

	Purpose	Presenter	Time
II. Public Comments			6:11 PM
A. Public Comments	Discuss	Douglas Hrabe	5 m
<p>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.</p> <ul style="list-style-type: none"> • 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, <i>all policies and procedures, specifically time limits, will be strictly enforced.</i> 			

III. Executive Director Updates			6:16 PM
A. Letter of Assurance	Vote	Douglas Hrabe	10 m

IV. Board Chair Updates

V. Governance			6:26 PM
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Governance

A. Committee Report	FYI	Thomas Ryan-Lawrence	10 m
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Update on Governance Committee's 7 goals for this year.

+ Goal 2: Use of Technology (AUP) Policy for Employees will be presented for a vote.

+ Goal 3: Updated Bylaws will be presented for a vote.

+ Goal 4: Have at least one additional person trained in LKES: Jason contacted APS around November 18th and has not yet received a response. Judith Walker is our contact and she is not responding. Donica was reaching back out the day of the Governance Committee meeting.

+ Goal 5: Recruitment of new board members: 2 board members are not returning next year, as their terms expire. The recommendation of the Governance Committee is to recruit 2 new board members, bringing the total to 11.

+ Goal 6: Document why WIA will not pursue separate school codes for PYP and MYP will be presented for a vote.

+ Goal 7: Work in conjunction with the finance committee to formalize Procurement Policy: Our part in this is done. Will mark as completed when the policy is approved by the Board.

	Purpose	Presenter	Time
B. Use of Technology (AUP) Policy for Employees	Vote	Thomas Ryan-Lawrence	5 m
Review the Acceptable Use Policy created by the Governance Committee for WIA Employees.			
C. Bylaw revisions to adopt	Vote	Thomas Ryan-Lawrence	10 m
Review the bylaw revisions approved by the Governance Committee, including suggestions from WIA's attorney.			
The attached document shows the proposed changes in green.			
To read the notes and justifications behind the changes, please view the document in Google Drive by visiting the link below. Here, you will see comments on the right side from those members of the Governance Committee that were involved in revising the bylaws, as well as WIA's attorney.			
https://docs.google.com/document/d/1hCJz4CfDFfEy7K1e9IK1FHkUY_034QddbguQIHsSNyU/edit?usp=sharing			
D. Why WIA will not pursue separate school codes for PYP and MYP	Vote	Thomas Ryan-Lawrence	5 m
Review the attached document and vote to place it in the WIA archives.			
E. ED Evaluation Subcommittee Report	FYI	Thomas Ryan-Lawrence	10 m
Present the latest report that was presented during the November Governance Meeting. This report is specifically related to Jason's personal goals that were set for the year and not necessarily goals that align with the Charter.			
F. Upcoming Cyclical Calendar Items	FYI	Thomas Ryan-Lawrence	2 m
+ Review and update the Student/Parent Handbook.			
+ Review and update the Staff Handbook.			
G. Annual School Calendar	Vote	Thomas Ryan-Lawrence	5 m
Vote to approve the annual school calendar as presented by school leadership with the understanding this calendar is subject to change should APS enact more strict COVID-19 mitigation protocols.			

	Purpose	Presenter	Time
H. Continuation of virtual board and committee meetings.	Discuss	Thomas Ryan-Lawrence	5 m
VI. Finance			7:18 PM
A. Review of October 31, November 30 and December 31 Financial Statements (not audited)	FYI	Chip Hill & Lisa Price	5 m
B. Presentation of Amended Financial Policies	Vote	Chip Hill & Lisa Price	10 m
C. Presentation of Recommended Midyear Budget Revision	Vote	Chip Hill & Lisa Price	15 m
VII. Development			7:48 PM
Development			
A. Development Committee Updates	FYI	Kate Boyer	5 m
-revenue update			
-capital campaign			
B. FY22 Board Pledges Update	FYI	Kate Boyer	5 m
VIII. Academic Excellence			7:58 PM
Academic Excellence			
A. AEC Committee Update	FYI	Gayle Burnett	5 m
IX. Executive Session			8:03 PM
A. Personnel Contract Review	Discuss	Donald Mason	5 m
X. Post-Executive Session Matters			8:08 PM
A. Personnel Contract Ratification	Vote	Douglas Hrabe	1 m
XI. Closing Items			8:09 PM
A. Adjourn Meeting	Vote	Douglas Hrabe	

Cover Sheet

Approve Minutes - December 2021 Board Meeting

Section:	I. Opening Items
Item:	D. Approve Minutes - December 2021 Board Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for December Board Meeting on December 7, 2021

APPROVED



WESLEY
INTERNATIONAL ACADEMY

Wesley International Academy

Minutes

December Board Meeting

Date and Time

Tuesday December 7, 2021 at 6:00 PM

Location

Public Comments: <https://docs.google.com/spreadsheets/d/13iJ4g8T5iWaWEsJ-lopmana4UcevHdq3C1EA1nLMxY0/edit?usp=sharing>

[https://us02web.zoom.us/j/7229250184?](https://us02web.zoom.us/j/7229250184?pwd=QjRkZiFLRjBFendOMWIZWCtBVW1nUT09)
pwd=QjRkZiFLRjBFendOMWIZWCtBVW1nUT09
Meeting ID: 722 925 0184
Passcode: WIAevent1

The December 2021 meeting of the WIA Board of Directors will take place on **Tuesday, December 7, 2021 beginning at 6:00pm**. This meeting will be held virtually via Zoom. We hope to see as many stakeholders attend as possible.

Directors Present

A. Hunter (remote), B. Mitchell (remote), C. Hill (remote), D. Hrabe (remote), E. Cater (remote), G. Burnett (remote), J. Wright (remote), K. Boyer (remote), K. Jones (remote), M. Guertin (remote), T. Ryan-Lawrence (remote)

Directors Absent

None

Directors who left before the meeting adjourned

J. Wright

Ex Officio Members Present

J. Marshall (remote)

Non Voting Members Present

J. Marshall (remote)

Guests Present

Allison Haley (remote), C. Hudson (remote), C. Wyatt (remote), D. Mason (remote), D. Satterfield (remote), E. Moraga-Davis (remote), Jatoyia Armour (remote), Kenneth Scott (remote), L. Price (remote), McKenzie Wren (remote), R. Goodman (remote), R. Pavone (remote), Shani Seaton (remote), Teri Fetiere (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Hrabe called a meeting of the board of directors of Wesley International Academy to order on Tuesday Dec 7, 2021 at 6:03 PM.

C. Agenda Adoption

C. Hill made a motion to Adopt the Agenda as published with the following Amendment: Moving the Executive Committee Action Item up to the Chair's Report Section.

B. Mitchell seconded the motion.

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

D. Approve Minutes - October Board Meeting

B. Mitchell made a motion to approve the minutes from October Board Meeting on 10-05-21.

T. Ryan-Lawrence seconded the motion.

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

II. Executive Director Updates

A. Feedback from Wesley's DEI project

Jason Marshall reports

- Wesley had about a 4-week run with zero COVID cases in the schoolhouse until the school opened subsequent to the Thanksgiving Break. At that point, 1 adult and approximately 4 students.
- Retention and signing bonus season is going well which is helping mitigate the attrition that the education system is seeing nationwide.

McKenzie Wren reports on the Diversity, Equity, & Inclusion Project

- Data Overview
 - School survey - 57 responses (49%)
 - 9 interviews
 - 2 focus groups of 5 and 9 people
 - 1 Jamboard
- What is it like to work at Wesley?
 - Culture characterized by connection, relationships, family, friends
 - Differences do not define the way we show up
- Survey Participation Demographics Shared - not by PYP or MYP

- Findings/Summary
 - Strengths
 - 98% - will take appropriate action for incidents of discrimination
 - 98% - cultures and backgrounds respected at Wesley
 - Family feel; passionate team
 - Overall very positive views of DEI, culture & belonging
 - Growth
 - 14% - not sure how to report concern of harassment or discrimination
 - 11% - felt they are the 'only one' of some aspect of their social identity (they bear higher sense of representation)
 - Better integration of Chinese Program desired
 - Separation of teaching space noted
 - More time for collaboration, peer sharing, & relationship building
 - Observations
 - Males reported higher rates of belonging
 - Asked for self-identify for gender-identity and write in the words, only Male and Female were used
 - No question about sexual orientation
 - Black staff reported higher rates of belonging
 - Space & time constraints impact school culture
- DEI Team
 - 10 participants representing cross section of the school
 - 7 meetings from Sept 1 to Dec 1
 - Focus
 - Social identities
 - Deep listening skills practice
 - Data review - larger report available to Board via Donald Mason
 - DEI vision - team has completed it, has not yet been finalized and published to the community - planned for January 3
 - Connects to strategic planning
- Upcoming
 - January 3 professional development with all staff
 - Monthly staff DEI training through May 2022
 - Sustainability
 - Setting up internal DEI leadership
 - Poll on ways for staff to engage
 - eg. book studies, other gatherings, etc.
 - Key that this originates from the staff
- Comments from Staff DEI Participants on the call
 - Enjoying these times to collaborate and plan visions for the school

B. Fall 2021 Discipline Data Review

Jason Marshall reports on the 1st Semester of 2021-22

- In his 26y of public education, toughest start to the school year ever
- Impact of the pandemic is evident on students, staff, and families - exhaustion - underestimated the toll it would be taking in the school community

- Impact of social media on the students has been significant - MYP especially

Debbie Satterfield and Rachel Goodman offer Discipline Data Review

- [COVID harm to kids' mental health - schools are feeling it](#) (article)
 - Unable to express the anxiety they are experiencing
 - The grief, anxiety and depression children have experienced during the pandemic is welling over into classrooms and hallways, resulting in crying and disruptive behavior in many younger kids and increased violence and bullying among adolescents. For many other children, who keep their sadness and fear inside, the pressures of school have become too great. " (Vestal, 2021)
 - Despite preparation and planning to address this reality, it has turned out not to be enough
- Out of School Suspension Trends (pandemic impact makes year over year unhelpful)
 - 2019-20: 43 (closed in March 2020)
 - 2020-21: 1 (virtual year)
 - 2021-22: 19 (through November, prior to Thanksgiving)
- Health and Mental Health needs were under reported over the last two years
- Referral Trends - PYP
 - Peer interactions
 - Anxiety
 - Coping skills
 - Physical interactions
- MYP (see documentation provided with Agenda Packet)
 - Unique Students receiving administrative consequences through mid-Thanksgiving
 - Grade by Grade Count of Total Days, not unique students: Reflection Room (ISS with SEL component), OSS, and Detention
 - Eg. 1 sixth grade student received 10 days' of sanctions included in this chart; 8th grade high rate in September was related to a single incident
 - Since Thanksgiving Break in MYP: 2 detentions, 17 days ISS, 28 days OSS with 2 scheduled hearings and 4 additional suspensions in PYP and increase in suicide ideation in that cohort
 - Typical to have a spike after a break
 - Instituting Family Engagement opportunities regarding social media and the impact to the school community
- Universal Referrals
 - Academic: 1
 - Medical: 1
 - SEL: 57
 - Discipline: 41
- School-wide SWARM Data
 - Attendance: 8
 - Economic: 6
 - Emotional/Mental Health: 20
 - Homeless: 18 (trending up over the course of 3y)
 - Suicidal Ideation: 27
 - Suspected Abuse/Neglect: 21
- Measuring Time Allocation of the Principals: instruction-related v. not
 - Sample from Ms. Goodman: 2w period - Instruction-related (38%) v. Non-Instruction (62%)

Crystal Hudson reports on ways to Incentivize the Students

- Three Tiers: Wesley (wkly), Academy (wkly), & _____ (monthly)
- Individual prizes in each tier
- Class prizes in each tier

Rachel Goodman continues her report

- Sample of a MYP Intervention Takeover Plan that includes various parties
- Anecdotal Behavioral Referral Data Summary Word Cloud
 - Violence trend

Jason Marshall

- Have had to increase security at extra-curricular activities
- Emotions and interactions are changing in concerning ways among our community members
- Wants to bring more support resources to PYP that reflects some of the successful measures being used in MYP
 - What resources can be quickly allocated to provide material support to these concerns? (cycle of behavioral challenges taking leadership attention in the classroom and the attention shift
 - Ask: a PBIS Coordinator for PYP because of shift of the current staff member doing that work exclusively to MYP
 - Ask: Dean of Students to support Principals and Assistant Principals with on-going behavior challenges day-to-day
- Impact on staff of COVID
 - PYP: teachers are overwhelmed; struggling with lack of support; and need for time away from the schoolhouse more often
 - MYP: parent relationships are more difficult because everyone is stretched and overwhelmed
 - Need for substitute access is more complicated; maintaining substitute teachers in the building daily
- Adrian Hunter: COVID impact can rise to the level of trauma
 - Consider mental health consultant to advise on how to help address this among teachers and students
 - Idea: yoga, tai chi, meditation, etc.

III. Board Chair Updates

A. Executive Committee Actions

- Governance Committee recommended probationary period for John Wright for failure to complete mandatory training hours in 2020-21 school year.
- Executive Committee has instituted a probationary period for John through March 31, 2022 during which he must complete hours remaining from 2020-21 and those remaining for 2021-22 during that time period.

B. Board Training Hours

Doug Hrabe presented Governance Training Requirements Chart

- Request for board members to complete 2021-22 training hours by March 31, 2022
- Canvas platform is available for web-based training courses

C.

