

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

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)

FINAL SCENARIO

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

NOTES

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