

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held at the CHIME Charter School  
Thursday, April 19, 2018**

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

**Members Absent:** Three members were absent: Tony Battaglia, Todd Hacker and Traci Myman.

**Others Present:** Staff: Annie Cox and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

None.

a. Approval of the Consent Agenda

- a. Minutes of the January 23, 2018 Board Meeting.

**M/S/P** (P. Smith/H. Goldberg) Motion to approve the minutes of the January 23, 2018, Meeting.

***VOTE***

***Yeses:*** Lei Bowen, Hilary Goldberg, Michele Haney, Josh Mark, Patrick Smith.

***No's:*** None

***Abstentions:*** David Kretschmer.

***MOTION PASSES: 5-0-1***

3. Program Reports

- a. Early Education Programs: A. Cox presented the following Early Education Report:

(1) Enrollment

Enrollment and attendance in both programs continue to be closely monitored. We are doing a number of activities in order to reach more families for the Toddler Program.

(2) Training and Outreach:

Efforts towards outreach and dissemination included:

- Staff presented at the CalTASH and IDA Conferences in March.

- A. Cox was a guest presenter and discussed the CHIME Institute's model of inclusive education at the ARC and UCP Public Policy Conference in Sacramento on March 11, 2018.
- Staff provided Professional Development on Preschool Inclusion for 24 pre-service ECSE credential candidates.
- Staff hosted one preschool team from LAUSD.

(3) Fundraising, Grants and Event Planning

- CHIME Early Education received a grant for \$10,000 from the Ring Foundation.
- The CHIME Institute spring fundraiser took place on April 14, 2018 at the Blacker House in Pasadena. A final report will be given at a later date.

(4) CHIME/CSUN Collaboration

- It has been a busy semester with a large number of fieldwork students and observers.
- A review of the CHIME Apprenticeship Handbook is underway.
- Close collaborator Dr. Zhen Chai received College of Education Partnership Grant Award for the 2018-2019 academic year for a partnership with CHIME entitled, "Promoting Early Childhood Inclusion through Community Partnership."
- We have been approached by the Coordinator of the CSUN School Psychology Program and Director of the Berke Assessment Clinic and Library and plan on collaborating starting in the fall 2018.

- b. Charter School: E. Studer distributed the Charter School report at the meeting and the following items were addressed:

(1) Budget

The updated financials were included in the board packet as provided by ExED. Board members requested a hard copy be made available for better viewing and review.

(2) CHIME Audit Report

The finalized audit was completed in February 23<sup>rd</sup> and sent to LAUSD. Submission of this audit satisfied a Notice to Cure which was issued to CHIME by LAUSD the week prior for a late submission of the annual audit. The audit was distributed to the Board for their review and approval.

(3) Finance Committee Meeting

Staff request a Budget Committee meeting be scheduled to review year to date actuals, short term fiscal plans for the Charter School and to begin LCFF budgeting process for the 2018-19 school year.

(4) Grant Writing

Charter School staff is currently working on grant submissions to the Orange County Office of Education and to the Walton Foundation. The OCDE grant is a joint grant with WISH Charter School for \$25,000 in funding for MTSS alignment activities. The WFF grant is for a \$15,000 professional development grant.

(5) Walton/Gates Convening

Erin Studer was invited to attend and participated in a national convening funded by the Gates and Walton Foundations on February 21<sup>st</sup> and 22<sup>nd</sup>. The gathering of schools from across the

country discussed issues and needs of charter schools serving some of the highest needs and hardest to serve student populations.

(5)Lottery and Enrollment: The lottery application period ended on Friday, March 2<sup>nd</sup>. The lottery was held on March 9<sup>th</sup>. Current acceptances exceed 2018-19 budgeted enrollment of 775. E. Studer also informed the Board the school will add a second TK classroom next year and will no longer enroll children who are ineligible for ADA due to dates of birthdays following outside of required dates.

(6)High School Committee

Staff and committee membership is meeting with LAUSD Board Member Nick Melvoin on May 3<sup>rd</sup> to discuss progress on the high school project. WISH has provided their year one budget for CHIME Board review and comparison.

