

**Minutes of the  
CHIME Institute  
Board of Directors Annual Meeting  
Held at the CHIME Charter School  
Monday, September 26, 2016 6:00 p.m.**

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

**Members Absent:** Two members were absent: Tony Battaglia and David Kretschmer.

**Others Present:** Parents: Hilary Goldberg and Luana Scherzberg. 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 August 29, 2016 Board Meeting.

**M/S/P** (M. Polansky/J. Mark) Motion to approve the minutes of the August 29, 2016, Meeting.

***VOTE***

***Yeses:*** Michele Haney, Todd Hacker, Josh mark and Marc Polansky

***No's:*** None

***Abstentions:*** Traci Myman and Patrick Smith

***MOTION PASSES: 4-0-2***

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) Early Education Committee

The Committee will be meeting the first Tuesday of the month from 1:30 to 2:30 p.m. and newly hired CSUN faculty in Early Childhood Special Education Dr. Zhen Chai will join us. The committee will support our efforts towards refining our Program Evaluation: we will be reviewing data collection on child outcomes and family outcomes and examine it further.

(2) Infant and Toddler Program

- Infant and Toddler Enrollment: The Center-Based Program continues to operate three mornings a week and enrollment has been stable.
- Outreach: CHIME staff hosted a *Transition from Early Start (IDEA Part C) to Preschool (IDEA Part B)* presentation on September 24, 2016 through the Infant Development Association of California.

(3) Preschool Program:

- NPA Certification: The 2016-2017 application for Nonpublic Agency (NPA) Certification to the California Department of Education is being completed.
- The first Parent Meeting took place on September 20, 2016
- Student Training: A large number of CSUN Students from four colleges are completing internship requirements and learning about young children and inclusive education.

(4) Fundraising

- A donation of \$15,000 from Rags for Riches was given to CHIME Early Education Program.

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

- (1) **SBAC Scores**: The CHIME Charter School 2016 SBAC scores for Math and ELA were released last month. Overall in grades 3-8 43% of students met or exceeded standards in Math and 53% of students met or exceeded standards in English Language Arts. This is a decrease in both categories compared to last year. Staff has created analysis packets for the test results for teachers and tracking sheets for all students who are at risk and have identified all at-risk students in all subgroups whether those subgroups were statistically significant or not. We have also found that in nearly every subgroup and grade level the standards in which students scored poorest are incredibly consistent. The following standards or “claims” are the areas that require the greatest growth:

***Reading***: How well do students understand stories and information they read?

***Concepts and Procedures***: How well do students use mathematical rules and ideas?

A discussion about further analysis of the data as well as how to share this important information with families took place.

- (2) **Charter School attendance**: Current ADA enrollment is 749. Our ADA is at 744 with 5 transitional kindergarten students turning 5 after December 1<sup>st</sup>. ADA collection for those students attendance will begin when they turn 5 in December.
- (3) **Independent Study Policy**: A discussion about Independent Study practices at the Charter School with an analysis of pros/cons took place.

**M/S/P** (P. Smith/J. Mark) Motion to formally adopt the Independent Study Board Policy as presented.

***VOTE***

***Yeses:*** Michele Haney, Todd Hacker, Josh Mark, Traci Myman, Marc Polansky and Patrick Smith.

***No's:*** None

***Abstentions:*** None

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

- (4) Zip Ed Tech: In an effort to fulfill the Institute mission of dissemination, staff has been examining additional way to disseminate information about inclusion. One option that has been reviewed is developing online training modules concerning paraprofessional training, inclusion in schools, and inclusion in the world outside of the K-12 environment. Zip Ed Tech is a local company that develops these kinds of educational programming. This would be a no development cost option in which we partner with this company to develop these programs and then cost share revenue. The contract was reviewed and a discussion took place. Prior to making a decision, and in order to conduct ourselves “above board”, Patrick Smith and Traci Myman will review the contract and vet it with LAUSD.
- (5) Charter School Unaudited Actuals: Irina Castillo from ExEd explained she is working with auditors to access additional information before she can produce an accurate report. Because enrollment is below what was initially projected in the budget, she asked for a meeting with the Finance Committee.

5. Board Committees Reports and/or Updates

a. Finance and Audit Committee

Financial Policies: Advice regarding Financial Policies will be obtained from ExEd and examined further by the Finance Committee.

b. Board Development Committee:

Board Membership: A dinner meeting with potential candidate has been scheduled.

6. Fundraising and PR Committee

The fall event, CHIME Institute Gala will take place on Saturday, October 8, 2016 at CBS Studio Center.

7. Stakeholders Success Committee

The committee will be addressing the evaluation of the Executive Directors.

8. Research and Dissemination Committee

No report was given at this time.

9. Next Meeting

The next meeting is scheduled for Monday, October 24, 2016

10. Closed Session

A closed session was not held.