Intent to Return

- Thomas Ryan-Lawrence will end his tenure
- Please submit Intent to Return to Doug or Mazie Lynn

IV. Governance

A. Committee Report

Thomas Ryan-Lawrence updated on the committee's Goals

- 7 total, 3 completed
 - Documenting school code issue (attached to agenda and on BOT)
 - Detailed updates in the committee's meeting minutes
 - Board member recruitment: Finance and Development are key areas for recruiting; Facilities is also desirable
 - Thomas will collect ideas for people to recruit for board membership

B. ED Evaluation Subcommittee Report

Thomas Ryan-Lawrence reported

- ED Evaluation Subcommittee has worked with Jason Marshall to set his personal goals for 2021-22
 - Teacher retention (82%/87%) - cut off is June 1 - trending to meet stretch goal
 - Fundraising (\$110k/\$125k) - 10/31/2021 (\$36,211)
 - Student growth increase MAP (3%/5%) - no update
 - Restorative Practice teacher training (60%/65%) - training was pending when subcommittee met with Jason)
 - Increase gifted teachers (25%/30%) - on track despite 1 MPY teacher leaving the training program

C. Update: New Member Mentorship Program

Outstanding item from on-boarding: Comprehensive list of Education Language

- On BOT
- Distributed to Board in November
- Attached to agenda

D. Weighted Lottery for the 2022-2023 School Year

- Will use Jared to help determine the best weight based on our economic diversity goal
- Will require special meeting of the Board on March 1 in order to approve the recommended weight

E. Annual School Calendar

- Expect calendar to be presented to Governance in January and Board in February
- APS is soliciting community input on 5 versions and Wesley wants to be mindful of the impact the APS calendar has on families
- Might need to factor in flexibility for allowing shorter, more frequent breaks which could be very helpful for addressing COVID impact

F. Continuation of virtual board and committee meetings.

- Input from the board regarding whether to continue
 - Decision to remain virtual has shown to be prudent
 - Current variant encourages us to continue virtual meetings at least through January and be reconsidered by the entire board in February
 - Make this a standard item on the agenda to discuss, whether virtual or not
 - GCSA training on Open Meetings Act was geared toward using virtual contexts in the most effective and accessible ways for the community

V. Finance

A. Review of 9/30/21 Unaudited Financial Statements

- Finance Committee reviewed Q1 financial statements
 - Timing of cash draws relative to the expenditure pattern leaves the Q1 statement less reliable a measure of overall, actual financial health
- Mid-year budget revision will occur after about six months of the year have lapsed (January meeting)
 - To include vetting of the financial-related personnel requests made during this meeting

B. Update on Policy and Procedure Review

- Committee is taking initial steps to update Financial Policies to reflect current practices
- Work will continue in January with responses to questions raised so far
- Goal in January: move forward on policies as well as mid-year budget revision
 - Meeting frequency necessitates completing this work in January so that it can be presented to the Board in February
 - Finance Committee may hold additional meeting on January 26, 2022 at 8a to complete this work

VI. Development

A. Development Committee Updates

- Committee Structure
 - Merged Strategic Planning Development Subcommittee meetings due to significant overlap in focus and goals
- Revenue update: \$50k

- Does not include additional funds known to have been received since the last meeting

B. FY22 Board Pledges Update

- Strategic Plan Success - relies on the board embracing fundraising as a primary responsibility
 - Structural opportunities to help support this
 - Give and Get requirement (would need Governance approval to modify member requirements)
 - Kate to follow up with Thomas on the particulars of this potential requirement
 - Could impact members' intent to return and board recruitment
 - Potential to make such changes only prospectively
 - Training on Development
- Only 56% of the Board have made a pledge and the committee needs 100% in order to get past initial gatekeeping of grant makers
- Kate needs Board Pledges in hand by December 10, 2021
- Jason is the contact for Board members who are unable to pledge financially to Wesley

VII. Academic Excellence

A. AEC Committee Update

- November minutes will be posted in BOT soon
- Discipline and SEL Data presented this evening was the primary content of the November meeting and generated a similar conversation to the one here tonight

J. Wright left.

VIII. Executive Session

A. Personnel Contract Review

- Teacher Contract Ratification - MYP resignation prompted this new hire

IX. Post-Executive Session Matters

A. Personnel Contract Ratification

C. Hill made a motion to approve the employment contract discussed in Executive Session.

T. Ryan-Lawrence seconded the motion.

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

X. Closing Items

A. Adjourn Meeting

B. Mitchell made a motion to adjourn.

K. Boyer seconded the motion.

The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made,
seconded and approved, the meeting was adjourned at 8:13 PM.

Respectfully Submitted,
M. Guertin

Documents used during the meeting

- Fall Discipline Data.pdf
- 2022-01-19 WIA School Code and Climate Rating Reasoning vCommittee Approved.pdf
- 2021-11-18 General Education Terms.pdf
- September_2021_Unaudited_Financial_Report.pdf

Cover Sheet

Letter of Assurance

Section:	III. Executive Director Updates
Item:	A. Letter of Assurance
Purpose:	Vote
Submitted by:	
Related Material:	WIA Letter of Assurance.pdf

LETTER OF ASSURANCES AND SIGNATURE SHEET

As the governing board chairperson and authorized representative of your charter school, you hereby agree that the governing board and charter school shall comply with all applicable local, state, and federal laws, regulations, and policies that are not subject to waiver, and all requirements contained in this Letter of Assurances (“LOA”). The LOA represents the charter school’s understanding and acknowledgement that it is operated as part of Atlanta Public Schools (“APS”) and is subject to the Atlanta Board of Education’s control and management. The LOA must be signed on an annual basis and may be updated periodically by APS to account for changes in law, policy, and practice.

As the governing board chair and authorized representative of the charter school, I hereby certify that the charter school and its governing board:

1. Shall be nonsectarian in its programs, admissions policies, employment practices, and all other operations;
2. Shall be subject to the control and management of the local board of the local school system in which the charter school is located, as provided in SBOE Rule 160-4-9-.05, the charter contract, Georgia law, and in a manner consistent with the Georgia and U.S. Constitutions;
3. Shall not discriminate against any student or employee on the basis of race, color, ethnic background, national origin, gender, disability, age, or sexual orientation;
4. Shall be subject to all federal, state, and local rules, regulations, court orders, policies, and statutes relating to civil rights; insurance; the protection of the physical health and safety of school students, employees, and visitors; conflicting interest transactions; and the prevention of unlawful conduct;
5. Shall comply with all APS directives related to the protection of the physical health and safety of APS students in response to the COVID-19 pandemic;
6. Shall ensure that all personnel will be in compliance with the Drug Free Public Work Force Act of 1990;
7. Shall inform charter school employees they are not employees of Atlanta Public Schools and are not eligible for any benefits provided by the Atlanta Board of Education;
8. Shall be the employer of record for school personnel;
9. Shall be subject to the provisions of O.C.G.A § 20-2-1050 requiring a brief period of quiet reflection;
10. Shall ensure that the charter school and its governing board are subject to the provisions of O.C.G.A. § 50-14-1 *et seq.* (Open and Public Meetings) and O.C.G.A. § 50-18-70 *et seq.* (Open Records);
11. Shall not provide governing board members with compensation beyond reimbursement for their reasonable and actual expenses incurred in connection with performance of their duties;

12. Shall ensure that governing board members receive initial training and annual training thereafter, provided by a SBOE-approved vendor pursuant to O.C.G.A. § 20-2-2072 and State Board of Education Rule 160-4-9-.06;
13. Shall adopt and abide by a conflict of interest policy;
14. Shall not engage in self-dealing transactions against the best interests of the charter school;
15. Shall exercise the fiduciary duty of care and loyalty by making all decisions with the best interests of the charter school and its students in mind;
16. Shall comply with O.C.G.A. §20-2-210(b)(1) and implement an evaluation system as adopted and defined by the State Board of Education for elementary and secondary school teachers of record, assistant principals, and principals;
17. Shall comply with the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41 and federal accountability requirements, and participate in statewide assessments;
18. Shall administer all state-mandated assessments according to the policies and procedures of APS;
19. Shall designate a testing coordinator who will be responsible for test material distribution and collection, as well as all other testing processes and operations within the school;
20. Shall attend all APS-mandated testing and assessment training;
21. Shall provide all accountability data, assurances, and verifications as required by the Georgia Department of Education (“GADOE”), including, but not limited to FTE, CPI, student schedules, and student demographic data by the established deadlines;
22. The school leader will register and maintain a working account within the MyGADOE portal, used for secure data transfer;
23. Shall adhere to all provisions of federal and state law relating to students with disabilities, including the IDEA, Section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, as applicable;
24. Shall provide the full continuum of state and federally mandated services to students eligible for services under IDEA and Section 504 to the same extent as other schools in APS;
25. Shall fund and provide all direct special education services, including special education teachers, paraprofessionals, deaf/hard of hearing teachers, visual impairment teachers, and adaptive PE teachers;
26. Shall provide state and federally mandated services for English Learners, as applicable;
27. Shall provide for remediation in required cases pursuant to SBOE Rule 160-4-5-.01;

28. Shall hire or contract with a licensed school social worker and a licensed school nurse to provide services to students in accordance with state guidelines and APS policy;
29. Shall participate in workshops, in-services and/or training offered by APS for persons serving in these fields, as well as all required special education training;
30. Shall use APS forms and systems for provision of special education and other related services;
31. Shall report all allegations of child abuse and/or neglect to the charter school social worker and to the persons required to receive such reports pursuant to state law;
32. Shall integrate the Infinite Campus system and ensure the school's operational technology plan fully complies with district requirements;
33. Shall report its progress in meeting goals and objectives by November 1 of each year, in accordance with the Charter School Act of 1998 and the Atlanta Public Schools Board of Education policy;
34. Shall maintain all student records in accordance with applicable federal and state laws, regulations, rules, and policies, and ensure the privacy and confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g;
35. Shall participate in collecting Federal Impact Aid Questionnaires and all other documents required to secure or retain federal funds and shall submit completed forms by the stated deadline of each year to the APS;
36. Shall determine the annual Full Time Equivalent (FTE) required by GADOE in a timely manner according to the schedule provide by GADOE;
37. Shall submit electronic data for the state Student Data Record report according to the schedule provided by GADOE;
38. On years it is due and the charter school has been designated by the federal office to participate, the charter school shall complete and submit the biennial Office of Civil Rights Report two weeks prior to the due date in a format as specified by the Office of Civil Rights to APS;
39. For the purpose of completing the Certified/Classified Personnel Information Data Collection Report (CPI) required by the Georgia Department of Education, the charter school shall submit personnel information to APS in accordance with state law and rule in a timely manner according to the schedule provide by GADOE;
40. Shall notify APS and GADOE of any intent to contract with any entity for education and/or management services prior to entering said contract;

41. Shall notify APS and GADOE prior to making any changes in the contractual relationship with the entity providing education and/or management services, or if the entity experiences any material changes that will affect the contractual relationship with the charter school;
42. Shall notify APS of any intent to replicate or expand operations in advance of submitting any applications to do so;
43. Shall not charge tuition or fees to its students except as may be authorized by local boards by O.C.G.A. § 20-2-133;
44. Shall comply with federal due process procedures regarding student discipline and dismissal, including the provision of an appeals process to the Atlanta Board of Education;
45. Shall not counsel a student or parent/guardian to voluntarily withdraw from the charter school in lieu of the receipt of discipline in accordance with the applicable code of conduct and/or in lieu of state and federally mandated services;
46. Shall have a written grievance procedure to resolve student, parent, and teacher complaints;
47. Shall have a written procedure for resolving conflicts between the charter school and APS;
48. Shall indemnify APS in the event APS or its Board is sued and/or held liable for the charter school's failure to provide eligible disabled students with the special education, related services, program accommodations, and due process to which they are entitled under state and federal law;
49. Shall comply with the provisions of O.C.G.A. § 20 -2-211.1 relating to fingerprinting and criminal background checks for all school staff;
50. Shall remit payments to Georgia Teacher Retirement System ("TRS") on behalf of employees, and shall employ teachers in accordance with TRS requirements;
51. Shall ensure that if transportation is provided for its students, the charter school shall comply with all applicable state and federal laws;
52. Shall ensure that if the charter school participates in federal school meals programs, then it shall comply with all applicable state and federal laws and rules;
53. Shall adhere to APS immunization and enrollment requirements contained in Board Administrative Regulation JBC-R(2);
54. Shall prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and submit and obtain approval from the Georgia Emergency Management Agency;
55. Shall comply with the state facility requirements regarding site codes, facility codes, schools codes, the submission of architectural plans for any new facility that the charter school may build or occupy during the charter term, and all other facility requirements as established by the GADOE facilities services division and APS;

56. Shall be subject to all reporting requirements of O.C.G.A. § 20-2-160, subsection (e) of O.C.G.A. § 20-2-161, O.C.G.A. § 20-2-320, and O.C.G.A. § 20-2-740;
57. Shall be subject to an annual financial audit conducted by the state auditor or by an independent certified public accountant licensed in Georgia;
58. Shall comply with the charter schools chapter of the Georgia LUA Manual;
59. Shall designate a Chief Financial Officer that meets all requirements as established by SBOE Rule 160-4-9-.05(2)(h)(1);
60. If the charter school wishes to enter into an agreement to borrow funds in which the repayment period exceeds the current fiscal year, the charter school shall notify APS one month prior to entering the agreement for review and consideration and provide an amended budget reflecting the loan and repayment period that has been previously approved by the charter school governing board. To enter into significant long-term debt, the charter school must be in at least its second charter term and in good standing with APS and GADOE;
61. Shall use its public funds for the support and operation of the APS-authorized charter school only;
62. Shall secure adequate insurance coverage prior to opening and shall maintain such coverage throughout the charter term in accordance with the laws of the State of Georgia;
63. Shall secure insurance coverage for conduct by the governing board members and school administration (“D/O Insurance”) for the charter term;
64. Shall acknowledge that none of the criteria used to calculate QBE funding may be waived;
65. Shall ensure that 90% of QBE funds earned for out-of-system students enrolled in a virtual school are spent on their instruction pursuant to O.C.G.A. § 20-2-167.2;
66. Shall ensure that, in the event the charter contract is not renewed or is terminated, the governing board shall return any balance of public funds or assets purchased with public funds to APS;
67. Shall, in the event that the charter contract is not renewed or is terminated, procure a financial audit for the final year of operation, prepared by an independent Georgia-licensed certified public accountant, and submit a completed report to APS within six (6) months of the charter contract’s expiration;
68. Shall maintain a detailed inventory of all charter school assets through the date of termination or non-renewal;
69. Shall, within one month of the APS Board decision to terminate or non-renew the charter contract, develop a specific timeline for closure with regard to finances, students, staff and district property in collaboration with APS employees; and

70. Shall, within six months of the expiration of the charter contract, voluntarily dissolve the non-profit corporation holding the charter contract.

