



Wesley International Academy

June Board Meeting

Date and Time

Tuesday June 19, 2018 at 6:00 PM EDT

Location

WIA Media Center

The June meeting of the WIA Board of Directors will take place on Tuesday, June 19, 2018 beginning at 6:00pm in the WIA Media Center. We hope to see as many stakeholders attend as possible.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance and Guests		Thomas Ryan- Lawrence	5 m
B. Call the Meeting to Order		Beth Gay	1 m
C. Approve Minutes	Approve Minutes	Beth Gay	2 m
Approve Minutes from May 2018 regularly scheduled meeting			
Approve minutes for May Board Meeting on May 15, 2018			
II. Executive Director Updates			6:08 PM
A. Monthly Report	FYI	Jason Marshall	30 m
Remarks from Jason			
III. Public Comments			6:38 PM
A. Public Comments	Discuss	Thomas Ryan- Lawrence	5 m

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_a3DPZZBCX7bubkbqZ9nLY/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

6:43 PM

A. Charter Renewal Update with GaDOE FYI Mazie Lynn Causey 2 m

- Charter contract has been signed
 - On to APS and GaDOE for their signatures
- APS Addendum to be signed and forwarded to APS

B. Board Donations due by May 1st FYI Beth 1 m

C. Dashboard Concept Discuss Mazie Lynn Causey 5 m

- Dashboard development meeting with administration held June 1, 2018 (academic)
- No additional feedback to date
- Most likely to begin use August 2018 (with adjustments as we go)

D. 2018-19 Committee Leadership Discussion Discuss Mazie Lynn Causey 10 m

- Establish leadership for 2018-19 committees
- Discussion board membership for 2018-19 committees
- Vote to ratify leaders and membership will be held in September

E. 2018-19 Calendar Discussion Discuss Mazie Lynn Causey 10 m

- Discuss general meeting schedule
- Committee Chairs to finalize committee meeting schedules

V. Academic Excellence

7:11 PM

A. Committee Report FYI Darryl Holloman 10 m

VI. Development

7:21 PM

A. Committee Report FYI Katie Delp 10 m

VII. Finance

7:31 PM

A. Committee Report FYI Chip Hill 10 m

B. 2018-2019 Budget Vote Lisa Price 15 m

Vote on the 2018-2019 budget. This will serve as the final public hearing for the 2018-2019 budget.

C. Determine the timing for step increases for teachers	Vote	Chip Hill	10 m
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VIII. Governance

8:06 PM

A. Required Annual Training	FYI	Thomas Ryan-Lawrence	5 m
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- Update on required annual training hours
- All training must be completed by June 30, 2018, even for non-returning board members
- Solicit preferences for training days/times for 2018-19

IX. Other Business

X. Executive Session

8:11 PM

A. Convene Executive Session: Personnel Matters	Vote	Mazie Lynn Causey	20 m
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B. Adjourn Executive Session: Personnel Matters	Vote	Mazie Lynn Causey	1 m
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XI. Closing Items

8:32 PM

A. Adjourn Meeting	Vote		
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Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for May Board Meeting on May 15, 2018



Wesley International Academy

Minutes

May Board Meeting

Date and Time

Tuesday May 15, 2018 at 6:00 PM

Location

WIA Media Center

The May meeting of the WIA Board of Directors will take place on Tuesday, May 15, 2018 beginning at 6:00pm in the WIA Media Center. We hope to see as many stakeholders attend as possible.

Directors Present

B. Gay, C. Hill, E. Buckner, J. Hansen, M. Causey, N. Jones, S. Burnes, T. Ryan-Lawrence, T. Tidwell

Directors Absent

D. Holloman, K. Delp

Directors Arrived Late

E. Buckner

Guests Present

A. Lawrence, A. Pullen, D. Johnson, D. Mason, L. Price, T. Thompson

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

B. Gay called a meeting of the board of directors of Wesley International Academy to order on Tuesday May 15, 2018 @ 6:04 PM at WIA Media Center.

