



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

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**September 20, 2018 at 5:00 p.m.**

**I. CALL TO ORDER**

Meeting was called to order by at 5:07 p.m. by Board President, Dr. Michelle Windmueller.

**II. ROLL CALL**

<b>Board Members Present: (Names with "X" indicates present):</b>			
Dr. Michelle Windmueller, <i>President</i>	X	Dr. Danelle Fisher, <i>Vice President &amp; 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		Dr. Mary McCullough	X
Mike Abercrombie	X		
<b>Guests Present: (Names with "X" indicates present):</b>			
<b>WISH Charter Staff Members Present: (Names with "X" indicates present):</b>			
Dr. Shawna Draxton, Executive Director	X	Jennie Brook, WISH	X
Taurean Gordon, ExED	X	Samira Estilai (on phone)	X

**III. PUBLIC COMMENT -**

**IV. MINUTES:** Approval of August 9, 2018 Board meeting minutes and Special Board meeting minutes from August 28, 2018. Minutes for August 9, 2018 Board Meeting were reviewed. A motion to approve the minutes was made by Matthew Swanlund and Irene

Oliver seconded the motion. Everyone approved. August 28, 2018 Board meeting minutes were reviewed. A motion to approve the minutes was made by Jason Rudolph and seconded by Mike Abercrombie. Everyone approved.

## **V. AGENDA**

### **A. Reports of Officers and Committees**

1. **President and Vice President** (Dr. Michelle Windmueller, Danelle Fisher)
  - a. **Review of Board Member Expectations** (Dr. Michelle Windmueller): Discussion generally and also specifically regarding parent board members should have their children enrolled in WISH. This will be on the agenda for next month with a Board policy for review and vote.
  - b. **Review and/or Update Non-Profit IRS Form 990 Policies** - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy.
  - c. **Review Parental Involvement Policy** - A Parental Involvement policy is required for all schools that accept Title I funds. A charter school must address requirements for both district and school-level policies when developing a Parental Involvement Policy. Annual review by charter school governing board is required.
  - d. **Review Suspension/Expulsion Policy** for all WISH Schools (Dr. Shawna Draxton) The policy was reviewed and will be the same for all school.
2. **Facilities Committee** (Suzanne Goldstein, Matthew Swanlund, Dr. Michelle Windmueller) - Committee report: nothing to report.
3. **Executive/Governance Committee** (Danelle Fisher, Suzanne Madison Goldstein, **Dr. Michelle Windmueller**) - Committee Report: nothing to

report. Executive Committee will meet by teleconference on Monday, October 1, 2018 at 8:30am.

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

- a. Academic Achievement Report - SBAC data will be available at the next Board meeting
- b. School Climate and Culture - Dr. Draxton reviewed the latest in LMU partnership, teacher trainings and other activities.
- c. Human Capital - all teaching positions are filled.

**5. Finance Committee/ExED (Miles Remer, Ben Tysch, Jennie Brook, Taurean Gordon)** - Committee report: reviewed important financials to report to the Board as a whole and this committee will meet monthly. Previously in the meeting we reviewed the Financial Dashboards for Elementary and Secondary Schools and Cash Flow Status Report. A succinct report will be presented to the Board monthly with a view of all schools combined and a breakdown by school.

**6. Curriculum Committee (Dr. Vicki Graf, Dr. Irene Oliver, Dr. Mary McCullough, Dr. Michelle Windmueller):** Committee report: nothing to report. First meeting of the new year will be on October 11, 2018 at 4pm.

**7. Development Committee (Mike Abercrombie, Matthew Swanlund, Jason Rudolph, Dr. Michelle Windmueller)** - Committee Report: charter is written, will be having monthly teleconference, will be helping to work on financial sustainability and will be working on developing resources and fundraising for the future. Goals and benchmarks were presented.

**8. Strategic Planning Committee (Ben Tysch, Mike Abercrombie, Suzanne Madison Goldstein, Dr. Vicki Graf, Dr. Michelle Windmueller)** - Committee Report: nothing to report.

**9. Special Committee(s)**

- a. *WISHForward* (Suzanne Madison Goldstein, Dr. Michelle Windmueller) - nothing to report.
- b. LMU/WISH Working Group - update given with Dr. Draxton's report.

## 10. Action Items

1. **Review and Approve FY17-18 Audited Actual Reports** (Miles Remer): Review and vote on unaudited actuals for WISH Community and WISH Academy. FY17-18 financial data was reviewed by Taurean Gordon and a motion was made to accept the financials by Matthew Swanlund. A second to the motion was made by Benjamin Tysch. The motion passed with a unanimous vote.
2. **Review and Vote upon Homeless Education Policy** (Suzanne Madison Goldstein): Proposed Homeless Education Policy is used to ensure that compliance with key provisions of the Education for Homeless Children and Youths Act and to collect the contact information for required designated homeless liaisons. The WISH Homeless liaison is Trisha Lee Motion made to accept the Homeless Policy made by Jason Rudolph and seconded by Danelle Fisher. The motion passed with a unanimous vote.
3. **Employment of an individual on the basis of the Provisional Intern Permit (PIP)** - Item withdrawn, no longer required. This item will be placed on the agenda and discussed at the June 2019 Board Meeting.
4. **2018-2019 Financial Forecast for WISH:** (Taurean Gordon) Discussion and vote of the budget with revised numbers based on updated enrollment (40 below what was predicted). The board had a hearty discussion and will work on an action plan about how to fundraise/get the money needed to be able to retain the teachers for the academy and the development and finance committees will be working on how to rectify this ongoing shortfall. This will be an agenda item for the October 11, 2018 Board meeting.

## 11. CLOSED SESSION ITEMS: Entered at 6:04 pm, Ended at 6:42.

- 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 7:22 p.m.

NOTICES:

1. The next regular meeting of the Board of Directors will be held on Thursday, October 11, 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. 80<sup>th</sup> Street, Main Office. Alternatively, for more detailed information on other locations, attendees may contact the Elementary School Facilities Manager at 310.642.9474.