This Letter of Assurances was approved by the Charter School's Governing Board on the _____ day of _____, 20__.

Governing Board Chair, Charter School

Date

Cover Sheet

Use of Technology (AUP) Policy for Employees

Section: V. Governance
Item: B. Use of Technology (AUP) Policy for Employees
Purpose: Vote
Submitted by:
Related Material:
2022-01-19 WIA Employee AUP Policy vCommittee Approved.pdf

WIA Employee AUP Policy

Social Media Acceptable Use

Wesley International Academy encourages employees to share information with coworkers and with those outside the school for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the school has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the school considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Wesley International Academy equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their direct supervisor and does not identify or reference school employees, vendors, or families without express permission. The school monitors employee use of school computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the school, its leaders, its families, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Wesley International Academy’s confidential information such as student information, vendor lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the school’s policies.

Post disclaimers. Employees who identify themselves as school employees or discuss matters related to the school on a social media site must include a disclaimer on the front page stating that it does not express the views of the school and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position, and repeat it for each posting expressing an opinion related to the school or the school’s business. Employees must keep in mind that if they post information on a social media site that is in violation of school policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition. Employees should not use social media to criticize the school’s competition and should not use it to compete with the school.

Confidentiality. Do not identify or reference students, employees, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or the school’s business belong to the school. Do not post them on a social media site without the school’s permission.

Trademarks and copyrights. Do not use the school’s or others’ trademarks on a social media site or reproduce the school’s or others’ material without first obtaining permission.

Avoid statements about the school’s future. Because the school is a Charter School, writing about projected growth, future services, educational plans, etc. would be inappropriate, as this information is released to our stakeholders through a standardized process.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

The school provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other school-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of school computers, phones, portable electronic devices, or other communication tools. All communications made using school-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the school. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the school's systems.

Employee use of school-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the school's systems, as well as the reputation and/or competitiveness of the school. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers.

The school encourages employees to use e-mail only to communicate with fellow employees or families regarding school business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the school.

All use of school-provided communications systems, including e-mail and Internet use, should conform to our school guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for school business purposes and are critical to the school's success, your communications may be accessed without further notice by IT department administrators and school management to ensure compliance with this guideline.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the school recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the school's cell phones, long-distance accounts, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

Cover Sheet

Bylaw revisions to adopt

Section: V. Governance
Item: C. Bylaw revisions to adopt
Purpose: Vote
Submitted by:
Related Material: 2022-01-19 WIA Bylaws vCommittee Approved.pdf

**WESLEY INTERNATIONAL ACADEMY, INC.
BYLAWS**

Adopted as Amended, on Month XX, 2022.

Section 1 – GENERAL

1.1 Name. The name of the corporation shall be **Wesley International Academy, Inc.**, hereinafter referred to as the “Corporation.”

1.2 Purpose. The Corporation was established as a non-profit corporation under the laws of the State of Georgia and is organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future Federal tax law (the “Code”). The express purpose of the Corporation is to organize and operate a charter school.

Section 2 - OFFICES

2.1 Registered Office and Agent. The Corporation shall continuously maintain a registered office and registered agent within the State of Georgia.

2.2 Principal Office. The principal office of the Corporation shall be located at 211 Memorial Drive SE, Atlanta, GA 30312, or such place as shall be determined from time to time by its Board of Directors.

2.3 Additional Offices. The Corporation may also have offices at such other places as the Board of Directors may from time to time determine and the business of the Corporation may require.

Section 3 - DIRECTORS

3.1 Number and Qualification. The elected Directors shall serve as the Board of Directors of the Corporation. The Board of Directors shall consist of not less than seven (7) and not more than thirteen (13) members, which number shall be fixed from time to time by the Board of Directors. Members shall be natural persons who are 18 years of age or older. Current

employees of the Corporation shall not be eligible to serve on the Board of Directors. At least one (1) member and not more than fifty percent (50%) of the Board of Directors shall be a parent/legal guardian of student(s) enrolled in Wesley International Academy on the date of the directors' election. **The organization shall strive to maintain a parent ratio of not more than 35% whenever possible, taking into account the availability of qualified candidates.**

3.2 Appointment and Term of Office. The Board of Directors shall be divided into three classes of approximately equal size with the term of approximately one-third of the Directors ending at the end of each fiscal year. Directors may be elected to serve a partial term or to serve a full term of three (3) years. Unless a Director is removed by or as a result of: (1) operation of law; (2) an order or decree of any court of competent jurisdiction; (3) voluntary resignation, or (4) removal by a two-thirds majority of the Board of Directors as further described in Section 3.6, a Director may serve up to two (2) consecutive full terms. If a Director is elected during a partial term, then such term shall not be considered a full term. An individual who has served two (2) consecutive full terms as Director shall not be eligible to serve another partial or full term that begins less than three (3) years following the last day of the individual's preceding term as Director. At any time when the Board classes become unbalanced, the terms of additional new

Board members may be staggered by establishing partial terms of 1 or 2 years to maintain the pattern of approximately one-third of Board seats becoming vacant each year.

3.3 Election of Directors. Prior to each annual meeting, the Board of Directors shall seek recommendations and nominations from interested constituents including parents/legal guardians, staff, community leaders, business partners, and the current Board members to fill anticipated vacancies on the Board. When selecting ~~a slate of~~ Directors, consideration shall be given to individuals the Board of Directors considers to be representative of the communities served by the Corporation and who have diverse backgrounds and qualifications, including without limitation, experience/expertise in the areas of finance and/or accounting, human resources, business, education, law, and nonprofit or community leadership. The Governance Committee is responsible for managing the Board nominating and selection process for adding new Directors and, thereafter, presenting ~~a slate of~~ qualified individuals to be voted on by the Board of Directors at the annual meeting. The Board of Directors shall establish such additional procedures as it deems appropriate for the annual election of Directors to fill vacant seats on the Board. At the annual meeting, the Board of Directors shall vote on the proposed ~~new slate of~~ Directors **individually**. Approval of the proposed ~~slate~~ **directors** requires an affirmative vote of an absolute majority of the Directors whose terms do not expire at the end of the current fiscal year.

3.4 Vacancy. Should a Director vacancy occur before the term expires, the Board of Directors shall seek nominations from the remaining Directors, school staff, and the parents/legal guardians within **one hundred and twenty thirty (12030)** days after the vacancy occurs. The Governance Committee is responsible for managing the Board nominating and selection process for adding replacement Directors and shall have discretion whether to submit nominees to fill a vacancy. The Board will review all nominees and will select replacement Director(s) by an affirmative vote of an absolute majority of the members of the Board of Directors at an open meeting scheduled as soon as reasonably practical after the vacancy occurs. A member elected to fill a vacancy shall be elected only for the unexpired term of his/her predecessor in office.

3.5 Powers. The property, affairs, and business of the Corporation shall be managed by the Board of Directors, which may exercise all such powers of the Corporation and do all such lawful acts and things as are not prohibited by statute, the Articles of Incorporation, or these Bylaws.

3.6 Resignation or Removal. Any individual Director may resign at any time by delivering written notice to the Chair or Vice Chair of the Board of Directors. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the officers, and the acceptance of the resignation shall not be necessary to make it effective; provided, however, that a Director who resigns may postpone the effectiveness of his or her resignation to a future date or to the occurrence of a future event specified in a written tender of resignation. A vacancy shall be deemed to exist at the time of such tender; and the Board of Directors may then or thereafter elect or appoint a successor to take office when the resignation, by its terms, becomes effective. Any Director may be removed for cause by a two-thirds majority vote of the remaining Directors then in office and present at any regular or special meetings of the Board. Among other things, an unexcused absence from two (2) consecutive regular **board or committee** meetings or missing more than three (3) regular **board or committee** meetings in any calendar year ~~shall~~**may** constitute cause for removal of a Director. For purposes of this section, participation by telephone as outlined in Section 4.5 constitutes attendance.

3.7 Conflict of Interest. Members shall comply with ethics and conflict of interest provisions applicable to **Charter School Board Members as dictated by the Georgia Department of Education.** ~~members of the Atlanta Board of Education.~~ Board members shall not participate in discussions or votes related to any Corporation business transactions or affairs which would cause an actual conflict or would give an appearance of a conflict of interest.

3.8

Compensation of Directors. Whether or not employed by the Corporation for other purposes, Directors and members of any committee of the Board of Directors shall serve in that capacity without compensation but may be entitled to reimbursement for any reasonable expenses incurred on behalf of the Corporation.

3.9 Responsibilities of Directors. All members of the Board of Directors are responsible to ensure the Corporation is faithful to the terms of its charter and is successful in meeting the mission of the school. All Directors are encouraged to contribute approximately 8-10 hours per month by participating in activities such as: Board meetings, Board committees, attending school events, fundraising, Board development or other ambassador tasks, and other related tasks typical of non-profit charter school Directors that from time to time may be determined by the Board. Incoming Directors will be required to sign a Board Member Agreement outlining more detailed obligations and responsibilities.

3.10 Enrollment of Children of Board Members. A student whose parent or guardian is currently a member of the Board of Directors shall be entitled to automatic enrollment to attend the school. Children of former members of the Board of Directors must meet the residency requirements to re-enroll and the former Board member must have accumulated 2 full years of service as a Board member; any child who does not meet the residency requirements will not be allowed to re-enroll; if the child meets the residency requirements but the former Board member did not have 2 full years of service on the Board, then the student shall not be automatically re-enrolled and will have to go through the lottery process.

Section 4 – MEETINGS AND COMMITTEES OF THE BOARD OF DIRECTORS

4.1 Timing and Notice. The Board of Directors shall have regularly scheduled Board meetings during the academic year, at a minimum of once every two (2) months. All meetings of the Board of Directors and any committee meetings of the Board of Directors must comply with Georgia's Open Meetings Act, O.C.G.A. § 50-14-1, et. seq. and Inspection of Public Records Law,

O.C.G.A. § 50-18-70, et seq. Regular meetings of the Board may be held at locations, dates and times determined by the Board of Directors. Unless otherwise prohibited by state law, special meetings of the Board may be held upon actual notice to each Director or notice that is mailed or transmitted by facsimile or email, to each Director, at least two (2) days prior to the special meeting. Notice of special meetings shall include the date, time, and place of the meeting. The order of business at all such meetings shall be set by the Board Chair.

4.2 Annual Meeting. The annual meeting shall be held before the end of each fiscal year, for the purpose of electing officers, ~~voting on a slate of proposed Directors,~~ and for the transaction

of such other business as may come before the meeting. The date, time, and place to be fixed by the Board of Directors and notice given to all Directors at least thirty (30) days in advance.

4.3 Waiver of Notice. Whenever any notice of the meetings of the Board is required to be given under law, the Articles of Incorporation, or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein,

shall be deemed equivalent thereto. Attendance at a meeting by a person entitled to notice shall constitute a waiver of proper notice of such meeting, except where attendance is for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

4.4 Quorum and Voting. A quorum shall be necessary for the transaction of business by the Board. A quorum shall consist of more than 50% of the Directors currently in office who are physically present at the meeting. However, in no case shall the number required for a quorum be less than three. Less than a quorum may: (1) set a time to adjourn, (2) adjourn, (3) recess, or (4) take measures to obtain a quorum. Each Director shall have one vote on each matter coming before the Board of Directors. The act of a majority of the Directors present and voting at a duly constituted meeting of the Board of Directors shall be the act of the Board, except for the appointment of the school Executive Director, the approval of the school budget, the selection and financing of the school facility, and the removal of a Director, all of which shall require the affirmative vote of at least two-thirds of the Board of Directors.

4.5 Participation by Alternative Means of Communication. All meetings of the Board of Directors and any committee meetings of the Board of Directors must comply with Georgia's Open Meetings Act, O.C.G.A. § 50-14-1, et. seq. and Inspection of Public Records Law, O.C.G.A. § 50-18-70, et seq. Directors and members of any committee of the Board of Directors may participate in a meeting of the Board or such committee by means of telephone conference or other communications mechanism **where permitted by law, and only twice per calendar year for each Board or committee meeting.** ~~whereby all persons participating in the meeting can contemporaneously and collegially communicate with each other so long as there is a quorum of Directors or committee members physically present at the meeting.~~ Participation by such means shall be considered the same as presence in person at such meeting for any and all actions taken at the meeting, including votes, for up to two meetings in a calendar year. ~~Thereafter, participation by telephone conference or other communication mechanism constitutes attendance pursuant to Section 3.6 of these Bylaws but does not confer voting rights to the Director.~~ The minutes recording any action taken at **such a meeting** ~~such meeting~~ shall also note who participated in person, and who participated by alternative communications method. **Notwithstanding the above, the Board may hold virtual meetings**

~~under emergency conditions as permitted by O.C.G.A. § 50-14-1(g). Notwithstanding the alternative attendance allowed by this section, each Director must be physically present at 50% or more of the regular meetings of the Board or committee(s) on which s/he serves. ¶~~

4.6 Standing Committees. The Board shall have the following permanent committees:

1. Executive Committee
2. Academic Excellence Committee
3. Finance Committee
4. Development Committee
5. Governance Committee

The Executive Committee shall be composed of the Board Chair, Vice-Chair, Secretary, and Treasurer, and shall have authority to handle urgent issues raised by the Corporation's Executive Director during the period between regular monthly Board meetings. All meetings and decisions of the Executive Committee must be reported to the Board of Directors at the next regular meeting and any actions taken by the Executive Committee may be overruled by simple majority vote of the full Board, except as otherwise required by these Bylaws. The Board Chair shall appoint Directors to the remaining committees and each Director must serve on at least one committee. Each committee shall be responsible for maintaining and updating its primary areas of responsibilities and reporting to the full Board on a regular basis.

Action by Written Consent: Where permissible under Georgia law, the Board may take action without a meeting pursuant to O.C.G.A. § 14-3-821 if written consent to the action is signed by a majority of the directors. Such consent may be given electronically.

