Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, August 20, 2019

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

Members Absent: Three members were absent: Melissa Aguilar, David Kretschmer and Marc Polansky.

Others Present: Staff: Annie Cox, Kathy Jamison, and Erin Studer.

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 July 24, 2019 Board of Directors Meeting.
   M/S/P Motion (L. Mucci/T. Myman) to approve the minutes of the July 24, 2019 Board of Directors meeting.

   VOTE
   No's: None
   Abstentions: Tony Battaglis and Josh Mark.
   MOTION PASSES: 5-0-2

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 new Speech Pathologist, one Occupational and one Physical Therapist and an updated application was submitted for the CHIME Preschool (Nonpublic Agency) Program. The certification by the California State Department of Education (CDE) has been secured. An updated 2019-2010 Master Contract Application for our Nonpublic Agency Program (NPA) was completed and approved by LAUSD. A 3.26% rate increase was offered.

   As previously discussed, 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 new approved rate 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:** Our Summer/Extended School Year ended on August 9 and the fall semester starts on August 26. Professional development activities are underway this week.

3. **CHIME/CSUN Collaboration:** Staff participated in 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.

4. **Fundraising, Grants:** A grant proposal was submitted to Wells Fargo Foundation and we received notice from their Corporate Philanthropy and Community Relations office that we’ll be receiving $5,000.

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

1. **Enrollment:** School has started successfully with currently 788 students enrolled. We still have some spots that we are filling based on our available waitlists for each grade.

2. **Playground project:** The equipment for the playground has arrived on June 10th. However due to logistical delays on the part of LAUSD construction approvals the project did not begin until July 22nd. Demolition has finished and we are currently awaiting the announcement from the contractor as to when installation will begin. We anticipate the project should finish in the last week of August or the first week of September.

3. **New Staff:** CHIME hired five new teachers for the new school year and currently still searching for one middle school teacher. In total CHIME retained all but teaching five staff from last year to this. Three departures were due to the teachers moving out of the area, one teacher was promoted here at CHIME, one individual went back to college full time, and one individual went on to take a position at another other schools. We continue to search for a qualified Science teacher. One individual had accepted the role but withdrew the week before the start of school. Our current new teachers are as follow:

   Cymbaline Olsen Filippi – Music and Band
   Evan Hedge – Middle School Math
   Karli Dugas – 3rd grade General Education
   Alyson Fumback – Elementary Special Education
   Jessica Hall – Middle School Special Education

4. **Professional Development:** This summer Erin Studer, Kathy Jamison and Shelbi Doherty participated in a four-day professional development program for school administrators by Relay Graduate University. This training focused on supporting school administrators to more effectively coach teachers on applying researched based instructional methods and data driven decision making for instruction. This program will continue through the coming year with several in person follow sessions in which participants will receive additional information and direct coaching from Relay University staff. Each CHIME participant received partial scholarships of $10,000 each from Great Public Schools Now to defray the standard program costs of $12,000 per participant.

   During back to school week for teachers, CHIME staff participated in a two-day training on Universal Design for Learning. The training was held at CSU, Northridge and four
CSUN faculty also participated in the training in partnership with our teachers. Dr. James McKenna from LA County Office of Education led the two-day workshop. Teachers will be refining and implementing UDL approaches in their classrooms throughout the year.

V. Board Committee Reports/Updates
   A. Board Development Committee:
      Board Elections: Election of officers will take place at the next Board meeting. This item will be added to the agenda.

      Board Membership: P. Smith and T. Myman reported an interview for potential board member took place. The Committee recommended Matt Rinnert to join the Board. A discussion about possible conflict of interest (Mr. Rinnert is married to a Charter School teacher) took place.

      M/S/P Motion (T. Myman/P. Smith) to nominate Matt Rinnert as a member of the CHIME Institute Board of Directors.

      **VOTE**
      **Yeses:** Tony Battaglia, Jeffrey Becker, Dawn Hamilton, Josh Mark, Lisa Mucci, Traci Myman and Patrick Smith.
      **No's:** None
      **Abstentions:** None.
      **MOTION PASSES:** 7-0-0

      Board Retreat: Plans for a Board Retreat are underway with the first meeting to take place on Saturday, September 28. Topics will include the following: Fundraising, Charter School Funding and Early Education Funding Sources as well as Board Membership and Committees.

   B. Board Fundraising Committee: D. Hamilton reported the following:
      Event Planning: a comedy event is being planned for February 9, 2020.

      Annual Giving: Annual Giving efforts at the Charter School have started under the leadership of Mara Swartz. The Board would like to thank Mara for her efforts.

      Board Giving: The Board had a discussion about 100% Board participation in the Annual Giving as well as a "give or get" expectation towards CHIME Institute events.

   C. Adjournment
   The meeting was adjourned.