

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday, August 25, 2020**

Members Present: Nine members of the board were present: Erin Studer, Patrick Smith, Joshua Mark, Tony Battaglia, Jeff Becker, Melissa Aguilar, Dawn Hamilton, Traci Myman, Matthew Rinnert. Those members constitute a quorum.

Members Absent: Lisa Mucci

Others Present: Parents: Kristy Conradi, Bryce (last name?), Erika Contreras, Hindy (?), Melody Mooney, Mireya (?), Sabina Szymanski.
CHIME/CSUN Patnnership Committee Liaison: Amy Hanreddy.
Staff present: William Caplenor, Irina Castillo, Annie Cox, Shelbi Doherty, Caitlin Healey, Kathy Jamison and Erin Studer.

- I. I. Call to Order: The meeting was called to order by Board Chair/President P. Smith. William Caplenor was introduced, he will be taking on the Board Secretary position.

II. 1. Public Comment

III.

Ms. Kristy Conradi- Ms. Conradi, a Charter School Parent, brought up questions and concerns about Tier 3 Interventions, access to OT and Vision Services for her son, and checks and balances for the charter school administration.

IV. II. Approval of the Consent Agenda

A. Minutes of the June 23rd Board of Directors Meeting.

M/S/P Motion (Melissa Aguilar/Patrick Smith) to approve the minutes of the June 23rd 2020 Board of Directors meeting.

VOTE

Yeses: Matt Rinnert, Dawn Hamilton, Josh Mark, Tony Battaglia, Jeff Becker, Melissa Aguilar, Mark Polanski, Traci Myman (maybe in alphabetic order by last name?)

No's: None

Abstentions: None

MOTION PASSES: 9-0-0

V. III. Educational Program Reports

1. CHIME-CSUN Collaboration: Amy Hanreddy reported on a Community of Practice represented by CHIME, WISH, TLC, LAUSD and Culver City School District representatives. It has met every Monday since Distance Learning started to focus on supporting students with significant support needs. The group will be presenting 4 sessions at the 2020 Inclusion Collaborative Conference.

2. CHIME Early Education Report- Annie Cox distributed the report and presented the following items:

CHIME Preschool Fall 2020: The first day of school August 24, 2020. The Early Education staff has worked very hard to put together a wonderful Distance Learning plan. It provides a variety of experiences for children to participate including live synchronous and asynchronous activities and access to resources that maintain a balance between screen time and hands on activities. Our goal is to stay true to our philosophy and approach of presenting developmentally appropriate inclusive practices addressing all areas of development even during Distance Learning. We are continuing to work closely with the CSUN Child and Family Studies Center (Lab School) to support children and families and have been planning together to address curriculum and instruction virtually. A Weekly Plan was provided as a sample of Daily Routines and learning opportunities.

Preschool Enrollment: We have worked closely with Los Angeles Unified School District (LAUSD) and will be completing enrollment for the Preschool Program this week. We are also serving a student from San Marino Unified School District on a separate contract.

California State Department of Education (CDE) Application for Nonpublic Agency NPA: The application period is now open and the complete application is due by October 21, 2020. One of our challenges this year appears to be completing a Fire Inspection of the buildings.

Infant and Toddler Program Enrollment: Referrals to the Early Start Program in general have seen a decrease of up to 75% in our geographic area as babies and toddlers are not keeping up with their in-person Well Baby visits, or having access to Day Care, or other community services where a potential referral for an assessment for early intervention services usually occurs. Referrals to and enrollment in our Center-Based Program (currently providing services through Distance Learning) has seen a large decrease. CHIME is working in collaboration with the Regional Center to address the need to spread the word about important access to Early Intervention services to the community.

Infant and Toddler Program Evaluation: The annual Program Evaluation is due to North Los Angeles County Regional Center (NLACRC) on September 30, 2020. Parent Surveys have been distributed to families both virtually and by USPS and a summary of responses will be included in the report.

Early Start “Re-Entry” Workgroup: We have continued to participate in a workgroup set up by North Los Angeles County Regional Center (NLACRC) to establish guidelines on safe return to providing Home Visits and Center-Based options to infant and toddlers and their families. Since mid-March a variety of notices that typically extend for a month at a time have been distributed and this group is helping vendored Early Start Programs (code 805) like ours navigate often confusing guidelines.

Directives from the Department of Developmental Services (DDS): On August 14 the California Department of Developmental Services (DDS) released proposed emergency regulations that would allow for “alternative services” to individuals with intellectual and developmental disabilities and their families who are unable to access site-based services due to Covid-19. Additionally, the proposed regulations outlined how regional centers would fund these new services.

Grants: A proposal to the Mara W. Breech Foundation (Teacher Training) has been submitted. Results will be announced on January 1st, 2021.

Classroom Materials: A variety of classroom materials is being purchased and distributed to families. A “Wish List” has been developed and will be distributed to Board and members and the community as we are accepting donations.

3. CHIME Charter School: Erin Studer provided the following report:

Launch of the 20-21 school year: CHIME launched its 2020-21 school year on Monday August 17th with an online distance learning program as directed by the CHIME Board of Directors and the order of the Governor of California. Staff has worked very hard to make the distance learning program engaging and meaningful as well as compliant with the new state guidelines governing school operations in 2020-21. The school has acquired several new software programs to enhance distance learning such as NearPod, SeeSaw, EdPuzzle and Screencastify. We are also providing materials for students for at home learning including Chromebooks for families who need them, textbooks for a number of grade levels for student use, and consumable materials. Pick up of these materials at the campus have been ongoing since prior to the start of school and will continue through this week.

