

**DRAFT Minutes of the
CHIME Institute
Board of Directors Annual Meeting
Held at the CHIME Charter School
Tuesday, October 24, 2017 6:00 p.m.**

Members Present: Six members of the Board were present: Michele Haney (chair), Lei Bowen, Hilary Goldberg, Todd Hacker, Josh Mark, and Traci Myman. These members constitute a quorum.

Members Absent: Four members were absent: Tony Battaglia, David Kretschmer, Marc Polansky and Patrick Smith.

Others Present: Parent: Melody Mooney (CCA Representative).

Staff: Peggy Berrenson, Irina Castillo (ExED), Annie Cox and Erin Studer (by phone).

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 28, 2017 Board Meeting.

M/S/P (J. Mark/T. Hacker) Motion to approve the minutes of the September 28, 2017, Meeting.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Todd Hacker and Josh Mark.

No's: None

Abstentions: Michele Haney and Traci Myman.

MOTION PASSES: 4-0-2

4. Program Reports

- a. Early Education Programs: A. Cox distributed the Early Education Annual Report of the CHIME Infant and Toddler and Preschool Programs activities:

(1) Program Evaluation: Efforts towards evaluating our practices continue. A Parent Questionnaire has been distributed to Infant and Toddler families and data is being collected.

(2) Infant/Toddler Center-Based Program: Enrollment and attendance remain consistent.

(3) Preschool Program:

- i. Enrollment for the 2017-18 school year is complete.
- ii. The 2018 Nonpublic Agency (NPA) renewal has been completed and submitted to the California Department of Education.
- iii. Parent Conferences were held with an opportunity to share children's progress with families halfway through the semester.
- iv. Efforts towards completing data for the Desired Results Developmental Profile (DRDP) are underway.

(4) Outreach:

- i. CHIME hosted a group from Etiwanda School District and faculty in Early Childhood Special Education from California State University, Fullerton.
- ii. CHIME participated in the Family Focus Resource Center Special Needs Fair held at California State University, Northridge.
- iii. In collaboration with Michele Haney, Ph.D., Zhen Chai, Ph.D., and Delia Calderon-Smith, two presentations took place at the Division of Early Childhood's (DEC) national Conference in Portland, OR in October. The topics, as previously discussed, were as following:
 "How Are We Doing?" Using DEC Recommended Practices to Inform Program Quality and 25 Years of Learning Together: Collaboration to Support Inclusive Preschool Practices.
- b. Charter School: E. Studer distributed the Charter School report electronically and M. Haney led a discussion on the following:
 - (1) Walton Family Foundation Grant: A start up grant for \$325,000 was received from the Walton Family Foundation for a potential expansion for grades 9-12, this funding can only be used to support the development and launch of a CHIME High School Charter Program and it is recommended funds be moved to a separate bank account in order to facilitate accounting and for the purposes of grant reporting.

M/S/P Motion (J. Mark/T. Myman) to transfer the Walton grant funds from the CHIME Institute account to an account at Bank of the West.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Josh Mark and Traci Myman.

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

- (2) Audit and Accounting Reconciliation: Over the last two audits (2015 and 2016) CHIME has received a finding relative to reconciliation of accounts titled Internal Controls. Staff has put systems in place to improve close out procedures and also has been reviewing past fiscal records and bringing reconciliations up to date. At this time additional assistance is needed in completing this time in a timely fashion in preparation for the

upcoming audit. Board of Directors' member Lei Bowen has a unique set of skills in the area of finance and accounting and has volunteered to help support staff in this review. Ms. Bowen would only be conducting an analysis and providing recommendations. A discussion took place.

M/S/P (H. Goldberg/T. Myman) Motion to direct Board member Lei Bowen to provide assistance in the form of analysis and recommendations towards the review and reconciliation of past audit year fiscal audits.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Josh Mark and Traci Myman.

No's: None

Abstentions: None.

MOTION PASSES: 6-0-0

- (3) California School Performance DASHBOARD: As required by the State of California schools are now required to self-report on several school performance indicators not captured in the statewide school testing and attendance reporting systems. These elements and the self-reporting are required to be reviewed in an open public meeting by school boards prior to their posting on the State Dashboard School Reporting site by December 1st, 2017. Documents addressing Elements 1 and 2 of the self-report were presented and reviewed at today's meeting.
- (4) Financial Update and Unaudited Actuals: I. Castillo distributed and reviewed the September 2017 Financials, Unaudited Actuals and Financial Dashboard. Due to enrollment being lower than predicted cash flow continues to be of concern. Expenses are over budget by \$421,000 mainly due to higher salaries (minimum wage increase impact). A review of Charter School enrollment and ADA and discussion took place and included the need to increase fundraising efforts and consider looking into a capacity building grant.

5. Board Committees Reports and/or Updates

- a. High School Committee: E. Studer suggested a High School Development Timeline with an opening by August 2019. M. Haney explained this is a hypothetical timeline as we don't yet have critical information to make an educated decision. In addition, a realistic budget needs to be looked at carefully including an analysis and possible impact on current programs. It was also discussed the need to consult with someone with high school expertise to flush out programming and financial ramifications specific to a high school. M. Haney directed I. Castillo to develop a budget based on reasonable assumptions in order to have a more realistic understanding of the finances.
- b. Fundraising and PR Committee: T. Hacker announced the committee met and developed a plan for the Annual Giving Campaign at the Charter School.

- c. Stakeholders Success Committee: M. Haney reported a CHIME Institute Survey Monkey account is now available and will be utilized to solicit information as part of the Executive Directors' evaluation process.

6. Closed Session

A closed session was not held.

7. Next Meeting: **Tuesday, November 28**