

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held at the CHIME Charter School  
Tuesday, December 4, 2018**

**Members Present:** Seven members of the Board were present: Michele Haney (Chair), Melissa Aguilar, Dawn Hamilton, Josh Mark, Lisa Mucci, Traci Myman and Patrick Smith. These members constitute a quorum

**Members Absent:** Three members were absent: Tony Battaglia, Lei Bowen, and David Kretschmer.

**Others Present:** Parents: Mireya Guerrero and Erika Luna-Contreras. Guest: Jeffrey Becker. Staff: Peggy Berrenson, Irina Castillo (ExED), Annie Cox and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

Mireya Guerrero announced the *Diverse by Design* initiative at the charter school was off to a great start. She requested for the Board to provide oversight related to that committee's goals and accomplishments.

3. Approval of the Consent Agenda

I. Minutes of the November 6, 2018 Board Meeting.

**M/S/P** (P. Smith/D. Hamilton) to approve the minutes of the November 6, 2018 Board of Directors meeting.

**VOTE**

**Yeses:** Melissa Aguilar, Dawn Hamilton, Michele Haney, Josh Mark, Lisa Mucci, Traci Myman, Patrick Smith.

**No's:** None

**Abstentions:** None

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

II. Program Reports

Reports for the Early Education Programs and Charter School were distributed and reviewed. The following items required a vote:

a. Provisional Intern Permit Resolution

**M/S/P** (D. Hamilton/T. Myman) Motion to approve the renewal of the Provisional Intern Permit as an Educational Specialist in Mild/Moderate disabilities for Lauren Blackshere's credential in the area of special education and EL authorization to teach special education in the 2018-19 school year at CHIME Institute's Schwarzenegger Community School.

A discussion regarding this matter took place and the Board would like to remind teachers with permits that it is their responsibility to complete their programs within a reasonable time frame. There will be a review of permits at the March 2019 Board Meeting.

***VOTE***

***Yeses:*** Melissa Aguilar, Dawn Hamilton, Michele Haney, Josh Mark, Lisa Mucci, Traci Myman, Patrick Smith.

***No's:*** None

***Abstentions:*** None

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

*b.* Compliance Monitoring and Certification

**M/S/P** (P. Smith/T. Myman) to approve the CHIME Institute Board President to certify the LAUSD Oversight Compliance Monitoring and Certification of Board Compliance.

***VOTE***

***Yeses:*** Melissa Aguilar, Dawn Hamilton, Michele Haney, Josh Mark, Lisa Mucci, Traci Myman, Patrick Smith.

***No's:*** None

***Abstentions:*** None

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

- c.* Charter School Financial Update: The Charter School Financials, Unaudited Actuals and Cash Position as prepared by Irina Castillo of ExED. The school is paying close attention to the use of paraprofessionals and will review enrollment in January. She mentioned that funding was received through the STEPS grant as well as a donation by the Arnold Schwarzenegger Institute.

**M/S/P** (J. Mark/D. Hamilton) to approve the Interim Financial Report for the Charter School.

***VOTE***

***Yeses:*** Melissa Aguilar, Dawn Hamilton, Michele Haney, Josh Mark, Lisa Mucci, Traci Myman, Patrick Smith.

***No's:*** None

***Abstentions:*** None

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

*d.* Compliance Monitoring and Certification

**M/S/P** (P. Smith/T. Myman) to approve the CHIME Institute Board Chair/President to certify the LAUSD Oversight Compliance Monitoring and Certification of Board Compliance.

***VOTE***

***Yeses:*** Melissa Aguilar, Dawn Hamilton, Michele Haney, Josh Mark, Lisa Mucci, Traci Myman, Patrick Smith.

***No's:*** None

**Abstentions:** None  
**MOTION PASSES: 7-0-0**

III. Board Committee Updates

- a. Board Development Committee: The Board Development Committee made recommendations for one potential Board member and a discussion took place.

M/S/P (T. Myman/P. Smith) to approve the nomination of Jeffrey Becker to the CHIME Institute Board of Directors.

**VOTE**

**Yeses:** Melissa Aguilar, Dawn Hamilton, Michele Haney, Josh Mark, Lisa Mucci, Traci Myman, Patrick Smith.

**No's:** None

**Abstentions:** None

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

- b. Fundraising and PR Committee: D. Hamilton provided a report including the list of the current social media accounts as follows:  
<https://www.facebook.com/CHIMEEarlyEducationPrograms/>  
<https://www.facebook.com/CHIMEInstitute/> <https://www.instagram.com/chime.institute/>  
<https://twitter.com/CHIMEInstitute> <https://www.linkedin.com/company/chime-institute/>
- c. Research and Dissemination Committee: A research proposal from students on year 1 at the Doctoral Program at CSUN was submitted, it will be looking at identifying and implementing programs for gifted students at the charter school.
- d. Committee Goals: Board Committees were encouraged to review goals for the new year.

IV. Closed Session: A close session was held to address personnel issues.

V. Adjournment

The meeting was adjourned.

7. Next Meeting: January 8, 2019.