

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Friday, January 22, 2015, 8:45 a.m.**

Members Present: Six members of the Board were present: Michele Haney (chair), Todd Hacker, Lawrence Koh, Joshua Mark, Traci Myman and Marc Polansky. These members constitute a quorum.

Members Absent: Three members were absent: Tony Battaglia, David Kretschmer and Patrick Smith.

Others Present: Staff: Peggy Berrenson, Annie Cox, Steve Lenhart and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

No speakers contributed public comments.

3. Approval of the Consent Agenda

- a. Minutes of the December 18, 2015 Meeting.

M/S/P (T. Myman/L. Koh) Motion to approve the minutes of the December 18, 2015, Meeting.

VOTE

Yeses: Lawrence Koh, Traci Myman and Marc Polansky.

No's: None

Abstentions: Todd Hacker, Michele Haney and Josh Mark.

MOTION PASSES: 3-0-3

- b. Minutes of the January 15, 2016 Special Meeting.

M/S/P (J. Mark/T. Myman) to approve the minutes of the January 15, 2016 Special Meeting.

VOTE

Yeses: Michele Haney, Joshua Mark and Traci Myman.

No's: None

Abstentions: Todd Hacker, Lawrence Koh and Marc Polansky.

MOTION PASSES: 3-0-3

4. Program Reports

- a. Early Education Programs: A. Cox reviewed the Early Education Report and provided an update of the CHIME Infant and Toddler and Preschool Programs as follows:

- (1) Infant and Toddler Program Update: We are now one year since the changes in the eligibility for Early Start (birth to 3) program went into effect resulting into an expansion of

the eligibility criteria for infants and toddlers with special needs. The CHIME Infant and Toddler Center-Based Program has seen an increase in referrals. We currently have 17 toddlers and families enrolled in the program. The program continues to be unique in its educational approach with teachers with credentials and Masters degrees working alongside licensed therapists.

- (2) Update on Legislation: Support for California budget considerations for people with developmental disabilities does not seem to be a priority. Reimbursements rates for service providers have been frozen since 1996. Recent efforts to secure a 10% increase have been rejected. Further advocacy is needed to support this important issue.
- (3) Grant Received: A grant proposal to the Mara W. Breech Foundation was submitted and we received \$12,000.
- (4) NPA Certification: The 2016 Preschool NPA Certification for CHIME's Preschool Inclusion Program submitted to the California Department of Education has been completed and approved.
- (5) NPA Contract: LAUSD has awarded us a mid-year rate increase in our hourly rate for NPA services.
- (6) Transition to Kindergarten: We are starting the process of transition for the students who will be starting kindergarten next school year. The CHIME Early Education Committee supported exploring the possibility of some preference be allowed for CHIME Preschool students to enroll into CHIME Charter School. E. Studer forwarded the request to LAUSD and we will wait for their response.

b. Charter School: E. Studer distributed and reviewed the Charter School report as follows:

- (1) Academics: One of the areas of emphasis during CHIME's LAUSD oversight visit and additional requests for information pertained to our subgroup performance. A breakdown of subgroup performance on recent CST and SBAC scores collated by CHIME staff was presented and included in this report.
- (2) Temporary Teacher Assignment: In compliance with NCLB and CTC requirements staff requests that an approval for a Temporary Teacher Assignment declaration of need be approved and filed with the CTC for assigning teachers to areas of need.

M/S/P (J. Mark/L. Koh) Motion to approve temporary teacher assignments for CHIME Charter School.

VOTE

Yeses: Todd Hacker, Michele Haney, Lawrence Koh, Joshua Mark, Traci Myman and Marc Polansky.

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

- (3) NCLB Compliance Matrix: The Certificate of Compliance needs Board signatures by March 2016. The document will be available in the Charter School Principal's Office for review and signatures. In addition, it will be emailed to Board members.
- (4) Safety: CHIME principals attended an emergency response preparedness training provided by LAUSD on January 20th, 2016. They will be sharing the valuable information with CHIME's Safety Committee and implanting appropriate new practices and protocols.
- (5) Charter Renewal: The district requested additional items in reference to our renewal as well as additional time in which to review them. Our renewal vote before the board is now scheduled for March 8th.

5. Board Committees Reports and/or Updates

a. Executive Committee

No updates at this time.

b. Development Committee

No updates at this time.

c. Finance and Audit Committee

- (1) Vendor Contracts: In order to comply with CHIME Institute's fiscal policies manual staff requests the Board approve vendor contracts with the following vendors. Xerox (copy machines) and TEQLease (FF&E for the new classrooms). A discussion took place.

M/S/P (L. Koh/T. Myman) Motion to approve the contact with Xerox as provider of copying machines for the CHIME Charter School.

VOTE

Yeses: Todd Hacker, Michele Haney, Lawrence Koh, Joshua Mark, Traci Myman and Marc Polansky.

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

M/S/P (M. Polansky/L. Koh) Motion to approve contact with TEQLease for furnishings and equipment for the new CHIME Charter School building.

VOTE

Yeses: Todd Hacker, Michele Haney, Lawrence Koh, Joshua Mark, Traci Myman and Marc Polansky.

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

- (2) Policies on Financial Management and Operations: Staff recommends a vote to establish competitive bidding threshold at \$5,000 for our fiscal policies manual. Board members will review policies and this item will be addressed at the next Board meeting.
- (3) Credit Card Policy: Request for the Board to review and adopt a credit card policy as recommended by district oversight staff. A suggested policy was supplied to the board by staff and a discussion took place. The policy will be distributed electronically for further review.
- (4) 2015 CHIME Institute Auditor's Report: The Auditor's Report and Significant Auditor's Findings were distributed to Board members for review. Representatives from Vicenti, Lloyd & Stutzman, LLP will be reviewing the reports at the next Board meeting.

d. Fundraising and PR Committee

Event Planning: Wonderful plans are underway for CHIMEaPalooza on March 5, 2016.

e. Stakeholders Success Committee

No updates at this time

f. Research and Dissemination Committee

No updates at this time

g. High School Exploration Committee

No updates at this time.

6. Next Meeting

The next meeting is scheduled for February 19, 2016.

7. Executive Closed Session

The Board held a closed session to address a legal issue. No action was taken.

8. Adjournment

The meeting was adjourned.