



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)

October 11, 2018 at 5:00 p.m.

I. CALL TO ORDER

Meeting was called to order by at 5:04 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
Mike Abercrombie	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
Taurean Gordon, ExED	X	Samira Estilai, ExED	X

III. PUBLIC COMMENT - none.

IV. MINUTES: Approval of September 20, 2018 Board meeting minutes and Special Board meeting minutes from October 4, 2018. A motion was made to accept the minutes of the September 20, 2018 meeting by Miles Remer and seconded by Irene Oliver. The motion unanimously passed. A motion was made to accept the minutes of the October 4, 2018 meeting by Irene Oliver and seconded by Jason Rudolph. All present voted in favor with 2 abstentions,

from Vicki Graf and Benjamin Tysch.

V. AGENDA

A. Reports of Officers and Committees

1. **President and Vice President** (Dr. Michelle Windmueller, Danelle Fisher)
 - a. Tenure as President (Dr. Michelle Windmueller) - Michelle Windmueller announced that she will be stepping away from the Board in June 2019 as she is starting a new career.

2. **Facilities Committee (Suzanne Goldstein, Matthew Swanlund, Dr. Michelle Windmueller)** - nothing to report. Michelle Windmueller announced that she is working on two possible sources of funding/donations for WISH.

3. **Executive/Governance Committee** (Danelle Fisher, Suzanne Madison Goldstein, **Dr. Michelle Windmueller**) - The committee discussed how to increase our ESL patients. Danelle Fisher will reach out to some local preschools, the Board will place an informative advertisement in a local newspaper El Opinion, and there will be district personnel who will come to a future Board meeting to speak on this and our ESL population. There was also a discussion about weighting the lottery to favor ESL learners. There is a timeline for Exec Director's evaluation and we will report out her goals for the year (as a closed session item). The committee also discussed working with the teachers and how the parents interact with them. Danelle Fisher will write up a draft of a parent contract.

4. **Executive Director Monthly Report** (Dr. Shawna Draxton)
 - a. Academic Achievement Report - Shawna Draxton gave a report about professional development including some teacher trainings, the LMU partnership including teacher residency and the intern program. The Board will discuss the residency program at the November Board meeting (as an action item). The academic achievement data will be presented to the Board at the November meeting. Discussion ensued about school culture and how the Board can review and discuss family exit interviews with the family names redacted. There was an update on mandated trainings which Ms. Janine Bielski has been tracking and will be presenting

to the Board. A facilities update was given for the middle school (awaiting release of one room). A compliance update was given as well as a WASC update and a renewals update.

- b. School Climate and Culture
- c. Human Capital

5. **Finance Committee/ExED (Miles Remer, Ben Tysch, Jennie Brook, Taurean Gordon)** - Committee report; Review of Financial Dashboards for Elementary and Secondary Schools; and Cash Flow Status Report. Draft document put together and distributed to members. Miles Remer presented the new format for how finance committee will present our financial data.

6. **Curriculum Committee (Dr. Vicki Graf, Dr. Irene Oliver, Dr. Mary McCullough, Dr. Michelle Windmueller)** - Committee report given by Irene Oliver. She let the board know that there is a lot of data collected at WISH and it is very robust. The data chats involving the teachers and their students with the principal about their class, going through each child's data and who needs tutoring to close the gaps. There was also a report on how the teachers are identifying and getting help with reading, which includes about 40 students.

7. **Development Committee (Mike Abercrombie, Matthew Swanlund, Jason Rudolph, Dr. Michelle Windmueller)** - Committee report was given by Mike Abercrombie. A handout containing the pertinent parts of the 1-year plan and what the financial goal for sustainability, which is approximately of \$913,000. The committee will be tracking the progress of fundraising throughout the year so that everyone knows where we are at and what we need to do to raise our goal.

8. **Strategic Planning Committee (Ben Tysch, Mike Abercrombie, Suzanne Madison Goldstein, Dr. Vicki Graf, Dr. Michelle Windmueller)** - Committee report was given by Ben Tysch. The committee will meet with Shawna Draxton about what her strategic plan is for WISH and then try to develop goals from there.

- a. Discuss Enrollhand: They provide enrollment marketing services (the "Services"), comprised of social media management (the "Social Media Service") and advertising (the "Advertising Service"). (Shawna Draxton). The Board discussed using this company and it

was decided to look into the company a little further because the fee is \$8000, which seems very low. This discussion will continue at the November Board meeting. Mike Abercrombie asked for Board members to approach him with any fundraising ideas so that we can begin processing them.

9. Special Committee(s)

- a. *WISHForward* (Suzanne Madison Goldstein, Dr. Michelle Windmueller) Update.
- b. LMU/WISH Working Group

10. Action Items

1. **Review and Approve FY17-18 Audit** (Miles Remer): Review audit prepared by outside independent audit firm. The information was presented by Samira Estilai and Taurean Gordon. No findings and no audit adjustments to report. A motion was made to accept the audit by Miles Remer and seconded by Vicki Graf. The motion passed unanimously.

11. CLOSED SESSION ITEMS:

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

B. Special Orders of Business:

VI. ADJOURNMENT

The meeting was adjourned at 6:47 p.m.

NOTICES:

1. The next regular meeting of the Board of Directors will be held on November 8, 2018 @ 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.