



Regular Board Meeting Minutes

**Westside Innovative School House, Inc.
6550 West 80th Street, Los Angeles California 90045
(Entrance on Emerson Avenue)**

**Call-in Access: 1-605-313-5086
Access Code: 970986#**

Thursday, November 14, 2019, 5:00 p.m.

I. CALL TO ORDER: 5:05 pm

II. ROLL CALL

Jason Rudolph, Suzanne Madison Goldstein, Danelle Fisher, Vicki Graf, Mary McCullough, Matthew Swanlund, Mike Abercrombie, Shawna Draxton, Jennie Brook, Stephen De La Rosa
Absent: Miles Remer, Ben Tysch

III. ITEMS FOR BOARD INFORMATION AND/OR DISCUSSION, INCLUDING COMMITTEE AND SCHOOL LEADERSHIP REPORTS

Item #1:	Executive Director Monthly Report
Description:	(a) Academic Achievement Report (b) School Climate and Culture (c) Human Capital
Purpose:	Information and Discussion
Presented By:	Dr. Shawna Draxton
Materials:	To Be Distributed
Est. Time:	10 min
Minutes:	Dr. Draxton summarized monthly report including LMU/WISH SMART grant proposal, Swedish visitors, Comparative Data Scores analysis, Anonymous Feedback Survey from parents, changes to valet, compliance on track

Item #2:	Finance Committee Updates
Description:	General updates
Purpose:	Board Informative
Presented By:	Mike Remer - Stephen De La Rosa in his absence
Materials:	To Be Distributed
Est. Time:	10 minutes
Minutes:	Enrollment, Financials should continue to look similar during the growing phase, Will continue to watch going forward, Conservative projections, Teacher salaries

Item #3:	Legislative and General Updates + SB 126 Informative
Description:	General updates
Purpose:	Board Informative
Presented By:	Jason Rudolph
Materials:	To Be Distributed
Est. Time:	15 minutes
Minutes:	Goes into effect January 1, 2020, confirms that Gov Code 1090, Brown Act and Public Records Act will help us manage our meetings, Telephonic will need to be within LAUSD boundaries, Two way teleconferencing from other WISH site, public location/ADA accessible only options for participating off-site. Required audio recording will begin at that time and will need to be available on website. Board members were reminded to maintain in-person availability based on the approved board calendar meeting dates. Board members engaged in further discussion of committee structure. Board President noted upcoming topic re AB1505 going into effect July 1, 2020 (teacher credentialing, etc.)

Item #4:	Development Committee Updates
Description:	General updates
Purpose:	Board Informative
Presented By:	Mike Abercrombie
Materials:	N/A
Est. Time:	5 minutes
Minutes:	Infrastructure project with Neon completed, Neon reporting, Committee to Gala, Capital Campaign for campus, 15-16 total volunteers of which a lot are new families, Corporate strategies, Historical FAQ, Marketing packaging for business development fundraising, WISH NDA, 3 significant corporate donor meetings, Board Give and Gets discussion.

IV. ITEMS FOR BOARD ACTION

- A. CONSENT ITEMS:** Items for action below assigned by the Board at the meeting to be adopted by a single vote. Any item may be pulled off of consent for further discussion by any Board Member at any time before action is taken.

Item #1:	Approval of Board Minutes from September 12, 2019
Description:	Review and approve September 12, 2019 meeting minutes
Purpose:	Vote
Presented By:	Suzanne Madison Goldstein
Materials:	September Meeting Minutes
Est. Time:	2 min
Minutes:	See below

Item #2:	2019-2020 Vendor Contracts
Description:	Review proposed agreements; discussion and vote re same
Purpose:	Oversight
Presented By:	Suzanne Madison Goldstein
Materials:	Proposed 2019-2020 contracts with: <ul style="list-style-type: none"> • NPS (2) • photocopy machine vendor • Enrollhand • Other
Est. Time:	2 min
Minutes:	See below

Jason Rudolph moved the consent calendar items with the exception of the Enrollhand contract, which is pulled for discussion; Suzanne Madison Goldstein seconded.

Item #1 (minutes)

Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	--

Item #2 (vendor contracts)

Jason Rudolph opened discussion of Enrollhand item. Highlighted concerns re ability to communicate with community on brand and in a variety of ways. Company is very good at school marketing materials vs research. Dr. Draxton pointed out that social media campaign is key, and that this relatively low cost agreement takes the place for now of a communications/brand manager.

Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	N	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

B. ACTION ITEMS FOR DISCUSSION AND/OR VOTE:

Item #1:	Governing Board Bylaws
Description:	Update to WISH, Inc. Bylaws
Purpose:	To update WISH, Inc. Bylaws in accordance with new legal requirements
Presented By:	Jason Rudolph
Materials:	WISH, Inc. Bylaws
Est. Time	10 min
Minutes:	Jason Rudolph made suggested edits, and will discuss with legal counsel. The matter is tabled.

Item #2:	Appoint Audit Committee
Description:	Audit Committee Formation
Purpose:	For Vote. Audit committees are a best practice and not required unless the charter school is registered as a charity per the California Non-Profit Integrity Act. The Audit Committee may include persons who are not members of the board, but may not include any members of the staff of the corporation, including the president or school leader or the treasurer or CFO. The Audit Committee will be responsible for contracting with an audit firm by March 1 of each year, unless the existing contract is a multi-year contract.
Presented By:	Jason Rudolph
Materials:	N/A
Est. Time	10 min
Minutes:	Motion - Jason Rudolph, Second - Danelle Fisher. Need to have Audit Committee. Need to select new Auditor partner at VTD in 5 years. Jason Rudolph suggests asking for RFPs from other auditors. Auditor to be selected by March 1, 2020. Miles Remer cannot be on Committee. The following individuals were nominated to serve on the committee: Stephen De La Rosa, Danelle Fisher, Suzanne Madison Goldstein. Motion passed by roll call vote:



Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

Item #3:	Uniform Complaint Procedures
Description:	Update UCP
Purpose:	For Vote.
Presented By:	Jason Rudolph
Materials:	Uniform Complaint Procedure Policies
Est. Time	5 min.
Minutes:	Motion - Jason Rudolph, Second - Danelle Fisher. Jason Rudolph recommended to a small edit to identify compliance officer as Jennie Brook. Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

Item #4:	Update CA School Dashboard Indicators
Description:	As part of California’s accountability system, local educational agencies (LEAs) are required to complete the self-reflection tools for the local indicators in the California School Dashboard (the Dashboard). The deadline for completing the local indicators in the Dashboard is 5 p.m. on November 1, 2019. The Dashboard will automatically default to “Not Met” or “Not Met for Two or More Years”, as applicable, for LEAs that have not completed their local indicators by the deadline.
Purpose:	For Discussion and/or Vote as Necessary
Presented By:	Shawna Draxton
Materials:	CA Dashboard for WISH Community and Academy
Est. Time	10 mins.
Minutes:	Motion - Jason Rudolph, Second - Suzanne Madison Goldstein. Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
---------------------------------	---	---	---

Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

Item #5:	Compliance Monitoring and Certification of Board Compliance Review
Description:	Review compliance binder; discussion and vote re same, signature from Board President on document
Purpose:	Discussion and vote
Presented By:	Suzanne Madison Goldstein
Materials:	Compliance Binder
Est. Time	5 min.
Minutes:	Motion to discuss - Jason Rudolph, Second - Matthew Swanlund. Following board member review of binder materials, Suzanne Madison Goldstein called for vote to approve this item. Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	--	Mike Abercrombie	Y

Item #6:	Changes to SSC Bylaws for both Community and Academy
Description:	Permit extended terms of council members
Purpose:	Discussion and vote
Presented By:	Shawna Draxton
Materials:	SSC Bylaws
Est. Time	5 mins.
Minutes:	Motion to discuss - Jason Rudolph, Second - Danelle Fisher. Matthew Swanlund suggests natural staggering so that old and new families are jointly involved. Jason Rudolph to call for vote for the term to change to two maximum years unless committee votes to extend a members term for an additional term to total a maximum 4 years. Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--

Dr. Vicki Graf	--	Mike Abercrombie	Y

Item #7:	Single Plan for Student Achievement - WISH Community 19-20
Description:	School Site Council developed SPSA, needs board review and approval.
Purpose:	Discussion and vote
Presented By:	Shawna Draxton
Materials:	Single Plan
Est. Time	5 mins.
Minutes:	Motion to discuss - Jason Rudolph, Second - Mike Abercrombie. Dr Draxton shared how school spends Title I funds, meets every other month, SAT and AP testing included in plan to ensure all students have same opportunities. Jason Rudolph called for vote. Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

