APPROVED

# Wesley International Academy

# Minutes

## December 2018 Board Meeting

**Date and Time**
Tuesday December 4, 2018 at 6:00 PM

**Location**
WIA Media Center

The December 2018 meeting of the WIA Board of Directors will take place on Tuesday, December 4, 2018 beginning at 6:00pm in the WIA Media Center. We hope to see as many stakeholders attend as possible.

**Directors Present**
C. Hill, J. Hansen, J. Wright, K. Delp, M. Guertin, S. Burnes, T. Ryan-Lawrence, T. Tidwell (remote)

**Directors Absent**
D. Holloman, I. Askia

**Ex Officio Members Present**
J. Marshall

**Guests Present**
A. Pullen, Alastair Pullen, D. Johnson, D. Mason, D. Roberts, D. Satterfield, L. Price

### I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

M. Guertin called a meeting of the board of directors of Wesley International Academy to order on Tuesday Dec 4, 2018 at 6:11 PM.

### C. Agenda Adoption

C. Hill made a motion to adopt the agenda edits that were added to the agenda earlier today.
J. Hansen seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| T. Tidwell | Aye |
| J. Wright | Aye |
| I. Askia | Absent |
| J. Hansen | Aye |
| T. Ryan-Lawrence | Aye |
| M. Guertin | Aye |
| C. Hill | Aye |
| D. Holloman | Absent |
| S. Burnes | Aye |
| K. Delp | Absent |

### D. Approve Minutes

T. Ryan-Lawrence made a motion to approve minutes from the November 2018 Board Meeting on 11-06-18 November 2018 Board Meeting on 11-06-18.
J. Hansen seconded the motion.
The motion did not carry.

**Roll Call**

| | |
|---|---|
| T. Tidwell | Aye |
| J. Wright | Aye |
| C. Hill | Aye |
| S. Burnes | Aye |
| D. Holloman | Absent |
| J. Hansen | Aye |
| K. Delp | Absent |
| M. Guertin | Aye |
| I. Askia | Absent |
| T. Ryan-Lawrence | Aye |

## II. Executive Director Updates

### A.

**Review Benchmark Data**

Dr. Pullen –
PYP: Highest average scores – 2nd grade ELA (91); 1st grade social studies (89). Lowest average scores: 3rd grade social studies (51), 4th grade social studies (53). Highest percent proficient: 2nd grade ELA (99); 1st grade social studies (96); Lowest percent proficient: 4th grade social studies (9); 3rd grade social studies (14).

MYP: Highest average scores: 8th grade social studies (79), 6th grade science (73); lowest average scores: 8th grade math (32), 8th grade ELA (57). Highest percent proficient: 8th grade social studies (73), 6th grade science (65); Lowest percent proficient: 7th grade social studies (12), 8th grade math (14). *Note: For 8th grade math – highest quarter of students not taking this benchmark because they are taking algebra.

Next steps:
Additional walkthroughs and observation
Data talks this month
Vertical planning for January Teacher PD
Individualized Action Plans
Additional opportunities for peer to peer observations.

### B. Review Discipline Data

Dana Roberts:
Focused on driving numbers to alternatives to suspension.

YTD to October - total of 129 referrals. 107 male, 22 female. 80 qualify FRL; 49 not qualified FRL. 116 AA, 2 caucasian, and 11 other.
Alternatives include SEL (second step) and restorative practices. Only have had 9 suspensions last year through October. Last year, had 66 for the entire school year. Last year, had 7 expulsions; so far this year, we have had zero. Majority of the concerns / issues lie in Chinese classes and the transitions to and from Chinese class. Watching the percentage of referrals and if they are representative of the student body in terms of socioeconomic status and race; currently, they are not representative. Need to drill down and see how many of these are repeat offenders, as that can skew the numbers. Would also like to see the racial and socioeconomic breakdowns from last school year (not the information included in the charter renewal, as that data lagged a year). Number one issue that needs to be addressed is mental health of our student body; working to support what's going on in their home lives and helping them come to school and be the best they can be.

