APPROVED

WHATCOM INTERGENERATIONAL HIGH SCHOOL

Whatcom Intergenerational High School

Minutes

Special Board Meeting

Date and Time
Monday August 24, 2026 at 9:00 AM

Location
Adan Juarez Cordova is inviting you to a scheduled Zoom meeting.
Topic: Adan Juarez Cordova's Zoom Meeting
Time: Aug 24, 2026 09:00 AM Pacific Time (US and Canada)
Join Zoom Meeting
https://us06web.zoom.us/j/87582890556?pwd=NTSCIvm0CziPpWNFpUaWCxE4MyXLIZ.1
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Join instructions
https://us06web.zoom.us/meetings/87582890556/invitations?signature=Xnv8rMPjuzkFgB1Z4k9XmYO4OWLwMqLdlmFQFrhFHw4

Directors Present

A. Juarez Cordova (remote), N. Mughal-Barrows (remote), S. Clark (remote), S. Jara Arroyos (remote)

Directors Absent
M. Hudson

Ex Officio Members Present
C. Hackney

Guests Present
A. Anderson (remote)

I. Opening Items

A. Call the Meeting to Order

A. Juarez Cordova called a meeting of the board of directors of Whatcom Intergenerational High School to order on Monday Aug 24, 2026 at 9:03 AM.

B. Record Attendance & Welcome

N. Mughal-Barrows made a motion to adopt the agenda.
S. Clark seconded the motion.
The board **VOTED** to approve the motion.

II. Public Comment

A. Public Comment

no one for public comment

III. School Updates

A. Student and Family Handbook Updates

N. Mughal-Barrows made a motion to adopt the updated Student and family handbook.
S. Clark seconded the motion.

1. Student and Family Handbook
    1. Contact Information section
        1. Including phone numbers for applicable staff
    2. Graduation Requirements section
        1. Add language prohibiting partial schedules
        2. Add language about the use and expectation of Schoolinks
    3. School Day Hours and Operations section

1. Add language about partial schedules
4. Attendance section
    1. Updates to align handbook language with current process
    2. Clarification for Late Arrivals and Leaving Early
5. School Procedures section
    1. Add language clarifying that only 10-12 grades are approved to leave the school during the day as well as language about 9th graders being supervised when in the mall
    2. Add language about keeping the school clean with outlined restorative practice
    3. Add language about Community Meals and expectations
6. Health Department section
    1. Update Service and Therapy/Emotional Support Animal language. Note: this is what was approved by OCR already

The board **VOTED** to approve the motion.

B. Employee Handbook Updates

S. Clark made a motion to adopt the updated Employee Handbook.
S. Jara Arroyos seconded the motion.

1. Employee Handbook
    1. Remove ‘Compensation’ from the ‘Expenditures and Travel’ section given some of the additions below:
        1. Add language to Submitting Expense Reimbursements
            1. WIHS utilizes a centralized purchasing approval process to ensure accurate budgeting, compliance with state requirements, and timely procurement of needed materials. WIHS strongly discourages after-the-fact reimbursements. Reimbursements disrupt financial controls, complicate audit trails, and may result in denial if the purchase does not meet state or school requirements. Only in rare, pre-approved circumstances—such as urgent operational needs authorized by an administrator—may reimbursements be considered. Purchases made without prior approval may not be reimbursed. Any employee seeking reimbursement of an expense shall complete an expense reimbursement form and provide receipts. Travel expense reimbursement forms must also include a certification with the following language: “I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.”
        2. Add language to Eligibility for Paid Travel Time
            1. maintain insurance in accordance with state law