4.7 Other Committees. The Board Chair may appoint two (2) or more persons from among its own number to serve as special or standing committees as the Board may determine are necessary, which shall have such powers and duties as shall from time to time be prescribed by the Board, except that in no event shall a committee:

- (1) fill vacancies of the Board or any of its committees; or
- (2) adopt, amend, or repeal the Articles of Incorporation or these Bylaws.

All members of such special or standing committees shall serve at the pleasure of the Board Chair. The delegation of authority to any committee shall not operate to relieve the Board or any Director from any responsibility imposed by law. Unless otherwise provided in the resolution of the Board of Directors designating a committee or in rules that the Board subsequently adopts, a majority of the committee members shall be necessary and sufficient to constitute a quorum for the transaction of business of the committee, and the act of a majority

of the committee members present and voting at a duly constituted meeting of the committee shall be the act of the committee. Other rules governing procedures for meetings of any committee of the Board of Directors shall be established by the Board, or in the absence thereof, by the committee itself. All actions by a committee shall be reported to the Board of Directors at the next meeting following such action.

4.8 Advisory Groups. The Board of Directors or the Board Chair may select and appoint individuals to serve on one or more advisory groups. Such individuals are not required to be Directors. An advisory group shall have no delegated or governance authority but shall serve in a strictly advisory capacity to the Board of Directors and its committees. Any members of the advisory group may be removed by the Board or by the appointing authority whenever in their judgment the best interests of the Corporation shall be served by such removal.

Section 5 - OFFICERS

5.1 Number and Positions. The officers of the Board shall be the Chair, Vice Chair, Secretary, and Treasurer. The officers of the Board shall be elected by the Board of Directors and shall report directly to the Board of Directors. *As a matter of best practice, no member shall serve as an officer in either their first year as a member of the board of directors, nor their last year as a member of the board of directors.* The Board may also elect one or more assistant secretaries, and assistant treasurers. The Board may elect such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board. The selection of an officer shall not of itself create any contract rights in favor of the officer. Any two or more officer positions may be held by the same person, except the Chair may not also hold another officer position.

5.2 Term of Office and Qualifications. Officers shall be elected by the Board of Directors at its annual meeting and shall hold office for a one-year term. A Director may only hold any particular office for three (3) one-year terms, whether consecutive or not.

5.3 Resignation or Removal. Any officer may resign at any time by delivering written notice to the Board of Directors of the Corporation. Unless the written notice specifies a later effective date, the resignation shall be effective when the notice is accepted by the Board of

Directors. Any officer may be removed from that position by the Board, whenever in its judgment the best interests of the Corporation would be served thereby, by a two-thirds

majority vote of the remaining Directors present at any regular or special meetings of the Board.

5.4 Vacancy. A vacancy in any officer position may be filled by the Board of Directors for the unexpired portion of the term. In the event of such a vacancy, the vacancy may be filled temporarily by appointment by the Chair until such time as the Board of Directors shall determine.

5.5 Chair. The Chair shall preside at meetings of the Board of Directors; shall make reports to the Board. **The Chair shall be the only officer with the authority to execute contracts approved by the Board of Directors;**—and shall have such other rights, duties, and powers as are authorized by the Board of Directors.

5.6 Vice Chair. The Vice Chair shall, in the absence of the Chair, perform the duties and exercise the powers of the Chair, or such of them as may be so delegated, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

5.7 Secretary. The Secretary shall attend all meetings of the Board of Directors and shall record the minutes of all proceedings, including all votes, in a book or database to be kept for that purpose. In the event the Secretary is unable to attend a meeting, he/she shall notify the Chair who shall make arrangements to have another Board member record the minutes. The Secretary shall give, or cause to be given, such notice as is required of all meetings of the Board of Directors and shall perform such other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.

5.8 Treasurer. The Treasurer shall serve on the Finance Committee and shall work with the Corporation's CFO to make sure Generally Accepted Accounting Practices are followed and sound fiscal management is employed by the Corporation.

5.9 School Executive Director. The Corporation's Executive Director shall manage daily operations of the school; hire and fire instructional and support staff with the advice and oversight of the Board; supervise staff and ensure that the charter contract goals are met; report at least quarterly to the Board of Directors on charter compliance and progress toward meeting goals; assist the Board Chair with scheduling and setting agendas for Board of Directors meetings; implement policies duly adopted by the Board of Directors; act as liaison between the Corporation, Atlanta Public Schools and the Georgia Department of Education; and shall perform such other duties as the Board of Directors shall prescribe.

Section 6 – BOOKS AND RECORDS

6.1 Records. The Corporation shall keep correct and complete books and records of its accounts and transactions, and minutes of the proceedings of its Board of Directors and any executive or other committee when exercising any of the powers of the Board of Directors. The books and records of the Corporation shall be in written form, electronic form, or in any other form which can be converted within a reasonable time into written form for visual inspection.

Section 7 - FISCAL MATTERS

7.1 Deposits. The Executive Director or his/her designee, with the advice and consent of the Treasurer, shall select banks, trust companies, or other depositories in which the funds of the

Corporation not otherwise employed shall, from time to time, be deposited to the credit of the Corporation. The Executive Director or his/her designee shall report said selections to the Board of Directors.

7.2 Checks. All checks, demands for money and notes, and similar transactions of the Corporation shall be processed in accordance with policies adopted by the Board of Directors. All payments or outgoing transactions of money must be signed or expressly approved by the Executive Director or his/her designee.

7.3 Fiscal Years. The Board of Directors shall have the power to fix, and from time to time to change, the fiscal year of the Corporation. Unless otherwise fixed by the Board, the fiscal year shall commence on July 1 and shall terminate on the following June 30.

7.4 Loans to Directors and Officers Prohibited. No loans shall be made by the Corporation to any of its Directors, officers, or employees. Any Director or officer who assents to or participates in the making of any such loan shall be liable to the Corporation for the amount of such loan, including reasonable interest until it is repaid. ~~[TRL note: need to confirm with Jason that payroll advances are not prohibited, as that is legally considered a loan and prohibited by this section.]~~

7.5 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the

Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or in any amount.

7.6 Partnerships and Joint Ventures. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation to enter into any partnerships or joint ventures that the Board determines will advance the purposes and goals of the Corporation as described in the Articles of Incorporation or standing policies of the Board.

7.7 Gifts and Contributions. The Board of Directors or, by delegation, any officer may accept on behalf of the Corporation any contribution, gift, or bequest for the general purpose or for any special purpose of the Corporation.

7.8 Endowments. Any endowments for the general purposes or for any special purpose of the Corporation shall be approved by the Board of Directors.

Section 8 – INDEMNIFICATION

8.1 Indemnification. The Corporation shall indemnify to the fullest extent permitted by law each of its Officers and Directors, whether or not then in office, against all reasonable expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and necessarily incurred in connection with any threatened, pending or completed action, suit, proceeding or arbitration, whether civil or criminal, administrative or investigative (including any appeal thereof) which is based on and arises out alleged acts or omission by the Director in his/her capacity as an Officer or Director, provided that no Officer or Director shall have a right to indemnity or reimbursement with respect to matters for which the Director is adjudged liable based on gross negligence or willful misconduct in the performance of his/her duties to the Corporation.

8.2 Insurance. The Corporation shall purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or agent of the Corporation against any liability asserted against and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Corporation would have the power to indemnify him/her against such liability under the provisions of this Section.

Section 9 – AMENDMENTS

9.1 Amendments. At any meeting of the Board of Directors, the Articles of Incorporation and these Bylaws may be amended by the affirmative vote of a two-thirds majority of all Directors then in office provided that the Directors shall be provided with at least two (2) days prior notice that an amendment will be brought to a vote, which notice shall include a draft of the proposed amendment, and that no such amendment shall authorize the Board of Directors or the officers of the Corporation to conduct the affairs of the Corporation in any manner of for any purpose contrary to the provisions of Section 501(c)(3) of the Internal Revenue Code. **It is recommended that these Bylaws be reviewed annually by the Governance Committee. Should any changes be deemed necessary, the Governance Committee shall present recommended changes to the full board of directors for review and a vote.**

Cover Sheet

Why WIA will not pursue separate school codes for PYP and MYP

Section: V. Governance
Item: D. Why WIA will not pursue separate school codes for PYP and MYP
Purpose: Vote
Submitted by:
Related Material:
2022-01-19 WIA School Code and Climate Rating Reasoning vCommittee Approved.pdf

Multiple CCRPI Reports and School Climate Star Ratings

Schools receiving multiple CCRPI reports due to school configuration will have only one climate score which will be reflected across all reports for that school. School Climate Star Ratings are calculated for the building as a whole and not by grade band. The final star rating is calculated based on the one grade band which the school is aligned with (Elementary or Middle, High, and K-12) in the facilities database. To obtain a single school climate star rating for schools that serve multiple grade bands, the DOE utilizes a school type indicator that categorizes each facility according to which grade span has the greatest FTE count. For example, if a K-12 school has more students in grades 6-12, then that school would be classified as a middle school or a high school.

Cover Sheet

Annual School Calendar

Section: V. Governance
Item: G. Annual School Calendar
Purpose: Vote
Submitted by:
Related Material: 2022-01-25 2023 WIA Calendar vDraft .pdf

2023 Calendar (12 Month)

2023 WIA SCHOOL CALENDAR

2022-2023 Balanced School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	✘	5	6	7	8	9
10	✘	11	12	13	14	15
17	☁	18	19	20	21	22
24	☀	25	26	27	28	29
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	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 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	✘	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	☐	10	11	12	✘	✘
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	✘	✘	✘	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	✘	✘	✘	24
25	26	27	✘	✘	✘	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	✘	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	✘	✘	25
26	27	28				





March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	☐	20	21	22	23	24
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	✘	✘	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	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	✘	30	☐			

June 2023						
Su	M	Tu	W	Th	F	Sa
				☐	☐	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	

-  10 & 11 Month Employee Holiday
-  WIA Welcome Day
-  Teacher Conferences
-  Pre & Post Planning/PD

-  WIA University (WU)
-  Teacher Start and Teacher End Date
-  Student First Day, Jan Start Day and Last Day of School
-  12 Month Employee Holiday

Teacher's Start: 7/18/22 Teacher's End: 6/2/23

Pre-Planning: 9 Days

Wesley Welcome Day: 7/28/22

1st Day School: 8/1/22 Last Day School: 5/26/23

Teacher Conferences: 2 Days (Oct/Mar)

Planning/PD: 2 Days (Nov/Jan)

Post-Planning: 1 Day (May)

WU: 3 Days (after post planning)

Cover Sheet

Review of October 31, November 30 and December 31 Financial Statements (not audited)

Section: VI. Finance
Item: A. Review of October 31, November 30 and December 31
Financial Statements (not audited)
Purpose: FYI
Submitted by:
Related Material: October 2021 Unaudited Financial Report.pdf
November 2021 Unaudited Financial Report.pdf
December 2021 (2nd Quarter) Unaudited Financial Report.pdf

Finance Committee Report

Quarterly Financials

For the period ended December 31, 2021



Prepared by

Lisa C. Price

Prepared on

January 18, 2022



Wesley International Academy

FY 2022 Monthly Income Statement

October - December, 2021

	OCT 2021	NOV 2021	DEC 2021	TOTAL
Revenue				
01-4315 BASP Revenue	12,957.83	17,501.62	11,377.22	\$41,836.67
01-4500 Interest income	179.34	175.50	209.12	\$563.96
Federal Funds				\$0.00
01-4110 Title I Funding	36,552.52			\$36,552.52
01-4116 CARES ACT 2 Funding	67,450.00			\$67,450.00
01-4117 CARES ACT 3 (ARP Funding)	73,729.57			\$73,729.57
Total Federal Funds	177,732.09			\$177,732.09
Grant Funds				\$0.00
02-4000 Restricted Grants			50,528.00	\$50,528.00
Total Grant Funds			50,528.00	\$50,528.00
Other School Funds				\$0.00
01-4301 Athletic Fees	5,424.69			\$5,424.69
01-4325 Other Revenue			154.00	\$154.00
01-4330 Refunds/Rebates			240.00	\$240.00
01-9999 Uncategorized Revenue	0.00	522.30	1,040.69	\$1,562.99
Total Other School Funds	5,424.69	522.30	1,434.69	\$7,381.68
State/Local Funds				\$0.00
01-4105 State/Local Revenue FTE	1,253,078.68	1,303,797.39	1,181,235.07	\$3,738,111.14
Total State/Local Funds	1,253,078.68	1,303,797.39	1,181,235.07	\$3,738,111.14
Total Revenue	\$1,449,372.63	\$1,321,996.81	\$1,244,784.10	\$4,016,153.54
GROSS PROFIT	\$1,449,372.63	\$1,321,996.81	\$1,244,784.10	\$4,016,153.54
Expenditures				
00-0000 Compensation				\$0.00
00-1000 Instruction - Compensation	405,094.49	386,449.35	613,717.85	\$1,405,261.69
00-2100 Pupil Services - Compensation	47,345.48	47,525.48	66,550.48	\$161,421.44



