

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held via Zoom Video Conference  
Tuesday, April 7, 2020**

**Members Present:** Ten members of the Board were present: Patrick Smith (Chair), Melissa Aguilar, Tony Battaglia, Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Josh Mark and Matt Rinnert. These members constitute a quorum.

**Members Absent:** None.

**Others Present:** Staff: Irina Castillo (ExED), Annie Cox, Shelbi Doherty, and Erin Studer.

I. Call to Order

P. Smith called the meeting to order.

II. Public Comment

None.

III. Approval of the Consent Agenda

A. Minutes of the March 3<sup>rd</sup>, 2020 Board of Directors Meeting.

**M/S/P Motion** (L. Mucci/T. Myman) to approve the minutes of the March 3<sup>rd</sup>, 2020 Board of Directors meeting.

**VOTE**

**Yeses:** Tony Battaglia, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Matt Rinnert, Patrick Smith, Melissa Aguilar.

**No's:** None

**Abstentions:** Jeff Becker and Josh Mark.

**MOTION PASSES: 8-0-2**

B. Minutes of the March 13, 2020 Board of Directors Emergency Meeting.

This item was tabled for further review.

IV. Program Reports

A. The Report for the Early Education Programs was distributed and reviewed and included the following:

1. Timeline of Activities and Impact of CODV-19 on Early Education Programs

**Week of March 16-20** (Spring Break):

- Surveyed families' needs and existing capability for access to technology for Distance Learning and Tele-Intervention with on-line survey and phone calls.
- Weekly staff meetings via Zoom started.

**Week of March 23-27**

- Contacted families individually to begin establishing Distance Learning Plans: looking at needs/goals and assisting in developing Weekly/Daily routines to address IEP/IFSP goals and objectives.
- Launched “soft roll out” of Synchronous Distance Learning Small Group meetings for Preschoolers and Toddlers in Center-Based Program.
- Started phone “delivery” of Early Intervention services for most of our Infant and Toddler Home Visiting families.
- Established weekly contact with Family Focus Resource Center personnel for assistance with community resources for families with food and housing insecurities.
- Delivered equipment and materials for families who needed access to walker, iPads.
- Rolled out a Blog site to add access to teacher and therapists lessons and other resources.

### **March 30-now**

- Established daily Synchronous Distance Learning “class” meetings with professional staff (combination of Special Education teachers, General Education teachers, Language and Speech, Occupational, and Physical therapists AND individual contact/services (Tele-Therapy) per IEP requirements.

### **Directives from the Department of Developmental Services (DDS) and Regional Centers (which funds our Infant and Toddler Program):**

- A number of requirements were waived including allowing the provision of “Home Visit” services via phone or teleconferencing. Directives for billing for absences related to the state of emergency and calculations on reporting have been changed/updated 3 times.

### **Directives from LAUSD for Nonpublic Services (which funds our Preschool Program) included:**

- on March 19, 2020 *As a follow up to yesterday’s email, while the Los Angeles Unified School District seeks to work collaboratively with its NPS/NPA contractors to provide services to students during the school closure period, it recognizes this may not be feasible or advisable in all cases. In accordance with Master Contract provisions, LAUSD will reimburse contracting NPS/NPAs according to their contracted rates in accordance with Master Contract provisions for scheduled services in Welligent that are delivered to students during school closures. Additionally, after reviewing the guidance found in SB 117, at this time LAUSD will reimburse contracting NPS/NPAs according to their contracted rates in accordance with Master Contract provisions for scheduled services in Welligent that are **not** delivered to students during school closures. As this is an evolving situation, updated guidance from the CDE may result in future changes to our reimbursement guidelines.*

## **2. Additional Activities**

- Holding annual and transition IEPs via Zoom.
- Weekly meetings with Amy Hanreddy (CSUN) and reps from CHIME, WISH, TLC, LAUSD to develop Guidelines for Distance Learning for students with Significant Support Needs.
- California State Superintendent of Public Instruction Distance Learning Innovations for Special Education Webinar.
- LAUSD Master Contract due on April 17, 2020.

### 3. Other Information, Fundraising, Grants

CARES ACT: <https://npengage.com/nonprofit-management/cares-act-social-good-501c3-organizations/>

T-Shirt Fundraiser:

[https://www.customink.com/fundraising/chime\\_i\\_rocked\\_distance\\_learning\\_2020?side=back&type=2&zoom=false](https://www.customink.com/fundraising/chime_i_rocked_distance_learning_2020?side=back&type=2&zoom=false)

#### B. The Charter School Report was submitted and presented as following:

**Closure:** The Charter School closed due to COVID-19 in unison with LAUSD at the conclusion of the day, Friday March 13, 2020. Students and families were provided with enrichment packets to ensure educational opportunities for the initial days of closure. As it became clear over the following week that the closure was going to be long term as opposed to short term, staff moved to a full implementation of a distance learning program utilizing Google Classroom, Zoom, and other digital platforms as appropriate to each grade level. Special education staff reached out to families to arrange and discuss digital service provision as practicable. The closure was extended to May 1<sup>st</sup> on Monday March 23<sup>rd</sup>.

The CHIME distance learning program launched on March 24<sup>th</sup>. As a result of the needs of the distance learning program the Executive Director modified the school calendar and shortened CHIME's spring break to 1 week and moved the last day of school to June 5<sup>th</sup> and the last day of instruction to June 4<sup>th</sup>. In the time since the school closure, CHIME staff transitioned 800 students and their families to a distance learning program, held six digital staff meetings, held countless grade level planning and committee meetings, 5 community Facebook Live events, supplied families in need with over 100 laptops and prepared over 750 shelf stable meals for CHIME families and much, much more. I thank and applaud the CHIME staff for their commitments and efforts on behalf of our school community. I also applaud the CHIME parents for their flexibility and resilience in a time of significant challenge for Los Angeles and the entire country.

**Financials:** Monthly financials are presented for review in the Board packet prepared by staff and ExEd. I. Castillo reported slightly lower ADA, reduced fundraising income and much higher than expected classified salaries during the March Payroll.

#### **ACTION ITEM:**

**Whereas** the Payroll Protection Program extended by the federal government authorizes up to \$349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis. And further that the loan amounts will be forgiven as long as:

- The loan proceeds are used to cover payroll costs, and most mortgage interest, rent, and utility costs over the 8 week period after the loan is made; and

- Employee and compensation levels are maintained. Payroll costs are capped at \$100,000 on an annualized basis for each employee.

**Therefore**, in an effort to secure needed stimulus funding from the federal government in order to stabilize employment for CHIME staff and ensure continued fiscal operations moving forward in the COVID-19 crisis, be it resolved the CHIME Institute Board approves the application for and receipt of funds through the Payroll Protection Program.

**M/S/P Motion** (J. Mark/M. Polansky) to approve the application for and receipt of funds through the Payroll Protection Plan in order to stabilize employment for each of the three CHIME Institute Educational Programs.

***VOTE***

***Yeses:*** Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Josh Mark, Traci Myman, Marc Polansky, Matt Rinnert, Patrick Smith, Melissa Aguilar.

***No's:*** None

***Abstentions:*** None.

***MOTION PASSES: 10-0-0***

V. Board Committee Reports/Updates

No reports were given at this meeting. P. Smith encouraged CHIME staff to reach out to the Board for assistance and encouraged Board members to continue giving.

VI. Adjournment

The meeting was adjourned.