

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday, June 23, 2020**

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

Members Absent: Tony Battaglia and Matt Rinnert.

Others Present: Parent: Erika Luna-Contreras. Staff: Irina Castillo (ExED), Annie Cox, Shelbi Doherty, Caitlin Healy, Kathy Jamison and Erin Studer.

I. Call to Order: The meeting was called to order by Board Chair/President P. Smith.

II. Public comment

Fundraising: Erika Luna-Contreras expressed her commitment to fundraising activities.

Diversity: Erin Studer expressed his commitment to diversity and invited the board to join the charter school committee read of “How to Be an Anti-Racist”

III. Approval of the Consent Agenda

A. Minutes of the June 2, 2020 Board of Directors Meeting.

P. Smith pointed out a couple of errors in the Minutes as follows:

Under “Others Present” instead of “a few” parents, change to “several”.

Under “III. Approval of the Consent Agenda”, the accuracy of the final count needs to be corrected. The Minutes will be amended.

M/S/P Motion (M. Aguilar/D. Hamilton) to approve the minutes of the June 2, 2020 Board of Directors meeting as amended.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No’s: None

Abstentions: None

MOTION PASSES: 8-0-0

IV. Program Reports

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

Distance Learning: Our Regular School Year (RSY) will end on June 26, and the Extended School Year (ESY) will start on July 1st, and will run through July 29, we continue to plan for a variety of Distance Learning activities for continued engagement for both the young children we serve and their families.

Planning for Fall: The Early Education team has been meeting and developing plans for different scenarios for “re-opening” as well as generating a list of items we might need to have everything in place, either if Distance Learning will continue or a Hybrid is put in place.

Early Start “Returning to Work” Workgroup: We have continued to participate in a workgroup organized by North Los Angeles County Regional Center to establish guidelines on safe return to providing Home Visits and Center-Based options to infant and toddlers and their families. The Department of Developmental Services (DDS) extension to including Distance Learning options has been extended through July 10, 2020.

CHIME/CSUN Collaboration: CSUN Student Teachers: Three student teachers will be completing their experiences towards Early Childhood Special Education credential requirements in the Infant/Toddler Program this week and two more are joining us for the rest of the summer.

Supporting Students with Significant Support Needs: Under the leadership of Dr. Amy Hanreddy, a group of educators from CHIME. WISH, TLC, LAUSD, Culver City USD, continue to meet to share and put in place recommendations on how to best support children with significant support needs who may not access the distance platforms for learning as well.

Other Items:

Reopening Guidelines, iBank Loans, and Other Resources from the Governor’s Office: State Loans available for nonprofits <https://www.ibank.ca.gov>

2. The Charter School Report was submitted and presented by E. Studer as following:

ACTION ITEM - Report to the Community – COVID 19 response: This report is a reflective report regarding actions taken by the school to respond to the COVID-19 health crisis and school closure. It is included below and is presented for review and approval.

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
CHIME Institute’s Schwarzenegger Community School	Erin Studer, Executive Director	estuder@chimecharter.com 818-346-5100	6/23/2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

During the current COVID-19 crisis CHIME Institute’s Schwarzenegger Community School closed its campus and transitioned to a distance learning program for the safety of our students,

staff, and families on March 16th. This closure extended through the school year and will continue through our ESY session this summer.

Our distance learning program was predicated on several principles that are described below. The core principals were communicated to families at the outset of establishing our distance learning program.

- 1) Families, including CHIME staff's families, are experiencing this pandemic in a variety of ways, many of them challenging. Therefore, our program must be flexible enough to allow children to interact in engaging and meaningful ways with the curriculum, their teachers, and their peers, yet with enough asynchronous opportunities to allow families to meet the demands of their own current situation.
- 2) Screen time while necessary during this time of distance learning, should not be so excessive as to be detrimental. Children should spend time daily engaged in their schoolwork while not logged in live to a Zoom session.
- 3) Children with special needs will be supported through digital co-teaching as well as through direct outreach to them and their families as appropriate in order to help them access the school's distance learning program.
- 4) Our distance learning program will necessarily evolve and develop as we progress through the weeks of distance learning. We will offer additional live teaching opportunities and create new ways to engage our learners as the program moves forward and as the sophistication of our student users increases in the new digital environments.

