

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CSUN Child and Family Studies Center
Monday, March 6, 2017**

Members Present: Five members of the Board were present: Michele Haney (chair), Hilary Goldberg, David Kretschmer, Josh Mark, and Patrick Smith. These members constitute a quorum.

Members Absent: Four members of the Board were absent: Tony Battaglia, Todd Hacker, Traci Myman and Marc Polansky.

Others Present: Parents: Lei Bowen and Luana Scherzberg.

Staff: Peggy Berrenson, Irina Castillo, Annie Cox, Jennifer Hill, Kathy Jamison, 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 January 23, 2017 Board Meeting.

M/S/P (P. Smith/H. Goldberg) Motion to approve the minutes of the December 12, 2016, Meeting.

VOTE

Yeses: Michele Haney, Hilary Goldberg, Josh Mark and Patrick Smith.

No's: None

Abstentions: David Kretschmer.

MOTION PASSES: 4-0-1

4. Strategic Planning Review

M. Haney summarized and presented information aggregated from the feedback received from participants at the Strategic Planning Meeting held in February. At that meeting, CHIME Institute founders as well as CHIME Charter School past and current staff and leadership participated as a way to undertake a strategic/reflective process on growth by a charter school board after reviewing initial strategic plans along with hearing from founding employees. It was designed to allow the current board to give thought to historical insight and culture along with dedication to school mission and vision. Points of concerns as well as topics for further discussion were brought up. This initial discussion generated the following plans:

- CHIME Board members will schedule a visit to WISH Charter.

- A more in-depth accounting, including direct and indirect costs of Professional Development's current offerings will be generated.
- The impact of the relationship with CSUN will be examined more closely as the possibility of reaching out to other colleges at the university were discussed.

M. Haney will distribute the Power Point presentation to Board members and further discussion related to reflection and growth will be facilitated at the next meeting.

5. 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) Operational Issues

- Enrollment: Preschool enrollment for Preschool is at capacity. Toddler Center-Based attendance is doing well and continues to be monitored closely.
- Parent Education and Support: Parent groups addressing Inclusive Education Options/Transition to Kindergarten in collaboration with CSUN faculty, and Parent Support in collaboration with Family Focus Resource Center took place in February. Visits to schools are taking place as we support parents through this transition.
- Evaluation of Program Practices: Family Surveys are being finalized. Plans for a Program Evaluation utilizing the Division of Early Childhood (DEC) Recommended Practices are underway.

(2) Outreach

- CHIME staff attended the 2017 Simms/Mann Institute's Think Tank.
- A presentation by CHIME staff and CSUN faculty on the CHIME/CSUN Collaboration (Parents in a PDS) took place at the Southern California Professional Development Conference in Camarillo on February 11, 2017.
- CHIME staff including teachers, speech pathologist and administrator presented two sessions at the CalTash Conference in San Diego on March 4, 2017.

(3) Development and Strategic Issues: The following took place:

- Fundraising: Another t-shirt/sweatshirt small fundraising took place.
- Annual Giving: A final Annual Giving solicitation will be distributed.
- CHIMEapalooza: The event took place on February 25, 2017. A big thank you to the producers (Carmella Riley and Amy Hanreddy) and volunteers who put on such a wonderful event!

(4) CHIME as a PDS: The CHIME/CSUN Committee met and is looking at the following items:

- Teacher input is being looked at more closely.
- Discussing ways to discuss CSUN partnership with families: Review Handbooks and Website.
- Follow-up on Letter from provost.
- Follow up on MOU. Annie will follow up with College of Education M.A.R.
- Program Evaluation: Need to identify next steps

