

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held at the CHIME Charter School  
Tuesday, September 25, 2018**

**Members Present:** Six members of the Board were present: Michele Haney (Chair), Tony Battaglia, Lei Bowen, Dawn Hamilton, Traci Myman and Patrick Smith. These members constitute a quorum

**Members Absent:** Two members were absent: David Kretschmer and Josh Mark.

**Others Present:** Parent: Erika Luna-Contreras. Staff: Annie Cox and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

Erika Luna-Contreras, parent at CHIME Charter School, brought up the concern about traffic safety at the charter school. She reported reaching out to Councilmember Bob Blumenfield's office and provided ideas for possible improvements including the placement of speed bumps in the streets surrounding the school.

3. Approval of the Consent Agenda

- a. Minutes of the August 24, 2018 Board Meeting.

**M/S/P** (T. Myman/T. Battaglia) Motion to approve the minutes of the August 24, 2018, Meeting.

***VOTE***

***Yeses:*** Tony Battaglia, Lei Bowen, Dawn Hamilton, Traci Myman

***No's:*** None

***Abstentions:*** Michele Haney, Patrick Smith.

***MOTION PASSES: 4-0-2***

4. Program Reports

- a. Early Education Programs: A. Cox presented a brief report of the Preschool and Infant and Toddler Programs.

(1) Enrollment/Attendance

Preschool Program: California Department of Education Nonpublic Agency Application has been completed and submitted. Enrollment for the 2018-2019 school year is complete. The school district's strict attendance policy which only provides funding when children are present continues to have impact on funding.

Infant/Toddler Program: Numbers for Center-Based Program are improving. We continue to advertise.

(2) Student Performance and Parent Engagement

A system of data collection is in place to measure progress and goal achievement for each child. The first Parent Meeting of the year took place last week, additional meetings are planned.

(3) Training and Outreach:

Efforts towards outreach and dissemination included the following:

- Staff provided a tour and training to Child Care Resource Center (CCRC) team who is collaborating with LAUSD to provide a preschool inclusion classroom.
- Staff participated in Vendor Advisory Committee meeting at North Los Angeles County Regional Center.
- Staff participated in Early Start Vendor Fair at North Los Angeles County Regional Center.

(4) Fundraising, Grants

The following activities are underway:

<b>Organization</b>	<b>Activity</b>	<b>Date</b>	<b>Results</b>
Rags for Riches Foundation	Donation	August 2018	\$10,000
Wells Fargo Foundation	Grant	August 2018	\$5,000
Disabilities Communication Fund	LOI (Assistive Technology Training)	August 2018	Not invited to submit full proposal
Crail-Johnson Foundation	LOI Social-Emotional Education for Families	September 2018	

(5) CHIME/CSUN Collaboration

- CSUN students enrolled in Child Development, Social Welfare and Disabilities Studies have started internships.
- Close collaborator Dr. Zhen Chai received College of Education Partnership Grant Award for the 2018-2019 academic year for a partnership with CHIME entitled, "Promoting Early Childhood Inclusion through Community Partnership." Dr. Chai provided staff training and plans to provide Parent Education.

b. Charter School: E. Studer addressed the following items:

- (1) **Budget:** The updated financials were distributed electronically as provided by ExEd.
- (2) **Enrollment:** Currently 786 with four TK students turning 5 after December 1<sup>st</sup>.
- (3) **Paraprofessional hours:** Paraprofessional hours are being tracked on a daily basis and are being monitored for over/under budgeted hours and costs. Print outs of the daily analysis to date were provided for review.
- (4) **Playground projects:** The project to replace the TK/Kinder yard playground equipment has commenced. The project is anticipated to be complete on or about Oct. 23<sup>rd</sup>. The project for the large play yard has been postponed. We have been advised by LAUSD that the equipment itself may need be replaced. Inspections and cost estimates for replacement are currently being developed.

- (5) Annual Fund/fundraising: Annual fund drive has begun. Currently 10% of families have participated. We have a goal of 100% family participation in this year's drive. We would also like to exceed to our donation total from last year of ~\$100,000.
- (6) Assessment data evaluation: CHIME recently engaged in a contract with EdTec to conduct data analysis of CHIME's SBAC, NWEA, and comparable schools data. This data will allow administrators and teachers to monitor the progress of the school as a whole as well as statistically significant subgroups. This data will be presented to the board in the November board meeting.
- (7) Copier Contract final approval: Staff requests a final vote approving the Copier contract with Xerox SoCal Technologies. The new contract was distributed. A savings of nearly \$1600 monthly was achieved in this new copier contract bid process.

**M/S/P** (P. Smith/D. Hamilton) Motion to approve the contract from CHIME Charter School with Xerox SoCal Technologies.

***VOTE***

***Yeses:*** Tony Battaglia, Lei Bowen, Dawn Hamilton, Michele Haney, Traci Myman, Patrick Smith.

***No's:*** None

***Abstentions:*** None

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

- (8) Project/Grant Budgets: Project and grant budgets related to the Charter School for the 2018-19 were presented to the board for review. M. Haney suggested paying close attention to staff's extra time spent on outside activities and continue to assess the economic impact and benefit.

5. Board Committee Updates

a. Executive Committee

(1) Board Meeting Schedule: The Board Meetings will be held on the first Tuesday of the month except to accommodate for holidays.

The next meeting will take place on Tuesday, November 6, 2018.

(2) Consent Agenda: The Board will be utilizing a Consent Agenda. Reports should be submitted and distributed one week prior to the Board meeting to allow for review.

(3) Board Committees: A discussion about Board Committees took place. The following Committee Membership was established:

**Board Development Committee:** P. Smith and T. Myman

**Finance and Audit Committee:** L. Bowen and J. Mark

**Fundraising and PR Committee:** D. Hamilton and T. Battaglia

**Stakeholders Success Committee:** M. Haney and D. Kretschmer

**Research and Dissemination Committee:** D. Kretschmer and M. Haney

- b. Board Development Committee:
  - (1) Election of Board Officer/Secretary: P. Smith nominated T. Battaglia to assume the position of Board Secretary, L. Bowen seconded the nomination.
  - (2) Board Membership: T. Myman has made suggestions for possible candidates and
- 6. **M/S/P** (P. Smith/L. Bowen) Motion to approve the nomination of Tony Battaglia as Board secretary.

***VOTE***

***Yeses:*** Lei Bowen, Dawn Hamilton, Michele Haney, Traci Myman, Patrick Smith

***No's:*** None

***Abstentions:*** Tony Battaglia

***MOTION PASSES: 5-0-1***

7. Adjournment

The meeting was adjourned.

7. Next Meeting: November 6, 2018.