Given this, families were provided each week for their child a weekly schedule of materials to be covered, links to those materials to be accessed digitally, video material related to the content, and a schedule of "Go Live"-Zoom opportunities that will include live teaching, community circles, social activities and office hours. Families who did not have access to technology and internet access were provided laptops and received online connectivity assistance from the school. We distributed approximately 130 Chromebooks during this process. We also continued to provide meals for families who requested meal service through out breakfast and lunch program. In addition we collaborated with our authorizer LAUSD to inform our families about the Grab and Go meal centers operated by LAUSD that were located throughout Los Angeles.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

In compliance with the Governor's order, CHIME maintained the full classroom staffing who were employed on March 13th prior to closure throughout the duration of the school year that

ended on June 4th. We utilized the full compliment of instructional staff (general education teachers, special education teachers, paraprofessional staff, and DIS service providers) to ensure that the needs of English Learners, foster youth, and low-income students were met. We provided small group virtual learning sessions, social emotional learning times, individualized instruction, and outreach to families to ensure that all of our students could access the distance learning program and have an opportunity to engage meaningfully. By providing a high number of learning and contact hour times throughout the week in live sessions (in most cases in excess of 8 hours of live instruction weekly in addition to extra small group learning opportunities and family outreach) CHIME was able to achieve a student engagement rate of over 95% of students meaningfully participating in the school's distance learning program.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

CHIME utilized Google Classroom for its distance learning platform combined with live teaching sessions on Zoom. All students were provided Google Classroom accounts (if they did not have them prior to closure) and students and parents were provided a tutorial on using the software. The live Zoom teaching sessions included direct classroom instruction, social emotional learning opportunities, special education instruction, DIS service provision, and family engagement. CHIME also acquired additional software to record lessons for asynchronous learning opportunities such as Screencastify and Explain Everything. CHIME also utilized existing online learning programs that had been implemented prior to closure such as MobyMax, ReadLive, and Amira Reading to further enhance student's access to high quality learning and instruction.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

CHIME was able to continue its meal service to families who requested ongoing meal service beginning the first week of closure on March 16th. Prior to closure CHIME food service staff reached out to families to secure food orders for the following week and work with our vendor Revolution Foods to establish a food delivery schedule. Food staff and administration designed a "touchless" delivery system and we worked with families to put in place a weekly ordering process via email and phone. Additionally, the program was advertised on a weekly basis via the weekly Director's Update broadcast on Facebook and the ParentSquare update notifications. Information about accessing our food service program was also included in a Distance Learning information page that was established on our website. CHIME also collaborated with our authorizer LAUSD to inform our families about the Grab and Go meal centers operated by LAUSD that were located throughout Los Angeles.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

Los Angeles Office of Education operated childcare centers that were available to families during time of closure. North Valley Regional Center also provided respite care for families of children with special needs. It is worth noting, Los Angeles county had one of the highest infection rates of COVID-19 in the state and in the nation during the school closure from March 16th to June 4th. In addition, the county was under a highly restrictive “Safe at Home” order by LA County Public Health Department as well as additional restrictions by the Mayor of Los Angeles. Unfortunately it was neither safe nor practical for CHIME to establish its own a childcare program during this time of school closure.

The Board had an opportunity to ask questions and P. Smith had a question about the sub groups of English Learners/Foster Youth and their level of participation. E. Studer will ask staff for additional information regarding unduplicated pupil count and will share that information with the Board.

M/S/P Motion (P.Smith/L. Mucci) to approve the COVID-19 Operational Written Report to be submitted to LACOE.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No’s: None

Abstentions: None

MOTION PASSES: 8-0-0

ACTION ITEM - EPA Expenditure Report: The 2020-21 Education Protection Accounting (EPA) expenditure report 2020-21 school year based on the anticipated revenues and expenditures was provided in the board packet and was presented for review and approval.

M/S/P Motion (M. Aguillar/M. Polansky) to approve the 2020/2021 CHIME Charter School EPA Expenditure Report.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No’s: None

Abstentions: None

MOTION PASSES: 8-0-0

Fall Planning Task Force: A task force has been established to make plans for a return of students in the fall when conditions for safe return have been determined by state and county officials. This stakeholder committee is made of teachers, paraprofessionals, parents, and other staff. Board participation is welcomed. This group will convene stakeholder “listening” sessions throughout the summer and use the recently issued LACOE guidance document on reopening schools as a template for constructing a fall opening plan. The group has met three times in the month of June and will be presenting to stakeholder groups across the CHIME community to solicit feedback prior to July 10th.

ACTION ITEM - Request for Annual Fund Disbursement: The Annual Fund and Special event fundraisers currently have a positive net position of \$162,000. The charter school request that the board

approve a \$75,000 disbursement from the Institute account from these funds to be directed toward charter school operations.

