Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, June 25, 2019

Members Present: Eight members of the Board were present: Melissa Aguilar, Jeffrey Becker, Lei Bowen, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith (Vice-President). These members constitute a quorum

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


I. Call to Order

P. Smith called the meeting to order.

II. Public Comment

No Public Comment was provided at this meeting.

III. Approval of the Consent Agenda

A. Minutes of the June 4, 2019 Board of Directors Meeting.
   M/S/P Motion (M. Aguilar/L. Mucci) to approve the minutes of the June 4, 2019 Board of Directors meeting.
   VOTE
   No's: None
   Abstentions: Marc Polansky.
   MOTION PASSES: 7-0-1

B. Minutes of the June 4, 2019 Board of Directors Special Meeting.
   M/S/P Motion (M. Aguilar/L. Mucci) to approve the minutes of the June 4, 2019 Board of Directors special meeting.
   VOTE
   No's: None
   Abstentions: Marc Polansky.
   MOTION PASSES: 7-0-1

IV. Program Reports

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

   1. Operational Issues:

We have hired a Speech Pathologist and a Physical Therapist and will finalize the hiring of an Occupational Therapist shortly.
The 2019-2010 Master Contract Application for our Nonpublic Agency Program (NPA) was completed and approved by LAUSD. A 3.26% rate increase was offered.

Anticipated challenges include the following:

No sufficient funding for Infant and Toddler services and After School Support. These services are provided by CHIME through a contract with the Regional Centers under the Department of Developmental Services (DDS). The 805-Infant Development Program is among a handful of codes not included in the proposed increase package based on the Rate study by Burns and Associates. The After-School Support has not allowed for the minimum wage increases for many years.

2. Student Performance and Parent Engagement:

A series of Parent Education meetings have been underway during the month of June. Topics addressed include Social Emotional Development and Challenging Behavior in collaboration with Dr. Zhen Chai, Strategies to Support Language Development with Fran Smith and Adria Harrington, Speech Pathologists; and Community Resources in collaboration with Family Focus Resource Center.

A Program Evaluation Survey has been submitted to Preschool families.

3. CHIME/CSUN Collaboration:

Staff participated in CSUN internship fairs. Interviews for CSUN Child and Adolescent Development (CADV) and Sociology students interested in internship and fieldwork opportunities for the 2019-2010 school year took place.

Six Early Childhood Special Education (ECSE) student teachers are in the process of completing their competencies on our Infant/Toddler Center-Based and Home Visit Programs this summer.

4. Fundraising, Grants

We continue to search for foundations/organizations that could be a match for funding. A Summary of the 2018-2019 FY submissions was distributed.

B. The following Action Items regarding the Charter School were addressed:

1. Approval of the Charter School FY 19-20 Budget: The Board had an opportunity to review the Budget as prepared by ExED and E. Studer and a discussion took place around challenges to balance the budget at the last meeting. An update on Measure EE which didn’t pass was given. The Finance and Budget Committee answered additional questions and reviewed CHIME FY 18-19 Budget Assumptions in preparing for the upcoming fiscal year as following:

- 790 Enrollment – an increase of 5 ADA seemed reasonable considering the recently matriculated 8th grade class was 10 students smaller than our rising 7th. We also project stable numbers (~75 students) matriculating into our 6th grade
- 96% ADA – while we were below this ADA % slightly this past year, our long term trend generally is stable at 95.5% -96% ADA
- Unduplicated Count of 22% - this is similar to this past year and we do not anticipate any major shifts in this area.
- 3.26% COLA for LCFF – this is what is currently projected by the state adopted budget
• No one-time Mandate Block Grant – these one time funds were cut in the most recent budget and dollars were instead shifted to paying down the CALSTRS deficit which does not benefit CHIME

• No Low Performing Student Block Grant – this trailer bill that was added at the last minute in the prior fiscal year was not taken up again in this year’s Assembly and no move was made to make it a permanent part of the LCFF formula

• Grants, Fundraising and Local Revenue total $1,020K vs 18-19 $1,114K – This was increased slightly from the prior presentation to the Finance Committee to bring it more in line with this year’s receivables. It is still below this year’s projected totals by $100K to err on the conservative side of projections.

• Staffing – we are continuing to cut Para hours in the staffing model. We are also planning to shift front office and back office staffing to save approximately .6 FTE plus benefits.

• Supplies
  o Leasing 228 Chromebooks

• Loan Payments (Prop 1D and Playground)
  o $78K Interest Expense
  o $128K Principal payments

• Other Liabilities
  o $60K additional payments to Retirement Account – we had hoped to pay closer to $89,000 but the $60,000 keeps us on track with our submitted “Catch Up” plan provided previously to the district

Overall, this budget while balanced, achieving positive ending cash, and retaining more than a 2% reserve is exceedingly tight; there is not significant room for overspending or unforeseen expenditures. CHIME staff and the Board should continue to seek revenue-generating activities (increase enrollment, grants, professional service contracts, fundraising, give or get” policies, etc.) to bolster the budget and to bring about greater levels of cash flow stability and long-term sustainability. These activities to generate revenue (not just cost cuts alone) should be examined in future Board discussions and the upcoming strategic planning process.

In addition (a) there was a 3% increase in teacher salaries, and (b) in preparation for the charter renewal it is recommended the school should have a cash reserve of at least 2%. Erin Studer and the Finance Committee recommended approval of the FY 19-20 Budget.

**M/S/P Motion (L. Bowen/J. Becker) to approve the Charter School Fiscal Year 19-20 Budget.**

**VOTE**

**Yeses:** Melissa Aguilar, Jeffrey Becker, Lei Bowen, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

**No’s:** None

**Abstentions:** None.

**MOTION PASSES: 8-0-0**

2. Approval of a 3-year lease purchase of 228 Chromebooks, Chrome management console, 3-year protection plan, and 6 cart stations for $79,674 using a lease loan agreement with TEQ Lease at a monthly payment of $2,264.86.

**M/S/P Motion (T. Myman/J. Becker) to approve a 3-year lease purchase of 228 Chromebooks, Chrome management console, 3-year protection plan, and 6 cart stations for $79,674 using a lease loan agreement with TEQ Lease at a monthly payment of $2,264.86.**

**VOTE**

**Yeses:** Melissa Aguilar, Jeffrey Becker, Lei Bowen, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

**No’s:** None
Abstentions: None.

MOTION PASSES: 8-0-0

3. Approval of the CHIME Charter School Plan for Student Achievement. The plan, which integrates the goal and action elements of the school’s LCAP, LCAP addendum, and PIR plan previously discussed, completes the requirements for Year 1 ATSI status.

M/S/P Motion (P. Smith/D. Hamilton) to approve CHIME Charter School’s Plan for Student Achievement.

VOTE


No’s: None

Abstentions: None.

MOTION PASSES: 8-0-0

V. Board Committee Updates

1. Board Development Committee: The following update was given on the Board Membership/Rotation Schedule: Dr. Michele Haney and Lei Bowen have resigned from the Board. Josh Mark’s and Patrick Smith’s memberships have been renewed.

Board Retreat: Plans for a Board Retreat are underway with meetings to take place possibly on two Saturdays in September. Topics will include the following: Charter School Funding and Early Education Funding Sources as well as Board Membership and Committees.

2. Board Fundraising Committee: D. Hamilton announced a comedy event is being planned for February 9, 2020.

VI. Adjournment

The meeting was adjourned.