



Board Meeting Minutes
WISH Community School
6550 West 80th Street, Los Angeles CA 90045
Call in Conference Call 1-641-715-3680 Access Code 970986#
(Entrance on Emerson Avenue)

March 8, 2018 at 5:00 p.m.

I. CALL TO ORDER

Meeting was called to order by the Board President, Michelle Windmueller at 5:03 p.m.

II. ROLL CALL

Board Members Present: (Names with "X" indicates present):			
Dr. Michelle Windmueller, <i>President</i>	X	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	X
Suzanne Madison Goldstein	X	Benjamin Tysch (non-voting)	X
Matthew Swanlund	X	Miles Remer, Treasurer	X
Dr. Irene Oliver		Jason Rudolph	X
Dr. Vicki Graf		Dr. Mary McCullough	X
Guests Present: (Names with "X" indicates present):			
WISH Charter Staff Members Present: (Names with "X" indicates present):			
Dr. Shawna Draxton, Executive Director	X	Jennie Brook, WISH	X
Samira Estilai, ExED	X		

III. PUBLIC COMMENT - Jason Haas is a guest observer at tonight's Board meeting. He does not have children at the school and he made no public comment.

IV. MINUTES: Approval of February 8, 2018 Board meeting minutes. The minutes were reviewed. Miles Remer made a motion to accept the minutes, Matthew Swanlund seconded. A vote was taken. Unanimous approval was given.

V. AGENDA

A. Reports of Officers and Committees President and Vice President (Dr. Michelle Windmueller, Danelle Fisher)

- a. Board Responsibilities Review: [5 Commitments](#)

B. Facilities Committee (Suzanne Goldstein, Matthew Swanlund, Dr. Michelle Windmueller)

- a. Facilities search update
- b. Final Response to Prop 39 Preliminary Offers for 2018-2019 School Year for WISH Community School and WISH Academy High School and WISH Proposed Alt Agreements. *Shawna Draxton reported that WISH accepted the offers of space for the 2018-19 school year and presented the District with an Alternative Agreement.*

C. Executive Committee (Danelle Fisher, Suzanne Madison Goldstein, Dr. Michelle

Windmueller)

- a. Site Review Results: 1) In depth review LAUSD performance evaluation dated February 2018 in conjunction with ES/MS conducted on January 17, 2018; 2) Update re HS Site Review scheduled for February 28, 2018 and postponed by LAUSD until 4/25/18.

1) The board had an in-depth discussion and review of the LAUSD performance evaluation dated February 2018 in conjunction with the Community School (ES/MS) review conducted on January 17, 2018. Shawna Draxton presented the report and discussed areas noted for further growth and/or improvement, corrective action required and areas of strength.

Shawna Draxton reported that WISH Community School received a rating of 4 (Accomplished) in the area of Organizational Management, Programs and Operations, and ratings of 3 (Proficient) in the areas of Governance and Student

Achievement and Educational Performance. In the area of Fiscal Operations, WISH Community School received a rating of a 2 (Developing).

The board discussed in detail the reasons for the Fiscal Operations rating and changes in procedures to address the concerns raised in the Oversight report.

With respect to purchase pre-approvals, in order to ensure that all expenditures that require pre-approval receive pre-approval (per WISH's current fiscal policies, any purchase over \$200 requires pre-approval by the Executive Director), the Board discussed creating teacher expense accounts in SpendBridge to leverage SpendBridge's purchase order workflow automation. Teachers will initiate purchase requests in SpendBridge and the requests will be routed to the Executive Director for approval.

With respect to deliveries to non-school sites, Jennie Brook reported that she has rented a mailbox to which all goods will be delivered during breaks where the district schools on which WISH schools are located are closed. Only one person will have the key to the mailbox and this person will not be the person who does the ordering.

With respect to the lack of board minutes approving a promissory note for \$250,000, Suzanne Madison Goldstein explained the history of the private loan and repayment, which was duly approved originally in November 2014. Samira Estilai shared her recollection that approval of the private loan renewal was part of the 2015-16 budget adoption but that this was not reflected in the board minutes. To remedy this, WISH will institute a tracking system so that all action items and tasks will be in Google Doc and tracked and noted in Board minutes. There will also be a Finance Folder that is accessed by the Executive Director of WISH, the back office representative to WISH and the Executive Committee of WISH. All loans will be noted in this folder.

With respect to cash collection, Jennie Brook reported that, WISH is changing its

procedures such that all cash receipts will be accepted, counted, and recorded on deposit slips by the school Office Manager. The funds will then be transmitted to the school Finance Manager, who will deposit the funds in the bank.

Finally, with respect to the Charter School Division recommendation that WISH update its fiscal policies and procedures to require that Profit and Loss statements be prepared and kept, as part of the supporting documents on file for every fundraising event hosted by WISH schools Jennie Brook explained that she did track income and expenses and that many “events” are small and have no expenses. Benjamin Tysch suggested that WISH agree but seek clarification re definition of “event.” Additionally, in order to facilitate the creation of Profit and Loss Statements for specific events, Samira Estilai suggested that deposits and expenses be coded with an ID code. Staff agreed to implement this tracking system for upcoming WISH events (Golf Tournament, Online Auction, and Book Fair).

Shawna Draxton noted the corrective action required by the Charter School Division for the issues raised:

“Recommendations concerning the above-noted findings and observations should be discussed at WISH’s next board meeting, but, in any event, no later than 90 days following the school’s receipt of this report. After the school’s March Board meeting, it is the school’s responsibility to provide the CSD with its approved board meeting minutes regarding its action plans/steps, and/or proof of implementation of the mitigating actions taken by the school.”