(8)Visit by State Superintendent of Public Instruction

Tom Torlakson visited CHIME Charter School on Friday, April 13<sup>th</sup>. He was interested in observing the full inclusion model and was very complimentary of the work by staff. He states he hopes the state can partner with CHIME to spread inclusive practices to schools and districts throughout California.

(9) 2016-17 Audit

The CHIME Institute Audit as prepared by Clifton Larsen Allen, LLP was distributed and reviewed.

**M/S/P Motion** (P. Smith/J. Mark) to ratify the 2016-17 CHIME Institute Audit prepared by Clifton Larsen Allen, LLP.

***VOTE***

***Yeses:*** Lei Bowen, Hilary Goldberg, Michele Haney, David Kretschmer, Josh Mark, Patrick Smith.

***No's:*** None

***Abstentions:*** None.

***MOTION PASSES: 6-0-0***

(10) Auditing Services

An Engagement Letter for auditing services for the 2018-19 Fiscal Year from Clifton Larsen Allen, LLP was distributed and reviewed. Board members recommended considering the possibility of negotiating a discount at a later date.

**M/S/P Motion** (J. Mark/D. Kretschmer) to approve the Engagement Letter for auditing services for 2018-19 submitted by Clifton Larsen Allen, LLP.

***VOTE***

***Yeses:*** Lei Bowen, Hilary Goldberg, Michele Haney, David Kretschmer, Josh Mark, Patrick Smith.

***No's:*** None

***Abstentions:*** None.

***MOTION PASSES: 6-0-0***

(11) Pension Fund

E. Studer suggested a modification to previously recommended repayment schedule for the pension plan funds and insurance settlement funds be made in order to address Charter School cash flow needs.

**M/S/P Motion** (H. Goldberg/D. Kretschmer) the CHIME Institute Board directs staff to propose modifications to its prior repayment schedule for the pension plan catch up funds and pension plan settlement funds to account for short term cash flow needs no later than August 2018.

***VOTE***

***Yeses:*** Lei Bowen, Hilary Goldberg, Michele Haney, David Kretschmer, Josh Mark, Patrick Smith.

***No's:*** None

***Abstentions:*** None.

***MOTION PASSES: 6-0-0***

4. Monthly Reports/Updates:

Charter School Second Interim Financials: The Charter School Financials including the Second Interim Report as prepared by Irina Castillo (ExED) were reviewed by Board members.

**M/S/P Motion** (H. Goldberg/D. Kretschmer) to approve the Second Interim Financials for the Charter School as prepared by ExED and presented at the April 19, 2018 Boar Meeting.

***VOTE***

***Yeses:*** Lei Bowen, Hilary Goldberg, Michele Haney, David Kretschmer, Josh Mark, Patrick Smith.

***No's:*** None

***Abstentions:*** None.

***MOTION PASSES: 6-0-0***

5. Board Committee Reports

a. Executive Committee

A Board Retreat is being planned for the month of June, possible dates are June 9 or June 16 and a survey about the date will be distributed electronically.

b. Board Development Committee

The Committee has met with Dawn Hamilton, has reviewed her qualifications and recommends the Board invites her to join the CHIME Institute Board of Directors.

**M/S/P Motion** (P. Smith/J. Mark) to invite Dawn Hamilton to join the CHIME Institute Board of Directors.

***VOTE***

***Yeses:*** Lei Bowen, Hilary Goldberg, Michele Haney, David Kretschmer, Josh Mark, Patrick Smith.

***No's:*** None

***Abstentions:*** None.

***MOTION PASSES: 6-0-0***

c. Finance and Audit Committee

The Committee met on March 15, 2018 to discuss the Charter School Budget Forecast and Cash Flow issues but no clear recommendations were given at that time. E. Studer reported four paraprofessional positions have been eliminated, there have been cuts for school building maintenance, and no purchases can be made without prior approval.

d. Fundraising and PR Committee

The CHIME Institute gala took place on April 14, 2018. A final report will be given at the next meeting. A. Cox requested a review of event planning takes place.

e. Stakeholders Success Committee

The Evaluation of the Executive Director of the Charter School has been completed.

7. Adjournment

8. Next Meeting: **Thursday, May 24, 2018**