



## **Regular Board Meeting Agenda**

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

**Call-in Access: 1-605-313-5086  
Access Code: 970986#  
Back up Number: 1-425-535-9139**

**Thursday, March 12, 2020, 5:00 p.m.**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ITEMS FOR BOARD INFORMATION AND/OR DISCUSSION, INCLUDING COMMITTEE AND SCHOOL LEADERSHIP REPORTS**

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| <b>Item #1:</b>      | <b>Executive Director Monthly Report</b>   |
| <b>Description:</b>  | (a) Academic Achievement Report<br>(b) School Climate and Culture<br>(c) Human Capital |
| <b>Purpose:</b>      | Information and Discussion   |
| <b>Presented By:</b> | Dr. Shawna Draxton   |
| <b>Materials:</b>    | To Be Distributed  |
| <b>Est. Time:</b>    | 10 min   |

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| <b>Item #2:</b>      | <b>Finance Updates</b> |
| <b>Description:</b>  | General updates        |
| <b>Purpose:</b>      | Board Informative      |
| <b>Presented By:</b> | Miles Remer            |
| <b>Materials:</b>    | To Be Distributed      |
| <b>Est. Time:</b>    | 10 minutes             |

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| <b>Item #3:</b>      | <b>Legislative and General Updates + SB 126 Informative</b> |
| <b>Description:</b>  | General updates   |
| <b>Purpose:</b>      | Board Informative   |
| <b>Presented By:</b> | Suzanne Madison Goldstein                                   |
| <b>Materials:</b>    | N/A   |
| <b>Est. Time:</b>    | 5 minutes   |

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| <b>Item #4:</b>      | <b>Development Updates</b> |
| <b>Description:</b>  | General updates            |
| <b>Purpose:</b>      | Board Informative          |
| <b>Presented By:</b> | Mike Abercrombie           |
| <b>Materials:</b>    | N/A                        |
| <b>Est. Time:</b>    | 5 minutes                  |

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| <b>Item #5:</b>      | <b>CA School Dashboard Indicators</b>         |
| <b>Description:</b>  | Discuss CA Dashboard items in yellow or below |
| <b>Purpose:</b>      | Board Informative                             |
| <b>Presented By:</b> | Dr. Shawna Draxton                            |
| <b>Materials:</b>    | CA Dashboard for WISH Community and Academy   |
| <b>Est. Time</b>     | 10 min  |

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| <b>Item #6:</b>      | <b>EL Outreach Update</b>                                  |
| <b>Description:</b>  | Outcomes of past outreach/new strategies to be implemented |
| <b>Purpose:</b>      | Oversight  |
| <b>Presented By:</b> | Dr. Shawna Draxton   |
| <b>Materials:</b>    | N/A  |
| <b>Est. Time</b>     | 10 min   |

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| <b>Item #7:</b>      | <b>LCAP</b>  |
| <b>Description:</b>  | Review CSD Feedback and discuss any necessary shifts |
| <b>Purpose:</b>      | Oversight  |
| <b>Presented By:</b> | Jennie Brook/Susan Kim                               |
| <b>Materials:</b>    | LCAP in board folder                                 |
| <b>Est. Time</b>     | 10 min   |

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| <b>Item #8:</b>      | <b>Board Development</b>           |
| <b>Description:</b>  | Discuss evaluation and recruitment |
| <b>Purpose:</b>      | Information and discussion         |
| <b>Presented By:</b> | Suzanne Madison Goldstein          |
| <b>Materials:</b>    | CCSA Document                      |
| <b>Est. Time</b>     | 10 min                             |

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| <b>Item #9:</b>     | <b>Fiscal Training</b>                              |
| <b>Description:</b> | Annual discussion of Fiscal policies and procedures |

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| <b>Purpose:</b>      | Understanding WISH's fiscal policies and procedures |
| <b>Presented By:</b> | Jennie Brook/Susan Kim                              |
| <b>Materials:</b>    | Fiscal policies and procedures doc in board folder  |
| <b>Est. Time:</b>    | 15 min  |