3. Add section Traveling with Students
    1. Staff members and volunteers are not permitted to transport students in personal or school-owned vehicles unless they have express, prior authorization from the Director of Education. Authorization must be documented in writing and retained in accordance with school operational procedures.Verbal permission is not sufficient. Approved transportation must follow all applicable safety, liability, and supervision requirements. Students must be accounted for and supervised at all times; attendance should be taken at least hourly. Staff may be asked to produce attendance records for field trips. When releasing students during field trips and off-campus activities staff must follow strict release protocols:
        1. Students may only be released to individuals listed as authorized contacts in the student's official school records.
        2. Staff must verify identity using the school's standard verification procedures before releasing a student.
        3. Any request to release a student to an individual not listed in the student's records must be directed to the Director of Education for review and approval; staff may not make exceptions independently.
4. Consideration of moving Operations Manager to Full-Time Group 1 (currently ambiguous)
5. Add section "Transferring PTO upon hire"
    1. Transferring PTO upon hire. When an employee begins work at WIHS and has PTO to transfer from the previous employer, the employee may deposit their leave into their Emergency Sick Leave bank. vi
6. Switch RingCentral to Dialpad
7. Add OCR Policy Language. Note: this is pre-approved language that MUST be included per the OCR compliance
    1. Service Animals in School Policy a. It is the policy of WIHS to afford individuals with disabilities who require the assistance of a service animal equal opportunity to access WIHS property, courses, programs, and activities. b. WIHS Board adopted a policy on March 19, 2026 pertaining to Services Animals at school and during school activities. This policy complies with the Americans with Disabilities Act (ADA) of 1990 as amended; Section

504 of the Rehabilitation Act of 1973 (P.L. 93-11) and 45 CFR Part 84; and Chapter 49.60 RCW and Chapter 162-26 WAC. c. A service animal means any dog or miniature horse that is individually trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychological, intellectual, or other mental disability. The work or task performed by the service animal must be directly related to the individual's disability. d. Examples of Service Animals under WIHS Policy: i. Guide Dog or Seeing Eye® Dog is a carefully trained dog that serves as a travel tool for persons who have severe visual impairments or are blind. ii. A Hearing or Signal Dog is a dog that has been trained to alert a person who has a significant hearing loss or is deaf when a sound occurs, such as a knock on the door. iii. Psychiatric Service Dog is a dog that has been trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service animals may include reminding the handler to take medicine, providing safety checks or room searches, or turning on lights iv. SSigDOG (Sensory Signal Dogs or Social Signal Dog) is a dog trained to assist a person with autism. v. Seizure Response Dog is a dog trained to assist a person with a seizure disorder. e. Students needing the support of a service animal are asked to complete the WIHS Enrollment FormService Animal or Therapy/Emotional Support Animal. This form can be acquired from the Director of Operations, Amy Anderson (amy.anderson@intergenerational.school or 360.200.0691).

The board **VOTED** to approve the motion.

C. Course Catalog Updates

S. Clark made a motion to adopt the updated course catalog.
N. Mughal-Barrows seconded the motion.
Course Catalog
a. Contact Information section
i. Including phone numbers for applicable staff
b. Missing courses
i. Introduction to Ethics
ii. AP Human Geography
The board **VOTED** to approve the motion.

D. Financial Policies and Procedures Updates

N. Mughal-Barrows made a motion to adopt the updated Financial Policies and Procedures Updates.
S. Clark seconded the motion.
no major edits just the yearly review
The board **VOTED** to approve the motion.

E. School Specific Goals

S. Clark made a motion to adopt the school specific goal.
N. Mughal-Barrows seconded the motion.
Academic: By June 2027 WIHS will increase students scoring in the 41st percentile or higher; 15 percentage points in math (55% of all students) and 11 percentage points in ELA (85% of students)

Organizational: increase attendance to 70%-72% of students attend 90% of the school year
The board **VOTED** to approve the motion.

F. DOE C. Hackney Goals 26-27

N. Mughal-Barrows made a motion to adopt the DOE's goals for the 26-27 school year.
S. Clark seconded the motion.

1. Strengthen Organizational Systems, Procedures, and Financial Leadership
2. Expand Strategic Leadership in Enrollment Marketing, Fundraising, and Community Partnerships
3. Strengthen Staff Trust, Communication, Shared Leadership
4. Improve Student Academic Outcomes and Attendance through Data-Driven Systems and Standards-Based Practices

The board **VOTED** to approve the motion.

G. Chimere Hackney's 26-27 Contract

S. Clark made a motion to approve Chimere Hackney's 26-27 Contract.
N. Mughal-Barrows seconded the motion.
salary at $123,000
The board **VOTED** to approve the motion.

IV. Closing Items

A. Announcements

B. Adjourn Meeting

N. Mughal-Barrows made a motion to adjourn the meeting.
S. Clark seconded the motion.
The board **VOTED** 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 10:16 AM.

Respectfully Submitted,
A. Juarez Cordova