

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, January 23, 2018 6:00 p.m.**

Members Present: Seven members of the Board were present: Michele Haney (chair), Lei Bowen, Hilary Goldberg, Todd Hacker, Josh Mark, Traci Myman and Patrick Smith. These members constitute a quorum

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

Others Present: Parent: Melody Mooney (CCA representative). Staff: Peggy Berrenson, Irina Castillo (ExED), Annie Cox, Kathy Jamison, Natalie Melanson and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

None.

a. Approval of the Consent Agenda

- a. Minutes of the December 12, 2017 Board Meeting.

M/S/P (L. Bowen/H. Goldberg) Motion to approve the minutes of the December 12, 2018, Meeting with one modification that the meeting was not designated as the Annual Meeting.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Patrick Smith.

No's: None

Abstentions: Traci Myman, Josh Mark.

MOTION PASSES: 5-0-2

3. Program Reports

- a. Early Education Programs: A. Cox, who was not present, presented the following Early Education Report:

(1) Programs

- The CHIME Institute 2018 Nonpublic Agency (NPA) application was fully approved by the California Department of Education.
- The Infant and Toddler Program Annual Evaluation Reports were submitted to North Los Angeles County regional Center (NLACRC).

- Both the Infant/Toddler Center-based and Preschool Programs were closed for one day during the December fires. LAUSD is allowing us to collect payment for that day.

(2) Enrollment

Enrollment and attendance continues to be closely monitored:

- IT Center-Based Program: Enrollment and attendance remain consistent.
- Preschool Program: Enrollment for the 2017-18 school year is complete.

(3) Outreach:

Efforts towards outreach and dissemination of our model continues:

- CHIME staff was represented at the Infant Development Association (IDA) of California's Early Start Update held at the Braille Institute on 1/22/2018.
- Staff proposals for the CalTASH and IDA Conferences in the spring have been accepted.

(4) Fundraising, Grants and Event Planning

- The grant proposal to Mara Breech Foundation was accepted. We received a check for \$12,000 and are grateful for the Foundation's continued support.
- Much planning for the CHIME Institute spring fundraiser on April 14, 2018 at the Blacker House in Pasadena is underway. We are seeking support for event sponsorship and underwriting opportunities.

(5) CHIME/CSUN Collaboration

- 3 Child and Adolescent Development and 6 Social Welfare students have returned to complete fieldwork assignments for the spring semester.
- A review of the CHIME Apprenticeship Handbook is underway.

b. Charter School: E. Studer distributed the Charter School report at the meeting and the following items were addressed:

(1) Budget

The updated financials are included in the board packet as provided by ExEd.

(2) LAUSD oversight visit

On January 17th and 18th the LAUSD charter division team visited CHIME to conduct the annual oversight visit. The visit went well and the feedback and discussion about the program were positive and productive. The full report from LAUSD Charter School Division will be issued in the coming weeks and shared with the board.

(3) Parent Survey Data Review

The Board has been encouraged to review this data in preparation for discussion at the January Board meeting. Staff is prepared to answer any questions the board might have in preparation for follow up response and planning with the community.

(4) Spring Fundraisers

Our annual Walk and Roll-a-thon fundraiser will be held this Friday for grades K-5. This fundraiser supports the arts programs at CHIME. The 2nd Annual Middle School 5K to support the arts at CHIME will be held later this spring at a date TBD. The Parent Association Carnival will be held Sunday March 18th and the Institute Gala will be held 14th. Please mark your calendars for these events.

(5) Submission of J-13A Form

In the month of December in response to the local fires CHIME Charter School, along with all other schools in the San Fernando Valley, canceled school due to the emergency conditions on December 7th and 8th. In order to receive attendance dollars in accordance with state filing procedures staff recommends the adoption of a resolution to approve the submission of the presented J-13A form.

M/S/P Motion (P. Smith/H. Goldberg) to authorize Erin Studer to submit J-13A Form in order to receive attendance dollars.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Traci Myman, Josh Mark, Patrick Smith.

No's: None

Abstentions: None.

MOTION PASSES: 7-0-0

(6) Board Retreat

Staff recommends that for the purposes of reviewing and developing the strategic vision of the organization that the board reserve a day in the next 3-4 months to hold an open public meeting that will constitute a Board Retreat where visioning discussions and activities will comprise the agenda. Staff recommends the board explore possible dates.

4. Monthly Reports/Updates:

Charter School Financials and Unaudited Actuals: The Charter School Financials and Unaudited Actuals were distributed by Irina Castillo (ExED) and reviewed by Board members. Recommendations to address budget shortfalls are addressed under the Finance and Audit Committee Report.

5. Board Committee Reports

a. Executive Committee

The Committee will take a closer look at Brown Act recommendations related to Public Input at meetings.

b. Board Development Committee

The Committee will review current Board Membership composition and recommendations from the Annenberg Board Training. M. Haney also recommended inquiring if parents would like to be involved in committees if they are interested in working more closely with the Board.

c. Finance and Audit Committee

Recommendations to address budget challenges include the following:

- Look more closely at paraprofessional costs.
- Start budgeting conversation soon.
- Consider submitting proposals for foundation grants.

The Committee will look more closely at recommendations made on the Cash Balance Defined Benefit Pension Plan.

d. Fundraising and PR Committee

The Annual Giving update will be given at a later date as not all information on donations was available.

e. Stakeholders Success Committee

The Evaluation of Executive Directors is underway. M. Haney will resubmit the Staff Survey.

6. Other Business:

Board Meeting Schedule: D. Kretschmer is no longer available to attend meetings on Tuesday nights. A survey of other possible meeting days will be distributed to Board members.

7. Adjournment

8. Next Meeting: **Tuesday, January 23, 2018.**