## III. Public Comments

### A. Public Comments

None.

## IV. Board Chair Updates

### A. Housekeeping Matters

1. Had the school tour for the board. It was wonderful. Will continue to do them each year, at least annually.
2. Holiday event. Administration will be hosting a holiday event for school staff in the next couple of week; would like to join the school at Mezcalitos (will be on a school night). Date to come from Jason. Still looking for something on the team building side - perhaps in the Spring.
3. China Week starts February 1st and runs through the 9th. Night of the Phoenix on the 9th.
4. Training March 13th with GCSA. - Mazie Lynn to look into purchasing the Webinar series from GCSA.

### B. Dashboard for Approval

Working on the Dashboard. Currently at 8 pages and working on cutting it down to have more of a "dashboard feel".
Would like data sent in to Mazie Lynn by the 15th of each month. Some data will lag because of this, but it's more important to have the data out to the board in a timely manner.

Moving forward - Mazie Lynn will provide template and administration will complete the dashboard.
C. Hill made a motion to adopt the dashboard concept and have it presented monthly at the board meeting with the final dashboard being submitted 1 week in advance so it is included in the agenda.
J. Hansen seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| K. Delp | Aye |
| C. Hill | Aye |
| J. Wright | Aye |
| T. Tidwell | Aye |
| D. Holloman | Absent |
| J. Hansen | Aye |
| I. Askia | Absent |
| S. Burnes | Aye |
| M. Guertin | Aye |
| T. Ryan-Lawrence | Aye |

### C. Recent Georgia Department of Law/AG's Office interpretations of the Opens Meeting Act

The full details are below. Section 1 are we fully compliant with. Section 2, we have not had any instances recently and will work to make sure we are compliant.

1. **Governing boards for charter schools are NOT authorized to conduct meetings by teleconference**. The Open Meetings Act provides that only agencies with statewide jurisdiction may conduct meetings via teleconference. It is the interpretation of the Department of Law that charter schools, even if they have statewide attendance zones, do not have statewide jurisdiction as the schools do not have "state-wide powers" as defined by O.C.G.A. § 45-10-20. **As a result, all state charter schools may only conduct meetings if a quorum is present in person**. As governing board committee meetings are also subject to all provisions of the Open Meetings Act, committee meetings may also not be held by teleconference. Individual members of a governing board may participate via teleconference, but ONLY if necessitated by the individual's health or absence from the jurisdiction – and the member may only do so twice per calendar year unless there is a written provision from a health professional that reasons of health prevent the member's physical presence or if there are emergency conditions.

Please note that this does NOT preclude a state charter school from providing a means for the public to participate in a governing board meeting electronically. In other words, it remains acceptable for a governing board to meet in person and simultaneously allow members of the public to hear and see proceedings through a webinar or livestream format.

1. **Governing boards must provide notice of specific action taken at the meeting with regard to personnel**. It is a common practice for charter schools (and school districts) to vote on general recommendations of personnel that do not detail the action taken regarding an individual. For example, governing boards often vote "to accept the personnel recommendations made by the superintendent." This is not permitted under the Open Meetings Act. Governing Boards must provide sufficient detail to clearly allow the public to determine what action was taken with regard to an individual.

## V. Academic Excellence

### A. Committee Report

Spent a lot of time looking at benchmark data that was summarized during executive director update. Will follow up on that and discipline data in the December meeting of AE.

## VI. Development

### A.

**Committee Report**

Total YTD 48,800 with gifts and pledges. Working on China Week Sponsorship - Kate Boyer sent out information via email to follow-up on.
Total YTD 48,800 with gifts and pledges. Working on China Week Sponsorship - Kate Boyer sent out information via email to follow-up on.

