Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, September 3, 2019

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

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

Others Present: Parent: Erika Luna-Contreras, Staff: Irina Castillo (ExED), Annie Cox and Erin Studer.

I. Call to Order

P. Smith called the meeting to order and welcomed new Board member Matt Rinnert.

II. Public Comment

None

III. Approval of the Consent Agenda

A. Minutes of the August 20, 2019 Board of Directors Meeting.
   M/S/P Motion (D. Hamilton/T. Myman) to approve the minutes of the August 20, 2019 Board of Directors meeting.

   VOTE
   No’s: None
   Abstentions: Melissa Aguilar, Matt Rinnert.
   MOTION PASSES: 5-0-2

IV. Program Reports

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

1. Operational Issues:

Our three new staff members to the Preschool Program: Adria Harrington, Speech Pathologist, Jessica Sarah Handwerger, Occupational, and Debra Huntsman Lannom, Physical Therapist have officially started.

We are in the process of completing the CHIME Preschool (Nonpublic Agency) Program and certification to be submitted to the California State Department of Education (CDE) for the 2020/2021 school year.

A Program Evaluation Report for both the Infant and Toddler Center and Home -Based services was prepared and will be submitted to North Los Angeles Regional Center.

As discussed briefly at the last meeting, anticipated challenges include the following:

No sufficient funding for Infant and Toddler services (Infant Development 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 now 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. Annie participated in meeting with Senator Henry Stern and Assemblyman Adrin Nazarian to ask for their support. P. Smith suggested the possibility of creating a an ad hoc committee to address advocacy issues.

2. **Student Performance and Parent Engagement:**

A “Meet and Greet” with new staff was offered to families prior to the start of classes.

Amendment IEPs for current students with Occupational and Physical therapies were held to indicate a change as CHIME staff will be providing these services.

3. **CHIME/CSUN Collaboration:**

CSUN Child and Adolescent Development (CADV) and Sociology students have started internship experiences.

This semester we also have a visiting scholar from China, Wu (David) Jianwei who in addition to auditing CSUN classes will be conducting classroom observations as he wants to learn more about Preschool Inclusion.

4. **Fundraising, Grants**

We received notice from Wells Fargo Corporate Philanthropy and Community Relations office that we’ll be receiving $5,000 for a grant proposal submitted in August.

    B. The following Action Items as presented by E. Studer regarding the Charter School were addressed:

1. **Enrollment:** School has started successfully with currently 788 students enrolled. Available spots are being filled based on available waitlists for each grade.

2. **August Financials:** I. Castillo from ExED presented the Charter School June Dashboard, the Check Register for May to June, and the Unaudited Actuals for FY 18-19. She reiterated that ideally the school should have a 5% cash reserve and mentioned that there has been an increase in legal costs. It was suggested the Finance Committee set a meeting agenda for the year to monitor the actual expenditures for the year with meetings in January and August.

**M/S/P Motion** (P. Smith/J. Becker) to approve the Charter School FY 18-19 Unaudited Actuals as presented.

    **VOTE**

    **Yeses:** Melissa Aguilar, Tony Battaglia, Jeffrey Becker, Dawn Hamilton, Traci Myman, Matt Rinnert and Patrick Smith.

    **No's:** None

    **Abstentions:** None

    **MOTION PASSES: 7-0-0**
3. **Playground project:** E. Studer reported Playground project has recommenced as of August 27th. There was a design issue to be reviewed which delayed work for three more days, but installation will again continue on Tuesday September 3rd.

4. **CLAD Authorizations:** E. Studer explained CHIME Charter is currently employing three fully credentialed teachers by the state of California who were prepared out of state. As such, even though they meet the requirements for a California credential they did not take the sequence of courses in their out of state program to qualify for the California Cross-cultural Language and Academic Development Authorization. This authorization qualifies educators to support English Learners in California classrooms. All three individuals are currently enrolled in courses of study that will qualify them for the CLAD authorization which will be complete by spring of 2020. In the meantime, to remain compliant with state regulations, staff recommends that the board approve CLAD waivers with the CTC for these three employees.

**M/S/P Motion** (M. Aguilar/M. Rinnert) to Approve an Emergency Permit for Cross-cultural, Language and Academic Development (CLAD) Authorization for the following CHIME Charter School teachers: Ellen Will, Courtney Riebe, and Amice Warner.

**VOTE**


*No's:* None

*Abstentions:* None

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

5. **Back to School Night:** Back to School nights at the Charter School will be held on September 10 (TK-5) and September 12 (6-8). Board members are welcome to attend and Board volunteers for the Annual Fund/CHIME Institute Special Event table are welcome.

6. **Professional Development Grant Programs:** E. Studer reported that for the sixth year in a row CHIME will receive several grants to underwrite professional development workshops that CHIME teachers, staff, and CSUN colleagues will provide to educators from around the country about inclusion, co-teaching, training of paraprofessionals, and neurodevelopment. The grant awards given to charter school staff including Executive Director, Principals and teachers as well as expenditures were included in the board packet for review. This year CHIME will offer the following professional development programs for other schools:

- Creating Inclusive Environments (3-day onsite program)
- A Neurodevelopmental Strength-based Approach to Teaching and Learning (online)
- Becoming A Highly Effective Paraprofessional (1-day onsite program)
- Building an Effective Paraprofessional Training Program. (yearlong online and onsite)

V. **Board Committee Reports/Updates**

   A. **Board Development Committee:**
1. **Board Elections**: A discussion about currently open officer positions took place and the following motions were made:

**M/S/P Motion** (T. Myman/D. Hamilton) to elect Patrick Smith as President/Chair of the CHIME Institute Board.

**Vote**


*No’s:* None

*Abstentions:* None

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

**M/S/P Motion** (Patrick Smith/Dawn Hamilton) to elect Melissa Aguilar as Vice-President of the CHIME Institute Board.

**Vote**


*No’s:* None

*Abstentions:* None

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

2. **Board Retreat**: The first of two Board Retreats will take place on Saturday, September 28, 2019 from 1:00 to 4:00 P.M. The agenda will include the following: Fundraising, Charter School Funding and Early Education Funding Sources as well as Board Membership and Committees.

**Board Fundraising Committee**: D. Hamilton reported a CHIME Institute Table will be available at the Back-to-School Nights at the Charter School. She encourages Board participation to support the dissemination of information about the Institute mission as well as Annual Giving Campaign and all Institute activities.

VI. **Adjournment**

The meeting was adjourned.