

**Minutes of the  
CHIME Institute  
Board of Directors Annual Meeting  
Held at the CHIME Charter School  
Tuesday, May 2, 2017 6:00 p.m.**

**Members Present:** Six members of the Board were present: Michele Haney (chair), Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker and David Kretschmer. These members constitute a quorum.

**Members Absent:** Four members were absent: Josh Mark, Traci Myman, Marc Polansky and Patrick Smith.

**Others Present:** Parent: Luana Scherzberg.

Staff: Irina Castillo (ExEd), Annie Cox, 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 March 4, 2017 Board Meeting.

**M/S/P** (H. Goldberg/T. Hacker) Motion to approve the minutes of the April 4, 2017, Meeting.

***VOTE***

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

***No's:*** None

***Abstentions:*** Lei Bowen and Tony Battaglia

***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) Early education Committee: The committee is assisting our efforts towards supporting student teachers in Early Childhood Special Education (ECSE). 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.

(2) Infant and Toddler Program

- i. Student Teachers: One CSUN ECSE student is completing required participation and competencies towards the credential under the supervision of CHIME's master teacher. We are planning on supporting a number of students this summer both in our Home Visit and Center-Based programs.
- ii. Center-Based Program: Enrollment has been consistent and we continue to serve a diverse group of young children and families.
- iii. Training and Outreach: CHIME Early Education staff participated in the Infant Development Association (IDA) of California's Home Visiting Conference.

(3) Preschool Program

- i. Training: Staff participated in the CDE/ECE Faculty Initiative addressing California Preschool Program Guidelines. The project is funded by CDE through WestEd's Center for Child and Family Studies.
- ii. Student Evaluation: The Desired Results Developmental Profile (DRDP) for all the students have been completed for all students as required by the California Department of Education and staff is evaluating student progress as we hold annual IEPs.
- iii. Transition to Kindergarten: Staff is supporting the transition process for the children who are moving on to school district kindergarten programs.
- iv. Outreach: Staff participated in the Supporting Inclusive Practices (SIP) Institute at the Santa Clara Office of education and submitted a proposal for the Inclusion Collaborative State Conference to be held in October 2017.

(4) CHIME/CSUN Collaboration

The CHIME/CSUN Committee is supporting efforts towards program evaluation and will be addressing issues related to the CHIME/CSUN Memorandum of Understanding.

b. Charter School:

- (1) Unaudited Actuals/Budget Update and Financials: Irina Castillo from ExED distributed and reviewed the CHIME Charter School Financial Dashboard and Financial Analysis from March 2017. She reported expenses have been kept low and the auditors are still making adjustments for the prior year. Board members had the opportunity to ask questions. She anticipates expenses will need to be cut for next year. A proposed budget will be prepared and distributed to the Finance Committee prior to the next Board Meeting.

E. Studer reported the following:

- (2) Academic Testing: Academic testing for students is underway.
- (3) LCAP: New goals towards the Local Control and Accountability Plan (LCAP) will be developed in consultation with teachers and principals and with the feedback from families.
- (4) Possible Consultancy Contract: A charter school management in Orange County is interested in developing inclusive schools and would like to have further

conversations with CHIME about possible consultancy contract. Additional discussion will be held about this matter.

- (5) Vendors to Automatically Pay: A list with a number of contracted and frequent vendors of the CHIME Charter School was generated and it was suggested that it would be more expedient that these vendors be paid automatically as deemed prudent by ExEd without a secondary authorization from CHIME administration.

**M/S/P** (H. Goldberg/T. Battaglia) Motion to approve list of contracted and frequent vendors to be paid automatically as deemed prudent by ExEd without a secondary authorization from CHIME administration.

***VOTE***

***Yeses:*** Lei Bowen, Tony Battaglia, Hilary Goldberg, Todd Hacker, Michele Haney and David Kretschmer

***No's:*** None

***Abstentions:*** None

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

- (6) Soccer Field Contract: CHIME raised funds and designated funds for the installation of a soccer field; in partnership with Pacifica Services and independently offered out to bid the soccer field installation project, and received five quotes, two artificial turfs and three for natural turf as follows

- Sports Field Services Natural Turf field quoted \$80,600 including irrigation (Add \$35,570 for Gopher Wire for a Total of \$116,170.00)
- FieldTurf /Easy Turf quoted \$176,196.00 for artificial turf
- ProGreen Synthetic Grass quoted \$174,960.00
- Malibu Pacific Tennis Courts Natural Turf quoted \$75,000
- Stay Green Inc. quoted \$44,870

The winning bid was Stay Green Inc. and CHIME Charter was directed to satisfy the balance of the contract with Stay Green with final full payment of stated bid \$44,870.

**M/S/P** (H. Goldberg/D. Kretschmer) Motion to satisfy the balance of the contract with Stay Green with final full payment of stated bid of \$44,870.

***VOTE***

***Yeses:*** Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney and David Kretschmer

***No's:*** None

***Abstentions:*** None.

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

5. Board Committees Reports and/or Updates

- a. Finance and Audit Committee

Committee Meeting: A meeting of the Finance Committee to review and make recommendations on the Charter School Annual Budget as well as further discussion about Financial Policies will take place prior to the next Board Meeting.

b. Board Development Committee:

Board Membership: H. Goldberg distributed a draft of a Board of Directors Commitment Letter. She asked Board members for feedback. Further discussion about Board Membership will be held at a future meeting.

c. Fundraising and PR Committee

Grants: H. Goldberg reported a grant application was completed and submitted to World of Children. The award is for \$50,000 and results will be announced in September, 2017. She explained she is in contact with business law major students who are interested in volunteering their time and expertise to support CHIME.

d. Research and Dissemination Committee

No updates were given at this time.

6. Next Meeting

The next meeting is scheduled for Tuesday, June 27, 2017.

7. Closed Session

A closed session was held to discuss a personnel issue.