Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, April 2, 2019

Members Present: Seven members of the Board were present: Melissa Aguilar, Lei Bowen, Dawn Hamilton, Josh Mark, Traci Myman, Marc Polansky, and Patrick Smith. These members constitute a quorum

Members Absent: Five members were absent: Tony Battaglia, Jeff Becker, Michele Haney, David Kretschmer, and Lisa Mucci.

Others Present: Parents: Erika Luna-Contreras and Marjan Kermani. Staff: Irina Castillo (ExED), Annie Cox, Kathy Jamison and Erin Studer.

I. Call to Order

J. Mark called the meeting to order.

II. Public Comment

A. Absenteeism Pro-Active Interventions: CHIME Charter Parent Erika Luna-Contreras shared information and resources on Absenteeism Interventions.

III. Approval of the Consent Agenda

A. Minutes of the March 5, 2019 Board of Directors Meeting.

M/S/P (D. Hamilton/J. Mark) Motion to approve the minutes of the March 5, 2019 Board of Directors meeting.

VOTE

Yesses: Melissa Aguilar, Lei Bowen, Dawn Hamilton, Josh Mark, Traci Myman, Marc Polansky.

No's: None

Abstentions: Patrick Smith.

MOTION PASSES: 6-0-1

IV. Program Reports

A. The Report for the Early Education Programs included the following:

1. Staff Search: Interviews will soon be underway for an Occupational Therapist to be added to the Early Education team.

2. Accreditation: The CSUN Child and Family Studies Center (Lab School) successfully completed reaccreditation by the National Association for the Education of Young Children (NAEYC).

3. CHIME/CSUN Collaboration: Dr. Amy Hanreddy submitted a summer grant proposal in collaboration with CHIME. This action research study will pilot a process for drawing upon the cultural capital of culturally diverse families of children with disabilities to improve two teacher education courses.

4. Outreach: We welcomed a group of educators from Irvine School District.

B. The Report for the Charter School was distributed and included the following:
1. Charter School Budget: The February Check Register and AP Aging through 03/28/2019 documents as prepared by ExED were distributed and reviewed and Board members had the opportunity to ask questions.

2. Charter School Fiscal Policies: The fiscal committee revised and presented new fiscal policies for the Charter School. Policies were updated and will align the school systems with current back office provider ExED. Board members had the opportunity to ask questions.

**M/S/P (J. Mark/D. Hamilton) Motion to approve the new Charter School Fiscal Policies**

**VOTE**

**Yeses:** Melissa Aguilar, Lei Bowen, Dawn Hamilton, Josh Mark, Traci Myman, Marc Polansky and Patrick Smith.

**No’s:** None

**Abstentions:** None

**MOTION PASSES: 7-0-0**

3. Playground Project: The equipment for the playground has been ordered and will be installed in June.

4. Outreach/Trainings: CHIME Charter will be hosting two days of trainings in behavioral intervention practices for paraprofessionals later this month. This training is part of the COP 3 Impact Grant Project.

5. Elementary Principal Search and Administrative Structure: An update was given including discussion based on a community survey and focus groups led by Dr. Amy Hanreddy. The Board welcomes Shelbi Doherty to the position of Elementary Principal TK-4.

V. Board Committee Updates

A. Board Fundraising and PR Committee: D. Hamilton provided an update on the successful event, a comedy show, held on March 31. A final report with the amount raised will be prepared. The Board extends their gratitude to the parent volunteers.

B. Board Audit and Finance Committee: The FY 17-18 Audit and Ratification were distributed and reviewed. The Board had the opportunity to ask questions. A discussion about the lateness of the report was held as well as steps to avoid the same situation next year.

**M/S/P (J. Mark/P. Smith) Motion to ratify the FY 17-18 Audit as presented.**

**VOTE**

**Yeses:** Melissa Aguilar, Lei Bowen, Dawn Hamilton, Josh Mark, Traci Myman, Marc Polansky and Patrick Smith.

**No’s:** None

**Abstentions:** None

**MOTION PASSES: 7-0-0**

C. Board Development Committee: A discussion about holding a Board Retreat took place. P. Smith will prepare a survey and will take the lead in identifying the format.

VI. Adjournment

The meeting was adjourned.

VII. Next Meeting: May 7, 2019.