Wesley International Academy

FY 2022 Monthly Income Statement

October - December, 2021

	OCT 2021	NOV 2021	DEC 2021	TOTAL
00-2210 Improvement of Instruction - Compensation	11,691.04	11,691.04	18,441.04	\$41,823.12
00-2300 General Admin - Compensation	17,014.04	17,014.04	17,014.04	\$51,042.12
00-2400 School Admin - Compensation	69,467.30	69,467.30	86,921.39	\$225,855.99
00-2500 Support Services (Business) - Compensation	27,330.40	26,685.16	32,685.16	\$86,700.72
00-2600 Mtc & Ops of Plant Services - Compensation	8,332.66	9,127.94	12,548.84	\$30,009.44
00-5100 Payroll Taxes	42,617.68	41,131.34	62,495.58	\$146,244.60
00-5200 Employee Benefits	100,865.42	94,604.07	46,378.03	\$241,847.52
00-5300 Pension Contributions	119,338.93	125,923.20	119,911.87	\$365,174.00
Total 00-0000 Compensation	849,097.44	829,618.92	1,076,664.28	\$2,755,380.64
1000-01 Instruction				\$0.00
2213-01 Instructional Staff Training				\$0.00
5530 Instructional Travel			75.16	\$75.16
5535 Staff Development	8,774.92	15,201.92	3,576.92	\$27,553.76
Total 2213-01 Instructional Staff Training	8,774.92	15,201.92	3,652.08	\$27,628.92
5505 Textbooks/Consumables	68.15			\$68.15
5510 Classroom Supplies	14,409.17	2,614.86	4,035.79	\$21,059.82
5515 Technology - Licenses	1,709.47	419.47	1,019.12	\$3,148.06
5520 Reference Material/Library	984.76	16.40	106.08	\$1,107.24
5525 FFE	8,822.30		1,695.31	\$10,517.61
5540 Field Trip Fees	50.00			\$50.00
5545 Student Assessment	316.82	334.63		\$651.45
5550 Awards	4,984.81	5,927.76	2,580.00	\$13,492.57
5671 Substitute - Contractor/Agency	33,442.50	21,582.50	48,142.50	\$103,167.50
5700 Other Contractors	16,321.48	16,666.30	21,034.02	\$54,021.80
Total 1000-01 Instruction	89,884.38	62,763.84	82,264.90	\$234,913.12
2100-01 Pupil Services				\$0.00
5672 Student Services Contractors	2,250.00	3,300.00	1,850.00	\$7,400.00
5685 Consulting	2,025.00	862.50	1,800.00	\$4,687.50
6305 Athletics	10,530.58	1,485.00	4,900.70	\$16,916.28
6320 Supplies - Student Services		289.09	181.80	\$470.89
Total 2100-01 Pupil Services	14,805.58	5,936.59	8,732.50	\$29,474.67
2300-01 General Administration				\$0.00
5820 Insurance		16,458.32	6,667.32	\$23,125.64
5825 Food and Beverage - G&M		1,042.80		\$1,042.80
5835 Consulting/Training		2,250.00		\$2,250.00
5840 Administrative Fees (District)	24,238.11	24,238.11	24,238.11	\$72,714.33
5845 Fundraising/Resource Develop	3,800.00	3,800.00	5,137.49	\$12,737.49
Total 2300-01 General Administration	28,038.11	47,789.23	36,042.92	\$111,870.26



Wesley International Academy

FY 2022 Monthly Income Statement

October - December, 2021

	OCT 2021	NOV 2021	DEC 2021	TOTAL
2400-01 School Administration				\$0.00
5630 Marketing		178.01	1,349.85	\$1,527.86
5631 Advertising		390.40		\$390.40
5645 Legal	1,415.00	192.00	110.50	\$1,717.50
5675 Communications/Media	3,800.00	3,950.00	4,100.00	\$11,850.00
6015 FFE-G&A			2,101.85	\$2,101.85
6020 Technology (Non-Instruction)	955.52	884.96	884.96	\$2,725.44
6025 Staff Development - G&A			10,000.00	\$10,000.00
6035 Supplies - G&A	467.41	183.29	1,572.04	\$2,222.74
Total 2400-01 School Administration	6,637.93	5,778.66	20,119.20	\$32,535.79
2500-01 Support Services - Business				\$0.00
5610 Postage and Shipping	302.58		81.30	\$383.88
5615 Printing and Copy	2,678.40	2,206.22	861.99	\$5,746.61
5636 Human Resources	2,000.00	2,400.00	700.00	\$5,100.00
5637 Office Support	3,800.00	4,050.00	3,800.00	\$11,650.00
5640 Payroll	1,295.43	2,067.98	2,821.18	\$6,184.59
5805 Bank Fees	1,566.81	2,145.92	1,865.28	\$5,578.01
6050 Other Contractors/Consultants	22,980.00	21,430.00		\$44,410.00
Total 2500-01 Support Services - Business	34,623.22	34,300.12	10,129.75	\$79,053.09
2600-01 Mtc & Ops of Plant Services				\$0.00
5665 Technology Services	14,074.79	14,284.79	14,144.79	\$42,504.37
5680 Security	6,344.66	32,454.02		\$38,798.68
5905 Water	4,340.51	2,607.98	2,910.31	\$9,858.80
5910 Electric	7,916.36	7,245.06	7,227.88	\$22,389.30
5915 Gas	732.80	1,156.13	1,425.10	\$3,314.03
5920 Waste	3,372.00	1,686.00		\$5,058.00
5925 Landscaping	3,480.00	1,200.00	1,200.00	\$5,880.00
5930 Inspections/Compliance	1,642.50	260.00	260.00	\$2,162.50
5935 Maintenance Repairs	18,199.67	4,625.00	13,761.90	\$36,586.57
5940 Rent/Lease/Mortgage	4,875.00	4,875.00	2,400.00	\$12,150.00
5945 Janitorial Service	15,318.19	13,600.00	14,288.00	\$43,206.19
5950 Janitorial Supplies	2,272.01	1,692.78	3,644.57	\$7,609.36
5955 Telephone/Internet	6,699.01	6,794.77	8,938.00	\$22,431.78
5965 Pest Control	1,194.00	728.00	747.00	\$2,669.00
5970 Contractors/Porters	1,110.00	1,605.00	1,625.00	\$4,340.00
5975 FFE	775.00			\$775.00
Total 2600-01 Mtc & Ops of Plant Services	92,346.50	94,814.53	72,572.55	\$259,733.58



Wesley International Academy

FY 2022 Monthly Income Statement

October - December, 2021

	OCT 2021	NOV 2021	DEC 2021	TOTAL
2700-01 Student Transportation				\$0.00
5605 Transportation		1,232.00	500.00	\$1,732.00
Total 2700-01 Student Transportation		1,232.00	500.00	\$1,732.00
3100-01 School Nutrition				\$0.00
5625 Food and Beverage	1,158.32	167.19	663.99	\$1,989.50
Total 3100-01 School Nutrition	1,158.32	167.19	663.99	\$1,989.50
9999 Uncategorized Expenditure	5,906.65	12,074.02		\$17,980.67
Total Expenditures	\$1,122,498.13	\$1,094,475.10	\$1,307,690.09	\$3,524,663.32
NET OPERATING REVENUE	\$326,874.50	\$227,521.71	\$ (62,905.99)	\$491,490.22
NET REVENUE	\$326,874.50	\$227,521.71	\$ (62,905.99)	\$491,490.22

Note

Quarterly Take-Aways

Income-

Consistency in BASP revenue

Initiated over \$175K in CARES/Title reimbursement allocations

Initiated over \$50K in Facility Grant reimbursement allocations

Expense-

Dec PR reflects over \$299K in mid-year stipend payouts (retention bonus, math & science, SPED, etc)

5671: Sub pay tops \$100K in the 2nd quarter. Seeking eligibility for CARES reimbursement

5700: GSU Student/Teacher Small Group Intervention Program expense which will be reimbursed by CARES

6050: Virtual Solution (COVID Testing) unplanned expense. Seeking eligibility for CARES reimbursement



Wesley International Academy

FY 2022 Monthly Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash-Operating Account	2,643,171.41
1005 Donations-Red Thread Campaign	137,735.18
1010 Travel Abroad Account	7,949.16
1015 Unrestricted Cash Reserve	1,407,179.30
1072 CPO BillPay Money Out Clearing	900.22
Total Bank Accounts	\$4,196,935.27
Accounts Receivable	
1100 Accounts Receivable	205,709.08
1105 Grants Receivable	0.00
Total Accounts Receivable	\$205,709.08
Other Current Assets	
12000 Undeposited Funds	0.00
1205 Prepaid Expenses	16,941.65
1210 Prepaid Insurance	28,231.32
1215 Deposits	34,421.22
Total Other Current Assets	\$79,594.19
Total Current Assets	\$4,482,238.54
Fixed Assets	
1300 Furniture, Fixtures & Equipment	607,815.71
1305 FFE Accumulated Depreciation	(340,421.95)
1310 Leasehold Improvement	774,997.57
1315 LHI Accumulated Depreciation	(615,719.89)
1320 Building \$ Fixed Equipment	0.00
1325 Building Accumulated Depreciation	0.00
1350 Construction in Progress	140,581.23
Total Fixed Assets	\$567,252.67
Other Assets	
1500 Other Assets	
1515 Suspense	0.22
Total 1500 Other Assets	0.22
1505 Deferred Outflows of Resources - Pension	3,661,132.00
Total Other Assets	\$3,661,132.22
TOTAL ASSETS	\$8,710,623.43



Wesley International Academy

FY 2022 Monthly Balance Sheet

As of December 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	169,210.00
Total Accounts Payable	\$169,210.00
Other Current Liabilities	
2001 AP Clearing	0.00
2002 Due to Imagine	0.00
2003 Due to SHF	0.00
2004 Metcom Flexspend	0.00
2005 Accrued Salaries & Benefits	0.00
2006 Other Liabilities	0.00
2008 Deferred Income	106,095.88
Total Other Current Liabilities	\$106,095.88
Total Current Liabilities	\$275,305.88
Long-Term Liabilities	
2300 Notes Payable	0.00
2500 Net Pension Liability	11,159,230.00
2505 Deferred Inflows of Resources - Pension	37,801.00
Total Long-Term Liabilities	\$11,197,031.00
Total Liabilities	\$11,472,336.88
Equity	
3000 Investment in Capital Assets	256,969.31
3100 Unrestricted Net Assets	0.00
32000 *Unrestricted Net Assets	(2,643,144.10)
3301 Restricted Net Assets - China Trip	0.00
3401 Net Assets - Red Thread Campaign	1,867.09
Net Revenue	(377,405.75)
Total Equity	\$ (2,761,713.45)
TOTAL LIABILITIES AND EQUITY	\$8,710,623.43



Wesley International Academy

Budget vs. Actuals: 2022 Approved Budget - FY22 P&L

July - December, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
01-4315 BASP Revenue	84,570.33	68,369.55	16,200.78	123.70 %
01-4500 Interest income	1,096.04	1,175.11	-79.07	93.27 %
Federal Funds	177,732.09	314,516.40	-136,784.31	56.51 %
Grant Funds	57,528.00		57,528.00	
Other School Funds	14,808.21	54,831.08	-40,022.87	27.01 %
State/Local Funds	6,210,398.16	6,186,479.71	23,918.45	100.39 %
Total Revenue	\$6,546,132.83	\$6,625,371.85	\$ -79,239.02	98.80 %
GROSS PROFIT	\$6,546,132.83	\$6,625,371.85	\$ -79,239.02	98.80 %
Expenditures				
00-0000 Compensation	4,983,459.05	4,672,027.87	311,431.18	106.67 %
1000-01 Instruction	729,901.64	707,792.59	22,109.05	103.12 %
2100-01 Pupil Services	50,010.06	41,075.82	8,934.24	121.75 %
2300-01 General Administration	226,586.21	229,032.68	-2,446.47	98.93 %
2400-01 School Administration	105,883.74	101,939.65	3,944.09	103.87 %
2500-01 Support Services - Business	135,779.27	78,249.88	57,529.39	173.52 %
2600-01 Mtc & Ops of Plant Services	658,748.47	608,293.06	50,455.41	108.29 %
2700-01 Student Transportation	1,732.00	5,000.00	-3,268.00	34.64 %
3100-01 School Nutrition	9,286.17	9,573.00	-286.83	97.00 %
9999 Uncategorized Expenditure	22,151.97		22,151.97	
Total Expenditures	\$6,923,538.58	\$6,452,984.55	\$470,554.03	107.29 %
NET OPERATING REVENUE	\$ -377,405.75	\$172,387.30	\$ -549,793.05	-218.93 %
NET REVENUE	\$ -377,405.75	\$172,387.30	\$ -549,793.05	-218.93 %

Note

The budget variances is driven by the timing of CARES/Fed Program reimbursements, the timing of employee stipend distributions, unplanned spending for COVID testing, subs and the timing for trailer acquisition and build-out expenses. The variance will be be addressed during WIA's mid-year operating budget exercise.

*Please note, State and Local FTE funding and eligibility for expense reimbursement through CARES is fluid with updates and adjustments occurring monthly (APS' use of Fund Balance, APS' State Funding Actuals, Amended State Budget proposal).

