Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, May 7, 2019

Members Present: Eight members of the Board were present: Melissa Aguilar, Jeffrey Becker, Lei Bowen, Dawn Hamilton, Michele Haney, Lisa Mucci, Traci Myman, and Patrick Smith. These members constitute a quorum.

Members Absent: Four members were absent: Tony Battaglia, David Kretschmer, Josh Mark, and Marc Polansky.

Others Present: Parents: Jacqueline Bautista, Carlos Conreras, Erika Luna-Conreras and Melody Mooney. LAUSD Representative: Jose Rodriguez. Staff: Irina Castillo (ExED), Annie Cox, Kathy Jamison and Erin Studer.

I. Call to Order

M. Haney called the meeting to order.

II. Public Comment

A. Charter School Concerns: CHIME Charter Parent Erika Luna-Conreras brought up a number of concerns including LCAP, Absenteeism Interventions and Transparency.

III. Approval of the Consent Agenda

A. Minutes of the April 2, 2019 Board of Directors Meeting.

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

VOTE


No's: None

Abstentions: Jeffrey Becker, Michele Hany and Lisa Mucci.

MOTION PASSES: 5-0-3

IV. Program Reports

A. The Report for the Early Education Programs was reviewed and included the following items:

1. Operational Issues:

Interviews for an Occupational Therapist to provide services in our Preschool and Infant/Toddler Programs are underway.

The 2019-2010 Master Contract Application for our Nonpublic Agency Program (NPA) was completed and submitted to LAUSD.

2. Student Performance and Parent Engagement:

The Desired Results Developmental Profile (DRDP) for the preschoolers we serve and as requested by the school district and California State Department of Education have been completed and submitted.

CHIME staff is supporting families through the transition to kindergarten process in a variety of ways, including school visits.
3. **Professional Development and Outreach**

Outreach to North Los Angeles County Regional Center included a presentation about our program to the Early Start Unit on April 8, 2019.

A team from LAUSD Preschool Team came for a visit. They reached out to us requesting to talk about what makes our program so successful, as they are currently striving to create more inclusive options for our families and wanting to ensure that those options are built upon a foundation primed for success. A team from Humboldt County Office of Education came for a tour and observation. We have scheduled tours for Magnolia and Lancaster School Districts as well.

4. **CHIME/CSUN Collaboration:**

In collaboration with Dr. Zhen Chai, we held the second annual *Preschool Inclusion Bootcamp* for a class of Early Childhood Special Education (ECSE) credential students.

A grant proposal submitted by Dr. Amy Hanreddy, *Parents as Brokers to Support Culturally Responsive Teaching Practices for Preservice and In-service Teachers* was accepted. This project will expand on the collaboration between CHIME and CSUN and engage parents of children with disabilities to evaluate class syllabi.

As the spring semester comes to an end, the CHIME Early Education Programs are seeing the last days of participation from a number of students from a variety of colleges and programs within CSUN including Child and Adolescent Development, Sociology, Family Consumer Sciences, School Psychology, Special Education, Speech Pathology and Manufacturing Engineering.

5. **Fundraising and Grants:**

As staff continues to search for grants an updated submission grid including awarded amounts was distributed.

B. The Report for the Charter School was distributed and included the following:

1. **Charter School Financials, Unaudited Actuals and Cash Position:**

The March 2019 Financial Dashboard, Financial Analysis and Check Register and AP Aging as of 05/03/2019 documents as prepared by ExED were distributed and reviewed and Board members had the opportunity to ask questions. A discussion over the Key Performance Indicators and concerns over spending and next year’s budget including teacher compensation took place.

2. **Playground Project:**

The equipment for the playground has been ordered and will arrive on June 10th. E. Studer continues coordinating with LAUSD to plan job start date and safety parameters for the installation and matting project.

3. **Assistant Principal Search and Administrative Structure:**

Since the last Board meeting an Assistant Principal position was created and interviews took place. A formal announcement of the hiring determination will be made May 9th.

4. **LCAP Goal Review:**
The 2018-2019 LCAP Goals based on 8 state priorities were reviewed and Board members gave feedback. Suggestions included adding a goal to improve participation results and a review of new actions for improvements.

V. Board Committee Updates
A. Board Audit and Finance Committee: The Committee will meet with I. Castillo and E. Studer to review the Charter School FY2019-2020 Budget and make recommendations.

B. Board Fundraising and PR Committee: D. Hamilton brought up the possibility of pitching a story about CHIME and the Charter School and a discussion followed.

C. Board Development Committee: A discussion about steps into growing the Board into a working Board with Committees that meet more often and develop unified goals took place. Next steps include a Survey of dates for a possible September Board Retreat with 100% participation expectation.

VI. Adjournment
The meeting was adjourned.

VII. Closed Session: A closed session to address a Personnel Issue was held.

VIII. Next Meeting: June 4, 2019.