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| <b>Item #10:</b>     | <b>Second Interim Financial Report</b>   |
| <b>Description:</b>  | Charter schools are required to file two reports during a fiscal year (interim reports) on the status of the charter school's financial health. The second interim report is typically due to the charter school's authorizer prior to March 15 for the period ending January 31 including a fiscal year-end forecast. Governing boards may review the interim report after the submission date. |
| <b>Purpose:</b>      | Board Approval required by ExED and CSD  |
| <b>Presented By:</b> | Jennie Brook/Susan Kim   |
| <b>Materials:</b>    | Materials in board folder  |
| <b>Est. Time:</b>    | 15 min   |

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| <b>Item #11:</b>     | <b>Distribution and Collection of Form 700</b>   |
| <b>Description:</b>  | Filing a Form 700 - Statement of Economic Interests (SEI) is a state-mandated requirement for individuals who make decisions or advise on decision making at any government agency in California. The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Under the Act, these individuals are required to disclose assets and income, which may be materially affected by their official actions. |
| <b>Purpose:</b>      | 2018-19 completed forms and 2019-20 new form and instructions to be distributed and completed at the March meeting   |
| <b>Presented By:</b> | Jennie Brook   |
| <b>Materials:</b>    | Form 700 materials in board folder   |
| <b>Est. Time:</b>    | 15 min   |

#### 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.

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| <b>Item #1:</b>     | <b>Approval of Board Minutes from February 13, 2020 (written and audio)</b> |
| <b>Description:</b> | Review and approve February 13, 2020 meeting minutes                        |

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| <b>Purpose:</b>      | Vote                      |
| <b>Presented By:</b> | Suzanne Madison Goldstein |
| <b>Materials:</b>    | November Meeting Minutes  |
| <b>Est. Time:</b>    | 2 min                     |

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| <b>Item #2:</b>      | <b>Approval of Revised Board Minutes from September 2019</b> |
| <b>Description:</b>  | Clarification re matters discussed at September 2019 meeting |
| <b>Purpose:</b>      | Vote   |
| <b>Presented By:</b> | Suzanne Madison Goldstein                                    |
| <b>Materials:</b>    | Revised September 2019 Meeting Minutes                       |
| <b>Est. Time:</b>    | 2 min  |

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| <b>Item #3:</b>      | <b>Approval of Revised Board Minutes from December 2019</b>       |
| <b>Description:</b>  | Clarification re action recorded in December 2019 meeting minutes |
| <b>Purpose:</b>      | Vote  |
| <b>Presented By:</b> | Suzanne Madison Goldstein   |
| <b>Materials:</b>    | Revised December 2019 Meeting Minutes                             |
| <b>Est. Time:</b>    | 2 min   |

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| <b>Item #2:</b>      | <b>2019-2020 Vendor Contracts</b>  |
| <b>Description:</b>  | Review proposed agreements; discussion and vote re same                                      |
| <b>Purpose:</b>      | Oversight  |
| <b>Presented By:</b> | Suzanne Madison Goldstein  |
| <b>Materials:</b>    | Proposed 2019-2020 contracts with: <ul style="list-style-type: none"> <li>• Other</li> </ul> |
| <b>Est. Time:</b>    | 2 min  |

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| <b>Item #3:</b>      | <b>Review and/or Update Non-Profit IRS Form 990 Policies</b>   |
| <b>Description:</b>  | The IRS Form 990 is the annual information return filed by 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. May is the final deadline. |
| <b>Purpose:</b>      | Board Approval Required  |
| <b>Presented By:</b> | Jennie Brook/Susan Kim   |
| <b>Materials:</b>    | Form 990   |
| <b>Est. Time</b>     | 10 min   |

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| <b>Item #8:</b> | <b>Consolidated Application (ConApp) reporting - Winter</b> |
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| <b>Description:</b>  | The ConApp documents participation in federal programs and reserves or reports funding expenditures to ensure compliance with federal program requirements. The School Site Council's (SSC) review of the spending plans is reported via the ConApp. |
| <b>Purpose:</b>      | Due to Authorizer  |
| <b>Presented By:</b> | Jennie Brook   |
| <b>Materials:</b>    | Fiscal and programmatic requirements   |
| <b>Est. Time</b>     | 10 min   |