C. Approve Minutes

C. Hill made a motion to approve minutes from the April Board Meeting on 04-17-18.

M. Causey seconded the motion.

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

Roll Call

T. Tidwell	Aye
C. Hill	Aye
E. Buckner	Absent
D. Holloman	Absent
S. Burnes	Aye
J. Hansen	Aye
K. Delp	Absent
N. Jones	Aye
T. Ryan-Lawrence	Aye
M. Causey	Aye
B. Gay	Aye

C. Hill made a motion to approve minutes from the April Board Meeting on 04-17-18.

M. Causey seconded the motion.

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

Roll Call

T. Ryan-Lawrence	Aye
T. Tidwell	Aye
E. Buckner	Absent
N. Jones	Aye
C. Hill	Aye
S. Burnes	Aye
D. Holloman	Absent
J. Hansen	Aye
B. Gay	Aye
K. Delp	Absent
M. Causey	Aye

D. Approve Minutes

T. Ryan-Lawrence made a motion to approve minutes from the April Board Meeting on 04-18-17.

T. Tidwell seconded the motion.

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

Roll Call

S. Burnes	Aye
D. Holloman	Absent
E. Buckner	Absent
T. Tidwell	Aye
C. Hill	Aye
N. Jones	Aye
K. Delp	Absent
J. Hansen	Aye
B. Gay	Aye
T. Ryan-Lawrence	Aye
M. Causey	Aye

II. Executive Director Updates

A. Monthly Report

E. Buckner arrived late.

Testing has been going on, so not much else has been a focus.

This has been the quietest testing experience, so would like to thank the administration and teachers for creating a wonderful testing environment.

Anxious and cautiously optimistic about test results.

First day of field day today.

B. Milestones Update

Dr. Pullen

Just concluded testing; was the last week in April and first week of May.

99% participation rate. 100% MYP and all but 2 students in PYP participate. 521 students total. Cautiously optimistic about results based on some coming in. 100% of students participated online with very few technological difficulties this round.

Have results for grades 3, 5, and 8 as well as a prelim list of students that need to retake 1 or more subject areas. Compared to last year, 21% less students retaking in ELA. Math students 5 and 8, 60% less students participating in retakes. Retakes are happening right after Memorial Day, Tuesday through Thursday, after school. Informing families now and providing with tutoring options.

Expecting all results to be in by the end of the week. Results to be emailed to the board once the embargo is lifted by the district.

C. Curriculum Recommendations

Dr. Mason and Ms. Lawrence:

MYP - more of a one-stop-shop resource

PYP - Some new resources and some current resources being renewed

Ms. Goodman, Ms. Minnifield, Ms. Waterberry, and Dr. Dukes

Ensures vertical alignment, instituting common practices, and streamlining the delivery of organizational resources. (Full slide presentation included in agenda packet)

Used the strategies to get to Pearson's. (also included in full slide deck included in agenda packet)

Teachers will receive training on the new curriculum during Wesley University and preplanning; teachers can adapt to their style during this process.

2 years for full PYP roll out with Pearsons. ELA and Social Studies first, then Science and Math (Math is currently Pearsons)

Total projected cost for next year is \$280K, of which \$163K is a one-time expense

D. Budget 2018-2019

Public Hearing for FY2019 Proposed Budget:

Lisa Price:

Adopted a similar format to that of the district so we can start comparing YOY.

Objectives:

Develop a balanced budget

- Pursue the implementation of a competitive multi-year compensation model for teachers
- Manage escalating pension and healthcare expenses
- Maintain an unrestricted cash balance between 30-45 days of working capital

Enrollment assumptions (FTE)

FY2018 funded - 792 FY2019 forecast - 800. Full capacity per Charter is 824

Revenue assumptions

Assumes QBE held flat and federal funds goes to zero due to loss of Title I funding

Local: assumes tax digest remains frozen at 2016 levels.