Finance Committee Report

Monthly Financials

For the period ended November 30, 2021



Prepared by

Lisa C. Price

Prepared on

January 7, 2022



Wesley International Academy

FY 2022 Monthly Income Statement

November 2021

	TOTAL
Revenue	
01-4315 BASP Revenue	17,501.62
01-4500 Interest income	175.50
Other School Funds	
01-9999 Uncategorized Revenue	522.30
Total Other School Funds	522.30
State/Local Funds	
01-4105 State/Local Revenue FTE	1,303,797.39
Total State/Local Funds	1,303,797.39
Total Revenue	\$1,321,996.81
GROSS PROFIT	\$1,321,996.81
Expenditures	
00-0000 Compensation	
00-1000 Instruction - Compensation	386,449.35
00-2100 Pupil Services - Compensation	47,525.48
00-2210 Improvement of Instruction - Compensation	11,691.04
00-2300 General Admin - Compensation	17,014.04
00-2400 School Admin - Compensation	69,467.30
00-2500 Support Services (Business) - Compensation	26,685.16
00-2600 Mtc & Ops of Plant Services - Compensation	9,127.94
00-5100 Payroll Taxes	41,131.34
00-5200 Employee Benefits	94,604.07
00-5300 Pension Contributions	125,923.20
Total 00-0000 Compensation	829,618.92
1000-01 Instruction	
2213-01 Instructional Staff Training	
5535 Staff Development	15,201.92
Total 2213-01 Instructional Staff Training	15,201.92
5510 Classroom Supplies	2,614.86
5515 Technology - Licenses	419.47
5520 Reference Material/Library	16.40
5545 Student Assessment	334.63
5550 Awards	5,927.76
5671 Substitute - Contractor/Agency	21,582.50
5700 Other Contractors	16,666.30
Total 1000-01 Instruction	62,763.84



Wesley International Academy

FY 2022 Monthly Income Statement

November 2021

	TOTAL
2100-01 Pupil Services	
5672 Student Services Contractors	3,300.00
5685 Consulting	862.50
6305 Athletics	1,485.00
6320 Supplies - Student Services	289.09
Total 2100-01 Pupil Services	5,936.59
2300-01 General Administration	
5820 Insurance	16,458.32
5825 Food and Beverage - G&M	1,042.80
5835 Consulting/Training	2,250.00
5840 Administrative Fees (District)	24,238.11
5845 Fundraising/Resource Develop	3,800.00
Total 2300-01 General Administration	47,789.23
2400-01 School Administration	
5630 Marketing	178.01
5631 Advertising	390.40
5645 Legal	192.00
5675 Communications/Media	3,950.00
6020 Technology (Non-Instruction)	884.96
6035 Supplies - G&A	183.29
Total 2400-01 School Administration	5,778.66
2500-01 Support Services - Business	
5615 Printing and Copy	2,206.22
5636 Human Resources	2,400.00
5637 Office Support	4,050.00
5640 Payroll	2,067.98
5805 Bank Fees	2,145.92
6050 Other Contractors/Consultants	21,430.00
Total 2500-01 Support Services - Business	34,300.12
2600-01 Mtc & Ops of Plant Services	
5665 Technology Services	14,284.79
5680 Security	32,454.02
5905 Water	2,607.98
5910 Electric	7,245.06
5915 Gas	1,156.13
5920 Waste	1,686.00
5925 Landscaping	1,200.00
5930 Inspections/Compliance	260.00
5935 Maintenance Repairs	4,625.00



Wesley International Academy

FY 2022 Monthly Income Statement

November 2021

	TOTAL
5940 Rent/Lease/Mortgage	4,875.00
5945 Janitorial Service	13,600.00
5950 Janitorial Supplies	1,692.78
5955 Telephone/Internet	6,794.77
5965 Pest Control	728.00
5970 Contractors/Porters	1,605.00
Total 2600-01 Mtc & Ops of Plant Services	94,814.53
2700-01 Student Transportation	
5605 Transportation	1,232.00
Total 2700-01 Student Transportation	1,232.00
3100-01 School Nutrition	
5625 Food and Beverage	167.19
Total 3100-01 School Nutrition	167.19
9999 Uncategorized Expenditure	12,074.02
Total Expenditures	\$1,094,475.10
NET OPERATING REVENUE	\$227,521.71
NET REVENUE	\$227,521.71



Wesley International Academy

FY 2022 Monthly Balance Sheet

As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash-Operating Account	2,751,011.56
1005 Donations-Red Thread Campaign	101,479.24
1010 Travel Abroad Account	7,949.16
1015 Unrestricted Cash Reserve	1,406,970.18
1072 CPO BillPay Money Out Clearing	3,300.22
Total Bank Accounts	\$4,270,710.36
Accounts Receivable	
1100 Accounts Receivable	191,733.59
1105 Grants Receivable	0.00
Total Accounts Receivable	\$191,733.59
Other Current Assets	
12000 Undeposited Funds	0.00
1205 Prepaid Expenses	18,515.87
1210 Prepaid Insurance	15,631.32
1215 Deposits	34,421.22
Total Other Current Assets	\$68,568.41
Total Current Assets	\$4,531,012.36
Fixed Assets	
1300 Furniture, Fixtures & Equipment	607,815.71
1305 FFE Accumulated Depreciation	(340,421.95)
1310 Leasehold Improvement	774,997.57
1315 LHI Accumulated Depreciation	(615,719.89)
1320 Building \$ Fixed Equipment	0.00
1325 Building Accumulated Depreciation	0.00
1350 Construction in Progress	125,583.79
Total Fixed Assets	\$552,255.23
Other Assets	
1500 Other Assets	
1515 Suspense	0.22
Total 1500 Other Assets	0.22
1505 Deferred Outflows of Resources - Pension	3,661,132.00
Total Other Assets	\$3,661,132.22
TOTAL ASSETS	\$8,744,399.81



Wesley International Academy

FY 2022 Monthly Balance Sheet

As of November 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	178,096.95
Total Accounts Payable	\$178,096.95
Other Current Liabilities	
2001 AP Clearing	0.00
2002 Due to Imagine	0.00
2003 Due to SHF	0.00
2004 Metcom Flexspend	0.00
2005 Accrued Salaries & Benefits	0.00
2006 Other Liabilities	0.00
2008 Deferred Income	68,079.32
Total Other Current Liabilities	\$68,079.32
Total Current Liabilities	\$246,176.27
Long-Term Liabilities	
2300 Notes Payable	0.00
2500 Net Pension Liability	11,159,230.00
2505 Deferred Inflows of Resources - Pension	37,801.00
Total Long-Term Liabilities	\$11,197,031.00
Total Liabilities	\$11,443,207.27
Equity	
3000 Investment in Capital Assets	256,969.31
3100 Unrestricted Net Assets	0.00
32000 *Unrestricted Net Assets	(2,643,144.10)
3301 Restricted Net Assets - China Trip	0.00
3401 Net Assets - Red Thread Campaign	1,867.09
Net Revenue	(314,499.76)
Total Equity	\$ (2,698,807.46)
TOTAL LIABILITIES AND EQUITY	\$8,744,399.81



Wesley International Academy

Budget vs. Actuals: 2022 Approved Budget - FY22 P&L

November 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
01-4315 BASP Revenue	17,501.62	9,726.09	7,775.53	179.95 %
01-4500 Interest income	175.50	204.14	-28.64	85.97 %
Federal Funds		78,629.10	-78,629.10	
Other School Funds	522.30	12,237.77	-11,715.47	4.27 %
State/Local Funds	1,303,797.39	1,237,584.05	66,213.34	105.35 %
Total Revenue	\$1,321,996.81	\$1,338,381.15	\$ -16,384.34	98.78 %
GROSS PROFIT	\$1,321,996.81	\$1,338,381.15	\$ -16,384.34	98.78 %
Expenditures				
00-0000 Compensation	829,618.92	839,866.99	-10,248.07	98.78 %
1000-01 Instruction	62,763.84	92,659.64	-29,895.80	67.74 %
2100-01 Pupil Services	5,936.59	7,962.66	-2,026.07	74.56 %
2300-01 General Administration	47,789.23	39,440.13	8,349.10	121.17 %
2400-01 School Administration	5,778.66	13,386.36	-7,607.70	43.17 %
2500-01 Support Services - Business	34,300.12	12,274.98	22,025.14	279.43 %
2600-01 Mtc & Ops of Plant Services	94,814.53	84,343.39	10,471.14	112.41 %
2700-01 Student Transportation	1,232.00	1,000.00	232.00	123.20 %
3100-01 School Nutrition	167.19	1,595.50	-1,428.31	10.48 %
9999 Uncategorized Expenditure	12,074.02		12,074.02	
Total Expenditures	\$1,094,475.10	\$1,092,529.65	\$1,945.45	100.18 %
NET OPERATING REVENUE	\$227,521.71	\$245,851.50	\$ -18,329.79	92.54 %
NET REVENUE	\$227,521.71	\$245,851.50	\$ -18,329.79	92.54 %

Finance Committee Report

Monthly Financials

For the period ended October 31, 2021



Prepared by

Lisa C. Price

Prepared on

December 3, 2021



Wesley International Academy

FY 2022 Monthly Income Statement

October 2021

	OCT 2021	TOTAL
Revenue		
01-4315 BASP Revenue	12,957.83	\$12,957.83
01-4500 Interest income	179.34	\$179.34
Federal Funds		\$0.00
01-4110 Title I Funding	36,552.52	\$36,552.52
01-4116 CARES ACT 2 Funding	67,450.00	\$67,450.00
01-4117 CARES ACT 3 (ARP Funding)	73,729.57	\$73,729.57
Total Federal Funds	177,732.09	\$177,732.09
Other School Funds		\$0.00
01-4301 Athletic Fees	5,424.69	\$5,424.69
01-9999 Uncategorized Revenue	0.00	\$0.00
Total Other School Funds	5,424.69	\$5,424.69
State/Local Funds		\$0.00
01-4105 State/Local Revenue FTE	1,253,078.68	\$1,253,078.68
Total State/Local Funds	1,253,078.68	\$1,253,078.68
Total Revenue	\$1,449,372.63	\$1,449,372.63
GROSS PROFIT	\$1,449,372.63	\$1,449,372.63
Expenditures		
00-0000 Compensation		\$0.00
00-1000 Instruction - Compensation	405,094.49	\$405,094.49
00-2100 Pupil Services - Compensation	47,345.48	\$47,345.48
00-2210 Improvement of Instruction - Compensation	11,691.04	\$11,691.04
00-2300 General Admin - Compensation	17,014.04	\$17,014.04
00-2400 School Admin - Compensation	69,467.30	\$69,467.30
00-2500 Support Services (Business) - Compensation	27,330.40	\$27,330.40
00-2600 Mtc & Ops of Plant Services - Compensation	8,332.66	\$8,332.66
00-5100 Payroll Taxes	42,617.68	\$42,617.68
00-5200 Employee Benefits	100,865.42	\$100,865.42
00-5300 Pension Contributions	119,338.93	\$119,338.93
Total 00-0000 Compensation	849,097.44	\$849,097.44
1000-01 Instruction		\$0.00
2213-01 Instructional Staff Training		\$0.00
5535 Staff Development	8,774.92	\$8,774.92
Total 2213-01 Instructional Staff Training	8,774.92	\$8,774.92
5505 Textbooks/Consumables	68.15	\$68.15
5510 Classroom Supplies	14,409.17	\$14,409.17
5515 Technology - Licenses	1,709.47	\$1,709.47
5520 Reference Material/Library	984.76	\$984.76



Wesley International Academy

FY 2022 Monthly Income Statement

October 2021

	OCT 2021	TOTAL
5525 FFE	8,822.30	\$8,822.30
5540 Field Trip Fees	50.00	\$50.00
5545 Student Assessment	316.82	\$316.82
5550 Awards	4,984.81	\$4,984.81
5671 Substitute - Contractor/Agency	33,442.50	\$33,442.50
5700 Other Contractors	16,321.48	\$16,321.48
Total 1000-01 Instruction	89,884.38	\$89,884.38
2100-01 Pupil Services		\$0.00
5672 Student Services Contractors	2,250.00	\$2,250.00
5685 Consulting	2,025.00	\$2,025.00
6305 Athletics	10,530.58	\$10,530.58
Total 2100-01 Pupil Services	14,805.58	\$14,805.58
2300-01 General Administration		\$0.00
5840 Administrative Fees (District)	24,238.11	\$24,238.11
5845 Fundraising/Resource Develop	3,800.00	\$3,800.00
Total 2300-01 General Administration	28,038.11	\$28,038.11
2400-01 School Administration		\$0.00
5645 Legal	1,415.00	\$1,415.00
5675 Communications/Media	3,800.00	\$3,800.00
6020 Technology (Non-Instruction)	955.52	\$955.52
6035 Supplies - G&A	467.41	\$467.41
Total 2400-01 School Administration	6,637.93	\$6,637.93
2500-01 Support Services - Business		\$0.00
5610 Postage and Shipping	302.58	\$302.58
5615 Printing and Copy	2,678.40	\$2,678.40
5636 Human Resources	2,000.00	\$2,000.00
5637 Office Support	3,800.00	\$3,800.00
5640 Payroll	1,295.43	\$1,295.43
5805 Bank Fees	1,566.81	\$1,566.81
6050 Other Contractors/Consultants	22,980.00	\$22,980.00
Total 2500-01 Support Services - Business	34,623.22	\$34,623.22
2600-01 Mtc & Ops of Plant Services		\$0.00
5665 Technology Services	14,074.79	\$14,074.79
5680 Security	6,344.66	\$6,344.66
5905 Water	4,340.51	\$4,340.51
5910 Electric	7,916.36	\$7,916.36
5915 Gas	732.80	\$732.80
5920 Waste	3,372.00	\$3,372.00



Wesley International Academy

FY 2022 Monthly Income Statement

October 2021

	OCT 2021	TOTAL
5925 Landscaping	3,480.00	\$3,480.00
5930 Inspections/Compliance	1,642.50	\$1,642.50
5935 Maintenance Repairs	18,199.67	\$18,199.67
5940 Rent/Lease/Mortgage	4,875.00	\$4,875.00
5945 Janitorial Service	15,318.19	\$15,318.19
5950 Janitorial Supplies	2,272.01	\$2,272.01
5955 Telephone/Internet	6,699.01	\$6,699.01
5965 Pest Control	1,194.00	\$1,194.00
5970 Contractors/Porters	1,110.00	\$1,110.00
5975 FFE	775.00	\$775.00
Total 2600-01 Mtc & Ops of Plant Services	92,346.50	\$92,346.50
3100-01 School Nutrition		\$0.00
5625 Food and Beverage	1,158.32	\$1,158.32
Total 3100-01 School Nutrition	1,158.32	\$1,158.32
9999 Uncategorized Expenditure	5,906.65	\$5,906.65
Total Expenditures	\$1,122,498.13	\$1,122,498.13
NET OPERATING REVENUE	\$326,874.50	\$326,874.50
NET REVENUE	\$326,874.50	\$326,874.50