Item #8:	Single Plan for Student Achievement - WISH Academy 19-20
Description:	School Site Council developed SPSA, needs board review and approval
Purpose:	Discussion and vote
Presented By:	Shawna Draxton
Materials:	Single Plan
Est. Time	5 mins.
Minutes:	Motion to discuss - Jason Rudolph, Second - Matthew Swanlund. Following review and discussion, Jason Rudolph to call for vote. Motion passed by roll call vote:

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

Item #9:	Board Committees
Description:	Review Formation of Board Committees
Purpose:	Discussion and/or Vote as Necessary
Presented By:	Jason Rudolph
Materials:	N/A

Est. Time	10 min.
Minutes:	<p>Motion to discuss - Jason Rudolph, Second - Danelle Fisher, Jason Rudolph to call for vote for Option 1.</p> <p>Option 1 - have Committees with approval from board who is on Committees as well as ensure following Brown Act Option 2 - Only have Financial and Audit Committees Option 3 - Advisory Groups to meet with to Dr. Draxton</p> <p>Matthew Swanlund feels that it places a burden on board members to have Option 1. Mike Abercrombie likes Option 3 unless compliance issue. Danelle Fisher likes Option 2 if meetings can be fewer than once a month. Dr. Draxton wants formal documentation for Committees like Executive, she would like meetings once a semester. Jason Rudolph mentioned can change non material revisions to charter. Suggestion was made to move Committees to meet less frequently. Dr. Draxton recommends to continue with Option 1 and will speak to CSD to confirm. Motion passed by roll call vote:</p>

Jason Rudolph, <i>President</i>	Y	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Y
Suzanne Madison Goldstein	Y	Dr. Mary McCullough	Y
Matthew Swanlund	Y	Benjamin Tysch, Treasurer	--
		Miles Remer	--
Dr. Vicki Graf	Y	Mike Abercrombie	Y

VI. PUBLIC COMMENT:

In light of school shooting that occurred today in nearby Saugus, CA, Board President indicated that it would be appropriate to acknowledge the tragedy and discuss WISH policies and procedures around school safety. Dr. Draxton indicated that administrator training has been off-site in past, and is now conducted on-site (e.g., lock down drill training). Staff has been trained on proper response actions. There has been a new change to fire alarms at WESM, and students stay put until either all clear or to evacuate. Policies will need updating prior to site review, and will be discussed further at December meeting.

VII. CLOSED SESSION ITEMS: Board entered closed session at 7:27 pm

Item #1:	Pending Litigation and/or Conference with Legal Counsel
Description:	<u>Purpose and Authority:</u> <u>2 pending cases; conference with legal counsel –</u>

	Closed session subject to: <ul style="list-style-type: none"> • California Government Code section 54956.9(d)(2) • California Government Code section 54956.9(d)(4) • California Government Code section 54956.9(e)(2) • California Government Code section 54956.9(e)(5)
Purpose:	Information and Discussion of Pending Litigation and/or Conference with Legal Counsel
Presented By:	Jason Rudolph
Materials:	<ul style="list-style-type: none"> • 9/20/19 LAUSD Over-allocation Letter to WISH Academy (2017-18) • 9/20/19 LAUSD Over-allocation Letter to WISH Academy (2018-19)
Est. Time	15 mins.

Item #2:	Pending Litigation and/or Conference with Legal Counsel
Description:	<u>Purpose and Authority:</u> <u>1 pending case; conference with legal counsel –</u> Closed session subject to: <ul style="list-style-type: none"> • California Government Code section 54956.9(d)(2) • California Government Code section 54956.9(d)(4) • California Government Code section 54956.9(e)(2) • California Government Code section 54956.9(e)(5)
Purpose:	Information and Discussion of Pending Litigation and/or Conference with Legal Counsel
Presented By:	Jason Rudolph
Materials:	N/A
Est. Time	5 mins.

The board re-entered Open Session at 7:58 pm. The Board President reported out as follows: Item #1 - preliminary strategy set for moving forward with dispute regarding over-allocation. Item #2 is resolved.

VIII. ADJOURNMENT: 8:00 pm