

**Minutes of the
CHIME Institute
Board of Directors Annual Meeting
Held at the CSUN Child and Family Studies Center
Monday, November 14, 2016 8:00 a.m.**

Members Present: Six members of the Board were present: Michele Haney (chair), Tony Battaglia, David Kretschmer, Josh Mark, Traci Myman and Marc Polansky. These members constitute a quorum.

Members Absent: Two members were absent: Todd Hacker and Patrick Smith.

Others Present: Staff: Irina Castillo (ExEd), Annie Cox 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 September 26, 2016 Board Meeting.

M/S/P (M. Polansky/J. Mark) Motion to approve the minutes of the September 26, 2016, Meeting.

VOTE

Yeses: Michele Haney, Josh Mark, Traci Myman and Marc Polansky

No's: None

Abstentions: Tony Battaglia and David Kretschmer.

MOTION PASSES: 4-0-2

4. Program Reports

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

(1) Early Education Committee

The Committee meets on the first Tuesday of the month from 1:30 to 2:30 p.m. The Committee includes Board members Michele Haney and Traci Myman, CSUN Early Childhood Special Education Zhen Chai, Ph.D., and Family Focus Resource Center coordinator Theresa Quarry. The committee is supporting our efforts towards refining the Program Evaluation as well as outreach activities.

(2) Program Updates

- Infant/Toddler Center-Based Program: Enrollment continues to be monitored closely. One of CHIME's families contributed to and installed a shade cover to the patio area allowing us to utilize the outside the space more effectively.
- Outreach: CHIME Early Education staff submitted two proposal to the CalTASH Conference which will take place in March 2017.
- Legislative Update: Due to term limits the disability community is losing two long time champions: Senators Fran Pavley and Carol Liu. These two long serving leaders have been strong champions for people with disabilities in the Legislature.
- IDEA Anniversary: This October marked the 30th anniversary of the passage of Public Law 99-457, which established Part C (services for infants and toddlers) and mandated Part B, Section 619 of the Individuals with Disabilities Education Act (IDEA).
- NPA Certification: The 2016-2017 application for Nonpublic Agency (NPA) Certification has been completed and submitted.
- Student Evaluation: Fall conferences have taken place and staff completed the the Desired Results Developmental Profile (DRDP) for all students as required by the California State Department of Education.
- CHIME/CSUN Collaboration: The CHIME/CSUN committee is focusing on evaluating elements of the partnership.

b. Charter School:

E. Studer reviewed the Charter School report as follows:

- (1) NWEA testing: The fall administration of the formative assessment program, NWEA, is currently being administered for grades 2-8. Results of this assessment will be shared with the board during the November board meeting.
- (2) CHIME Professional Development: The CHIME Charter school hosted 73 teachers from Sacramento, San Diego, Los Angeles and New York on October 6, 7, and 8th for our fourth annual "Creating Inclusive Environments" professional development program. It was our largest gathering to date. Participants participated in classroom visits and workshops led by CHIME staff and created action plans on how they would incorporate at their own school site methods and practices they witnessed and learned about during the training. The six participating Los Angeles schools will also receive follow up coaching from CHIME staff as they implement their action plans throughout the year. CHIME's online professional development offering, *A Neurodevelopmental Strength-based Approach to Teaching and Learning*, kicked off its second year with 22 participants. This 9 month, 5-course program will help teachers identify strengths and challenges their students have using an 8 construct neurodevelopmental framework (Language, Memory, Spatial Ordering, Social Cognition, etc.) and use that knowledge to differentiate instruction and

make more effective instructional decisions. The Board requested reporting of Professional Development activities as a separate line item on budget report.

