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

Members Present: Six members of the Board were present: Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, and Matt Rinnert These members constitute a quorum

Members Absent: Four members were absent: Melissa Aguilar, Tony Battaglia, Josh Mark, and Patrick Smith.

Others Present: Staff: Irina Castillo (ExED), Annie Cox, Kathy Jamison, and Erin Studer.

I. Call to Order

M. Polansky (Board Secretary) 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 November 5th, 2019 Board of Directors Meeting.

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

VOTE

Yeses: Jeffrey Becker, Dawn Hamilton, Marc Polansky, Matt Rinnert.

No’s: None

Abstentions: Lisa Mucci and Traci Myman.

MOTION PASSES: 4-0-2

IV. Program Reports

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

1. Enrollment/Attendance

   Infant/Toddler Program: Referrals for Center-Based Program have been consistent. Advocacy efforts with legislators to address the lack of a rate increase for Infant Development programs continue.

2. Student Performance and Parent Engagement

   Staff is in the process of preparing the Desired Results Developmental Profile (DRDP) an observational tool as required by the California State Department of Education (CDE). A system of data collection is in place to measure progress and goal achievement for each child.
Two Parent Meetings to support transition to Kindergarten took place in November including one with the Support of CSUN faculty Amy Hanreddy, CHIME/CSUN liaison.

3. Training and Outreach:
   Efforts towards outreach and dissemination included:
   - A tour was provided to Santa Monica College Child Development faculty for the dissemination of CHIME Preschool and Infant/Toddler as observation and fieldwork sites.

4. CHIME/CSUN Collaboration
Dr. Zhen Chai, professor in the Special education Department at CSUN presented a summary of the Research Project Promoting Early Childhood Inclusion Through Community Partnership to the College of Education faculty. This project took place in collaboration with CHIME Early Education Programs.

An announcement about the almost $1 million awarded to the Early Childhood Special Education Program in CSUN’s Department of Special Education by the U.S. Department of Education was made last week. The CHIME Early Education Programs supported this submission.

CSUN students completing classes in CADV, Social Welfare and Introduction to Disabilities Studies students are ending their first semester of internship/fieldwork experiences.

CHIME Parents have participated in CSUN Early Childhood Special education credential classes and have contributed to student assignments.

5. Other Activities, Fundraising, Grants
The CHIME “hoodie” and Gift Card fundraisers are underway.
The CHIME Little Lending Library will have its Grand Opening on Thursday, December 12 in the morning. Everyone is invited to come and bring a child’s book to add to it as we start this book exchange program.

B. The Charter School Report was submitted and presented as following:
   1. Enrollment
   The Charter School currently has 790 students enrolled.

   2. Financials
   Current Charter School financials were presented for review in the Board packet prepared by staff and ExED. ExED staff commented that lower than expected enrollment and attendance (due to the October fires) as well as higher than expected substitute costs have contributed to the budget. Board members had an opportunity to review the report and ask questions.

M/S/P Motion (J. Becker/M. Polansky) to approve the First Interim Financials for the CHIME Charter School.

VOTE
Yeses: Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman and Marc Polansky.
No's: None
Abstentions: None.

MOTION PASSES: 6-0-0

3. Playground project
The OEHS inspection revealed some small issues with ramp elevations and proper installation of some of the sensory components of the equipment. These are being remediated by the manufacturer and contractor currently and we hope to have a second inspection during the week of 12/9/19.

4. Annual fund revenues
From 7/1/19 the Annual Fund campaign has generated approximately $55,000 in funds which have been accrued in the CHIME Institute accounts. Charity school staff requests that the CHIME board approve the release of $50,000 in Annual Fund to the charter school account to be used for normal recurring operation expenses.

M/S/P Motion (M. Polansky/D. Hamilton) to approve the transfer of $50,000 in Annual Fund giving to the CHIME Charter School.

VOTE
Yeses: Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman and Marc Polansky.
No’s: None
Abstentions: None.
MOTION PASSES: 6-0-0

5. Approval of Short-Term Permit for Middle School Math Instructor
E. Studer requested for approval of a short-term permit for Mr. Evan Hedge as a Middle School Math Instructor.

M/S/P Motion (T. Myman/M. Rinnert) to approve a short-term permit for Middle School Math Instruction for Evan Hedge.

VOTE
Yeses: Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman and Marc Polansky.
No’s: None
Abstentions: None.
MOTION PASSES: 6-0-0

V. Board Committee Reports/Updates
A. Board Fundraising Committee: D. Hamilton reported the following:
Event Planning: a comedy event is being planned for February 9, 2020. February 9th CHIME Institute will host this year’s special event, “My Funny Valentine.” This comedy and music themed event will raise funds for the programs of CHIME Institute. It will be held at the Canyon Club in Agora Hills.
VI. Adjournment
The meeting was adjourned.