



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)

January 11, 2017 at 5:00 p.m.

I. CALL TO ORDER

Meeting was called to order by Michelle Windmueller at 5:10 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	X
Matthew Swanlund	X	Miles Remer, Treasurer	X
Dr. Irene Oliver	X	Jason Rudolph	X
Dr. Vicki Graf	X	Dr. Mary McCullough	X
Dr. Manny Aceves			
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 - none

IV. MINUTES: Approval of December 14, 2017 Board meeting minutes. A motion was made to approve the minutes by Miles Remer and seconded by Irene Oliver. The motion passed, with Vicki Graf and Benjamin Tysch abstaining.

V. AGENDA

A. Reports of Officers and Committees

1. President and Vice President (Dr. Michelle Windmueller, Danelle Fisher)

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

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

- a. Facilities search update - none
- b. Prop 39 Request for 2018-2019 School Year for WISH Schools: Dr. Draxton reported that WISH had learned through public records that, as in the prior year, LAUSD had included WISH on its list of intended multi-site offers for Prop 39. The formal Preliminary Offers are expected on February 1st.
- c. Material Revision: MOU with LMU for Staff Preference and Lottery Preferences for Natural Proportions

3. Executive Committee (Danelle Fisher, Suzanne Madison Goldstein, Dr. Michelle Windmueller) - The Executive Committee met January 11, 2018, and Dr. Windmueller reported as follows:

- a. Site Review: The Committee has prepared/assembled and reviewed all items required from the Board in connection with LAUSD's Site Review scheduled for January 17, 2018 (ES/MS). The Board President noted that the WISH Academy HS Site Review is scheduled for February 28, 2018.
- b. Review Uniform Complaint Procedures and Updated State Requirements
- c. Evaluation of the Executive Director - Dr. Shawna Draxton. The Board President reported that a timeline had been established for the evaluation, which will include gathering evaluations from principals, staff and parents, and that the Committee expects to prepare and present a

report for the Board in May.

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

- a. Academic Achievement Report - Dr. Draxton shared with the board an update on ongoing professional development, LMU affiliation, academic dashboard review, compliance and the annual fund.
- b. School Climate and Culture
 - a. School Site Council - will take the place of WISH Community Association.
 - i. Bylaws
 - ii. SSC TK-8 WISH Community
 - iii. SSC Academy HS

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

a. **Review of Monthly Financial Data:** Samira Esilai of ExED presented a review of WISH's financial position, including the monthly Financial Dashboards for WISH Community School and the HS, the Cash Flow Status Report, check registers, etc. Board members inquired about budget to actuals and related matters regarding financial viability.

b. **Training of Fiscal Policies and Oversight:** Samira Estilai provided an annual training regarding obligations of board members in the area of fiscal oversight, including a Power Point presentation.

c. **Review Local Control Accountability Plan:** Dr. Draxton reviewed the LCAP plan and process.

6. **Curriculum Committee** (Dr. Vicki Graf, Dr. Irene Oliver, Dr. Mary

McCullough, Dr. Michelle Windmueller). The committee reported that it met on January 11, 2018. Committee members reviewed in-depth data about student achievement with Dr. Draxton at the meeting and discussed curricular plans and needs.

7. **Special Committee(s)**

- a. *WISHForward* (Suzanne Madison Goldstein, Dr. Michelle Windmueller) - no update
- b. LMU/WISH Working Group – no update

8. Action Items

- a. **Proposed new bank account with Pacific Western Bank (Michelle Windmueller):** The Finance Manager reported the need to open new bank accounts, in connection a new and more advantageous banking relationship with Pacific Western Bank, including the line of credit that WISH had long required. A motion to approve opening two new accounts was made by Danelle Fisher and seconded by Miles Remer; the motion was unanimously approved by the board members present (Windmueller, Fisher, Goldstein, Graf, McCullough, Oliver, Remer, Rudolph, Swanlund, Tysch).
- b. **Proposed Revisions to Uniform Complaint Procedure to comply with current guidelines (Jason Rudolph):** Jason Rudolph reported that he had worked with staff to update the UCP to bring it into alignment with current guidelines, and the board discussed those changes. Jason moved and Miles seconded the motion. Passed unanimously.
- c. **Revised Fiscal Policies and Procedures (Miles Remer)** Miles Remer, Treasurer, reviewed the Fiscal Policies and Procedures prior to the meeting. The Board Members went through the proposed changes and discussed how to better align the policy with actual practice, e.g., bookkeeping for the WISH Cafe fundraisers. Danelle Fisher moved to approve the revised Fiscal Policies and Procedures and Miles Remer seconded; the motion was unanimously approved by the board members present (Windmueller, Fisher, Goldstein, Graf, McCullough, Oliver, Remer, Rudolph, Swanlund, Tysch).
- d. **Review and Approval of Proposed School Site Council Bylaws**

- the Board President tabled this item as it was recognized board approval was unnecessary.

- e. **Purchase Agreement for Replacement Photocopier (Dr. Draxton):** Staff explained the need for a new photocopier. A motion was made by Irene Oliver and seconded by Vicki Graf; it was unanimously approved by the board members present (Windmueller, Fisher, Goldstein, Graf, McCullough, Oliver, Remer, Rudolph, Swanlund, Tysch).

9. CLOSED SESSION ITEMS:

- a. **Litigation Matter under Brown Act Sec. 54956.9:** None.

B. Special Orders of Business: None.

VI. ADJOURNMENT

The meeting was adjourned at 7:05 p.m.