

**Minutes of the
CHIME Institute
Board of Directors Annual Meeting
Held at the CHIME Charter School
Tuesday, August 22, 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 Traci Myman . These members constitute a quorum.

Members Absent: Four members were absent: David Kretschmer, Josh Mark, Marc Polansky and Patrick Smith.

Others Present: Parent: Melody Mooney (CCA Representative).

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 June 27, 2017 Board Meeting.

M/S/P (T. Hacker/T. Myman) Motion to approve the minutes of the June 27, 2017, Meeting.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney and Traci Myman.

No's: None

Abstentions: Tony Battaglia

MOTION PASSES: 5-0-1

4. Program Reports

- a. Early Education Programs: A. Cox distributed the Early Education Annual Report of the CHIME Infant and Toddler and Preschool Programs activities:

(1) Operational Issues

- i. Enrollment: Preschool enrollment remained at capacity. Toddler Center-Based attendance grew throughout the year and continues to be monitored closely.
- ii. Parent Education and Support: Parent groups addressing Inclusive Education Options/Transition to Kindergarten, Social-Emotional Development and Support for Challenging Behaviors and Community Resources were held.

(2) Evaluation of Program Practices:

- Staff collected data and completed the Desired Results Developmental Profile (DRDP) for all the students once in the fall and once in the spring as required by the California Department of Education.
- As required by NLACRC and the Department of Developmental Services, an Annual Program Evaluation Report of the Infant and Toddler Program was prepared and submitted.
- Family Surveys were distributed to Preschool families in July.
- Monitoring of children's progress towards attainment of goals and data collection continues to be done on a daily basis.
- Dr. Haney and Dr. Chai will be conducting a study to evaluate our practice, more specifically utilizing the Division for Early Childhood (DEC) recommended practices to inform program quality.

(3) Certifications and Contracts:

- California Department of Education for the program's annual Nonpublic Agency (NPA) certification was submitted and approved.
- Master Contract Application: The 2017-2018 application for our Nonpublic Agency (NPA) Certification to LAUSD was completed and submitted.

(4) 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.
- A presentation by CHIME staff and CSUN faculty on *Parent's Perspective of a Professional Development School* 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 (one on *Transition* to preschool, one on *Early Literacy*) at the CalTash Conference in San Diego on March 4, 2017.
- Two proposals were submitted and accepted to the Division of Early Childhood (DEC) National Conference taking place in October 2017:

“How Are We Doing?” Using DEC Recommended Practices to Inform Program Quality:
The purpose of this study is to advocate for stronger connections between early childhood inclusive program quality and incorporation of DEC recommended practices across four categories: Environments, Families, Instruction, and Interaction.

25 Years of Learning Together: Collaboration to Support Inclusive Preschool Practices
This session will provide a historical analysis of the use of strategies for teaming and collaboration implemented in the CHIME program, consistent with DEC recommended practice, illustrated by stories of the successes and challenges encountered along the way. Various team members, including a general education practitioner, a special educator, an administrator, and a parent will discuss their unique perspectives on the collaborative process. A retrospective of the salient features of this process associated with the on-going success of the program will be

discussed and specific strategies to develop a unified collaborative team to support children and their families' experience of full inclusion will be identified.

- A proposal to the Inclusion Collaborative State Conference to be held in October 2017 was submitted and accepted.

The development of strong school-university partnerships is a well-recognized approach for reducing the gaps between research in universities and practice in schools. This session will emphasize the process and collaborative effort involved in the development of a partnership emphasizing inclusive educational practices. The structure of the partnership, successes and challenges, and self-evaluation of inclusive practices will be shared.

(5) Development and Strategic Issues

- A donation of \$15,000 from Rags for Riches was secured in August 2016.
- A grant proposal was submitted and we were awarded \$12,000 from the Mara Breech Foundation.
- An Annual Giving Campaign took place.

(6) Unaudited Financials: The 2016-2017 Early Education Unaudited Report was distributed for review.

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

(1) Thompson Grant: The grant for the work with the Thompson Foundation, Charters OC, CCA and CHIME Charter School has been finalized. Initial grant award is forthcoming in the next two weeks. The final grant plan documents for the project are included in the Board packet. Former CHIME Charter School teacher Jessica Tunney has been hired as the Planning Year Principal for the project.

