

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Friday, February 19, 2016 8:45 a.m.**

Members Present: Six members of the Board were present: Michele Haney (chair), Tony Battaglia, Todd Hacker, David Kretschmer, Joshua Mark and Patrick Smith. These members constitute a quorum.

Members Absent: Two members were absent: Traci Myman and Mark Polansky.

Others Present: Staff: Peggy Berrenson, Annie Cox, Steve Lenhart and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

No speakers contributed public comments.

3. Approval of the Consent Agenda

- a. Minutes of the January 22, 2016 Meeting.

M/S/P (J. Mark/T. Hacker) Motion to approve the minutes of the January 22, 2016, Meeting.

VOTE

Yeses: Michele Haney, Todd Hacker and Joshua Mark.

No's: None

Abstentions: Tony Battaglia, David Kretschmer and Patrick Smith.

MOTION PASSES: 3-0-3

4. Review of the 2015 CHIME Institute Auditor's Report

(1) *CHIME Institute's Auditor's Report:* Ms. Marlen Gomez, CPA from Vicenti, Lloyd & Stutzman, CPAs and Business Advisors distributed and reviewed the Independent Auditor's Report and Financial Statements for the Year Ended June 30, 2015. Board members had an opportunity to ask questions and receive additional information.

(2) *Internal Control: Closing Procedures:* There was a discussion about the findings regarding Internal Controls: Closing Procedures. The Board is aware of the recommendations and suggestions made in the corrective action plan regarding Closing Procedures and understands the need for additional closing procedures processes and written documentation. CHIME is already taking steps to address this matter.

5. Program Reports

- a. Early Education Programs: A. Cox reviewed the Early Education report and provided an update of the CHIME Infant and Toddler and Preschool Programs as follows:

(1) *CHIME Early Education Committee*

The Committee met earlier in the month and continues to provide staff guidance in refining exemplary practices in early intervention and preschool inclusion as well as development and strategic issues.

(2) *CHIME/CSUN Partnership*

- a. The CHIME Institute and CSUN Partnership received the Exemplary Partnership Award at the Fifth Annual Professional Development Schools Conference held at California Lutheran University on February 6, 2016. It was an honor to see this important partnership celebrated in such a special way.
- b. The CHIME/CSUN Committee is examining ways to evaluate the effectiveness of the relationship between CHIME educational programs and CSUN; how the collaboration affects important outcomes of improved student achievement and increase teacher quality. We will need to look more carefully at implementation of key practices at CHIME Institute educational programs.
- c. A letter from the Michael D. Eisner's College of Education's Dean Michael Spagna and the Faculty Council was delivered to CSUN's Provost as we move forward with the request to designate CHIME as a Professional Development School.

(3) *Programs Update*

- a. Infant and Toddler Center-Based Enrollment is increasing. In addition to serving young children and families under the North Los Angeles County Regional Center, the program became a vendor of Lanterman Regional Center.
- b. Preschool staff is in the process of completing the Desired Results Developmental Profile (DRDP). The California Department of Education (CDE), Early Education and Support Division (EESD), has established the Desired Results System to improve program quality in early care and education programs across the state.

(4) *Update on Legislation:* As the result of advocacy efforts, along with those of The Lanterman Coalition, a coalition of statewide associations for the preservation of the Lanterman Act, a plan to restore funding for developmental services has been developed. The source of the funding is through the Health Care Tax Reform Proposal (RN1607909) that legislators are going to be voting on shortly.

(5) *Event Planning and Fund Raising*

Plans for CHIMEaPalooza to be held on March 5, 2016 are underway.

- b. Charter School: E. Studer reviewed the Charter School report as follows:

(1) *Academics:* CHIME Charter is currently engaged in the spring round of NWEA benchmark assessment testing. Once the round is completed, testing information by grade and subgroup will be provided to the Board. Next year CHIME Charter will transition to the "cloud-based" version of NWEA which will provide the school with

superior data tracking systems and software to make data driven instructional decisions.

(2) *Fiscal*: At the request of LAUSD Charter's Schools Division CHIME Charter created a three-year fiscal plan to address certain points of concern that arose during the charter renewal review. The plan is attached.

(3) *Charter Renewal*: CHIME Charter School staff and Board members have been working diligently with the LAUSD Charter's School Division during the renewal process. Correspondence from CHIME Charter staff to Charter's School Division is attached. Dr. Hughes called yesterday and has stated that the Charter School division will support our vote for renewal. The vote will be held March 8th and could last anywhere between 1p.m. and 9p.m., Board members are welcome to attend. We will also be inviting parents to come and speak on CHIME's behalf about what the school has meant to them and their children.

(4) *NCLB Compliance*: The No Child Left Behind (NCLB) Compliance Matrix was presented to the Board for review and approval.

M/S/P (P. Smith/J. Mark) Motion to approve the NCLB Compliance Matrix as presented.

VOTE

Yeses: Tony Battaglia, Michele Haney, Todd Hacker, David Kretschmer, Joshua Mark and Patrick Smith.

No's: None

Abstentions: None

MOTION PASSES: 6-0-0

(5) *Prop 55 New Building Project Update*: All remaining pay applications and retention have been paid to the general contractor NOVUS Construction.

(6) *Charter School Lottery*: The Lottery will take place at CSUN on Friday, March 11, 2016. D. Kretschmer, T. Battaglia and possibly J. Mark volunteered to assist.

6. Board Committees Reports and/or Updates

a. Executive Committee

The committee plans on meeting prior to the next Board meeting.

b. Development Committee

The committee did not have any updates.

c. Finance and Audit Committee

(1) *Chatsworth Property*: The sale of the property was completed on February 12, 2016.

(2) *Credit Card Policy*: A draft Credit Card Policy was presented but an action was deferred to allow for further discussion. J. Mark will provide another example for review.

(3) *Charter School Fiscal Plan*: As discussed by E. Studer, at the request of LAUSD Charter's Schools Division CHIME Charter created a three-year fiscal plan to address certain points of concern that arose during the charter renewal review. The plan will be examined in more detail by the Finance and Audit Committee.

d. Fundraising and PR Committee

Meeting: T. Hacker announced the committee will meet later in March or April.

e. Stakeholders Success Committee

Family Survey: D. Kretschmer explained data from the survey is being analyzed and further information will be shared at a later date.

f. Research and Dissemination Committee

Research Committee Report: D. Kretschmer announced a Doctoral student requested completing a project for a class at CHIME Charter and a College of Education faculty will be submitting a request for an action research.

7. Executive Closed Session

The Board held a closed session to address a legal issue. No action was taken.

8. Adjournment

The meeting was adjourned.

9. Next Meeting (Reminder): March 18, 2016.

10. Adjournment: The meeting was adjourned.