPROVED



# Wesley International Academy

## Minutes

### Governance Committee Meeting

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#### Date and Time

Tuesday April 10, 2018 at 4:15 PM

#### Location

314 Kelly St., Atlanta, GA 30312

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#### Committee Members Present

E. Cater, J. Hansen, M. Guertin (remote), T. Tidwell

#### Committee Members Absent

*None*

#### Committee Members who arrived after the meeting opened

J. Hansen

#### Guests Present

D. Johnson, D. Mason, J. Marshall, L. Price

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

M. Guertin called a meeting of the Governance Committee of Wesley International Academy to order on Tuesday Apr 10, 2018 at 4:27 PM.

### **C. Approve March Minutes**

T. Tidwell made a motion to approve minutes from the Governance Committee Meeting on 03-01-18 Governance Committee Meeting on 03-01-18.

E. Cater seconded the motion.

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

## **II. Governance**

### **A. Policy Roundup Taskforce Update**

Lisa Price talked about document retention - 3 main areas (1) student records; (2) financials; and (3) emails.

For student records, Wesley follows APS policy.

For financial records, about 90% of invoice back up are in paper form. We keep the documents for 7 years.

For emails, starting July 1, 2018, email retention will be changes so all emails are archived.

D. Johnson arrived.

J. Hansen arrived.

D. Johnson left.

Jan reported that the Handbooks are done. They have been forwarded to task force, will be submitted to entire Board for first read in April Board meeting. Final review by Governance in May, and then final approval by Board in May.

Will ask Board for comments no later than April 25th so final revisions can be made, Amendments to Bylaws - Mazie Lynn and Tom need to do final review. Need to make sure job descriptions from Website and Bylaws are consistent; make sure financial policies are consistent with CFO.

### **B. Weighted Lottery Update**

Lottery issues can be table until beginning of next school year.

### **C. Charter Renewal Update**

Chris Adam is negotiating the final language. So far he has taken out the ratio language, and they are reducing the 5 year goal to 53%.

There is an issue of per-pupil funding that may be addressed by addendum agreement.

D. Mason arrived.

### **D.**

**Board Recruitment and On-Boarding**

Discussion about potential candidates

**E. Establish Training Schedule for BOT-Related Training**

**F. Committee Goals for 2017-18 - Accountability Check-In**

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:24 PM.

Respectfully Submitted,  
T. Tidwell

# Coversheet

## Draft Potential 2018-19 Committee and Board Meeting Schedule

**Section:** II. Governance  
**Item:** D. Draft Potential 2018-19 Committee and Board Meeting Schedule  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018-19 Scheduling Concept Discussion.pdf

## **Wesley International Academy Board of Directors 2018-19 Scheduling Concepts**

### **Goals:**

- Increase efficiency of staff time dedicated to committee meeting preparation
- Increase efficiency of staff time dedicated to board meeting preparation
- Avoid meeting cancellations as the year progresses (tend to happen during 4<sup>th</sup> week of the month)
- Account for financials review by Finance Committee (books close 7-10d after end of the month)

### **QUESTIONS:**

- Could we double up and have two committee meetings back to back so that we only have committee meetings on 2 days/month?
  - For instance, Finance and Development on one day with Governance and Academic Excellence another
  - Limit meetings to max of 1.5hr

### **INITIAL DRAFT SCENARIOS**

**Week 1 of each month:** Committee agendas developed (Committee chair & Executive Director)

**Week 2 of each month:** Committees meet (Mon, Tues, or Wed)  
Board agenda items due by Wednesday

**Week 3 of each month:** Board meeting on Wednesday

**Week 4 of each month:** Work on action items from committees and regular meeting

**Week 5 of each month (when it occurs):** Nothing scheduled

## **Wesley International Academy Board of Directors 2018-19 Scheduling Concepts**

In hope of accommodating the feedback in our May conversation, I offer this scenario for consideration in sketching out our meeting times:

### **Scenario One**

- Week 1 of each month:** Board meeting  
Note: results in financials from 2 months back - Jan financials in Mar, Feb in April, etc.)  
Work on action items from committees and regular meeting
- Week 2 of each month:** Committee agendas developed (Committee chair & Executive Director)  
Work on action items from committees and regular meeting
- Week 3 of each month:** Committees meet  
Work on action items from committees and regular meeting
- Week 4 of each month:** Board agenda items due  
Work on action items from committees and regular meeting
- Week 5 of each month (when it occurs):** Nothing scheduled

### **Known Conflicts (as of June 3, 2018)**

All Monday afternoons (Andrea)  
All Wednesdays (Tom)  
All Wednesday afternoons (Andrea)  
All Wednesdays after 4p (Illy)  
1<sup>st</sup> Wednesday – 10a – 1p (Andrea)  
Tuesday – prior to 4:30/5:00p (Andrea)  
2<sup>nd</sup> Thursday – evenings (Tom, Mazie Lynn, Katie)  
Thursday – prior to 4:30/5:00p (Andrea)  
3<sup>rd</sup> Thursday – evenings (Andrea)  
All Friday afternoons (Andrea)  
All Fridays after 4p (Illy)

Andrea: I teach Tuesdays and Thursdays until 4pm. On the 3rd Thursday, I am only free from 4pm-6pm. I am available during the mornings on Mondays, Wednesdays and Fridays, except the 1st Wednesday 10am-1pm.

