

APPROVED



WESLEY  
INTERNATIONAL ACADEMY

## Wesley International Academy

### Minutes

#### May 2023 Governance Meeting

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##### Date and Time

Monday May 15, 2023 at 4:30 PM

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Wesley Academy is inviting you to a scheduled Zoom meeting.

Topic: Governance Committee

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/84999022607?pwd=QkhVZlJnUVFtYnNqai8vbFR1MWJNUT09>

Meeting ID: [849 9902](#) 2607

Passcode: governance

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##### Committee Members Present

D. Hrabe (remote), D. Johnson (remote), E. Cater (remote), J. Marshall (remote), K. Jones (remote), L. Price (remote), M. Guertin (remote)

### **Committee Members Absent**

*None*

### **Guests Present**

C. Wyatt (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

K. Jones called a meeting of the Governance Committee of Wesley International Academy to order on Monday May 15, 2023 at 4:34 PM.

### **C. Approve Agenda**

D. Hrabe made a motion to Approve Agenda for May 2023 Governance Meeting.

E. Cater seconded the motion.

The committee **VOTED** unanimously to approve the motion.

D. Hrabe made a motion to to approve agenda.

E. Cater seconded the motion.

The committee **VOTED** to approve the motion.

### **D. Approve Minutes**

E. Cater made a motion to approve the minutes from March Governance Meeting on 03-20-23.

D. Hrabe seconded the motion.

The committee **VOTED** unanimously to approve the motion.

E. Cater made a motion to approve the minutes from March Governance Meeting on 03-20-23.

D. Hrabe seconded the motion.

The committee **VOTED** to approve the motion.

## **II. Governance**

### **A. Review and Discuss Staff Handbook and Family/Student Handbook**

Placed on the Agenda to see if there were any changes needed for Staff Handbook.

Staff Handbook will remain unchanged for School Year 2023/2024.

Family/Student Handbook will remain similar to the previous year. There will be changes with respect to letter from Executive Director/Board Chair. There will also be changes related to School Calendar and Uniform Policy Changes. There will also be changes with the revised Code of Conduct.

M. Guertin made a motion to Approve the Staff and Student/Family Handbooks recognizing that there are no changes to the Handbooks from the 2022/2023 School year, subject to the routine annual edits that are necessary regarding School Calendar, Student Code of Conduct, Uniform Policy Changes, and letters from the Executive Director and Board Chair, the Governance Committee recommends that the revised Staff and Student/Family Handbooks be submitted to the Governing Board for approval for the 2023/2024 School Year.

D. Hrabe seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Motion to approve Staff and Family/Student Handbook - no changes

Ewa ask if stragtic plan will stay the same, ED may ask for changes in early fall.

We will add APS Code of Conduct revised version once we receive.

Staff and Family Handbook will be edited on routine dates and letter from ED and Board Chair.

## **B. Update on WIA Enrollment/Lottery**

WIA is continuing to extend offers to new families. Several Families have accepted offers. A couple of Grades are at capacity (2nd grade, third grade, 4th grade). WIA is trending back to having enrollment numbers back to previous years.

We are steadily progressing and extended offers are still being made.

Max total is 92 students for each grade level.

We are on track to meet 800 students

We have 77 Kindergarten

Max are 2, 3 and 4 (?) grades

Lisa Price acknowledges Donica Johnson, and her grooup for their efforts in enrollments and to Jason Marshall

## **C.**

### **Discuss Attendance requirement under WIA BY-LAWS**

School Attorney suggested changes to Sections 3.6 and 4.5. Discussion took place regarding changes to the By Laws. We will present changes to Section 3.5 and 4.6. Discuss and vote at next board meeting on a few changes in By-Laws. To allow Board members to be remote.

Section 3.4 changed "may to shall" cause for removal by board discretion.

Section 4.5 Make clear there could be alternative means to participate in Board Meetings  
remote vs in person.

M. Guertin made a motion to Adopt the changes as recommended regarding Section 3.6 and 4.5 to the WIA Bylaws.

E. Cater seconded the motion.

The committee **VOTED** unanimously to approve the motion.

M. Guertin made a motion to To approve By Laws.

E. Cater seconded the motion.

to adopt changes recommended of 3.6 and 4.6 to WIA By-law

The committee **VOTED** to approve the motion.

### **D. Discuss Recruitment of New Board Members**

Is there a need to recruit new Board Members given the current situation for WIA. There have been three resignations from the Board. Current number of Board Members is currently 9. The timeline is possibly too short to recruit new Board Members for 2023/2024. We should actively pull candidates but because of the timing it may be too tough. We may have potential candidates who would like to join a Committee for 2023/2024 and then possibly join the Board for 2024/2025. A list of potential candidates will be discussed and distributed.

We will need to add a few board members for 2023-2024.

Board Members need to recruit for Development, Finance,  
Kwende and Jason have candidates to recommend

### **E. Discuss Transition from 4 Board Committees to 3 Board Committees**

Possibly moving from 4 to 3 Board Committees

Moving away from Development Committee

Kwende ask will Development no longer be apart of board?

Development will be ED responsibility and will report to board on fund raising efforts quarterly.

More discussion on fundraising and board involvement. Outsourcing professional help to meet fundraising goals. More discussion in next Board Meeting.

Eliminating Development Committee based on lack of attendance by Board Members. In addition, we did not meet our fundraising goal for 2022/2023 School Year. Thought is to repurpose our efforts/resources to hopefully improve the other Committees.

Development will still be a focal point of the operation of WIA but not a Board Function.

WIA has shifted its Development function to a third party vendor. This is the first year with that vendor. WIA avgs. around \$60 - \$80K dollars raised a year. Possible suggestion to change the Mission of the Development Committee and limit what is asked of that Committee. This issue will be discussed at the June General Board Meeting.

### 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 6:11 PM.

Respectfully Submitted,

K. Jones

K. Jones made a motion to Adjourn Meeting.

E. Cater seconded the motion.

The committee **VOTED** to approve the motion.

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### Documents used during the meeting

- WIA Family Student Handbook 2023-24 DRAFT.docx
- WIA Staff Handbook 2022-UPDATED (4).docx
- Wesley Bylaws with KH Proposed Edits (KH767628x9D7F4).docx.html