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| <b>Item #9:</b>      | <b>Selection of Independent Auditor</b>   |
| <b>Description:</b>  | County Offices of Education are responsible for collecting annual audit firm information from schools. Charter schools are required to submit the name of firm selected and estimated fee. The charter school governing board will contract annually with a qualified independent certified public accounting firm to conduct an audit of the organization's financial statements in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, and, if applicable, the U.S Office of Management and Budget's Circular A-133. The selected audit firm must be familiar with these standards, related State of California and Charter School regulations, and the Standards and Procedures for Audits of California K-12 Local Education Agencies Audit Guide. |
| <b>Purpose:</b>      | ExED and CSD require for Site Review  |
| <b>Presented By:</b> | Miles Remer   |
| <b>Materials:</b>    | N/A   |
| <b>Est. Time</b>     | 10 min  |

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| <b>Item #10:</b>     | <b>Board Resolution to allow Dr. Draxton the authority to close school</b>   |
| <b>Description:</b>  | To ensure WISH responds effectively to the threat and impacts of Coronavirus (COVID-19)  |
| <b>Purpose:</b>      | This board resolution gives the lead administrator the authority to close school in alignment with local, state, and federal guidance and directives. Such board resolution should consider the extension of the school calendar to accommodate the possible temporary closure, and authorize the lead administrator to take any and all other necessary actions to address any policy or operational issues implicated by the unexpected closure of the school (i.e. policy amendments, contract negotiations, etc.). |
| <b>Presented By:</b> | Dr. Shawna Draxton   |
| <b>Materials:</b>    | YMC Legal Alert in Board Folder  |
| <b>Est. Time</b>     | 10 min   |

**B. ACTION ITEMS FOR DISCUSSION AND/OR VOTE:**

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| <b>Item #1:</b>      | <b>Governing Board Bylaws</b>                         |
| <b>Description:</b>  | Update to WISH, Inc. Bylaws                           |
| <b>Purpose:</b>      | For Vote. Update and make compliant WISH, Inc. Bylaws |
| <b>Presented By:</b> | Suzanne Madison Goldstein                             |
| <b>Materials:</b>    | WISH, Inc. Bylaws                                     |
| <b>Est. Time</b>     | 10 min  |

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| <b>Item #2:</b>      | <b>Brown Act Training</b>                                |
| <b>Description:</b>  | Annual discussion of Brown Act policies                  |
| <b>Purpose:</b>      | Understanding the Brown Act's Open Meeting Requirements. |
| <b>Presented By:</b> | Suzanne Madison Goldstein                                |
| <b>Materials:</b>    | Powerpoint presentation                                  |
| <b>Est. Time:</b>    | 15 min   |

**VI. PUBLIC COMMENT**

**VII. CLOSED SESSION ITEMS:**

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| <b>Item #1:</b>      | <b>Pending Litigation and/or Conference with Legal Counsel</b>   |
| <b>Description:</b>  | <p><u>Purpose and Authority:</u></p> <p><u>2 pending cases; conference with legal counsel –</u><br/>           Closed session subject to:</p> <ul style="list-style-type: none"> <li>• California Government Code section 54956.9(d)(2)</li> <li>• California Government Code section 54956.9(d)(4)</li> <li>• California Government Code section 54956.9(e)(2)</li> <li>• California Government Code section 54956.9(e)(5)</li> </ul> |
| <b>Purpose:</b>      | Information and Discussion of Pending Litigation and/or Conference with Legal Counsel  |
| <b>Presented By:</b> | Suzanne Madison Goldstein  |
| <b>Materials:</b>    | <ul style="list-style-type: none"> <li>• 9/20/19 LAUSD Over-allocation Letter to WISH Academy (2017-18)</li> <li>• 9/20/19 LAUSD Over-allocation Letter to WISH Academy (2018-19)</li> </ul>   |
| <b>Est. Time</b>     | 15 mins.   |

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| <b>Item #2:</b>     | <b>Pending Litigation and/or Conference with Legal Counsel</b> |
| <b>Description:</b> | <u>Purpose and Authority:</u>                                  |

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

**VIII. ADJOURNMENT:**

**NOTICES:**

1. The next regular meeting of the Board of Directors will be held on **April 23, 2020 @ 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.