# Coversheet

## Establish Training Schedule for BOT-Related Training

**Section:** II. Governance  
**Item:** E. Establish Training Schedule for BOT-Related Training  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY18\_Webinars\_-\_Locally\_Approved\_Schools-FINAL\_NoLinks.pdf

# Governance Webinar Series-FY18

## Web-based training for locally approved charters

This webinar series is designed to assist boards with meeting annual training requirements per O.C.G.A § 20-2-2072 and SBOE Rule 160-4-9-.06, which require members of *locally-approved* non-profit charter school governing board members to participate in nine (9) hours of annual training, **with six (6) additional hours of training required for newly approved governing board members during the first year after their approval.** The training must include certain topics and be conducted by a SBOE approved provider.

**Note: It is prohibited to share training hyperlinks or content with anyone other than your board.**

**Note: The FY18 Governance Webinar Series will expire on September 30, 2018. Please prepare accordingly to meet annual training requirements.**

**Note: Board members will have to complete a very short registration form in order to begin a webinar. Please make sure that the correct school name is entered. If the school name is not entered, it is difficult to assign training credits properly. Board members will get a completion confirmation email from Nikki Roberts, indicating the number of training hours completed and remaining. Should you have any questions regarding training credit completion please contact [nroberts@gacharters.org](mailto:nroberts@gacharters.org)**

The following webinar contains instructions on how to use the webinar series to fulfill legal requirements for locally approved governing boards:

## FY18 Webinar Series Instructions

### Existing Members

A minimum of nine (9) hours of training is required for every existing member to be compliant in FY18. *Existing board members are those who have served at least one year OR have served less than one year but have already received the six additional hours of new member training.*

Training Topic	# of Hours Required	Provider	On-Demand Webinars
Financial Governance	3	GCSA	Financial Governance
Whole Board Governance Team Training ( <i>must have a physical quorum</i> )	3	GCSA	When GCSA provides whole-board team training the make-up webinar will be provided at no additional charge. GCSA keeps track of members absent and will send the webinar directly to the members who need to make up this session. For more info on the make-up webinar, please contact Nikki Roberts at <a href="mailto:nroberts@gacahrtrs.org">nroberts@gacahrtrs.org</a>
Topics Aligned with Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards. These topics are determined by the board based on areas of development in alignment with the standards.	3 (Choose 3 of the 12 webinars to the right)	GCSA	<b>New in 2018:</b> <b>Getting the Most from Your School Team</b> <b>Open Meetings Act Compliance</b> <b>Governing Board Life Cycle</b> Charter as Employers Effective Committees Effective Leadership Oversight Ethical Issues in Charter School Governance Induction, Orientation & Mentoring of New Board Members Planning for Renewal Succession Planning Tips for Developing and Monitoring your Strategic Plan Vendor / Management Company Contract Monitoring
Board Chair Duties - Board chairs are required to complete training annually on board chair duties and responsibilities. SBOE rule does not specify the # of hours required. <b>The webinar to the right is worth 1 hour of training credit</b>	1	GCSA or other SBOE approved trainer	Board Chair Duties & Responsibilities



**New Members**

A minimum of (15) hours of training is required for every new member to be compliant in FY18. *New board members are those who have served less than one year AND have not yet received the six additional hours of new member training, including past governing board members with a break in service of greater than one year.*

Training Topic	# of Hours Required	Provider	On-Demand Webinars
*Best Practices in Charter School Governance *Constitutional and statutory requirements relating to transparency as it relates to public records and open meetings; and *Requirements of applicable statutes and rules and regulations	3	<b>GCSA</b>	Best Practices in Charter School Governance
Charter School Finance and Budgeting	3	<b>GCSA</b>	Charter School Finance and Budgeting
Financial Governance	3	<b>Must be provided by GaDOE Finance and Budget Office (FBO).</b> FBO will offer these training opportunities in FY18: <ul style="list-style-type: none"> <li>GSBA/GSSA Conference in Atlanta –11/30 or 12/1/18, at the Renaissance Waverly Hotel, Atlanta</li> <li>GSBA/GSSA Conference in Savannah – June 2018, at the Hyatt Regency Hotel, Savannah</li> </ul>	<b>Not available for this topic. See provider instructions to the left.</b>
Whole Board Governance Team Training ( <i>must have a physical quorum</i> )	3	<b>GCSA</b> or other SBOE approved trainer	<b>When GCSA provides whole-board team training the make-up webinar will be provided at no additional charge. GCSA keeps track of members absent and will send the webinar directly to the members who need to make up this session. For more info on the make-up webinar, please contact Nikki Roberts at <a href="mailto:nroberts@gacahrts.org">nroberts@gacahrts.org</a></b>
Topics Aligned with Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards. These topics are determined by the board based on areas of development in alignment with the standards. <b>Note these webinars cannot replace whole board team training.</b>	<b>3</b> (Choose a minimum of 3 of the 12 webinars to the right)	<b>GCSA</b> or other SBOE approved trainer	<b>New in 2018:</b> <b>Getting the Most from Your School Team</b> <b>Open Meetings Act Compliance</b> <b>Governing Board Life Cycle</b> Charter as Employers Effective Committees Effective Leadership Oversight Ethical Issues in Charter School Governance Induction, Orientation & Mentoring of New Board Members Planning for Renewal Succession Planning Tips for Developing and Monitoring your Strategic Plan Vendor / Management Company Contract Monitoring