2) Shawna Draxton reported that the HS Site Review was scheduled for February 28, 2018 and postponed by LAUSD until April 25, 2018. Matthew Swanlund, Jason Rudolph and Miles Remer will be present for the review.

b. Form 700

Michelle Windmueller reported that any board members who had not yet

submitted their forms would need to turn in their forms to Jennie Brook before 04/01/18.

c. Governance

4. Executive Director Monthly Report (Dr. Shawna Draxton)

a. Academic Achievement Report included information about data chats with teachers; Meetings with teachers, parents and kids who are at risk of failing also took place. There was a good response from these families.

b. School Climate and Culture

c. School Site Council Election met. Single Plan for Student Achievement will be given to the Board to review and approve at the next Board meeting.

- Bylaws
- SSC TK-8 WISH Community
- SSC Academy HS

d. Human Capital

5. Finance Committee/ExED (Jennie Brook, Samira Estilai)

a) Review of Financial Dashboards for Elementary and Middle Schools.

Samira Estilai reviewed the January financial reports for WISH Community School and WISH Academy, including the Year to Date Income Statement, Balance Sheet, Cash Flow, FY17-18 forecast, and Check Register. Jason Rudolph asked for more information about the Community School's ADA dip in December. Shawna Draxton said she would investigate to ensure accuracy and Samira Estilai shared that she would provide more information on the impact of that ADA loss on the school's revenue.

b) Cash Flow Status Report

Samira Estilai reported that the schools are doing well in terms of cash on hand but that WISH has many expenses coming due in the next few months. She reported that she anticipates that WISH Academy will have a low cash balance by June 2018 and inter-school

borrowing or line of credit utilization may be necessary.

6. Curriculum Committee (Dr. Vicki Graf, Dr. Irene Oliver, Dr. Mary McCullough, Dr. Michelle Windmueller) - *September to February K-2 data was reviewed and the proficiency levels went from 32% to 5%. Shawna Draxton met with teachers to discuss the importance of the internal assessments. Teacher made changes to their instruction and results showed that proficiency rose to 70% which is a 38% spike in proficiency. Kellie Mowll is developing the same system at the high school, and the students are demonstrating growth.*

7. Special Committee(s)

- a. *WISHForward* (Suzanne Madison Goldstein, Dr. Michelle Windmueller) *The work from Mary Chambers regarding Capital Campaign materials will be secured so that fundraising efforts can begin towards securing a permanent facility for WISH.*
- b. *LMU/WISH Working Group – Update on Pilar’s Liaison Position with WISH and LMU; LMU funded 50% of this position.*

8. Action Items

- a. **Second Interim Financial Reports for WISH Community School and WISH Academy (Miles Remer):** *Samira Estilai reviewed the Second Interim reports, which reflect Year to Date actuals and the forecast for the year (as reported in the dashboards), as well as allocation of restricted resources. Motion to approve made by Miles Remer and seconded by Jason Rudolph. Vote was taken. Approval was unanimous.*
- b. **WISH 501c3 2016-17 Final Draft Tax Returns (Miles Remer):** *Review draft tax return prepared by outside tax preparation firm; vote to approve filing. Motion to approve made by Danelle Fisher and seconded by Jason Rudolph. Vote was taken. Approval was unanimous.*

c. **WISH Board Growth (Michelle Windmueller):** *Discussion and vote to consider Michael Abercrombie as a new Director for the WISH Board of Directors.*

<https://www.linkedin.com/in/mike-abercrombie>

Michael Abercrombie will be invited to the next Board Meeting.

d. **2018-2019 WISH Community Schools Academic Calendar** (Michelle Windmueller): *Jennie Brook presented the proposed Academic Calendars for review for the coming school year. Motion to approve the calendar made by Benjamin Tysch and was seconded by Mary McCullough. Vote was taken. Approval was unanimous.*

9. **CLOSED SESSION ITEMS:** The regular Board meeting was recessed at 6:51 PM and the Board entered into closed session.

a. **Litigation Matter under Brown Act Sec. 54956.9:** (Suzanne Madison Goldstein). Discussion with outside counsel of resolution of pending claim.

b. **Personnel Matter under Brown Act Sec. 54957(b)1)** (Michelle Windmueller): Review of personnel matters and proposed disciplinary actions. *No action was taken.*

B. Special Orders of Business: *none*

VI. ADJOURNMENT

The Board completed the Closed Session at 7:14 PM and the regular Board meeting was then adjourned at 7:14 PM.

NOTICES:

1. The next regular meeting of the Board of Directors will be held on Thursday, April 12, 2018 @ 5:00 p.m.

2. WISH Charter is nonsectarian in its programs, admission policies, and employment practices, and all other operations. The school does not discriminate against any person on the basis of ethnicity, national origin, gender, or disability. The Elementary School Facilities Manager has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in WISH Charter's open and public meetings. Requests for disability related modifications or accommodations should be made 72 hours prior to the meeting to Elementary School Facilities Manager at 310.642.9474.

3. Members of the public requesting translation services are required to notify the school within 48 hours of the board meeting. Please contact the Elementary School Facilities Manager at 310.642.9474.

* Non-agenda items; no individual presentation should be for more than 3 minutes and the total time for this purpose should not exceed 15 minutes. Ordinarily, Board members will not respond to presentations and no action is taken. However, the Board may give direction to staff following a presentation.

** For meetings held by teleconference, attendees may participate at WISH Charter, 6550 W. 80th Street, Main Office. Alternatively, for more detailed information on other locations, attendees may contact the Elementary School Facilities Manager at 310.642.9474.