Other: field trip, athletic club, and other school fees

Cash Reserves: Special one-time funding for roll-out of new school-wide curriculum (\$163K) and seniority based signing bonuses (\$93K). \$244 in additional funding to offset rising healthcare expenses and pension due to some one-time expenses. Need roughly \$500K to balance the budget.

Function Codes: Using function codes consistent with the district and the state. Function codes include: Instruction, Pupil Services, Improvement of Inst. Services, General Admin, School Admin, Support Services - Business, Maintenance and Ops Facility, Student Transportation, and School Nutrition.

Total Budget - \$11,062,397

\$214K increase in personnel from 107 to 111

\$235 increase in TRS employer contribution

\$100K increase for APS district fee

\$295K increase in employer healthcare subsidy

\$163K - one time expense for new curriculum

\$93K - one time expense for seniority based signing bonuses (excludes leadership)

Healthcare Expenses

2018 - \$826,728; 2019 BCBS Renewal projected at \$1,542,639; 2019 budget \$1,295,483 (changed around some of the plans and worked with BCBS to reduce cost). Long term disability becoming optional and fully subsidized by the employee. next year cost is \$7881 per employee.

Compensation Overview:

82% to Instruction

10% to school admin

7% to general admin and support services

1% to maintenance

Proposing using \$500,017 of cash reserves to balance the FY19 budget
Second year in a row we have not put money in reserves. Plans going forward to ensure we can run profitably include looking at our organizational structure to look for ways to streamline

Sensitivity Analysis: Scenarios and Action Plans

If APS receives an additional \$49M in revenue from taxes, our revenue will increase by \$600K

\$300K to retroactive salary step increases for all teachers to obtain 95% APS pay scale

\$300K to cash reserves

If enrollment shortfalls by 30 pupils, revenue shortfall is \$386K

Board approve reduction of unrestricted cash balance from 45 to 30 days freeing up \$420K

If the APS 2% district fee remains flat 2% for FY2019, WIA's funding is expected to increase by \$100K

Reduce the use of cash reserve to balance the budget

Second Public Budget Hearing for FY 2019 and Final Adoption - June 19, 2018 during Board Meeting

E. PYP Resources

Covered in section C. Full deck included in agenda packet.

III. Public Comments

A. Public Comments

No public comments

IV. Board Chair Updates

A. Charter Renewal Update with GaDOE

Received our official letter from GA DOE with our new Charter!

B. Board Donations due by May 1st

Board donations due May 1st.

C. Dashboard Concept

Concept included in the agenda packet

May require a couple of different dashboards in order to cover everything

Includes examples from GCSA conference and examples from our charter renewal process of what the State is looking at

Check BOT dashboard to use - OKRs

D. 2018-19 Calendar & Committees Discussion

See attachment in agenda packet for goals, questions, and proposed scenarios.

Discussed moving to a quarterly financial review

Need to reach out to new board members to see interest in which committees and scheduling

Looking at 2nd week committee meetings and 4th week for board meeting

Move back to Chair and Vice-Chair for Committees

V. Academic Excellence

A. Committee Report

Previously stated in ED Updates

No meeting in May

VI. Development

A. Committee Report

Jason Marshall

Had a great conversation about China Night and working with PTA to broaden the scope of the event

Red Thread is our annual fund and discussed using those funds to flow directly into the Chinese program

VII. Finance

A. Committee Report

Have approved about 2/3 financial policies. 4 remaining to complete over the next couple of months

Working on next year's budget; to be presented at June board meeting

B. 2018 Amended Budget

Included in agenda by mistake. No vote needed.

