

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

Goals:

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

QUESTIONS:

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

DRAFT SCENARIO

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

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

Week 3 of each month: Board meeting on Wednesday

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

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