

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, April 4, 2017**

Members Present: Five members of the Board were present: Michele Haney (chair), Hilary Goldberg, Todd Hacker, David Kretschmer and Traci Myman. These members constitute a quorum.

Members Absent: Four members of the Board were absent: Tony Battaglia, Josh Mark, Marc Polansky and Patrick Smith.

Others Present: Parents: Dawn Hamilton and Heatehr Scott
Staff: 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 March 6, 2017 Board Meeting.

M/S/P (D. Kretschmer/H. Goldberg) Motion to approve the minutes of the March 6, 2017, Meeting.

VOTE

Yeses: Hilary Goldberg, David Kretschmer and Michele Haney

No's: None

Abstentions: Todd Hacker and Traci Myman.

MOTION PASSES: 3-0-2

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) Operational Issues

- i. Early Education Committee: The committee is supporting our efforts towards refining Program Evaluation. Dr. Haney and Dr. Chai will be conducting research to evaluate our practice, more specifically utilizing the Division for Early Childhood (DEC) recommended practices to inform program quality.
- ii) Infant and Toddler Program: The Center-Based Program's enrollment has been consistent. It is a great benefit for the program to be in the same location as the Preschool but the small area we are utilizing is a challenge as the numbers grow.
- iii) Preschool Program's Master Contract Application: The 2017-2018 application for our Nonpublic Agency (NPA) Certification to LAUSD was completed and submitted.

- iv) Parent Conferences and Student Evaluations: Conferences took place and staff completed the Desired Results Developmental Profile (DRDP) for all the students as required by the California Department of Education.
 - v) Transition to Kindergarten: Staff is supporting the transition process for the children who are moving on to school district kindergarten programs.
- (2) Outreach: CHIME Early Education staff presented at the Cal-TASH Conference in March.
- (3) CHIME/CSUN Collaboration: The committee is seeking additional collaborating teachers' input regarding the collaboration with CSUN as well as establishing procedures for evaluating the partnership.
- b. Charter School: E. Studer distributed the Charter School Report and the following items were discussed:
- (1) Academics – CHIME students in grades 3 – 8 will be taking their Smarter balanced testing in the months of April and May. CHIME is using the entire window for testing allowed by the state. We try to minimize the impact of the testing on anyone grade level and use the entire testing window to set up the most accommodating schedule for the students.
 - (2) Carnival: The annual CHIME Carnival was held on Saturday April 1st. It was a wonderful event attended by hundreds a families and students. It is the largest CCA fundraiser of the year and supports CHIME's Arts programs.
 - (3) Annual Fund: The Annual Fund concluded its formal donation period on March 17th. 44% of all families participated and approximately \$60,000 was donated and pledged.
 - (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) NWEA: Students in grades 2-8 completed their spring administration of NWEA formative assessment. Assessment updates by grade level were provided to board members in an electronic report. Teachers and staff will be examining these results and using them to make instructional decision for the spring and for next year. M. Haney requested information on trends.
 - (6) Unaudited Actual/Budget Update and Financials: I. Castillo from ExED distributed the CHIME Charter School Dashboard for February 2017. She explained key points including the fact that there was a lower than expected ADA due to absences and explained she and E. Studer will meet to address additional cuts to the existing budget.
 - (7) Charter School Budget/Short Term Plan to Address Budget Concerns: E. Studer indicated that LAUSD requested details on short term plan to address budget concerns and short term finances. Board discussed action plan items including increase in enrollment, limiting paraprofessional staffing costs, decreasing overall hard cost facility expenditures, developing additional unrestricted fundraising, and long term developing an outreach campaign for Low SES and EL students. A change in lottery preference for low SES and EL was also discussed. Board directed ED to relay these plan elements to LAUSD district staff.

5. Board Committees Reports and/or Updates

a. Executive Committee: No updates were provided.

b. Board Development Committee

- (1) New Board Member: H. Goldberg and T. Myman reported the committee reviewed the application and professional resume of Lea Bowman, a CHIME Charter parent and committee members met with her for further discussion. The committee recommended Ms. Bowen to join the CHIME Institute Board of Directors.

M/S/P (H. Goldberg/T. Myman) Motion to appoint Lea Bowman as a member to the CHIME Institute Board.

VOTE

Yeses: Hilary Goldberg, Todd Hacker, David Kretschmer, Michele Haney and Traci Myman.

No's: None

Abstentions: None.

MOTION PASSES: 5-0-0

- (2) Board Membership: The committee will review existing Board membership as well as commitment letter and give/get policies. This item will be added to the agenda for the May Board Meeting.

c. Finance and Audit Committee

E. Studer explained it is necessary for the Board to approve continuing engagement with the current auditor. A discussion took place.

M/S/P (T. Hacker/T. Myman) Motion to approve Vicenti, Lloyd and Stuzman, LLP as the auditors for the CHIME Institute.

VOTE

Yeses: Hilary Goldberg, Todd Hacker, David Kretschmer, Michele Haney and TraciMyman.

No's: None

Abstentions: None.

MOTION PASSES: 5-0-0

d. Fundraising and P.R. Committee

- (1) Annual Giving Campaign: H. Goldberg and T. Hacker reviewed Annual Fund results: currently 45% of Charter School families have participated with donations close to \$60,000 which includes monthly pledges.
- (2) Event Planning: A. Cox is seeking feedback on event planning and suggested considering doing one large, CHIME Institute event per year instead of the current two (Gala and CHIMEaPalooza). Priorities for fundraising and further discussion will be addressed at a later date.

e. Stakeholders Success Committee

D. Kretschmer provided additional information of scaled and open responses of the CHIME Stakeholder Survey in particular those areas that families noted that they would like to see improved. M. Haney suggested setting up a meeting with the Executive Committee to discuss the best way to communicate information to all stakeholders including families, including the possibility of preparing and distributing an Executive Summary of findings.

f. Research and Dissemination Committee

M. Haney reported the research proposal towards evaluation the CHIME Preschool Program approved. The project titled: *"How Are We Doing?" Using DEC Recommended Practice to Inform Program Quality*" has also been approved by the CHIME Research Committee.

6. Closed Session

A closed session was held to discuss legal matters.