

**Minutes of the
CHIME Institute
Board of Directors Annual Meeting
Held at the CSUN Child and Family Studies Center
Monday, August 29, 2016 6:00 p.m.**

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

Members Absent: Three members were absent: David Kretschmer, Traci Myman and Patrick Smith.

Others Present: Staff: Peggy Berrenson, Irina Castillo (ExEd), 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 June 27, 2016 Board Meeting.

M/S/P (M. Polansky/T. Battaglia) Motion to approve the minutes of the June 27, 2016, Meeting.

VOTE

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

No's: None

Abstentions: Josh Mark

MOTION PASSES: 4-0-1

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) Program Updates

- Enrollment for the Preschool Inclusion Program (NPA) regular school year (RSY) has been completed. First day of the school year is today.
- The 2016-2017 CHIME Preschool Program Nonpublic Agency (NPA) application to the California State Department of Education is in process.

- The Department of Developmental Services (DDS) long awaited Rate Increase of 7.12% for services provided by CHIME's Infant and Toddler Home Visit and Center-Based programs came into effect on July 1st, 2016.
 - A Program Evaluation survey was distributed to Preschool families and data will be compiled and distributed at a later date.
 - The 2015-2016 Early Education Programs Profit and Loss Report was distributed for review.
- b. Charter School: E. Studer reviewed the Charter School report as follows:
- (1) **SBAC Scores**: The 2016 SBAC scores have been released for the prior school year. CHIME 3-8 ELA scores reported that 52% of all students met or exceeded standards with 25% of students nearly meeting standards. 42% of all students tested met or exceeded standards in Mathematics with 36% nearly meeting standards. A detailed analysis and local school comparison is currently being conducted by administration and staff and will be presented at the September board meeting.
 - (2) **Charter School attendance**: Current ADA enrollment is 456. Staff is calling waitlisted students to fill open spots with a minimum enrollment goal of 755 and a maximum of 766.
 - (3) **Unaudited Actuals**: I. Castillo from ExED distributed and presented the Unaudited Actuals and Five Year Budget Detail based on enrollment of 755 students. M. Haney requested to see further information on non-recurring costs. The Charter School Actuals will be reviewed at every Board meeting.
 - (4) **Independent Study Policy**: Independent Study practices at the Charter School with pros/cons will be added to the agenda for the September 26, 2016 Board Meeting.
 - (5) **Outreach**: T. Battaglia suggested creating an ad hoc committee to address outreach for the Charter School.

5. Board Committees Reports and/or Updates

a. Finance and Audit Committee

Electronic approval system: A discussion about allowing certain payees to be paid automatically without prior authorization from the Executive Directors when they are normal recurring billing charges (e.g. utilities) and a recommendation that the board pass a resolution revising the two signature policy on checks over \$5,000 to a two approval policy utilizing the new ExEd Spendbridge system took place.

M/S/P (T. Hacker/M. Polansky) Motion to approve the practice of two approval policy electronically prior to making electronic disbursements and continuing with two signatures for manual disbursements.

VOTE

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

No's: None

Abstentions: None

MOTION PASSES: 5-0-0

(1) Financial Policies: Further discussion about Financial Policies will take place at the next Board Meeting.

(2) Audit: The auditors are expected to start gathering information on September 5, 2016.

b. Board Development Committee:

Board Membership: M. Haney will follow up on possible candidate for Board membership.

c. Fundraising and PR Committee

Fundraising Strategy: T. Hacker provided an update based on the committee's work with a focus on strategies to develop major donors and specific solicitations. There is great need to increase streams of revenue for CHIME and the next step will be to develop a donor behavior analysis in order to plan for cultivation of possible donors.

d. Research and Dissemination Committee

Zip Ed Tech: M. Polansky explained he met with E. Studer to discuss the possibility of contracting with Zip Ed Tech to develop CHIME's ability to provide trainings for corporations. This could be also a potential revenue stream for CHIME.

MSP (J. Mark/T. Battaglia) Motion to authorize Erin to enter into negotiations for the development of Professional Training and on line educational videos in keeping with the CHIME Institute's mission.

VOTE

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

No's: None

Abstentions: Marc Polansky

MOTION PASSES: 4-0-1

6. Next Meeting

The next meeting is scheduled for Monday, September 26, 2016

7. Closed Session

A closed session was not held.