APPROVED

Wesley International Academy

Minutes

Governance Committee Meeting

Date and Time
Monday August 20, 2018 at 4:30 PM

Committee Members Present
J. Hansen, T. Ryan-Lawrence, T. Tidwell

Committee Members Absent
None

Ex Officio Members Present
J. Marshall

Guests Present
E. King, L. Price, M. Guertin, R. Quartarone, tova davis

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

T. Tidwell called a meeting of the Governance Committee of Wesley International Academy to order on Monday Aug 20, 2018 at 4:36 PM.

C. Approve May Minutes

Agenda was updated after meeting began. Vote was made to approve JUNE 2018 minutes and approved by committee. May require clean up in BOT next month.

D. Approve April Minutes

II. Governance

A. Policy Roundup Taskforce Update

Discussion about "Board Policy Document" and Staff Handbook. Board Policy is out of date and needs to be updated. Jason and Tova have been working on it. Red-lined copy presented to committee.
Tova stated traditionally handbook deals with process and Board Policy deals with higher-level governance issues. Document control is an issue that needs to be tightened up. Governance will create a checklist of all documents that need to be reviewed annually.

Parent handbook was held back because of changes that need to be voted on by Board. It was decided to release electronic copy with disclaimer that it is draft version subject to final board approval.

Bylaws will be finalized and presented to Governance at Sept. meeting. First read will be presented to full Board in October and final vote in November. Revisions to Board Policies and Staff Handbook will follow the same timeline.

Document retention policy - waiting on Finance Committee to weigh in on legality of withholding documents and how long we are required to retain certain documents.

Lisa reported that new email system is in place. Cost is $ per month per license. Board needs to decide whether to keep emails 7 years or 10 years. Brought up the issue of whether to allow email forwarding.

Thomas will take Lisa's comments from earlier this year and prepare cleaner version with everyone's changes and highlight potential issues.

B. Charter Renewal Update

C. New Board Member On-Boarding

Mazie Lynn met with 2 new board members about what they would like. Mazie Lynn will work on preparing a list.

D. Establish Training Schedule for BOT-Related Training

Training has been delayed while BOT reconfigures its OKR stuff.

We need to decide whether to stay with BOT. Wesley contract expires in June 2019. There is another company that is significantly cheaper than BOT. At a minimum, we should schedule something with new board members

E. Establish Committee Goals for 2018-19 school year

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:58 PM.

Respectfully Submitted,
T. Tidwell