VIII. Governance

A. Presentation of Board Candidate Nominees Slate

S. Burnes made a motion to approve the slate of candidates as stated in the agenda.

C. Hill seconded the motion.

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

Roll Call

C. Hill	Aye
T. Ryan-Lawrence	Aye
K. Delp	Absent
E. Buckner	Aye
T. Tidwell	Abstain
N. Jones	Aye
B. Gay	Aye
J. Hansen	Aye
S. Burnes	Aye
M. Causey	Abstain
D. Holloman	Absent

B. 2018-19 Board Officer Nominations and Election

T. Tidwell made a motion to to approve the 2018-2019 officers as stated in the agenda.

S. Burnes seconded the motion.

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

Roll Call

D. Holloman	Absent
C. Hill	Abstain
E. Buckner	Aye
J. Hansen	Aye
N. Jones	Aye
K. Delp	Absent
T. Tidwell	Aye
S. Burnes	Aye
M. Causey	Abstain
T. Ryan-Lawrence	Abstain

C. Policy and Handbook Update

Handbooks presented last month. Ready for a vote.

D. For Approval: PYP Student/Family Handbook

J. Hansen made a motion to adopt the PYP student and family handbook with the following changes: remove the ratio of "5:1" in reference to the weighted lottery.

T. Tidwell seconded the motion.

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

Roll Call

T. Ryan-Lawrence	Aye
J. Hansen	Aye
S. Burnes	Aye
K. Delp	Absent
N. Jones	Aye
E. Buckner	Aye
B. Gay	Aye
M. Causey	Aye
D. Holloman	Absent
C. Hill	Aye
T. Tidwell	Aye

E. For Approval: MYP Student/Family Handbook

J. Hansen made a motion to opt the MYP student and family handbook with the following changes: remove the ratio of "5:1" in reference to the weighted lottery.

T. Ryan-Lawrence seconded the motion.

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

Roll Call

N. Jones	Aye
B. Gay	Aye
J. Hansen	Aye
T. Ryan-Lawrence	Aye
C. Hill	Aye
M. Causey	Aye
E. Buckner	Aye
K. Delp	Absent
T. Tidwell	Aye
D. Holloman	Absent
S. Burnes	Aye

F. For Approval: Faculty Handbook

J. Hansen made a motion to adopt the faculty and staff handbook.

T. Ryan-Lawrence seconded the motion.

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

Roll Call

S. Burnes	Aye
T. Ryan-Lawrence	Aye
N. Jones	Aye
D. Holloman	Absent
T. Tidwell	Aye
B. Gay	Aye
J. Hansen	Aye
C. Hill	Aye
E. Buckner	Aye
M. Causey	Aye
K. Delp	Absent

G. Required Annual Training

Get your training completed before June 30th. GCSA weblinks sent out.

IX. Executive Session

A. Convene Executive Session: Personnel Matters

T. Ryan-Lawrence made a motion to enter into executive session.

T. Tidwell seconded the motion.

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

Roll Call

T. Tidwell	Aye
T. Ryan-Lawrence	Aye
M. Causey	Aye
B. Gay	Aye
S. Burnes	Aye
K. Delp	Absent
C. Hill	Aye
E. Buckner	Aye
D. Holloman	Absent
N. Jones	Aye
J. Hansen	Aye

B. Adjourn Executive Session: Personnel Matters

T. Ryan-Lawrence made a motion to exit executive session.

T. Tidwell seconded the motion.

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

Roll Call

E. Buckner	Aye
D. Holloman	Absent
N. Jones	Aye
T. Tidwell	Aye
C. Hill	Aye
S. Burnes	Aye
T. Ryan-Lawrence	Aye
J. Hansen	Aye
M. Causey	Aye
B. Gay	Aye
K. Delp	Absent

X. Closing Items

A. Adjourn Meeting

T. Ryan-Lawrence made a motion to adjourn the meeting.

T. Tidwell seconded the motion.

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

Roll Call

C. Hill	Aye
E. Buckner	Aye
M. Causey	Aye
D. Holloman	Absent
B. Gay	Aye
K. Delp	Absent
T. Ryan-Lawrence	Aye
J. Hansen	Aye
N. Jones	Aye
S. Burnes	Aye