(2) Teacher Credential Waiver Authorizations: Staff recommended resolutions:
Resolution 1

Whereas CHIME Institute's Schwarzenegger Community School conducted a thorough and exhaustive search to find a qualified and fully credentialed special education teacher for the middle school program for the 2017-2018 school year;

And whereas Stephen McKay has been determined by search committee to be a good and viable candidate for this role;

Be it resolved that the CHIME Institute Board votes to apply for Stephen McKay to obtain a Provisional Intern Permit as an Educational Specialist in Mild/Moderate disabilities for the 2017-2018 school year at CHIME Institute's Schwarzenegger Community School.

M/S/P (H. Goldberg/T. Myman) Motion to approve the resolution as stated and as recommended by E. Studer.

VOTE

Yeses: Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney and Traci Myman.

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

Resolution 2

Whereas CHIME Institute's Schwarzenegger Community School conducted a thorough and exhaustive search to find a qualified and fully credentialed social studies teacher for the middle school program for the 2017-2018 school year;

And whereas Dania Najmi has been determined by search committee to be a good and viable candidate for this role;

Be it resolved that the CHIME Institute Board votes to apply for Dania Najmi for a Limited Assignment permit for Social Studies Single Subject teaching assignment for the 2017-2018 school year at CHIME Institute's Schwarzenegger Community School.

M/S/P (H. Goldberg/T. Myman) Motion to approve the resolution as stated and as recommended by E. Studer.

VOTE

Yeses: Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney and Traci Myman.

No's: None

Abstentions: None

MOTION PASSES: 6-0-0

(3) Pension Plan

E. Studer provided an update on the insurance settlement for fraud committed against the Pension Plan. He proposed the following Pension Investment Resolution:

Whereas CHIME Institute's Schwarzenegger Community School was the victim of pension fraud by their former third party administrator;

Whereas the approximate loss of this fraud totaled \$480,000;

Whereas CHIME pursued all legal recourse available to them and recovered an initial \$150,000 and reinvested the entirety of that sum into the CHIME pension fund;

Whereas CHIME expended in excess of \$100,000 on legal fees for this recovery effort;

Whereas CHIME expended further funds to establish a new TPA relationship for the fund, add additional fiduciary safeguard to the operation of the fund, and invest funds to reestablish and verify the legality of the fund with the IRS;

Whereas CHIME has made additional investments in the pension fund in the 2016-2017 FY in the amount of \$60,000 beyond their standard scheduled obligation;

Whereas CHIME has recently settled an insurance claim for said fraud with its own insurance company in the amount of \$275,805.05

Whereas CHIME has the obligation to invest these funds in the CHIME Charter School pension fund and simultaneously attend to the current fiscal year budgeting needs;

BE IT RESOLVED that CHIME Institute's Board approves the investment of an insurance settlement in the amount of \$275,000 into the CHIME Charter School pension fund within the 2017-2018 fiscal year in 3 equal payments in November 2017, January 2018, and March 2018.

M/S/P (T. Myman/H. Goldberg) Motion to approve the resolution as stated and as recommended by E. Studer.

VOTE

Yeses: Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney and Traci Myman.

No's: None

Abstentions: None

MOTION PASSES: 6-0-0

- (4) Charter School Financial Update and Unaudited Actuals: I. Castillo distributed and reviewed the June 2017 Financials, Unaudited Actuals and Financial Dashboard. She recommended enrollment updates and ADA be reviewed at the September Board Meeting.

- (5) Summer Facilities Activities:

- Third grade classrooms were painted.
- A running track was installed around the soccer field.
- Additional irrigation was installed and the field areas to the east and north of the basketball courts were reseeded.
- Electrical wiring was installed to connect a kiln in the art room.
- Four in-ground basketball hoops were installed at the sports court.
- The square next to the lunch area was redeveloped as a walk-way garden.
- The supervision for the project was donated by CHIME Charter's groundskeeper German Garcia, and the school provided the materials for the redevelopment, and Ryan Vittatoe and his family volunteered the design and labor. The completion of the project was his Eagle Scout's project.

Board Committees Reports and/or Updates

a. Finance and Audit Committee

Financial Policies: With the assistance of ExED, CHIME is in the process of reviewing its Financial Policies. A meeting with the Finance and Audit Committee will be scheduled for additional review and feedback.

b. Board Development Committee:

Board Committees: The Board Committees structure and current membership will be reviewed.

c. Fundraising and PR Committee

No updates were given at this time.

d. Research and Dissemination Committee

No updates were given at this time.

- (6) Proposed 2017-2018 CHIME Institute Board Meeting dates:

August 22, 2017

September 19, 2017

October 17, 2017
November 14, 2017
December 12, 2017
January 16, 2018
February 20, 2018
March 20, 2018
April 17, 2017
May 15, 2018
June 19, 2018

(7) Closed Session

A closed session was not held.