



Regular Board Meeting Minutes
Westside Innovative School House, Inc.
6550 West 80th Street, Los Angeles California 90045
(Entrance on Emerson Avenue)
Call-in Access: 1-641-715-3680
Access Code: 970986#

Thursday, February 7, 2019, 5:00 p.m.

I. CALL TO ORDER

II. ROLL CALL

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

III. ITEMS FOR BOARD ACTION

Item #1:	Proposed WISH “Give or Get” Board Policy
Description:	The Board is considering adoption of a Give/Get fundraising policy.
Purpose:	Vote
Presented By:	Mike Abercrombie, Miles Remer
Materials:	Draft policy in February’s Board folder
Est. Time:	5 minutes
Minutes	Motion - Miles Remer, Second - Mary McCullough. Document - Jason Rudolph created a document with Amendments and Annotations to Proposed WISH Give-Get Policy. Discussion - Goal is 100% of Board gives or gets. Proposed amendment is to add to document to bylaws for the 2018-2019 school year. Call for the Vote - Michelle Windmueller, Roll call vote with majority passing and Miles Remer abstaining. Suzanne Goldstein not voting since attending by phone.

Item #2:	Help Group Master Contract
Description:	WISH Master Contract with Help Group for student services
Purpose:	Vote
Presented By:	Dr. Shawna Draxton
Materials:	Contract in the February Board folder
Est. Time:	5 minutes
Minutes	Motion - Jason Rudolph, Second - Danelle Fisher. Document - 2018-2019 NP Master Contract THG & WISH. Discussion - Fiscal Implication will be discussed by EXed in March. Call for the Vote - Michelle Windmueller, Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #3:	SARC Report
Description:	School Accountability Report Card Annual Report. This report demographic data for WISH Schools.
Purpose:	Vote
Presented By:	Dr. Shawna Draxton
Materials:	SARC Report in the February Board Folder
Est. Time:	10 minutes
Minutes	Motion - Danelle Fisher, Second - Michelle Windmueller. Document - WCS SARC. Call for the Vote - Michelle Windmueller, Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #4:	WISH Fiscal Policies and Procedures Amendments
Description:	WISH Fiscal Policies and Procedures have been amended to reflect CSD's recommendations.
Purpose:	Vote
Presented By:	Miles Remer, Jennie Brook, Stephen De La Rosa
Materials:	Updated WISH Fiscal Policies and Procedures
Est. Time:	5 minutes
Minutes	Motion - Michelle Windmueller, Second - Jason Rudolph and Danelle Fisher. Document - Edited Fiscal Policy. Discussion - Change to making sure all packages arrive at the school and use IPEX Card to manage expenses. Call for the Vote - Michelle Windmueller, Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #5:	WISH Community School Oversight Report
Description:	LAUSD CSD Oversight Report for the 2018-2019 school year
Purpose:	Vote
Presented By:	Drs. Michelle Windmueller and Shawna Draxton
Materials:	Oversight Report in the February Board folder
Est. Time:	15 minutes
Minutes	Motion - Irene Oliver, Second - Jason Rudolph. Document - WISH Community Annual Performance Based Oversight Visit, Discussion - Shawna Draxton asked district questions and received responses. The fiscal report was discussed in detail - Finance Manager will not order supplies, Facility Manager will do so on her behalf. Call for the Vote - Michelle Windmueller, Vote of Receipt, Acknowledged concerns and have remedies in place for each of concerns. Finance Committee will respond. Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #6:	IPEX Card
Description:	The IPEX Card will be used for teacher expenses through the Spend Bridge system. It's an accountable tracking system for teaching spending.
Purpose:	Vote
Presented By:	Stephen De La Rosa and Jennie Brook
Materials:	Description of IPEX Card is in the February Board folder
Est. Time:	10 minutes
Minutes	Motion - Miles Remer, Second - Danelle Fisher. Document - IPEX Education Expense Management. Discussion - \$960 annual for all staff, preloading expenses for stipends, audit trail for each transaction, can set limits on vendors and certain expenses, real time control of cards by locking/freezing. Employees can put in funding request. School site administrator will work with EXed to reconcile and record keeping. To replace petty cash and stipend management. Rollout now to principals and Facility Managers. Call for the Vote - Michelle Windmueller, Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #7:	Colliers International Representation Agreement
Description:	Proposed 6-month representation agreement for exclusive right to represent WISH in conjunction with the lease or purchase of facilities/real estate in Los Angeles County.
Purpose:	Vote
Presented By:	Matthew Swanlund, Suzanne Goldstein

Materials:	Colliers Engagement Letter and Representation Agreement dated January 18, 2019 in the February Board folder
Est. Time:	10 minutes
Minutes	Move - Matthew Swanlund, Second - Michelle Windmueller. Document - WISH Charter School Engagement Letter. Discussion - National program to assist schools, have mechanism/programs with funding sources and renovation contacts. Represented downtown charter school and worked with city for their building, no cost, When we sign on with Colliers they ask that WISH doesn't work with another broker. Analysis of asking rents in the surrounding areas. Call for the Vote - Michelle Windmueller, Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #8:	Approval of Low Performing Student Block Grant Spending Plan
Description:	Block Grant Spending Plan Budgetary Expenses
Purpose:	Vote
Presented By:	Drs. Shawna Draxton and Michelle Windmueller
Materials:	Budget for the Block Grant
Est. Time:	5 minutes
Minutes	Motion - Michelle Windmueller, Second - Irene Oliver. Document - Low Performing Student Grant explains how WISH will expend \$ to meet the needs of identified low performing students. Call for the Vote - Michelle Windmueller, Vote - All in agreement. Suzanne Goldstein not voting since attending by phone.

