



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)

November 8, 2018 at 5:00 p.m.

I. CALL TO ORDER

Meeting was called to order by at 5:08 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		Miles Remer, Treasurer	X
Dr. Irene Oliver		Jason Rudolph	X
Dr. Vicki Graf		Dr. Mary McCullough	X
Mike Abercrombie - on phone	X		
Guests Present: (Names with "X" indicates present):			
Janine Bielski	X		
WISH Charter Staff Members Present: (Names with "X" indicates present):			
Dr. Shawna Draxton, Executive Director	X	Jennie Brook, WISH	X
Amy Schlecter, ExED		Samira Estilai, ExED	X

III. PUBLIC COMMENT -

IV. MINUTES: Approval of September 20, 2018 Board meeting minutes and Special Board meeting minutes from October 4, 2018. Motion was made to approve the minutes by Ben Tysch and seconded by Miles Remer. The vote was taken and the motion passed unanimously.

V. AGENDA

A. Reports of Officers and Committees

1. **President and Vice President** (Dr. Michelle Windmueller, Danelle Fisher)
 - a. Introduction of Amy Schlecter, ExEd (Bio in Board Drive) (Dr. Michelle Windmueller) - this introduction will come in December, as Amy Schlecter was home sick. She will be joining us next month from ExEd as our new liaison. Samira Estilai is here at this meeting from ExEd.

2. **Facilities Committee (Suzanne Goldstein, Matthew Swanlund, Dr. Michelle Windmueller)** - Committee will be meeting next Wednesday November 14, 2018.

3. **Executive/Governance Committee** (Danelle Fisher, Suzanne Madison Goldstein, **Dr. Michelle Windmueller**) - Committee Report
 - A. High School Enrollment - Discussion
 - B. Parent/Teacher/Student "Compact" - Danelle Fisher presented the compact and Ben Tysch made a suggestion about having a preamble with the explanation that this is a partnership, we cannot be successful without your help, and then list out the compact. All Board members were invited to review the compact and it will be presented at the WCA meeting next week. The compact will be revisited at the board meeting in January 2019.
 - C. Brown Act Training - Jason Rudolph presented Understanding the Brown Act's Open Meeting Requirements. We reviewed the recommendation that emails to Board Members regarding school business list recipients as BCC, since the board's communications should occur in the meetings. The Brown Act applies to us because we are Board Members of a non-profit organization that has been delegated the authority over public funds. There needs to be public and direct communication starting 1/01/19 on our WISH website with a link to the Board Agendas and Board Minutes, and this should be indexed. Committee Meetings need to not be telephonic but should be in person within the district's boundaries. Michelle Windmueller and Jason Rudolph will meet and discuss the details of how to make the committees as compliant as possible. Boards

need to review Executive Director's employment agreement and compensation package, which will be reviewed in open session annually.

4. **Executive Director Monthly Report** - Dr. Shawna Draxton reviewed the latest on the following subjects and submitted her Board report in the Google Drive:

- a. Academic Achievement Report
- b. School Climate and Culture
- c. Human Capital

5. **Finance Committee/ExED (Miles Remer, Ben Tysch, Jennie Brook)** - Miles Remer reported on the committee report; Review of Financial Dashboard for Elementary and Secondary Schools; and Cash Flow Status Report was given.

6. **Curriculum Committee (Dr. Vicki Graf, Dr. Irene Oliver, Dr. Mary McCullough, Dr. Michelle Windmueller)** - Curriculum Committee will meet every other month and report data to the Board. Meetings are scheduled at 4pm on Board meeting days in the Parent Center in December 6, 2018, February 7, 2019, April 4, 2019 and June 20, 2019.

7. **Development Committee (Mike Abercrombie, Matthew Swanlund, Jason Rudolph, Dr. Michelle Windmueller)** -

- a. Committee Report was given by Mike Abercrombie.
- b. This committee will present findings at the December Board meeting of meetings with community members regarding strategic planning goals and timeline beginning with quarter benchmarks. Mike Abercrombie has had meetings with Christy Skura and Neal Mendelsohn to work on some of the development issues.