- b. Charter School: E. Studer distributed the Charter School Report and the following items were discussed:
- (1) CHIME 5K – The first annual fitness/fun run/ fundraising 5K was held on February 4th at Canoga Park High School. Dozens of students and parents came out to participate and over \$1500 was raised for CHIME. Students were given free dress passes for participation and additional free dress days for beating Mr. Studer’s time. Mr. Studer’s time was 35 minutes.
 - (2) Middle School Science Fair: The middle school science fair was held on February 8th. Seventy-five students from the 7th grade participated in this event. Volunteer judges from outside the community interviewed all participants about their projects and four students were selected to represent CHIME at the LA County science fair.
 - (3) Elementary Missions Museum: Fourth grade students have begun work on their annual Missions Museum. This annual event allows fourth grade students to take a “deep learning dive” into a specific part of a California mission (e.g. the blacksmith shop), become an expert, and present their knowledge to parents and visiting community members. The Missions Museum will be presented this Friday March 3rd.
 - (4) 3rd grade grammar musical: The third grade is currently preparing their annual musical about grammar: “Pirates of Grammar Island”. Students learn about parts of speech, punctuation, and language concepts such as synonyms, antonyms, homophones, etc. all by putting on a musical. Join this event from 9-12 noon on Thursday April 6th.
 - (5) Museum of Tolerance field trips: In an effort to focus even more deeply this year on the need for tolerance, social justice, and need for ethical treatment of others in our school community and the community at large, CHIME MS has scheduled a field trip for every grade level (6-8) to the Museum of Tolerance. These trips will take place over the next four weeks.
 - (6) Admissions Outreach: The CHIME lottery will be held March 10th at 1pm at CSUN. Applications for the lottery are due March 3rd at 3pm. During the month of February the school held four weekly tours, advertised in the Daily News, conducted two open house events (one for MS and one for Elem.), and advertised on the local parent blog “Jen’s List”. The total applications as of 2-24-17 are 1,360. Board members stressed the importance of recruiting 6th graders.
 - (7) NWEA: Students in grades 2-8 are completing their spring administration of NWEA formative assessment. Assessment updates will be provided to board members at the March meeting.
 - (8) High School Committee: The High School committee will be meeting in March to discuss progress relative to meetings with LAUSD facilities staff and local board

member and other fundraising efforts. Updates to come in March report. Currently LAUSD staff indicated a willingness to continue to work with CHIME on the development of the Collins Street property.

- (9) Carnival: CHIME's carnival is scheduled for Saturday April 11. The CHIME Community Association and parent volunteers have been working diligently to create a wonderful event for the community. All are invited and are encouraged to invite outside guests to our largest event of the year.
- (10) SELPA STEPS Grant: The Charter Operated Programs Option 3 SELPA has issued a second round of special education grants for this year. CHIME's allocation for this grant will be approximately \$51,000. Funding priorities include NPA/NPS services, Occupational Therapy services, and additional adult support for students with special needs.
- (11) LEA Billing funding: Funds for the most recent LEA Medi-Cal billing were released in January. These funds are the Medi-Cal portion of funding for direct services provided to students with special needs and the funds are used to augment or add to service delivery on campus. CHIME received approximately \$28,000 in this round of LEA funding.
- (12) Donations: CHIME received an additional donation from a family with a student enrolled at CHIME outside of other fundraising efforts. They donated \$50,000 with a request that funds be used in part toward installing a track around the soccer field, additional technology in the middle school, a 3-D printer in the science lab, and any other expenditures deemed appropriate by administration for the charter school.
- (13) Review and Approval of the Second Interim Report: Irina Castillo of EXEd distributed and review the Charter School's Second Interim Report in detail. She explained concerns over lower than expected enrollment and decreased gap funding. She will meet with E. Studer to look more carefully at expenses.

M/S/P Motion (D. Kretschmer/J. Mark) to approve the Charter School's Second Interim Report as presented.

VOTE

Yeses: Michele Haney, Hilary Goldberg, David Kretschmer, Josh Mark and Patrick Smith.

No's: None

Abstentions: None

MOTION PASSES: 5-0-0

- (14) Charter School Lottery: The Lottery will be held on Friday, March 10 at CSUN. M. Haney and D. Kretschmer will assist.

6. Board Committees Reports and/or Updates

- a. Executive Committee: No updates were provided.

- b. Board Development Committee: A CHIME Charter School parent being considered to join the Board was in attendance.
- c. Finance and Audit Committee: No updated were provided.
- d. Fundraising and P.R. Committee
H. Goldberg explained that the Committee met with initial focus of additional planning for the Annual Giving Campaign. Plans are in place to give it a final push. In addition, she is very interested in developing a more comprehensive grant writing agenda.
- e. Stakeholders Success Committee: D. Kretschmer provided a summary of the CHIME Stakeholder Survey noting the percentage of scaled responses that fell into the “below expectations” and “well below expectations” ranges and those areas that families noted that they would like to see improved. This item will be discussed further at the next meeting including addressing on the most efficient way to distribute information to all stakeholders.
- f. Research and Dissemination Committee: D. Kretschmer explained a Research Committee meeting has been scheduled for next week.

7. Closed Session

A closed session was held to address confidential legal issues.