In addition, staff has been putting into place details regarding an eventual return to in person instruction on campus and purchasing safety and sanitizing materials and equipment in preparation for meeting county “Return to School” guidelines. The materials include PPE, sanitizer, electrostatic sanitizing sprayers, and plexiglass dividers.

He added that Middle school is attending full block schedule with electives and Advisory Elementary has many academic opportunities, live zooms, many different levels of developmental needs that are being responded to, special education services, small group and individual sessions. New software

ACTION ITEM –

Purchase Authorization to purchase up to 230 additional Chrome books for Distance Learning/Hybrid model program:

Whereas the COVID 19 pandemic and schools’ response to that pandemic will require the acquisition of additional materials and supplies to safely and successfully operate a school program;

AND Whereas current county healthy guidelines recommend that students in a hybrid model program should not regularly share laptops and other technology without frequent sanitization;

AND Whereas CHIME anticipates needed additional Chromebooks to meet this guideline and that supply of those Chromebooks may be intermittent and require multiple small purchases;

BE IT RESOLVED that the CHIME Board of Directors authorizes the Executive Director of the charter school the authorization to purchase up to 275 additional Chromebooks for student use in the hybrid program during the 2020-21 school year.

A brief discussion took place and Erin Studer explained that comparative pricing took place and “Learning Loss Mitigation fund” will help fund this purchase

M/S/P Motion (J. Mark/D. Hamilton) to approve the purchase of up to 275 additional Chromebooks

VOTE

Yeses: P. Smith, M. Rinnert, D. Hamilton, J Mark, T. Battaglia, J Becker, M Polanski, T. Myman, M. Aguilar

No’s: None

Abstentions: None
MOTION PASSES: 9-0-0

ACTION ITEM –

Variable term Waiver for Josh Sausner for teaching Middle School Mathematics in the 2020-21 school year

Whereas CHIME conducted an extensive search to identify a qualified and fully credentialed math teacher for the middle school program in the 2020-21 school year;

AND Whereas this is an identified area of need with the California Commission on Teacher Credentialing

AND Whereas no fully qualified candidate was identified;

AND Whereas Josh Sausner was a candidate for this position, is a fully credentialed special education teacher and has taught mathematics at the high school level at his prior school assignment;

THEREFORE BE IT RESOLVED that CHIME Board of Directors authorizes the application of a variable term waiver for Josh Sausner for the 2020-21 school year in the area of mathematics so that he can teach the course of 6th and 7th grade and in addition take necessary steps to add a general education authorization in Math.

M/S/P Motion (M. Aguilar/ J. Mark) to approve the Variable term waiver for Josh Sausner

VOTE

Yeses: P. Smith, M Rinnert, D. Hamilton, J. Mark, J. Becker, T. Battaglia, M. Aguilar, M. Polanski, T. Myman,

No's: None

Abstentions: None

MOTION PASSES: 9-0-0

June Financials: CHIME Charter School Monthly financials were presented for review in the Board packet as prepared by staff and ExEd, Irina Castillo, the report is attached. She reviewed information about the Payroll Protection funding that has been received by CHIME Institute including that it is recommended that money is kept in Institute account and books, and as we come to forgiveness application, transfer to Charter School and Early Education accounts. She is hoping to be able to record revenue as part of 2019 school year.

Review of Unaudited Actuals – As required by LAUSD policy the charter school's Unaudited Actuals were prepared by staff and ExEd for submission August 17th, 2020. These unaudited actuals were presented for the Board's review.

ACTION ITEM - Vote for approval of Charter School Unaudited Actuals:

M/S/P Motion (J. Becker/J. Mark) to approve the Unaudited Actuals as presented by I. Castillo

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: 9-0-0

The following Items were tabled for the following meeting

- A. approval to submit charter removal
- B. approval injury prevention plan
- C. approval of revised bylaws
- D. approval of conflicts policy
- E. conflicts code

LAUSD Oversight Report: P. Smith followed up on this report, E. Studer explained it had been completed and highlights had been shared with the Board.

VI. IV. Board Committee Reports/Updates

- a. Finance and Audit Committee: M. Polansky provided an update on the Retirement Account including the following: Changing annuitant from Peggy Berrenson to CHIME Institute and finalizing crediting report to show everyone what they are investing in. P. Smith requested E. Studer and M. Polansky to meet and the Committee will make recommendations for investments.
- b. Fundraising and PR Committee:

Annual Fund: D. Hamilton reported the launch of annual fund starting with the Back-to-School Night on August 8, 2020. She has met with CCA executive board about fundraising and they established they want to focus more on Institute in general for fundraising rather than solely the Charter School. P. Smith volunteered to participate in Zoom at the Charter School Back-to-School.

PR: D. Hamilton reported that the California State Department of Education has announced the appointment of the new Director of Special Education: Heather Calomese. She will reach out to A. Cox and E. Studer to discuss the best opportunity to introduce CHIME to her.

Targeted Outreach: M. Rinnert added that he and E. Studer are working on targeted outreach and plans in layering activities from the Board as well.

V. Adjournment:

M/S/P Motion (P. Smith/J. Mark) 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

MOTION PASSES: 9-0-0