

**Minutes of the  
CHIME Institute  
Board of Directors Annual Meeting  
Held at the CSUN College of Education  
Monday, June 27, 2016 6:00 p.m.**

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

**Members Absent:** Two members were absent: David Kretschmer and Traci Myman.

**Others Present:** Staff: Peggy Berrenson, Annie Cox 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 May 23, 2016 Board Meeting.

**M/S/P** (M. Polansky/Patrick Smith) Motion to approve the minutes of the May 26, 2016, Meeting.

***VOTE***

***Yeses:*** .Tony Battaglia, Michele Haney, Todd Hacker, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** Josh Mark

***MOTION PASSES: 5-0-1***

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 and Training

- CHIME Infant and Toddler Program staff presented at the Infant Development Association of California's Vivian Weinstein's Day on Best Practices in Home Visiting.
- CHIME staff received training from WestEd Center for Child and Family Studies in Positive Solutions for Families. WestEd's Teaching Pyramid is based on evidence-based practice originally developed by the Center on the Social Emotional Foundations in Early Learning (CSEFEL), authorized by California Department of Education (CDE), and aligned with California's Early Learning and Development System.

(2) Program Updates

- Enrollment for the Preschool Inclusion Program (NPA) for 2016/2017 summer (ESY) and regular school year (RSY) has been completed.
- The contract for CHIME Preschool Program Nonpublic Agency (NPA) with LAUSD has been signed and completed.
- We are waiting to find out from the Department of Developmental Services (DDS) about long awaited Rate Increase for services for people with disabilities which will include CHIME's Infant and Toddler Home Visit and Center-Based programs.
- CHIME staff is supporting four CSUN student teachers who are in the process of completing hours and competencies for the Early Childhood Special Education (ECSE) credential.

(3) Events Update: The Fall Gala will take place on Saturday, October 8, 2016.

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

- (1) LCAP: The new LCAP stakeholder survey was administrated. Results indicate that the planned funding expenditures are in line with 2015 plan. Additional areas of interest revealed through the survey process were increase in development and investment in the middle school program and capacity building for gifted and high achieving students. The 2016 LCAP plan was modified based on all stakeholder feedback and is presented for approval.

**M/S/P** (Josh Mark/Tony Battaglia) Motion to approve the LCAP Plan as presented.

***VOTE***

***Yeses:*** .Tony Battaglia, Michele Haney, Todd Hacker, Josh Mark, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 6-0-0***

- (2) Bank of America Line of Credit: A resolution was presented for approval for the transition of CHIME Institute's line of credit from Bank of America to a 36 month term loan. M. Haney suggested for a monthly monitoring of the payments.

**M/S/P** (Patrick Smith/Tony Battaglia) Motion to approve Board Resolution to authorize Erin Studer, CHIME Charter School Executive Director to negotiate term of the loan to 48 months with same rate and down payment as below if possible, and if not to enter into a loan agreement with Bank of America to transfer the lines of credit held by CHIME to a 36 month term loan

with a \$20,000 down payment at an interest rate of approximately 6.0% and a month payment of approximately \$4,573 per month.

***VOTE***

***Yeses:*** .Tony Battaglia, Michele Haney, Todd Hacker, Josh Mark, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 6-0-0***

- (3) SELPA membership: Currently the charter school belongs to the LAUSD SELPA Option 3 program. This SELPA program provides CHIME with maximal independence and additional funding to run and support its special education programming. While the district does not currently plan to change this program for the 2016-17 school year there is a possibility this arrangement could change in 2017-18. In order to reserve the right to change SELPA affiliation if the current program is not offered beyond the 2016-2017 school year, CHIME would need to inform its current SELPA one year and one day in advance of the transition. A draft of a letter of intent to change SELPAs is included as an attachment to the Director's report. Board action would be required to authorize staff to send the letter.

**M/S/P** (Josh Mark/Marc Polansky) Motion to authorize Erin Studer, Executive Director of the CHIME Charter School to submit letter as presented.

***VOTE***

***Yeses:*** .Tony Battaglia, Michele Haney, Todd Hacker, Josh Mark, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 6-0-0***

- (4) Educator Effectiveness Plan: E. Studer explained the Board is required to pass a specific plan designating the one-time funds known as Educator Effectiveness Funds to specified authorized allocations. The proposed plan is attached to the Director's report for review and approval.

**M/S/P** (Patrick Smith/Todd Hacker) Motion to approve plan designating the one-time funds known as Educator Effectiveness Plan.

***VOTE***

***Yeses:*** .Tony Battaglia, Michele Haney, Todd Hacker, Josh Mark, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 6-0-0***

5. Board Committees Reports and/or Updates

a. Finance and Audit Committee

Proposed Budget for Charter School: The updated 2016-17 charter school budget was presented by E. Studer for discussion and approval. The Board gave detailed feedback and an amended budget was created. The Finance Committee will meet in July for further discussion.

**M/S/P** (Josh Mark/Patrick Smith) Motion to approve the 2016-2017 Budget for the Charter School as amended.

***VOTE***

***Yeses:*** Tony Battaglia, Michele Haney, Todd Hacker, Josh Mark, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 6-0-0***

6. Other Committees

Reports from other committees were tabled.

7. Next Meeting

The next meeting is scheduled for Monday, July 19, 2016 at 6:00 p.m.

8. Closed Session

A closed session was held to discuss personnel issues.

Back Office Duties: The Board made a recommendation following its fiduciary obligation to hire ExEd to perform Back Office responsibilities for the Charter School.

**M/S/P** (Patrick Smith/Tony Battaglia) Motion to authorize entering into a contract with ExEd to provide Back Office responsibilities to the Charter School.

***VOTE***

***Yeses:*** .Tony Battaglia, Michele Haney, Todd Hacker, Josh Mark, Marc Polansky, Patrick Smith

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 6-0-0***

9. Next Meeting: The next meeting is scheduled for Monday, June 27, 2016 at 6:00 p.m.

10. Adjournment

The meeting was adjourned.