APPROVED

Wesley International Academy

Minutes

May Board Meeting

Date and Time
Tuesday May 15, 2018 at 6:00 PM

Location
WIA Media Center

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

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

Directors Absent
D. Holloman, K. Delp

Directors who arrived after the meeting opened
E. Buckner

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

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

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

C. Approve Minutes

C. Hill made a motion to approve minutes from the April Board Meeting on 04-17-18 April Board Meeting on 04-17-18.
M. Guertin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Hill made a motion to approve minutes from the April Board Meeting on 04-17-18 April Board Meeting on 04-17-18.
M. Guertin seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approve Minutes

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

T. Tidwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Executive Director Updates

A. Monthly Report

E. Buckner arrived.
Testing has been going on, so not much else has been a focus.
This has been the quietest testing experience, so would like to thank the administration and teachers for creating a wonderful testing environment. Anxious and cautiously optimistic about test results.

First day of field day today.

B. Milestones Update

Dr. Pullen
Just concluded testing; was the last week in April and first week of May.
99% participation rate. 100% MYP and all but 2 students in PYP participate. 521 students total. Cautiously optimistic about results based on some coming in.
100% of students participated online with very few technological difficulties this round.
Have results for grades 3, 5, and 8 as well as a prelim list of students that need to retake 1 or more subject areas. Compared to last year, 21% less students retaking in ELA. Math students 5 and 8, 60% less students participating in retakes. Retakes are happening right after Memorial Day, Tuesday through Thursday, after school. Informing families now and providing with tutoring options.

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

C. Curriculum Recommendations

Dr. Mason and Ms. Lawrence:
MYP - more of a one-stop-shop resource
PYP - Some new resources and some current resources being renewed

Ms. Goodman, Ms. Minnifield, Ms. Waterberry, and Dr. Dukes
Ensures vertical alignment, instituting common practices, and streamlining the delivery of organizational resources. (Full slide presentation included in agenda packet)
Used the strategies to get to Pearson's. (also included in full slide deck included in agenda packet)

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

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

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

D. Budget 2018-2019

Public Hearing for FY2019 Proposed Budget:

Lisa Price:
Adopted a similar format to that of the district so we can start comparing YOY.
Objectives:
Develop a balanced budget
Pursue the implementation of a competitive multi-year compensation model for teachers
Manage escalating pension and healthcare expenses
Maintain an unrestricted cash balance between 30-45 days of working capital

Enrollment assumptions (FTE)
FY2018 funded - 792 FY2019 forecast - 800. Full capacity per Charter is 824

Revenue assumptions
Assumes QBE held flat and federal funds goes to zero due to loss of Title I funding
Local: assumes tax digest remains frozen at 2016 levels.
Other: field trip, athletic club, and other school fees
Cash Reserves: Special one-time funding for roll-out of new school-wide curriculum ($163K) and seniority based signing bonuses ($93K). $244 in additional funding to offset rising healthcare expenses and pension due to some one-time expenses. Need roughly $500K to balance the budget.

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

Total Budget - $11,062,397
$214K increase in personnel from 107 to 111
$235 increase in TRS employer contribution
$100K increase for APS district fee
$295K increase in employer healthcare subsidy
$163K - one time expense for new curriculum
$93K - one time expense for seniority based signing bonuses (excludes leadership)

Healthcare Expenses

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

Compensation Overview:

82% to Instruction
10% to school admin
7% to general admin and support services
1% to maintenance

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

Sensitivity Analysis: Scenarios and Action Plans
If APS receives an additional $49M in revenue from taxes, our revenue will increase by $600K

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

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

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

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

Reduce the use of cash reserve to balance the budget

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

E. PYP Resources

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

III. Public Comments

A. Public Comments

No public comments

IV. Board Chair Updates

A. Charter Renewal Update with GaDOE

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

B. Board Donations due by May 1st

Board donations due May 1st.

C. Dashboard Concept

Concept included in the agenda packet
May require a couple of different dashboards in order to cover everything
Includes examples from GCSA conference and examples from our charter renewal process of what the State is looking at
Check BOT dashboard to use - OKRs

D. 2018-19 Calendar & Committees Discussion

See attachment in agenda packet for goals, questions, and proposed scenarios.
Discussed moving to a quarterly financial review
Need to reach out to new board members to see interest in which committees and scheduling
Looking at 2nd week committee meetings and 4th week for board meeting
Move back to Chair and Vice-Chair for Committees

V. Academic Excellence

A. Committee Report

Previously stated in ED Updates

No meeting in May

VI. Development

A. Committee Report

Jason Marshall
Had a great conversation about China Night and working with PTA to broaden the scope of the event
Red Thread is our annual fund and discussed using those funds to flow directly into the Chinese program

VII. Finance

A. Committee Report

Have approved about 2/3 financial policies. 4 remaining to complete over the next couple of months
Working on next year's budget; to be presented at June board meeting

B. 2018 Amended Budget

Included in agenda by mistake. No vote needed.

VIII. Governance

A. Presentation of Board Candidate Nominees Slate

S. Burnes made a motion to approve the slate of candidates as stated in the agenda.
C. Hill seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

B. 2018-19 Board Officer Nominations and Election

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

S. Burnes seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Policy and Handbook Update

Handbooks presented last month. Ready for a vote.

D. For Approval: PYP Student/Family Handbook

J. Hansen made a motion to adopt the PYP student and family handbook with the following changes: remove the ratio of "5:1" in reference to the weighted lottery.
T. Tidwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. For Approval: MYP Student/Family Handbook

J. Hansen made a motion to opt the MYP student and family handbook with the following changes: remove the ratio of "5:1" in reference to the weighted lottery.
T. Ryan-Lawrence seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Burnes	Aye
K. Delp	Absent

Roll Call

J. Hansen	Aye
E. Buckner	Aye
C. Hill	Aye
T. Ryan-Lawrence	Aye
D. Holloman	Absent
N. Jones	Aye
T. Tidwell	Aye
M. Guertin	Aye
B. Gay	Aye

F. For Approval: Faculty Handbook

J. Hansen made a motion to adopt the faculty and staff handbook.
T. Ryan-Lawrence seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. Required Annual Training

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

IX. Executive Session

A. Convene Executive Session: Personnel Matters

T. Ryan-Lawrence made a motion to enter into executive session.
T. Tidwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

S. Burnes	Aye
T. Tidwell	Aye
K. Delp	Absent
N. Jones	Aye
E. Buckner	Aye

Roll Call

J. Hansen	Aye
M. Guertin	Aye
D. Holloman	Absent
C. Hill	Aye
T. Ryan-Lawrence	Aye
B. Gay	Aye

B. Adjourn Executive Session: Personnel Matters

T. Ryan-Lawrence made a motion to exit executive session.
T. Tidwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

X. Closing Items

A. Adjourn Meeting

T. Ryan-Lawrence made a motion to adjourn the meeting.
T. Tidwell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

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

Respectfully Submitted,
T. Ryan-Lawrence