APPROVED

Whatcom Intergenerational High School

Minutes

Board Meeting

Date and Time
Thursday July 27, 2023 at 6:00 PM

Location
WIHS Board is inviting you to a scheduled Zoom meeting.
Topic: WIHS Board Meeting
Time: Jan 25, 2023 06:00 PM Pacific Time (US and Canada)
Every month on the Fourth Thurs, until Dec 28, 2023, 1 occurrence(s)
Dec 28, 2023 06:00 PM
Please download and import the following iCalendar (.ics) files to your calendar system.
Monthly: https://us06web.zoom.us/meeting/tZYlcu2oqjMpHtWevhYSp-jAfN1S8r6Ni7rI/ics?icsToken=98tyKuGqpj4uGtCdsx2GRpwQGo_4LPTwiFxegrdqmQntOhNDLwnXMMwTAeptRvbZ
Join Zoom Meeting
https://us06web.zoom.us/j/82854048341?pwd=K0o1bnA2eElvUEszSmhvMXNJa0xlQT09
Meeting ID: 828 5404 8341
Passcode: 367367
One tap mobile
+12532158782,,82854048341# US (Tacoma)
+12532050468,,82854048341# US
Dial by your location
+1 253 215 8782 US (Tacoma)
+1 253 205 0468 US
+1 720 707 2699 US (Denver)
+1 346 248 7799 US (Houston)
+1 669 444 9171 US
+1 719 359 4580 US

+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 646 558 8656 US (New York)
+1 646 931 3860 US
+1 689 278 1000 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
Meeting ID: 828 5404 8341
Find your local number: https://us06web.zoom.us/u/kr1iWn2i0

Directors Present
C. Espina (remote), G. Goulet (remote), J. McGill (remote), K. Lieberman (remote), N. Mughal-Barrows (remote)

Directors Absent
None

Ex Officio Members Present
D. Walker

Guests Present
B. Luu (remote), C. Baron (remote), E. Zamora, J. Stoppani (remote)

I. Opening Items

A. Call the Meeting to Order

G. Goulet called a meeting of the board of directors of Whatcom Intergenerational High School to order on Thursday Jul 27, 2023 at 6:02 PM.
C. Espina made a motion to adopt the agenda.
K. Lieberman seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Land Acknowledgement

E. Zamora read the WIHS land acknowledgement.

C. Mission & Vision

J. McGill read the WIHS Mission and Vision.

D. Record Attendance

Also in attendance:

- Italiana Hughes, CSC (remote)
- Mitch Price, WA Charters (remote)
- Jessica de Barros, CSC (remote)

E. Consent Agenda

N. Mughal-Barrows made a motion to approve the consent agenda items (minutes, calendar, schedule).
K. Lieberman seconded the motion.
The board **VOTED** unanimously to approve the motion.
N. Mughal-Barrows made a motion to approve the minutes from Board Meeting on 06-29-23.
K. Lieberman seconded the motion.
The board **VOTED** unanimously to approve the motion.
N. Mughal-Barrows made a motion to approve the minutes from Board Retreat on 07-02-23.
K. Lieberman seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comment

A. Public Comment

No public comment.

III. Academic Excellence & School Updates

A. Academic Excellence & Charter School Commission Update

New LOI from CSC. Our responses are due August 7th:

- Attendance. Dawn is working on updating reports and will send it in to Commission when due.

1. Evidence of attendance and truancy compliance;
    1. Some students marked absent were physically in building (mental health counselor, nurse, tardy) but not in classroom. Dawn will lead in re-examining the attendance policy and how we're marking attendance in Skyward.
2. Evidence of accurate transcripts;
    1. Transcripts sent to the CSC recently. Dawn has been working with WA Charters to ensure we're getting everything updated and accurate, including

previous schools and homeschools. Graduation tracker will be examined and updated.

2. A. Lindgren and team will support efforts with Skyward and Qmulative. They will review, update, and organize reporting and documentation systems before SY 23-24.
3. Deadline to update Skyward is August so scheduling is correctly done for all students.

3. Documentation:
    1. Academic growth summaries: Uploading documents into Base Camp and EpiCenter including items from the end of last school year.
    2. Annual school calendar - Approved today by Board.
    3. School-specific goal results - School Specific Goals - Dawn will review the SSGs and update those. We need the goals to be much clearer. Dawn does not have the SSGs yet and will have those ready for August meeting.
    4. Student transfers and exits - have not done overall transfers and exits. Dawn will produce reports from the whole year of student transfers and exits broken down by grade level, race, ethnicity, gender, Special Ed
    5. Annual School Leader Performance - to be discussed further today.
    6. Draft School Specific Goal - New SSGs to be drafted in the near future after we review the School specific goal results for SY 22-23.