## VII. Finance

### A. Committee Report

Working on finalizing financial policies; hope to present to the board in February

## VIII. Governance

### A. Committee Report

### B. Board recruitment

Please send any potential candidates to Tom. Need a letter of intent saying why they're interested and their resume. Timeline is laid out in the agenda.

If anyone is at the end of their term and does not plan on taking the second term option, please let Mazie Lynn and Tom know so we know how many we are recruiting.

### C. Lottery update

First school tour is happening this week; second round of tours January 17th.
Working on transportation coordination for the January tour. Working on marketing the tours (board received copies of new marketing cards)

### D. Document retention policy - First Read

Please send any comments on the documentation retention policy to Tom and Thomas by the 13th so we have time to edit before Governance Committee on the 17th.

### E. Weighted Lottery Ratio

When running the numbers, a ratio of 20:1 projects to get us to 53% FRL by the end of our charter. As this population grows, our support services must grow as well.
K. Delp made a motion to use a 20:1 ratio in favor of economically disadvantaged students for FY 19-20 enrollment.
C. Hill seconded the motion.
The board **VOTED** unanimously to approve the motion.

| **Roll Call** | |
|---|---|
| C. Hill | Aye |
| K. Delp | Aye |
| S. Burnes | Aye |

**Roll Call**

| | |
|---|---|
| M. Guertin | Aye |
| T. Ryan-Lawrence | Aye |
| T. Tidwell | Absent |
| I. Askia | Absent |
| D. Holloman | Absent |
| J. Hansen | Aye |
| J. Wright | Aye |

## IX. Executive Session

### A. Convene Executive Session

T. Ryan-Lawrence made a motion to enter into Executive Session.
J. Hansen seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| C. Hill | Aye |
| S. Burnes | Aye |
| M. Guertin | Aye |
| J. Wright | Aye |
| K. Delp | Aye |
| I. Askia | Absent |
| T. Tidwell | Absent |
| T. Ryan-Lawrence | Aye |
| D. Holloman | Absent |
| J. Hansen | Aye |

1. Jason to presented the current draft of his organizational chart revision recommendation.
    1. Need to vote in the February meeting; pending approval by Governance in January. If anyone has comments, please send directly to Jason by December 31st.
2. We need to approve the recently issued contract for the school nurse
3. HR "Manager" requirement of certification. aPHR certification.
4. General Diversity & Inclusion training for all staff through a 3rd party vendor pro bono.

Exited Executive Session 8:31pm

## X. Other Business

### A. IT manager approval

J. Wright made a motion to approve the creation of the IT manager position.
C. Hill seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| K. Delp | Aye |
| J. Wright | Aye |
| T. Ryan-Lawrence | Aye |
| I. Askia | Absent |
| J. Hansen | Aye |
| S. Burnes | Aye |
| C. Hill | Aye |
| T. Tidwell | Absent |
| M. Guertin | Aye |
| D. Holloman | Absent |

### B. School nurse contract

T. Ryan-Lawrence made a motion to approve the Cassandra Marcelus' contract to be the school nurse.
J. Hansen seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| T. Tidwell | Absent |
| J. Wright | Aye |
| M. Guertin | Aye |
| J. Hansen | Aye |
| C. Hill | Aye |
| K. Delp | Aye |
| I. Askia | Absent |
| S. Burnes | Aye |
| D. Holloman | Absent |
| T. Ryan-Lawrence | Aye |

## XI. Closing Items

### A. Adjourn Meeting

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

**Roll Call**

| | |
|---|---|
| J. Wright | Aye |
| D. Holloman | Absent |
| J. Hansen | Aye |
| T. Tidwell | Absent |

**Roll Call**

| | |
|---|---|
| C. Hill | Aye |
| S. Burnes | Aye |
| T. Ryan-Lawrence | Aye |
| M. Guertin | Aye |
| I. Askia | Absent |
| K. Delp | Aye |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,
T. Ryan-Lawrence