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 is meeting with Shawna Draxton on November 16, 2018. The committee will also be communicating with the ExED representative to check out financial and other resources.

9. **Special Committee(s)**

- a. *WISHForward* (Suzanne Madison Goldstein, Dr. Michelle Windmueller) update. Suzanne Goldstein and Neal Mendelsohn will be meeting and she will report back at the December Board Meeting.

10. Action Items

1. **Compliance Monitoring Board Certification - Review and Vote** (Dr. Michelle Windmueller) A motion was made to approve and certify the Compliance Monitoring by Jason Rudolph and seconded by Mary McCullough. The motion passed unanimously since he was on the phone and could not review the documents.
2. **Assurance Certification from July 2018 - December 2018 - Review and vote** (Dr. Michelle Windmueller) Tabled
3. **ANNUAL PERFORMANCE-BASED OVERSIGHT VISIT PREPARATION GUIDE 2018-2019 - Binder 1: Governance Documentation** - Michelle Windmueller presented this to the Board.
4. **Enrollhand: They provide enrollment marketing services (the "Services"), comprised of social media management (the "Social Media Service") and advertising (the "Advertising Service")** - Discussion, Review and Vote - Dr. Shawna Draxton presented the comments from other schools regarding their experience with Enrollhand to manage our social media and the reviews were positive. The fee was also deemed appropriate. Shawna Draxton recommended that we find a communications director for WISH. Jason Rudolph brought up some concerns about using Enrollhand and would like to compare with other companies who provide the same service. After discussion, a motion to approve Enrollhand was made by Miles Remer and seconded by Danelle Fisher. A roll call vote was taken and all voted aye except Jason Rudolph who voted nay. The motion passed.

Board Members Present: Roll Call vote was taken:			
Dr. Michelle Windmueller, <i>President</i>	Yes	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Yes
Suzanne Madison Goldstein	Yes	Benjamin Tysch	Yes
Matthew Swanlund		Miles Remer, Treasurer	Yes
Dr. Irene Oliver		Jason Rudolph	No
Dr. Vicki Graf		Dr. Mary McCullough	Yes
Mike Abercrombie - on phone	Yes		

5. **WISH Community School Single Plan for Student Achievement** - Discussion, Review and Vote (Dr. Shawna Draxton) A motion was made to approve the WISH community single plan was made by Danelle Fisher and seconded by Ben Tysch. A roll call vote was taken and all votes were aye except for Mary McCullough and Mike Abercrombie who abstained. The motion passed.

Board Members Present: Roll Call vote was taken:			
Dr. Michelle Windmueller, <i>President</i>	Yes	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Yes
Suzanne Madison Goldstein	Yes	Benjamin Tysch	Yes
Matthew Swanlund		Miles Remer, Treasurer	Yes
Dr. Irene Oliver		Jason Rudolph	Yes
Dr. Vicki Graf		Dr. Mary McCullough	Abstain
Mike Abercrombie - on phone	Abstain		

6. **WISH Academy High School School Single Plan for Student Achievement** - Discussion, Review and Vote (Dr. Shawna Draxton) A motion was made to approve the WISH Academy Single Plan by Suzanne Goldstein and seconded by Ben Tysch. A roll call vote was taken and all votes were aye with Mary McCullough and Mike Abercrombie abstaining. The motion passed.

Board Members Present: Roll Call vote was taken:			
Dr. Michelle Windmueller, <i>President</i>	Yes	Dr. Danelle Fisher, <i>Vice President & Secretary</i>	Yes
Suzanne Madison Goldstein	Yes	Benjamin Tysch	Yes
Matthew Swanlund		Miles Remer, Treasurer	Yes
Dr. Irene Oliver		Jason Rudolph	Yes
Dr. Vicki Graf		Dr. Mary McCullough	Abstain
Mike Abercrombie - on phone	Abstain		

7. **LMU Partnership including Teacher Residency and the Intern Program** - Tabled until December meeting.

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 6:51 p.m.

NOTICES:

1. The next regular meeting of the Board of Directors will be held on December 6, 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.