Wesley International Academy

Statement of Financial Position

As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash-Operating Account	2,702,408.44
1005 Donations-Red Thread Campaign	90,997.77
1010 Travel Abroad Account	7,949.16
1015 Unrestricted Cash Reserve	1,206,794.68
1072 CPO BillPay Money Out Clearing	957.22
Total Bank Accounts	\$4,009,107.27
Accounts Receivable	
1100 Accounts Receivable	191,983.59
1105 Grants Receivable	0.00
Total Accounts Receivable	\$191,983.59
Other Current Assets	
1200 Undeposited Funds	0.00
1205 Prepaid Expenses	20,090.09
1210 Prepaid Insurance	8,964.00
1215 Deposits	34,421.22
Total Other Current Assets	\$63,475.31
Total Current Assets	\$4,264,566.17
Fixed Assets	
1300 Furniture, Fixtures & Equipment	607,815.71
1305 FFE Accumulated Depreciation	-340,421.95
1310 Leasehold Improvement	774,997.57
1315 LHI Accumulated Depreciation	-615,719.89
1320 Building \$ Fixed Equipment	0.00
1325 Building Accumulated Depreciation	0.00
1350 Construction in Progress	125,583.79
Total Fixed Assets	\$552,255.23
Other Assets	
1500 Other Assets	
1515 Suspense	0.22
Total 1500 Other Assets	0.22
1505 Deferred Outflows of Resources - Pension	3,661,132.00
Total Other Assets	\$3,661,132.22
TOTAL ASSETS	\$8,477,953.62



Wesley International Academy

Statement of Financial Position

As of October 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	151,117.00
Total Accounts Payable	\$151,117.00
Other Current Liabilities	
2001 AP Clearing	0.00
2002 Due to Imagine	0.00
2003 Due to SHF	0.00
2004 Metcom Flexspend	0.00
2005 Accrued Salaries & Benefits	0.00
2006 Other Liabilities	0.00
2008 Deferred Income	56,134.79
Total Other Current Liabilities	\$56,134.79
Total Current Liabilities	\$207,251.79
Long-Term Liabilities	
2300 Notes Payable	0.00
2500 Net Pension Liability	11,159,230.00
2505 Deferred Inflows of Resources - Pension	37,801.00
Total Long-Term Liabilities	\$11,197,031.00
Total Liabilities	\$11,404,282.79
Equity	
3000 Investment in Capital Assets	256,969.31
3100 Unrestricted Net Assets	0.00
32000 *Unrestricted Net Assets	-2,643,144.10
3301 Restricted Net Assets - China Trip	0.00
3401 Net Assets - Red Thread Campaign	1,867.09
Net Revenue	-542,021.47
Total Equity	\$ -2,926,329.17
TOTAL LIABILITIES AND EQUITY	\$8,477,953.62



Wesley International Academy

Budget vs. Actuals: 2022 Approved Budget - FY22 P&L

October 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
01-4315 BASP Revenue	12,957.83	9,726.09	3,231.74	133.23 %
01-4500 Interest income	179.34	204.14	-24.80	87.85 %
Federal Funds	177,732.09	78,629.10	99,102.99	226.04 %
Other School Funds	5,424.69	12,237.77	-6,813.08	44.33 %
State/Local Funds	1,253,078.68	1,237,584.05	15,494.63	101.25 %
Total Revenue	\$1,449,372.63	\$1,338,381.15	\$110,991.48	108.29 %
GROSS PROFIT	\$1,449,372.63	\$1,338,381.15	\$110,991.48	108.29 %
Expenditures				
00-0000 Compensation	849,097.44	839,866.99	9,230.45	101.10 %
1000-01 Instruction	89,884.38	92,659.64	-2,775.26	97.00 %
2100-01 Pupil Services	14,805.58	7,962.66	6,842.92	185.94 %
2300-01 General Administration	28,038.11	39,440.13	-11,402.02	71.09 %
2400-01 School Administration	6,637.93	13,386.36	-6,748.43	49.59 %
2500-01 Support Services - Business	34,623.22	12,274.98	22,348.24	282.06 %
2600-01 Mtc & Ops of Plant Services	92,346.50	84,343.39	8,003.11	109.49 %
2700-01 Student Transportation		1,000.00	-1,000.00	
3100-01 School Nutrition	1,158.32	1,595.50	-437.18	72.60 %
9999 Uncategorized Expenditure	5,906.65		5,906.65	
Total Expenditures	\$1,122,498.13	\$1,092,529.65	\$29,968.48	102.74 %
NET OPERATING REVENUE	\$326,874.50	\$245,851.50	\$81,023.00	132.96 %
NET REVENUE	\$326,874.50	\$245,851.50	\$81,023.00	132.96 %

Cover Sheet

Presentation of Amended Financial Policies

Section:	VI. Finance
Item:	B. Presentation of Amended Financial Policies
Purpose:	Vote
Submitted by:	
Related Material:	2022 Finance Policy Review Packet for_FC Mtg 1-26-2022.pdf

2022 Financial Policy & Procedure Revision Summary Table

Description	Requires Revision	Ready for FC Review	FC Approval Date	Board Approval Date
1. Budget Development/Variance/Revision Policy	Yes	Yes		
2. Internal Controls Policy	No	N/A		
3. Financial Reporting Policy	Yes	Yes		
4. Financial Audit Policy	Yes	Yes		
5. Cash Reserve Policy	No	N/A		
6. Procurement Policy	Yes	Yes		
7. Accounts Payables Policy	Yes	Yes		
8. Payroll Policy	Yes	Yes		
9. Bank Reconciliation Policy	No	N/A		
10. Cash/Check/Money Order Intake Policy	Yes	Yes		
11. My Payment Plus Policy	Yes	Yes		
12. Receiving Policy	Yes	Yes		
13. Employee Reimbursement Policy	Yes	Yes		

Financial Policies and Procedures

WIA strictly adheres to financial policies and procedures that include budgeting oversight, internal controls and monitoring. These financial tools have proven effective to ensure responsible management of funds and a positive fund balance. The operational financial management team is comprised of the Executive Director, Chief Financial Officer and Business Manager/Bookkeeper. This team meets regularly with the Board's Finance Committee to review monthly reports and discuss budget anomalies. Operational inquiries should be directed to the school's financial management team. Formal concerns must be initiated in writing to the Executive Director, Chief Financial Officer, Board Chair, Treasurer and Chair of the Finance Committee for further action as appropriate.

Budget Development, Variance and Revision Policy

WIA's budget development is an iterative process that includes input and feedback from all school and community stakeholders. The budget objectives are to ensure school resources are properly allocated toward educational programs, maintain the necessary operations to support a safe learning environment, and retain a positive fund balance at the end of each fiscal year. All proposed budgets are thoroughly reviewed by WIA's Finance Committee and shared with community stakeholders (public hearings) for comment, before a recommendation is made to the Governing Board for approval. WIA facilitates at least one budget revision per year (typically mid-year) to address all material budget variances due to unexpected changes in expenses or revenue forecasts. Additionally, monthly budget variances are reported, discussed and documented during regularly scheduled Finance Committee meetings. WIA's Finance Committee membership includes, but is not limited to, the Executive Director, Chief Financial Officer, Board Treasurer and Finance Committee Chair.

Internal Controls Policy

WIA's internal controls define clear roles and responsibilities (segregation of duties) for day-to-day business operations. These business functions include, but are not limited to, purchasing, competitive bidding, accounts payable, payroll processing, asset management and deposits. WIA's internal controls assure the achievement of budgetary objectives and operational effectiveness, while complying with all state and federal laws and regulations.

Financial Reporting Policy

WIA monitors its financial performance through *monthly* reports that include the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) and Budget versus Actual Report (BVA). These reports are created by the Chief Financial Officer and presented to the Executive Director and Finance Committee every month. In addition, the CFO meets with the Executive Director regularly to discuss spending trends, revenue forecasts and operational risk in real-time. The report outs are critical for monitoring WIA's fidelity to the operating budget and with managing cash flow throughout the year. All accounting complies with the Governmental Accounting Standards Board (GASB) and the Generally Accepted Accounting Principles (GAAP) for financial reporting as stated in GaDOE Rule 160-4-9-.05.

Financial Audit Policy

Every year WIA's financials are independently audited by a certified public accountant licensed in the State of Georgia. The audit complies with the Governmental Accounting Standards Board (GASB) and the Generally Accepted Accounting Principles (GAAP) for financial reporting as stated in GaDOE Rule 160-4-9-.05. The final audit report is used to determine compliance to internal controls and to provide assurance that financial statements are accurate and complete. WIA's annual audits are submitted to the governing board, Atlanta Public Schools and the State of Georgia by November 1st of each year (O.C.GA 20-1-2065(7)).

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Procurement Policy -

WIA has zero tolerance for ethics violations and has an expectation that every WIA Authorizer will adhere to the highest standards of ethics and accountability. All Authorizers shall procure goods and services and maintain vendor/supplier relationships in an ethical manner. The following expectations are provided with the full knowledge that the good judgment of each employee is essential, and that no list of rules or guidelines can provide direction for all circumstances that arise. Expectations of Authorizers involved in the procurement process are as follows.

1. All Authorizers are expected to adhere to Conflict of Interest and Employee Ethics Policies, this includes but is not limited to the following:
 - a. No employee shall do business directly with WIA.
 - b. No employee shall do business indirectly with WIA without full disclosure.
 - c. No Authorizer will accept gifts from vendors or suppliers except in the following situations:
 - i. Gifts of nominal value (less than \$50.00)
 - ii. Advertising items and instructions products that are widely distributed (i.e. at a meeting or conference)
 - iii. Goods that are divisible among Authorizers or otherwise shared in the office environment.
2. Authorizers must disclose and recuse themselves from participation in the evaluation of any solicitation for goods or services where a member of his/her immediate family owns, manages, or sells for a vendor/supplier.
3. If an employee has additional employment outside of WIA, it must not conflict with, or appear to conflict with the interest of WIA.
4. WIA seeks to ensure the effective and efficient operation of the school system by doing business exclusively with companies and individuals who are ethical, honest, and responsible. Vendor contracts will be terminated if the vendor, subcontractors, or vendor subsidiaries are involved in unethical behavior with any WIA employee.

The Board may exclude any individual or company from contracting with WIA for a period of five years, who is debarred pursuant to this policy.

**Procurement Policy Terms and Definitions-
Solicitation Methods (4)**Simplified Acquisition Process

Simplified Acquisition is a solicitation method which seeks to reduce the amount of work the employee must undertake to evaluate an offer. When choosing a vendor in a simplified acquisition scenario, employees need not bother with formal evaluation, establishing a competitive range, conducting discussions or scoring offers. Quotes can be received on the internet, fax, orally or on the phone. The purpose of Simplified Acquisition is to improve opportunities for small businesses, promote organizational efficiency and reduce administrative costs. Simplified Acquisition is a common solicitation method within governmental agencies such as APS and Georgia Tech.

Sole Source Solicitation

Sole Source Solicitation requires that only one supplier (source), to the best of the requester's knowledge and belief, is capable of delivering the required product or service. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, availability or emergency, is the only source that is acceptable to meet a specific need, at a specific time.

Request for Quote (RFQ)

The RFQ solicitation is an informal process that requires the requester to obtain at least 2 written quotes for consideration. The award is typically based on competitive pricing with exceptions and quotes requiring documentation.

Request for Proposal (RFP)

The RFP process is longer than other types of solicitations because it involves an evaluation process that may include vendor presentations and extensive negotiations. The award will be based on four (4) criteria, in contrast to competitive bids that are awarded primarily on price. The criteria will include: Vendor Experience, Methodology of Operations, Pricing and Value Added (any additional services and capabilities not mentioned in the solicitation that would further benefit WIA and its operations, students and community). Specifications, requirements and criteria will be published in the RFP. The award process shall include evaluations and recommendations.

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Procurement Process and Procedure -**Purpose:**

1. To provide guidelines for soliciting and selecting vendor services and contracts.
2. To define purchasing approval limits for Leadership Team (Authorizers) and Board members.

Authorizers: (Level 1 – Level 4)

1. Director of Student Services/Director Strategic Initiatives – **Level 1**
2. PYP/MYP Principals or Designees (AP) – **Level 1**
3. Chief Financial Officer – **Level 2**
4. Executive Director or Designee (CFO) – **Level 3**
5. Board – **Level 4**

WIA shall appropriate funds to procure required good and services for the school in accordance with the availability of funds in the current year's approved operating or capital budget. WIA's solicitation methods shall include:

1. Simplified Acquisition
2. Sole Source
3. RFQ
4. RFP

All purchases and contracts for goods and services shall be subject to the following competitive procedures:Purchase or Contract up to \$10,000 (Simplified Acquisition Procedure/Sole Source)

- Purchases may be made without getting any competitive quotes.
- Requester should use good judgement when making the purchase.

Purchase or Contract greater than \$10,000 but less than \$50,001 (RFQ or Sole Source)

- Requires RFQ with at least 2 written quotes documented. Exception must be documented.
- Award to lowest competitive price. Exception must be documented.
- If awarded to Sole Source, explanation must be documented.

Purchase of Technology Equipment greater than \$10,000 but less than \$150,001 (RFQ or Sole Source)

- Requires RFQ with at least 2 written quotes documented. Exception must be documented.
- Award to lowest competitive price. Exception must be documented.
- If awarded to Sole Source, explanation must be documented.

Purchase or Contract greater than \$50,000 (RFP or Sole Source)

- Requires RFP facilitated by both Requester and CFO. Documentation required.
- Award per RFP. Documentation required.
- If awarded to Sole Source, explanation must be documented

Procurement Approval Guidelines:

Purchasing Thresholds	Required Authorizations and Approvals
Purchase up to \$10,000 (excludes contracts)	Level 1
Purchase or Contract up to \$50,000	Level 2 (plus optional Level 1)
<i>Purchase of Technology Equipment up to \$150,000</i>	Level 2 or Level 3
Purchase or Contract up to \$75,000	Level 3 (plus optional Level 2)
Purchase or Contract between \$75,000 - \$100,000	Level 3 and FC Approval
Consultant Contract \$50,000 or greater	Level 3, FC Approval and Level 4
Purchase or Contract greater than \$100,000	Level 3, FC Approval and Level 4

Finance Committee Approval requires votes be recorded in committee meeting minutes.