- (3) Charter School attendance: Current enrollment is 750 students. 5 transitional kindergarten students will be added to the ADA calculations when they turn 5 in December.
- (4) High School Committee: The High School Development Committee met on Oct 5th at 6pm. The committee identified 12 fundraising contacts which committee members would conduct outreach to within the next 45 days with a goal of scheduling meetings with the contacts or having the contact visit campus. In addition Jim Hodgson is putting on an event in December to raise funds for High School development and specifically the early stages of campus develop such as a CEQA study of the Collin's property. Manny Bernabe has met with Pacifica Services and potential companies who are interested in unique construction delivery models that could ease our fundraising burden with respect to campus development.
- (5) Budget: ExEd and staff have worked to create a balanced budget which is presented in the budget packet. Current actuals to date show that we are on pace to meet the budget expectations proposed however part of the budget assumption include fundraising (the same fundraising goal as last year), so staff and the community will need to work diligently to meet those fundraising expectations. Additional efforts continue to be made to find areas to cut budget spending as a larger ending reserve is needed in order to not deplete our beginning cash. Future years' budgets currently project shortfalls. Staff is examining several mitigations strategies for this including reduction of staffing and spending. In addition, given that student enrollment is the main generator of revenue for the school, staff has engaged (and will continue to engage) in several strategies to increase enrollment in the coming years. For example, an increase in 20 students would make a significant increase in revenue for the school program. Retaining all current middle school students in grades 6 and 7 and enrolling a new incoming 6th grade class of at least 75 students would yield a year over year change of +15 students. That combined with ensuring all elementary grades are fully enrolled would allow us to achieve our 2017-18 enrollment goal. Current enrollment outreach strategies include:

New outreach and recruitment – Growing CHIME's number of applicants helps ensure that available seats are filled and that a natural proportion of student need is maintained in our inclusive classrooms. So far this year staff has added two new outreach activities. In the month of August staff operated an outreach booth on Saturday evenings in August at the Warner Center "Movies on the Green" events. Also, in October staff hosted an open house for preschool families. Over 60 local preschools were contacted and postings about the event were added to local chamber of commerce Facebook pages. Staff intends to run a second preschool open house in Jan/Feb. Staff continues to research additional local events which they can attend and promote the school and expand our outreach and applicant pool. We are also looking into hosting a middle school open house for prospective middle school families from other school programs.

Retention – Retention activities are planned for November 3rd and 4th. Current CHIME fifth grade families will be invited to our annual 5th grade open house for our middle school

program on Thursday evening 11/3. The following day we will conduct MS tours for current CHIME families. Fifth grade students will also have tours of the middle school program during the month of November.

Innovative Programming – staff is also considering additional innovative curricular and extra-curricular programs that we could offer to middle schools students that would increase retention and attract new prospective students. T. Battaglia suggested looking more closely at enrollment and recruitment efforts in order to refine our practices.

- (6) Zip Ed Tech: In an effort to fulfill the Institute mission of dissemination, staff has been examining additional ways to disseminate information about inclusion. One option that has been reviewed is developing online training modules concerning paraprofessional training, inclusion in schools, and inclusion in the world outside of the K-12 environment. Zip Ed Tech is a local company that develops these kinds of educational programming. This would be a no development cost option in which we partner with this company to develop these programs and then cost share revenue. Staff recommends that the board approve staff to enter into a revenue sharing development contract with this company. The Board will look at potential conflict if any in developing this partnership in the interest of transparency.

- (7) Assembly Bill 379 and Ratliff Transparency Resolution: The LAUSD Board Ratliff Transparency resolution concerning public access to information and California Assembly Bill 379 concerning the education of foster youth were reviewed and discussed.

5. Board Committees Reports and/or Updates

a. Finance and Audit Committee

- **Unaudited Actuals/Budget Update and Financials**: The CHIME Charter Financial Dashboard for September 2016 as prepared by Irina Castillo of ExEd was distributed and discussed. A Finance Committee meeting will be scheduled for further discussion and recommendations.
- **Audit**: The auditors have started gathering information in preparation for the audit.

b. Board Development Committee:

Board Membership: M. Polansky reported a meeting took place with a potential new board member. After a discussion, the approval of the new member was suggested.

M/S/P (M. Polansky/J. Mark) Motion to approve membership of Hilary Goldberg to the CHIME Institute Board.

VOTE

Yeses: Tony Battaglia, Michele Haney, David Kretschmer, Josh Mark, Tracy Myman, and Marc Polansky

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

c. Fundraising and PR Committee

Fundraising Efforts: The CHIME Gala took place on October 8, 2016 at CBS Studio Center. The Annual Giving Campaign will be launched in November. A grant proposal to the Mara W. Breech Foundation was submitted.

d. Research and Dissemination Committee

D. Kretschmer reported the committee will meet tomorrow and a report will be given at the next Board meeting.

6. Next Meeting

The next meeting is scheduled for Monday, December 12, 2016 at 6:00 p.m.

7. Closed Session

A closed session was not held.