- Corrective Action Plan update:
    - Monitor student learning through interim assessments
        - June CAP report new assessment calendar for upcoming school year sent to CSC including benchmark and state-required testing. July CAP will be sent actual dates for when teachers and staff for days to review the assessment data.
    - Ensure high student participation in interim and summative assessments
        - Higher participation rates from the previous year.
    - Ensure that WIHS daily schedule meets instructional minutes specified in the charter contract and state law
        - Sent to CSC: Questions regarding Instructional minutes including lunch time.
        - Graduation Tracker and HS and Beyond plan - template showing all students by grade level - Dawn is working on this through two different ideas about the best way to incorporate for students. Staff members to offer Career Explorations class for 9th graders writing initial HS and Beyond plan.
- Enrollment
    - Current enrollment numbers by grade:
        - Grade 9: Nine students
        - Grade 10: 21 students
        - Grade 11: 28 students
        - Grade 12: 24 students

- See the link to the Enrollment dashboard.
  - The reason for two BIPOC students not returning to WIHS is due to moving out of the area.
  - Students who had expressed concerns at previous board meetings are all returning.
- Fully enrolled at 81 students to date. There are 13-14 prospective students as of today.
- WIHS had an Open House yesterday, 10 people attended, and a few more families will do individualized tours.

Documentation to CSC:

- Course catalog is almost done - to be submitted to CSC.
- CAP monthly update due Jul 31st.
- August LOI due August 7th.

B. School Updates

25 applicants for three teaching positions. Last week, the search committee interviewed 8 candidates, and 6 final candidates.

Two final candidates for two positions, third position still piecing together the Art teacher position.

Hired a paraeducator at the end of June.

IV. Governance

A. School Leader Evaluation Report

Goals for the school leader for next school year: Currently discussing and finalizing school leader goals and professional development, including an accountability plan, and evaluation. The report was sent out to board members.

Report was generated using objective data of CAP responsiveness, budgetary constraints, and Principal/CEO evaluation. Issues and concerns were raised. As a board developed a system that is responsive, and we have begun exploring restructuring to a co-leadership model. We discussed restructuring before meeting with D. Walker's Principal/CEO Evaluation to have a collaborative process, and we were able to meet over the weekend around the concerns and intentions of the board and alignment of mission and vision. The goal is to emphasize accountability for equity.

No racial demographics for incoming students (paperwork not yet completed).

- Even mix of students over the last two recruitment events held.

- New staff members are not part of global majority (neurodiverse, LGBTQ). Prospective staff member is BIPOC.
- D. Walker has made contacts with WWU, and hope to make connections with NWIC and other local institutions.

B. Supporting organizational structure and management

J. McGill made a motion to Accept DEL/Principal evaluation.
C. Espina seconded the motion.
The board **VOTED** unanimously to approve the motion.
K. Lieberman made a motion to DEL action plan with goals, DEL review in 6 months, and supervision plan.
J. McGill seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Charter Commission Update

C. Espina gave an update on board member recruitment. We met recently with two prospective board members who are mission-aligned. One expressed interest in applying, and the other member does not have capacity to serve and is awaiting for WIHS to have paid Indigenous leadership.

G. Goulet will hold a Zoom info session for prospective board members tomorrow, Friday, Jul 28th.

K. Lieberman and J. McGill are ending their term as board members this month, July 2023.

D. Upcoming Board Tasks

C. Espina shared about August board tasks including School Leader contract review and renewal and the annual board retreat scheduled for August or September.

V. Finance/Fundraising

A. SY 23-24 Budget Presentation

N. Mughal-Barrows made a motion to approve the General Fund Accounts Payable at $146,150.60, Non-AP Cash Disbursements at $2,334.87, and Payroll totaling $72,517.94 for June 2022.
G. Goulet seconded the motion.
The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll payments in the amount of $72,517.94 are also approved.

General Fund

Accounts Payable
Total electronic payments totaling $146,150.60 and
Check number N/A totaling $0.00

Non-AP Cash Disbursements
Total electronic payments totaling $2,334.87 and
Check number 199, 200, 201, 203 totaling $825.00

Payroll
Total electronic payments totaling $72,517.94 and
Payroll check numbers N/A through N/A totaling $0

The board **VOTED** unanimously to approve the motion.
K. Lieberman made a motion to approve the resolution to adopt the proposed SY23-24 budget, with total appropriated expenditures of $2,313,541.
J. McGill seconded the motion.
By unanimous vote, the Board approved the resolution to adopt the proposed SY23-24 budget, with total appropriated expenditures of $2,313,541.
The board **VOTED** unanimously to approve the motion.

B. Finance Updates

Still waiting on SAO audit next steps.

VI. Anti-Racism and Transformative Justice Work

A. Announcements: Local anti-racist and transformative justice opportunities

Stories and reminders were shared.

VII. Other Business

A. Announcements

Upcoming Events

- Since Time Immemorial training curriculum on Mon, Aug 28th full day
- Engaging Muslim students in public schools: What Educators need to understand. Event will be in Seattle on Friday, Aug 25th or Saturday, Aug 26th
- https://www.eventbrite.com/e/engaging-muslim-students-in-washington-public-schools-seminar-tickets-618366981287
- WE events, D. Walker will pass along those opportunities to board
- Board Member Lunch and Learn sponsored by WA Charters and CSC on Sept 8th. Emails with Zoom RSVP will be sent out to board members.

VIII. Board Goals

A. Board Debrief and Evaluation

At the conclusion of each meeting, the board will evaluate its success against its norms.
Norms
(Y) or (N) Board members should understand the Mission and Vision of the school
(Y) or (N) Board Agenda should be sent out 24hours to the board.
(Y) or (N) Responding to emails in a 24hr time span
(Y) or (N) All board members should RSVP to meetings through Board on Track

IX. Closing Items

A. Adjourn Meeting

J. McGill made a motion to adjourn the meeting.
K. Lieberman seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:02 PM.

Respectfully Submitted,
C. Espina