Acquisition Methods:

1. Purchasing Card (P-Card): Micro purchases <\$3,001
2. APS/WIA Blanket Purchase Agreement (BPA): If applicable
3. Purchase Orders (POs): If applicable
4. Vendor Contract: If applicable
5. Consultant Contract: If applicable

Other Procurement Guidelines:**PO/BPA/Contract Guidelines**

1. Always obtain "best value" for the school when making purchases.
2. Always verify your budget before making a purchase.
3. All Purchase Orders must be filled out correctly and be approved (signed) by an Authorizer before initiating fulfillment from a vendor.
4. Multiple POs to the same vendor for the purpose of enabling a purchase greater than an Authorizer's approval limit is prohibited.
5. A copy of the approved PO must go to the Business Manager for tracking. A copy should also stay with the Authorizer.
6. The original copy of the Vendor Contract must go to the Business Manager. Please note that contractor payments will be postponed if copies of their POs or contracts are not filed with the Business Manager.

P-Card Guidelines

1. The P-Card can only be used for school related instructional/office supplies and equipment, staff development registrations, professional printing/copying and food and beverage for school activities only.
2. Always obtain "best value" for the school when making purchases.
3. If possible, request a "tax exempt" form from the Business Office before executing a purchase.
4. Always verify your budget before making a purchase.
5. P-Card usage documentation includes:
 - a. Monthly transaction logs.
 - b. Copies or original receipts or invoices for each expense (excludes recurring monthly charges such as QuickBooks and Donor Perfect).
 - c. Description and purpose for each expense.
 - d. Correct coding for each expense.
6. The P-Card **cannot** be used for the following purchases or usage:

- a. iPads, iPods, laptops, printers, desktops or other computer hardware without ED approval.
- b. Gift cards.
- c. Food or gratuity purchases for non-school activities.
- d. Personal purchases (gas, food, etc).

RFP Guidelines

Any contract or single purchase valued over \$50,000 requires a Request for Proposal (RFP) unless it qualifies as an exception based on WIA's Procurement Policy. Although the RFP process will be facilitated by the Chief Financial Officer, the solicitation Requester will provide detailed specification and be responsible for answering vendor questions. The open solicitation period will be at least 7 business days while the solicitation is posted on the WIA website, with an option to advertise in at least one local paper. The facilitator will make every attempt to solicit at least 3 quotes.

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Accounts Payable and Payment Policy

WIA shall maintain segregation of duties by adhering to the following guidelines:

- The Administration will ensure there is a primary check authorizer (Payer) with additional authorizers available in the event the primary authorizer is unavailable for an extended period.
- The Administration will ensure there is an approval process for invoices and accounts payable. The approver (Authorizer) must be someone other than the person who enters the invoice (Creator) or the one that processes the invoice for payment (Payer).
- The Administration shall ensure payments are issued by the billing due date.

Administering Procedure:

Purpose:

1. To provide detailed steps for processing invoices for payment.
2. To provide detailed steps for processing check payments.

Responsible Party:

1. Business Manager (Creator/Payer)
2. Executive Director (Primary Online Approver – Digitized invoices)
3. Chief Financial Officer (Secondary Online Approver)
4. Business Manager (Payer)
5. Chief Financial Officer (BillPay Manager, Proxy for Creator, Approver and Payer when necessary)

Systems/Forms Used:

- Quickbooks accounting system or Bank of America BillPay platform
- Vendor invoices, Employee Reimbursement Forms, Non-Employee Check Requests, Vendor Timesheets
- Automated BillPay (classification once a bill is uploaded into the BillPay system)
- ACH Payments or Traditional Check Payments via BillPay
- Positive Pay file upload (only applicable with in-house paper check payments)

Step	Responsible Party	Procedure
1	Business Manager (token required)	Reviews and preps bills for validity: <ul style="list-style-type: none"> • Verifies purchases has been received (collects track slip if applicable) or services rendered • Matches invoice to PO# (if applicable) • Codes invoices with correct Account# and Class/Program# • Uploads invoices into BillPay to create a “Bill”
2	Executive Director (token required)	<ul style="list-style-type: none"> • Reviews digital invoices for approval • Asks questions for clarity and holds invoices that require additional back-up • Approves bills for payment.

3	CFO (token required)	<ul style="list-style-type: none"> • Approves invoices in BillPay online as a proxy for the ED
4	Business Manager (token required)	<ul style="list-style-type: none"> • Determines desired pay date • Processes all approved bills for payment
5	Business Manager	Generates a "Bills Paid" report (QBO) for all payments made during the week and sends report to the ED.

**Note: The Chief Financial Officer, as the BillPay Manager, can approve and pay bills as a proxy for the Executive Director and Business Manager.*

***Note: In the rare case of a paper check being required, all approval processing is done with hardcopy source documents and wet signatures. The Check Authorizer is the Executive Assistant, not the Business Manager.*

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Payroll Processing Policy

WIA’s payroll process shall ensure:

1. All full and part-time salaries are approved by the Executive Director or Designee (CFO)
2. Payroll is accurate. All full-time and part-time staff members shall be paid their agreed-upon salaries or hourly rates. There will be no pay advances.
3. Payroll (Preview and Post Reports) are reviewed by at least two different Administrators.
4. Payroll payments are issued to each employee twice a month on the 1st and 15th business day of the month.

Administering Procedure:

Purpose:

1. To provide detailed steps for Processing Payroll (semi-monthly)

Responsible Parties:

1. HR Manager (HR)
2. Business Manager (BM)
3. Executive Director (ED)
4. Chief Financial Officer (CFO)

Systems/Forms Used:

1. ADP Payroll HRIS web based platform
2. Employee Timesheets (if applicable)
3. Salary Adjustment Authorization Form (wet signature) – Stipends, etc
4. Active Employee Roster (most current)
5. Preview – ADP Payroll Data Batch Pay Data Report
6. Preview – ADP Employee Payroll Change Report
7. Preview – ADP Employee Summary Report
8. Preview – ADP Payroll Register – Company Total
9. Preview – ADP Payroll Register – Detailed
10. Preview – ADP Statistical Summary Report

Step	Responsible	Procedure
1	HR Manager	<ul style="list-style-type: none"> • Provides Business Manager with all relevant documents associated with New, Amended or Terminated Staff Contracts, FMLA situation and STD status. • Provides Business Manager with the latest approved “Active Employee Roster Report”. • Confirms and approves all PT and OT timesheets.

1	Business Manager	<p>Typical Payroll Processing</p> <ul style="list-style-type: none"> • Collects and reviews Semi-Weekly Timesheets for hourly employees. • Collects and reviews time sheets from Special Programs such as Title 1, Tutoring, Morning Monitors, Grant Tracking, etc. • Collects and reviews approved Salary Adjustment Authorization Forms (if applicable) • Verifies approved “Active Employee Roster Report” from HR Manager. • Verifies approved New, Amended or Terminated staff contracts from HR Manager. • Verifies all staff FMLA and STD statuses per HR Manager. <p><i>Please note the Business Manager will not process payroll without verifying the “Active Employee Report” with the HR Manager.</i></p>
3	Executive Director/Business Manager	<p>The Executive Director Reviews at least <u>6</u> (listed above) Preview ADP Payroll Reports with the Business Manager for accuracy. This is often a Q&A session if payroll includes stipend payments. Once the Payroll Preview Reports are approved by the Executive Director, the Business Manager will process the payroll through ADP. Payroll cannot be processed without Executive Director (or Designee) approval.</p>
4	Chief Financial Officer/Business Manager	<p>It may take up to 48 hours for payroll to process. Once payroll has processed, the Business Manager provides the “Post Payroll Register” to the CFO for reconciliation. The report is reviewed and compared to the “Preview Payroll Register – Company Total”. If there are no variances, the Post Payroll Report is approved. If there are discrepancies between the two reports, the Business Manager MUST provide adequate source documentation for the variance and all information must be documented for audit purposes. Once follow-up and documentation are completed, the Post Payroll Report will be approved by the CFO.</p>

Incoming Cash, Checks and Money Orders Policy

The WIA Administration shall create a procedure to manage incoming cash, checks and money orders that ensures:

- All money received by WIA has a corresponding receipt back to the payer.
- Cash is managed in a secure manner.
- All cash is turned into the Administrative office by close of business, daily.
- Any tax-deductible contributions to the school are tracked such that a payer may request an end-of-year statement for their tax returns.
- At least two staff personnel review all incoming cash payments.
- At least two counts occur on all incoming cash payments.

Administering Procedure:

Purpose:

1. To provide detailed steps for managing all manual forms of payment.

Responsible Party:

1. Teacher or Responsible School Employee receiving payment
2. Business Manager

Systems/Forms Used:

1. Receipt Book (to be issued by the school)
2. Secure Tamper Resistant Deposit Bags (to be issued by the school)
3. QuickBooks (QB)

Steps	Responsible Party	Procedures
1	Teacher/Staff Member	<ul style="list-style-type: none"> • If <u>cash, checks or money orders</u> are received for payment you MUST provide a written school receipt to the payer and keep a copy of the receipt for school records. • The receipt MUST be properly dated and signed by the issuer and include the name of the Payer when possible. • <u>On the day of payment collection, all cash, checks, money orders and receipts MUST be sealed in secure deposit bag.</u>
2	Teacher, Staff Member, Business Manager	<ul style="list-style-type: none"> • At the end of each business day all <u>cash, checks, money orders and receipts</u> MUST be verified. This includes counting funds and reconciling receipts. All funds are then sealed in a tamper resistant deposit bag. • The bag MUST be filled out correctly and include the signature of the Employee. Funds are only considered verified if there is an Employee Signature on the Deposit Bag. PLEASE KEEP YOUR "DEPOSIT BAG RECEIPT" WITH YOUR RECEIPT BOOK. • All verified funds MUST be delivered to the Bookkeeper on day of verification. Students should NEVER be asked to make deposit deliveries for any reason.
3	Business Manager	<ul style="list-style-type: none"> • The Business Manager will aggregate all deposit bags for the

		<p>purpose of making bank deposits. This will be done at least once weekly.</p> <ul style="list-style-type: none">• During aggregation, deposits will be cross referenced with verified funds before making a bank deposit. <u>All deposit discrepancies will be noted and communicated back to the Teacher or Staff Member of record for follow-up.</u>• All deposit transaction will be booked in Wesley's accounting system (QB) once deposits are acknowledged by the bank.
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**Please note most payments are currently made w/credit cards through My Payment Plus, Square or other electronic payment merchant service.*

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My Payments Plus Policy

WIA Administration shall manage an online school payment process that ensures:

1. Teachers and Administrators can collect payment for events online.
2. Parents can securely pay for school products and services online.
3. Parents can retrieve historical payment data through their online accounts.
4. Administration can securely and accurately allocated collected funds to specific groups

Administering Procedure:

Purpose:

1. To provide detailed steps for utilizing and managing the My Payment Plus merchant platform.

Responsible Parties:

1. Staff Member
2. Business Manager
3. Principal/AP/Director
4. Chief Financial Officer (CFO)

Systems/Forms Used:

1. My Payments Plus (MPP) online merchant platform

Steps	Responsible Party	Procedures
1	Staff/Principal/AP/Director	<ul style="list-style-type: none"> • Submits approved request for field trip or other activity/service to BK for posting on MMP
2	Business Manager	<ul style="list-style-type: none"> • Creates funding codes consistent with budgetary, fundraising of Grant requirements.
3	Business Manager/Staff Member	<ul style="list-style-type: none"> • Will check MMP to make sure all product/service are input correctly.
4	CFO	<ul style="list-style-type: none"> • Reconciles (monthly) all deposit activity made through MMP for the bank-rec.

Receiving Policy -

WIA will receive, inventory and distribute incoming shipments in a manner that ensures:

- Shipments received were approved and intended for WIA use only.
- Shipments over \$500 or electronics are Asset Tagged before being distributed.
- Shipments are delivered to the final recipient in a timely manner.

Administering Procedure

Purpose:

1. To provide guidelines for receiving and processing incoming shipments

Processes and Systems Covered:

1. Purchase Order
2. Packing Slips
3. Inventory (Asset Tiger)

Authorizers:

- Front Office Managers
- Original Authorizer of Purchase Order
- WIA Tech Team
- Business Manager

Step	Responsible Party	Procedure
1	Front Office Managers/Original Authorizers/WIA Tech Team	<ul style="list-style-type: none"> • Receives package from mail or shipment carrier and contacts the staff recipient. • Informs the WIA Tech Team (Jordan/Kariem) of all electronic deliveries for required Asset Tagging and input into our inventory database before deployment. • Forwards all shipping or packing slips to the Business Manager. • Facilitates the distribution of deliverables to the appropriate party.
2	Business Manager	<ul style="list-style-type: none"> • When possible, the Business Manager will match the PO, Quote, Packing Slip and Invoice together before payment is made to the vendor.
3	Business Manager/Original Authorizer	<ul style="list-style-type: none"> • All shipment discrepancies will be followed-up by the Original Authorizer of the PO or his/her designee. • If a "hold on payment" is required, the Original Authorizer must follow-up with the Business Manager to ensure payment is withheld.

Employee Reimbursement Policy -

WIA will reimburse all employees who incur travel expenses while engaged in official school business. This includes required offsite meetings, professional develop opportunities, overnight fieldtrips and deliveries/pick-ups.

Administering Procedure:

Purpose:

1. To provide detailed steps for employee travel and expense reimbursements.

Responsible Parties:

1. Employee
2. Leadership Team
3. Business Manager

Systems/Forms Used:

1. Professional Development/Travel Authorization Form (for PD Only)
2. Employee Reimbursement Form

Step	Responsible Party	Procedure
1	Employee and Leadership Team	<ul style="list-style-type: none"> • An employee MUST have approval from a member of the Leadership Team to travel for local school business. Approval for local travel can be a verbal approval, although email approval is preferred. • An employee MUST have approval from a member of the Leadership Team to travel for the purpose of Professional Development. Approval for Professional Development requires an approved Professional Development/Travel Authorization Form. This form is a worksheet that helps the employee estimate total costs and provides reimbursement guidelines for meals and mileage. The approved form is also a requirement for PD registration and the booking of flights and hotels.
2	Employee/Leadership Team/Business Manager	<ul style="list-style-type: none"> • An employee MUST complete an Employee Reimbursement Form, with all related receipts, and review it with their Supervisor for approval. • Once the Employee Reimbursement Form is approved it can be given to the Business Manager for processing and payment.