Motion M/S/P (J. Becker/M. Aguilar) to approve the disbursement of \$75,000 from the Institute account to be directed toward CHIME charter school operations.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

ACTION ITEM - Board Resolution honoring Kristin Wright:

D. Hamilton, who is a member of the California Advisory Commission on Special Education reported that Kristin Wright announced her resignation as the Director of the Special Education Division under the California State Department of Education. She proposed the CHIME Institute Board honors Ms. Wright for her work as a champion of inclusive education.

RESOLUTION

We the Board of Directors of the CHIME Institute would like to recognize and appreciate the extraordinary achievements of Kristin Wright in devotion to improving educational outcomes of all children in the State of California in her role as the Director of Special Education Division at the California Department of Education (CDE).

Whereas she has the personal experience and passion as a mother of a child with significant intellectual and physical disabilities that drives her relentless pursuit of helping every student, with and without disabilities, in our state to realize their dreams.

Whereas she has spent decades working tirelessly in education, with a focus on special education, first as a special education teacher, then as an education policy consultant and liaison and finally as the special education division director at CDE.

Whereas her thoughtful, inclusive leadership has garnered immense respect and buy in from countless employees, state agencies, schools, administrators, teachers, government officials and agencies and all she had worked with.

Whereas her involvement in special education led her to discover and embrace the evidence-based benefits of inclusive education practices for students with and without disabilities and advocate for more inclusion opportunities for students across the state of California.

Whereas her commitment to increasing inclusion opportunities for students with disabilities became a key priority in the direction of the State of California's education policy and driver for the buy in and collaboration of other key stakeholders and agencies throughout the state and nation.

Whereas her commitment to the importance of the benefits of inclusion for all children and improving the outcomes and access for students with disabilities led to the development of one of the California Department of Education Special Education Division's signature projects: the Supporting Inclusive Practices (SIP) project.

Whereas SIP has helped to create a roadmap toward the vision of one unified system of education in the state, a system first articulated in the California Master Plan for Special Education, reiterated in the recommendations of the California Statewide Special Education Task Force, and strengthened by the collaborative efforts of the California State Board of Education, the California Department of Education, and the California Collaborative for Educational Excellence.

Whereas, the work of CDE and SIP under her leadership led to the introduction of Assembly Bill 1914 in January 2020 establishing the Supporting Inclusive Practices project, the first inclusive education bill of its kind.

Therefore be it resolved, that we, the CHIME Institute Board of Directors wishes to thank, commend, and honor Kristin Wright on her incredible service to the State of California and to the children and families of California on this date June the 23rd Two thousand twenty.

The Board suggested the wording be reworked to fit into a framed document to be presented to Ms. Wright.

M/S/P Motion (P. Smith/M. Polansky) to adopt the resolution honoring Kristin Wright.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

Financials: CHIME Charter School Monthly financials were presented for review in the Board packet prepared by staff and ExEd. I. Castillo provided some context on the California budget as it stands at this time.

ACTION ITEM - Budget: A budget for the 2020-21 school year based on the anticipated revenues and expenditures was provided in the board packet and was presented for review and approval. I. Castillo explained the school needs to lower its expenses as she expects this year to be a challenge financially. The budget that was presented assumes no reduction in staff but also no raises will be offered. P. Smith reiterated that the Board will continue to work hard to support teachers and staff.

The Finance Committee had the opportunity to review the Budget in more detail and made a recommendation for its approval.

M/S/P Motions (J. Mark/J. Becker) to approve the CHIME Charter School Budget as presented.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

V. Board Committee Reports/Updates

1. Finance and Audit Committee: As mentioned above, the Finance committee met and reviewed the Charter School Budget and made recommendations to the Board. P. Smith reported he was contacted by one of the auditors and the annual audit is moving along.

2. Board Development Committee: Board Membership Renewal: Board members T. Myman and D. Hamilton were reappointed for another two-year term.

M/S/P Motion (P. Smith/L. Mooch) to reappoint board members Traci Myman and Dawn Hamilton for a two-year term through May 2022.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

3. Fundraising and PR Committee: D. Hamilton reported some families are interested in supporting the Annual Giving Campaign and relaunching it on line might be advisable. She also shared that there are good initiatives for fundraising through Facebook. Another idea is to offer an online auction. The Charter School CCA is willing to help with ideas and support and P. Smith would like to participate in planning meetings.

VI. Adjournment

M/S/P Motion (P. Smith/D. Hamilton) to adjourn the meeting.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None.

VII: Closed session

A Closed session was held to review a contract and address a legal issue.

ACTION ITEM - ExEd Contract: The ExEd Services contract was provided in the board packet and was presented for review and approval. The Board held a discussion and had opportunity to ask questions.

M/S/P Motion to approve to contract with ExED for the 2020-2021 year.

VOTE

Yeses: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None.