

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Friday, April 29, 2016, 8:45 a.m.**

Members Present: Five members of the Board were present: Michele Haney (chair), Todd Hacker, David Kretschmer, Joshua Mark and Marc Polansky. These members constitute a quorum.

Members Absent: Three members were absent: Tony Battaglia, Traci Myman and Patrick Smith.

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

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 February 19, 2016 Board Meeting.

M/S/P (J. Mark/T. Hacker) Motion to approve the minutes of the February 19, 2016, Meeting.

VOTE

Yeses: Michele Haney, Todd Hacker, David Kretschmer, and Joshua Mark.

No's: None

Abstentions: Marc Polansky.

MOTION PASSES: 4-0-1

- b. Minutes of the April 1, 2016 Special Meeting: This meeting did not take place due to a lack of quorum therefore there are no minutes

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) CHIME Early Education Committee

The Committee continues to meet and provide staff guidance in refining exemplary practices in early intervention and preschool inclusion as well as development and strategic issues. Deborah Chen, Ph.D., full time faculty in the CSUN College of Education, Department of Special Education and a great supporter of CHIME is retiring. She will be missed.

(2) *CHIME/CSUN Partnership*

- i. The CHIME/CSUN Committee is examining ways to evaluate the effectiveness of the relationship between CHIME educational programs and CSUN; how the collaboration affects important outcomes of improved student achievement and increase teacher quality. We are starting to look more carefully at implementation of key practices at CHIME Institute educational programs.
- ii. CHIME Early Education Programs were toured by candidates being considered for the faculty position that will be left open by Deborah Chen's retirement.
- iii. CHIME Early education staff participated in Child and Adolescent Development Internship Fair. Interviews for intern candidates for 2016-2017 will take place next week.
- iv. CHIME staff provided an orientation for Early Childhood Special Education teacher candidates who will be completing student teaching hours this summer.

(3) *Programs Update*

- i. Infant and Toddler Center-Based Enrollment continues to grow. Number of billable hours for the Center-Based Program has increased considerably.
- ii. In addition to serving young children and families under the North Los Angeles County Regional Center, the program is serving young children under the Lanterman Regional Center. One of their Consumer Service Coordinators toured the program.
- iii. The 2016-2017 Master Contract Application for the Preschool Nonpublic Agency (NPA) has been completed. This marks the beginning of our 26th year as a Nonpublic Agency!
- iv. Preschool staff completed the Desired Results Developmental Profile (DRDP), a system established by the California Department of Education (CDE), Early Education and Support Division (EESD) to improve program quality in early care and education programs across the state.
- v. Two Parent Groups addressing Transition to Kindergarten took place. Staff continues to support families through the process.

(4) *Update on Legislation:* With the enactment of Assembly Bill (AB) X2-1, on March 1, 2016, funding is available for rate increases for all services with rates set by the Department of Developmental Services (Department) or through negotiation between the regional center and service providers. To determine the amount of the rate increases, the Department is conducting a random sample of eligible providers within each service category. CHIME is part of the random sample and providing feedback. The information submitted will be used to determine, by category, the average percentage of costs for staff who spend a minimum of 75 percent of their time providing direct services and the average percentage of costs for administrative expenses

(5) *Event Planning*

Plans for CHIME's **Fall Gala at CBS Studios** are underway. Please save the date: **October 8, 2016.**

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

- (1) *Academics*: CHIME Charter is currently conducting Smarter Balanced testing for grades 3-8 and the California Science CST for 5th and 8th grades. Students on the alternative curriculum will be taking the new CAA (California Alternative Assessment). CHIME will utilize the entire testing window and will conclude the state testing for the school in early May.
- (2) *Fiscal*: Staff has received a request by the Charter Schools Division to formalize and affirm the Fiscal plan developed in preparation for CHIME's charter renewal in a resolution by the board. Staff recommends the following resolution:

Be it resolved by the CHIME Institute Board that the fiscal plan developed in partnership with the LASUD Charter Schools Division in preparation for the 03/08/16 petition renewal (attached as an exhibit of this resolution) be formally adopted as procedure for the charter school.

M/S/P (J. Mark/M. Polansky) Motion to approve and formally adopt the fiscal plan (attached) developed in partnership with LAUSD Charter Schools Division and in preparation for the March 8, 2016 CHIME Charter School petition.

VOTE

Yeses: .Michele Haney, Todd Hacker, David Kretschmer Joshua Mark and Marc Polansky.

No's: None

Abstentions: None.