Item #9:	Request to extend the Enrollhand Contract
Description:	Enrollhand is an enrollment outreach and advertising company
Purpose:	Vote
Presented By:	Dr. Shawna Draxton
Materials:	Enrollhand document
Est. Time:	5 minutes
Minutes	Motion - Miles Remer, Second - Irene Oliver. Document - WISH Marketing Report. Discussion - Shawna Draxton shared campaign was very successful, 81 inquiries and 29 admission calls, will request more data. Tabled conversation until March.

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

Item #1:	Board President and Vice President Officers' Report
Description:	(a) Principal Leonard, Principal Murphy, and Principal Mowll will give a Board update on school programs (b) 2018-2019 Annual Performance-Based Oversight Report of Findings by the LAUSD Evaluators (c) Please calendar April 4, 2019 at 4:40pm for a Photo Shoot for ALL Board Members at WISH Community School prior to the April Board Meeting.
Purpose:	Information and Discussion
Presented By:	Michelle Windmueller, Dr. Danelle Fisher
Materials:	Slide presentation is in the February Board folder
Est. Time	15 minutes
Minutes	Each Principal shared prepared slides on each school's successes, academic growth, culture update and volunteerism.

Item #2:	Finance Committee/ExED Report
Description:	Review of Financial Dashboards for Elementary and Secondary Schools; and Cash Flow Status Report
Purpose:	Information and Discussion
Presented By:	Miles Remer, Ben Tysch, Jennie Brook, Stephen De La Rosa
Materials:	Financial Dashboard document
Est. Time	5 min
Minutes	Samira Estilai discussed increase in OT, small student reduction, lower attendance. Miles Remer discussed approving another new budget, Ben Tysch and Jason Rudolph stated concerns. Ben Tysch requested Shawna Draxton recommend cuts. Jason Rudolph requested models of different budgets. Michelle Windmueller and Jason Rudolph would like separate finance meeting on a Saturday in March and WISH Forward support.

Item #3:	Strategic Planning Committee Report
Description:	Jason Rudolph will provide an update on the Los Angeles and statewide charter landscape.
Purpose:	Information and Discussion
Presented By:	Jason Rudolph

Materials:	None
Est. Time	10 minutes
Minutes	Jason Rudolph is placing transcript in the Board drive of the strategic planning meeting with the discussion with the committee regarding the current Los Angeles/California state of Charter Schools.

Item #4:	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:	ED's report in the February Board Folder
Est. Time	5 min
Minutes	Home School Agreement and Complaint Procedures for all Stakeholders are documents in drive for Board to review. Vote will take place in March.

Item #5	Curriculum Committee Report
Description:	Committee Report Update on Internal Student Data
Purpose:	Information and Discussion
Presented By:	Dr. Vicki Graf, Dr. Irene Oliver, Dr. Mary McCullough, Dr. Michelle Windmueller
Materials:	Materials and data links are in the ED's Board Report
Est. Time	5 minutes
Minutes	Committee agenda in the Board drive details the data discussed at the curriculum committee meeting.

Item #8:	Executive/Governance Committee Report
Description:	Present final draft of the Parent Compact for Board Review
Purpose:	Information and Discussion
Presented By:	Danelle Fisher
Materials:	Draft Parent Compact in February Board folder
Est. Time	10 minutes
Minutes	The final draft of the Parent Compact will be reviewed by all Board members and then voted on at the March Board meeting.

V. PRIOR BOARD MEETING MINUTES FOR APPROVAL

Item #1:	December 6, 2018 Regular Board Meeting Minutes
Description:	Approval of prior meeting minutes and record of action.
Purpose:	Vote
Presented By:	Danelle Fisher
Materials:	December 6, 2018 Regular Board Meeting Minutes
Est. Time	2 minutes
Minutes	Moved - Michelle Windmueller, Motion - Mary McCullough and Irene Oliver. All approved minutes.

Item #2:	January 10, 2019 Regular Board Meeting Minutes
Description:	Approval of prior meeting minutes and record of action.
Purpose:	Vote
Presented By:	Danelle Fisher
Materials:	January 10, 2019 Regular Board Meeting Minutes
Est. Time	2 minutes
Minutes	Moved - Michelle Windmueller, Motion - Mary McCullough and Irene Oliver. All approved minutes.

Item #3:	January 14, 2019 Special Board Meeting Minutes
Description:	Approval of prior meeting minutes and record of action.
Purpose:	Vote
Presented By:	Danelle Fisher
Materials:	January 14, 2019 Special Board Meeting Minutes
Est. Time	2 minutes
Minutes	Moved - Michelle Windmueller, Motion - Mary McCullough and Irene Oliver. All approved minutes.

VI. PUBLIC COMMENT - No public comment

VII. CLOSED SESSION ITEMS: No closed session items

VIII. ADJOURNMENT: Meeting was adjourned at 7:37 pm

NOTICES:

1. The next regular meeting of the Board of Directors will be held on **March 14, 2019 @ 5:00pm.**

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 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.