T. Tidwell Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:55 PM.

Respectfully Submitted,
T. Ryan-Lawrence

Cover Sheet

2018-19 Calendar Discussion

Section: IV. Board Chair Updates
Item: E. 2018-19 Calendar Discussion
Purpose: Discuss
Submitted by:
Related Material: 2018-19 WIA Board Calendar_06.10.2018.pdf
2018-19 WIA Board Meeting Scheduling Concept.pdf
APS 2018-2019 Student Calendar.pdf
WIA18_19Calendar.pdf

2018-2019

Wesley Board Calendar

August '18

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '18

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

October '18

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November '18

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '18

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January '19

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '19

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March '19

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '19

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '19

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '19

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July '19

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Wesley International Academy Board of Directors 2018-19 Scheduling Concept

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 4th week of the month)
- Account for financials review by Finance Committee (books close 7-10d after end of the month)

FINAL SCENARIO

- Week 1 of each month:** Board meeting **on Tuesday**
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 **by Tuesday**
Work on action items from committees and regular meeting
- Week 5 of each month (when it occurs):** Nothing scheduled

NOTES

- Shift November Committee meetings to 2nd week
- Meet in December
- Take January off
- Shift February Committee meetings to 2nd week
- Move April to 2nd week (Spring Break)
- Possibly take June off (ask shown)

Final Approval – 3/5/2018

APS Student Calendar 2018-2019

JULY 18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Independence Day
26-31 Teacher Preplanning Days

JANUARY 19

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-3 Semester Break
4- Teacher Planning Day
7 Begin Semester 2
21 M.L. King, Jr. Birthday

Instructional Days: 18

AUGUST 18

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 First Day of School

Instructional Days: 23

FEBRUARY 19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18-19 Teacher Professional Learning Days (may be used to make-up days lost due to weather)*
20-22 Winter Break (may be used to make-up days lost due to weather)

Instructional Days: 15

SEPTEMBER 18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ 30	24	25	26	27	28	29

3 Labor Day

Instructional Days: 19

MARCH 19

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15*	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

15* Midpoint, Semester 2
18 Teacher Professional Learning Day (may be used to make-up days lost due to weather)

Instructional Days: 20

OCTOBER 18

S	M	T	W	Th	F	S
	1	2	3	4*	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4* Midpoint, Semester 1
8-9 Teacher Professional Learning Days
10-12 Fall Break

Instructional Days: 18

APRIL 19

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Metro Area Spring Break

Instructional Days: 17

NOVEMBER 18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19-23 Thanksgiving Break

Instructional Days: 17

MAY 19

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 Last Day of School
27 Memorial Day
28 Teacher Postplanning Day

Instructional Days: 18

Semester 2: 88 days

DECEMBER 18

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ 30	24/ 31	25	26	27	28	29

21 End 1st Semester
24-31 Semester Break

Instructional Days: 15

Semester 1: 92 days

JUNE 19

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ 30	24	25	26	27	28	29

*Note: Depending on the number of instructional days lost to inclement weather, instructional time may be made up by any combination of make-up days, virtual learning days or extension of the school day.

■	First/Last day
■	Teacher professional learning day (Students do not report)
■	Holiday



2018-19 Wesley School Calendar

Monday	July 30	Wesley Welcome Day
Wednesday	August 1	First Day of School
Monday	September 3	No School – <i>Labor Day</i>
Monday	October 8	No School – <i>Parent/Teacher Conferences</i>
Tuesday – Friday	October 9 – 12	No School – <i>Fall Break</i>
Monday – Friday	November 19 – 23	No School – <i>Thanksgiving Break</i>
Monday – Friday	December 24 – January 4	No School – <i>Holiday Break</i>
Monday	January 21	No School – <i>MLK Jr. Day</i>
Monday	February 18	No School – <i>Parent/Teacher Conferences</i>
Tuesday – Friday	February 19 – 22	No School – <i>Winter Break</i>
Monday	March 18	No School – <i>Teacher Planning Day</i>
Monday – Friday	April 1 – 5	No School – <i>Spring Break</i>
Friday	May 24	Last Day of School