MOTION PASSES: 5-0-0

- (3) *Charter Renewal*: On March 8th CHIME's petition for a 5-year renewal was granted by LAUSD by a 7-0 vote. CHIME Charter school is renewed for a third 5-year term until June of 2021.
- (4) *LCAP*: CHIME Charter's LCAP (Local Control Accountability Plan) will be updated by June 30, 2016. The school is currently and will continue to conduct outreach among stakeholders to solicit input concerning revisions to the school's spending priorities. An LCAP survey will be circulated to all stakeholders including the board. Recommendations will be collated and forwarded to the board for review at the May board meeting.
- (5) *Brown Act Training*: Next month at the board meeting, the annual CHIME Board Brown Act training will be held. Staff requests that board members prepare any questions in advance and forward them on the staff in preparation for the training. E. Studer will distribute documents from last year's training prior to the meeting.
- (6) *Prop. 55 New Building project*: A final settlement on the delay claim asserted by NOVUS construction and associated with the building project has been concluded and forwarded to the board for review. This agreement has been reviewed by legal representation for both sides. A resolution formalizing the agreement is required. Staff recommends the following:

Be it resolved, in order to settle all remaining claims associated with the project contracted by NOVUS Construction beginning on June 3, 2014 and concluding on or about October 22, 2015, CHIME Institute approves the settlement agreement (attached as an exhibit to this resolution) with NOVUS Construction and will comply with all obligations therein contained.

M/S/P (M. Polansky/ J. Mark) Motion to approve the settlement agreement (attached) with NOVUS Construction in order to settle all remaining claims associated with the project contracted by NOVUS Construction beginning on June 3, 2014 and concluding on or about October 22, 2015.

VOTE

Yeses: Michele Haney, Todd Hacker, David Kretschmer Joshua Mark and Marc Polansky.

No's: None

Abstentions: None.

MOTION PASSES: 5-0-0

- (7) *CCSA Hart Vision Charter School of the Year:* On March 16, 2016 CHIME Charter School was named the Charter School of the Year by the California Charter School Association. This is the second time this honor has been awarded to CHIME (previously 2004). CHIME is the only charter school in California to have been awarded this honor twice.
- (8) *Building Dedication:* The dedication ceremony for the new buildings will be held on May 19th at 1pm. The community is invited to come and share in this celebration of our new facilities and Legacy Wall installation. We will also dedicate the Shanti Library and the Bratt Family Athletic Courts.
- (9) *High School Committee:* The High School Committee will be meeting on May 5th at 6pm. The meeting will begin with an update visit from Board President Steve Zimmer.
- (10) *Security Cameras:* Staff has received inquiries from community members about installation of security cameras on campus. Staff requests the board discuss if this is an investment that the Institute would like to make to help promote safety and security on campus.
- (11) *Observation Room Policy:* Staff has received inquiries from community members about utilization of the Observation Rooms in the new building. Staff requests the board Executive Committee discuss the development of a program policy or the creation of a policy development ad hoc committee to explore this issue.
- (12) *Executive Director Performance Review:* The Executive Director of the Charter School needs to have a performance review as a matter of normal business and that review is currently due. Staff recommends the board appoint a board member or ad hoc committee to lead this review process.

5. Board Committees Reports and/or Updates

a. Executive Committee

- (1) *Revised Board Meeting Schedule*: A discussion about a change in the Board Meeting schedule was held. It appears that the evenings of Mondays and Fridays might be better for members. The next meeting will be held on Monday, May 23, 2016 at 6:00 p.m.
- (2) *Annual Meeting*: M. Haney suggested to start planning for the Annual Meeting. Further discussion is needed.
- (3) *Executive Directors Performance Review*: M. Haney suggested the Stakeholders Success Committee take this task on. A. Cox to distribute information utilized in the past for review.

b. Development Committee

Development Committee Report: There were no updates at this time.

c. Finance and Audit Committee

- (1) *Credit Card Policy: Credit Card Policy*: Staff is still soliciting input from Board members and the fiscal committee with respect to the proposed Credit Card policy. Staff hopes to finalize and submit for approval a policy at next month's board meeting. S. Lenhart will distribute the draft of the policy developed and J. Mark will distribute another sample for review prior to the next meeting.
- (2) *Review of the Letter from U.S. DOJ*: The letter was reviewed and necessary next steps will be addressed.
- (3) *Update on Loan with Bank of America*: E. Studer reported they are very slow in responding and at this point have not engaged with us.
- (4) *Review of Budget*: The P&L through March 2016 and Projections were distributed and discussed.

d. Fundraising and PR Committee

Fundraising and PR Committee Report: T. Hacker reported there is a committee in place, additional information will be given at the next meeting.

e. Stakeholders Success Committee

Stakeholders Success Committee Report: There were no updates at this time.

f. Research and Dissemination Committee

Research Committee Report: D. Kretschmer will give an update at the next meeting.

g. Next Meeting

The next meeting is scheduled for Monday, May 23, 2016 at 6:00 p.m.

h. Adjournment

The meeting was adjourned.