

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Monday, May 23, 2016 6:00 p.m.**

Members Present: Six members of the Board were present: Michele Haney (chair), Tony Battaglia, Todd Hacker, Traci Myman, Marc Polansky and Patrick Smith. These members constitute a quorum.

Members Absent: Two members were absent: David Kretschmer and Joshua Mark.

Others Present: Guest: Kevin Palm. Staff: Peggy Berrenson, Annie Cox, Steve Lenhart, 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 April 29, 2016 Board Meeting.

M/S/P (M. Haney/M. Polansky) Motion to approve the minutes of the April 29, 2016, Meeting.

VOTE

Yeses: .Michele Haney, Todd Hacker, and Marc Polansky.

No's: None

Abstentions: Tony Battaglia, Traci Myman and Patrick Smith.

MOTION PASSES: 3-0-3

4. Program Reports

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

(1) Outreach

- CHIME was represented as a vendor program of the Regional Center in a legislative visit to assembly member Matt Dababneh (Democrat, 45h District) to address concerns over the rate formula for payment of services provided for people with developmental disabilities which includes CHIME Infant and Toddler Program.
- CHIME and Cal-TASH co-sponsored the screening of *Becoming Bulletproof* on May 6, 2016 at CSUN, a film which features actors with and without disabilities.

(2) Program Updates

- Staff conducted interviews of CSUN Child and Adolescent Development (CADV) interns for 2016/2017 school year.
- IEPs for current Preschool students have been completed and staff continues to provide support for transition to kindergarten.
- We are in the process of completing enrollment for Preschool (NPA) Program for 2016/2017 school year.
- Enrollment in Toddler Center-Based Program continues to grow.

(3) Grants and Events Planning

- Participated in workshop by Valley Nonprofit Resources on *Increasing Success of Grant Proposals*.
- Wonderful plans are underway for CHIME Institute Gala on October 8, 2016.

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

- (1) *LCAP*: CHIME Charter's Local Control Accountability Plan (LCAP) will be updated by June 30, 2016. The school is currently and will continue to conduct outreach among stake holders to solicit input concerning revisions to the school's spending priorities. An LCAP survey will be circulated to all stakeholders including to the Board of Directors. The 2015-2016 LCAP Plan was distributed electronically to the Board for review. This item will be added to the June Board Meeting Agenda for further review and approval.
- (2) *Brown Act Training*: A Power Point presentation was distributed electronically and reviewed at the meeting.
- (3) *Building Dedication*: The dedication ceremony for the new building was held on May 19, 2016 at 1:00 p.m. The community was invited to come and a state resolution honoring CHIME was presented by staff from State Assembly member Matt Dababneh's office. We also dedicated the Shanti Library and the Bratt Athletic Courts.

5. Board Committees Reports and/or Updates

a. Finance and Audit Committee

(1) *Review of the Pension Plan funded status and discussion about the investment of the assets*: Kevin Palm, MAAA, EA from Kravitz distributed and reviewed the CHIME Charter School's Cash Balance Defined Benefit Pension Plan including the

b. 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.

c. Development Committee

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

d. Finance and Audit Committee

- (1) *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.