

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held at the CHIME Charter School  
Monday, December 12, 2016**

**Members Present:** Seven members of the Board were present: Michele Haney (chair), Hilary Goldberg, Todd Hacker, David Kretschmer, Josh Mark, Traci Myman and Patrick Smith. These members constitute a quorum.

**Members Absent:** Two members were absent: Tony Battaglia and Marc Polansky.

**Others Present:** Staff: Peggy Berrenson, 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 November 14, 2016 Board Meeting.

**M/S/P** (D. Kretschmer/T. Myman) Motion to approve the minutes of the November 14, 2016, Meeting.

***VOTE***

***Yeses:*** Michele Haney, David Kretschmer, Josh Mark, Traci Myman

***No's:*** None

***Abstentions:*** Hilary Goldberg, Todd Hacker, Patrick Smith

***MOTION PASSES: 4-0-3***

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) Operational Issues

**Enrollment:** Preschool enrollment for Preschool is at capacity with one additional student starting in January. Toddler Center-Based attendance continues to be monitored closely.

**Parent Education:** A Parent Education series focusing on social and emotional development of young children is being planned in collaboration with CSUN faculty Zhen Chai.

**Evaluation of Program Practices:** The CHIME Early Education Committee is assisting with next steps in the program evaluation process including a recommendation of the

tools we should utilize.

Annual Program Evaluation: As required by NLACRC and the Department of Developmental Services, an Annual Program Evaluation Report of the Infant and Toddler Program has been prepared and submitted.

(2) Development and Strategic Issues

Conferences: Two proposals submitted by staff to Cal-Tash for their Conference on March 3-4, 2017 have been accepted.

Grants: A proposal to Mara W. Breech Foundation was submitted. A Letter of Interest to the John Gogian Foundation is due March 1<sup>st</sup>, 2017.

Fundraising: An Art, Restaurant (CPK) and Script (Gift Card) fundraisers took place in November and December.

Annual Giving: Annual Giving solicitation materials were distributed both electronically and by regular mail.

b. Charter School:

E. Studer reported as follows:

(1) Legacy Wall Materials: Materials for the Legacy Wall are ready and were shown to Board members.

(2) Fall NWEA Data: The data from the fall administration of NWEA, shows improvement in Math at each level for students in math.

(3) APE Teacher: CHIME Charter is in need of an Adaptive Physical Education (APE) teacher but has not been able to fill this position. Adam Browner, the current Physical Education teacher is eligible for a waiver.

**M/S/P Motion** (P. Smith/J. Mark) to authorize staff to apply for a waiver for Adam Browner for Adaptive Physical Education.

***VOTE***

***Yeses:*** Michele Haney, Hilary Goldberg, Todd Hacker, David Kretschmer, Josh Mark, Traci Myman and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 7-0-0***

(4) LAUSD Site Review: The site review went very well after tireless preparation from Charter School staff.

(5) Compliance Monitoring: Board members reviewed binders with documents and interviewed Erin Studer, Executive Director of Charter School.

**M/S/P Motion** (P. Smith/H. Goldberg) to acknowledge the site review completed by LAUSD towards Charter School Compliance Monitoring.

***VOTE***

***Yeses:*** Michele Haney, Hilary Goldberg, Todd Hacker, David Kretschmer, Josh Mark, Traci Myman and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 7-0-0***

(6) First Interim Report: Irina Castillo from EXEd distributed and reviewed the first Interim Report for the Charter School which was submitted to LAUSD on 12/9/2016.

**M/S/P Motion** (H. Goldberg/P. Smith) to approve the first Interim Report as submitted to LAUSD.

***VOTE***

***Yeses:*** Michele Haney, Hilary Goldberg, Todd Hacker, David Kretschmer, Josh Mark, Traci Myman and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 7-0-0***

5. Board Committees Reports and/or Updates

a. Executive Committee: No updates were provided.

b. Board Development Committee

The Committee welcomed Hilary Goldberg, newest member of the Board.

c. Finance and Audit Committee

J. Mark reported the Committee met in December to review financials. In addition the following items were discussed:

(1) 2016 Compliance Amendment for the CHIME Cash Balance Benefit Pension Plan: The plan is required to be amended to comply with final regulations. Documents submitted by KRAVITZ were reviewed. P. Smith will follow up with additional questions for clarification on some of the provisions prior to approval.

(2) Bank of America Line of Credit/Loan: The two lines of credit that were not paid in full by the proceeds of the sale of the Chatsworth property were combined into a loan and have been linked to the CHIME Institute account. Since the lines of credit were utilized for Charter School expenses, the Finance Committee made a recommendation for the Charter School to take on this obligation.

**MSP Motion** (P. Smith/ J. Mark) to switch payments towards the Bank of America Loan from the Institute to the Charter School.

***VOTE***

***Yeses:*** Michele Haney, Hilary Goldberg, Todd Hacker, David Kretschmer, Josh Mark, Traci Myman and Patrick Smith.

*No's:* None

*Abstentions:* None

***MOTION PASSES: 7-0-0***

(3) Victim Impact Statement and Declaration of Victim's Loss: There are two documents due to the U.S. District Court in Colorado on January 9, 2017 and will be considered on the sentencing against Emily Strunk. P. Smith volunteered to assist staff in finalizing the documents.

d. Fundraising and P.R. Committee

T. Hacker reported the Committee will meet at the beginning of the year and is in the process of discovery about needs to be considered to improve fundraising, including donor behavior data. H. Goldberg will join this committee.

e. Stakeholders Success Committee

D. Kretschmer submitted the results of the Stakeholders Survey electronically. Further discussion will take place in January, including how to best disseminate results to families.

f. Research and Dissemination Committee:

D. Kretschmer reported the Committee met in November and reviewed data from Professional Development offerings as prepared by Amy Hanreddy.

6. Meeting Schedule:

The schedule for the remainder of the 2016-2017 year is as follows: January 23, February 27, March 27, April 24, May 22, June 26 (Annual Meeting).

7. Closed Session

A closed session was not held.