

**DRAFT Minutes of the
CHIME Institute
Board of Directors Annual Meeting
Held at the CHIME Charter School
Tuesday, November 28, 2017 6:00 p.m.**

Members Present: Six members of the Board were present: Michele Haney (chair), Tony Battaglia, Lei Bowen, Hilary Goldberg, David Kretschmer and Josh Mark. These members constitute a quorum

Members Absent: Four members were absent: Todd Hacker, Traci Myman, Marc Polansky and Patrick Smith.

Others Present: Parent: Jim Hodgson.

Other: Kevin Palm, EA, MSPA, MAAA (Kravitz)

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

i. Call to Order

M. Haney called the meeting to order.

2. Public Comment

Mr. Jim Hodgson, a parent from CHIME Charter provided comments in support of the High School.

3. Approval of the Consent Agenda

- a. Minutes of the October 24, 2017 Board Meeting.

M/S/P (J. Mark/H. Goldberg) Motion to approve the minutes of the October 24, 2017, Meeting.

VOTE

Yeses: Lei Bowen, Hilary Goldberg, Michele Haney and Josh Mark.

No's: None

Abstentions: Tony Battaglia and David Kretschmer.

MOTION PASSES: 4-0-2

4. Actuarial Report for CHIME Institute Defined Benefit Plan and 403 (b) Plan.

Kevin Palm from Kravitz provided an Actuarial Report for the Plan Year July 1, 2017 to June 30, 2018. Board members had the opportunity to examine and review information. He reported there is a contribution receivable of \$1,479,997 for this plan year and the recommended contribution is \$677,070. He explained that even though currently the plan is a non-ERISA plan, that might change in the near future as there is a possible IRS change to charter schools being considered government entities. Mr. Palm recommended the following actions for the Board of Directors and/or Board Finance Committee:

- (1) Review contract with and plan for continued oversight of National Life Group's (previously LSW) performance
- (2) Consider investment alternative for assets (fiduciary responsibility).

- (3) Contact Karen Hahn from Modrall and request scope of service regarding 403(b) Plan: understand what employees are paying/get report from National Life Group.
- (4) Explore the need for ERISA/Fidelity Bond for protection of the plan.

5. Program Reports

- a. Early Education Programs: A. Cox distributed the Early Education Report electronically with the following updates of the CHIME Infant and Toddler and Preschool Programs activities:

(1) Early Education Committee

Efforts towards evaluating our practices continue with the following activities.

- i. Staff attended training on the *Inclusive Classroom Profile* (ICP) by Elena Soukakou, a wonderful tool designed to measure program quality but that also provides a framework for program planning and professional development.
- ii. Data has been collected for completion of the Infant and Toddler Program annual Evaluation Report to be submitted to North Los Angeles County regional Center (NLACRC).
- iii. The Committee is supporting staff in the refining of communication efforts with families.

(2) Enrollment

Enrollment and attendance continues to be closely monitored:

- i. IT Center-Based Program: Enrollment and attendance remain consistent.
- ii. Preschool Program: Enrollment for the 2017-18 school year is complete.

(3) Outreach:

Efforts towards outreach and dissemination of our model continues:

- i. CHIME staff and Amy Hanreddy presented at the Inclusion Collaborative Conference @ Santa Clara Office of Education on October 26, 2017 on the topic of *Leveraging University Partnerships to Sustain Inclusive Practices*.
- ii. CHIME staff participated at the Vendor Fair at NLACRC on November 6, 2017.
- iii. CHIME hosted a group from Beach Kids Therapy Center from Orange County, they are in the process of partnering with the school district in the area to open an inclusive charter school.
- iv. Staff submitted two proposals for the CalTASH Conference in the spring.

(4) Fundraising, Grants and Event Planning

A number of activities took place or are ongoing:

- i. A grant proposal to Mara Breech was submitted. Staff is looking into additional grant possibilities.
- ii. A Hoodie Fundraiser was held.
- iii. A script fundraiser is underway.
- iv. The Annual Giving Campaign was launched.

(5) CHIME/CSUN Collaboration

The Committee, under Amy Hanreddy's leadership meets monthly:

- i. In the Early Education Programs, final semester evaluations are being completed for 5 Child and Adolescent, 5 Social Welfare, 1 ECSE completing experiences towards completion of a Master's program and 4 Service Learning (SPED 200) students.
- ii. The CHIME/CSUN Committee continues to evaluate families' perspective about the CSUN partnership and look for ways to share information about the collaboration. A group interview with Early Education families is scheduled for November 29, 2017.
- iii. A review of the CHIME Apprenticeship Handbook is underway.

(6) Event Planning

We continue to plan for the April 14, 2018 event at the Blacker House in Pasadena.

- b. Charter School: E. Studer distributed the Charter School report at the meeting as attached.

6. Board Committees Reports and/or Updates

- a. High School Committee: Irina Castillo distributed a High School budget based on assumptions for enrollment and basic needs for staff and facilities. E. Studer suggested a High School Development Timeline with an opening by August 2019. Concerns over the current financial situation and challenges of launching a new program were brought up.

7. Closed Session

A closed session was not held.

8. Next Meeting: **Tuesday, December 12, 2017**