

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held at the CHIME Charter School  
Tuesday, January 7, 2020**

**Members Present:** Eight members of the Board were present: Patrick Smith (Chair), Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, and Matt Rinnert. These members constitute a quorum.

**Members Absent:** Two members were absent: Tony Battaglia, and Josh Mark.

**Others Present:** Guest: Brent Guttman, FMS Financial Partners, Inc. Staff: Irina Castillo (ExED), Annie Cox, Shelbi Doherty, and Erin Studer.

**I. Call to Order**

P. Smith called the meeting to order.

**II. Public Comment**

No Public Comment was provided at this meeting.

**III. CHIME Defined Benefit Plan**

Brent Guttman, Partner at FMS Financial Partners, Inc. was invited by the Board to present information and advice on the decision-making process on developing an investment plan for the Defined Benefit Plan. He took the time to review current investment and discussed ideas for alternative investment vehicles. He answered questions and emphasized the need for the Board and leadership to decide on CHIME's risk tolerance while at the same time considering wise and diverse investments to support the Plan.

M/S/P Motion (P. Smith/M. Polansky) to refer to the Finance Committee the task of developing a plan for investment that will be recommended to the Board at either the February 4<sup>th</sup>, 2020 or March 2, 2020 Board Meeting.

***VOTE***

***Yeses:*** Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Matt Rinnert and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***

The Board requested information on projected data of the Benefit Plan be prepared as part of the process.

**IV. Approval of the Consent Agenda**

A. Minutes of the December 3<sup>rd</sup>, 2019 Board of Directors Meeting.

**M/S/P Motion** (D. Hamilton/L. Mucci) to approve the minutes of the December 3<sup>rd</sup>, 2019 Board of Directors meeting.

***VOTE***

***Yeses:*** Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Matt Rinnert.

***No's:*** None

***Abstentions:*** Melissa Aguilar and Patrick Smith.

***MOTION PASSES: 6-0-2***

**V. Program Reports**

A. The Report for the Early Education Programs was distributed and reviewed and included the following:

1. Funding/Financial Issues

Rates for Early Start (birth to three) services continue to be an issue. Advocacy efforts with legislators to address the lack of a rate increase for Infant Development programs continue.

A mid-year financial report to examine the impact of our additional professional staff on our budget will be given next month.

We have had difficulty with the quality of services provided by our current bank where we have two accounts and would like to explore opening accounts with a different bank.

**M/S/P Motion** (P. Smith/D. Hamilton) to authorize the opening of bank accounts for the CHIME Early Education Programs at City National Bank.

***VOTE***

***Yeses:*** Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Matt Rinnert and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***

2. Student Performance and Parent Engagement

The *Desired Results Developmental Profile* (DRDP) an observational tool as required by the California State Department of Education (CDE) was completed and submitted in December for the fall semester. A system of data collection continues to be in place to measure progress and individual goal achievement for each child in the program.

3. CHIME/CSUN Collaboration

The CHIME/CSUN Committee under the leadership of CSUN faculty Amy Hanreddy, Ph.D. met on December 4<sup>th</sup> to discuss current issues around a variety of activities including exploring successes and concerns brought up by charter school teachers in their support of student teachers. A more detailed account was distributed.

4. Other Activities, Fundraising, Grants

The **CHIME Little Lending Library** had its Grand Opening on Thursday, December 12, 2019. CSUN faculty and past families attended the event and we are very excited to be supporting early literacy experiences in such a fun way!

CSUN faculty supported a CHIME family in need with a donation of \$350 which was distributed during the holiday season.

Grant and Fundraising activities include the following:

Organization	Activity	Date Submitted	Results
Wells Fargo Foundation	Grant (Teacher Training)	August 2019	\$5,000 awarded
CHIME "Hoodie" fundraiser	Fundraising	Through 12/14/2019	
Mara W. Breech Foundation	Grant (Innovative Practices)	October 2019 \$15,000 request	\$15,000 Awarded
Gift Card Fundraiser	Fundraising	Through 12/6/19	
The Ring Foundation	Donation	12/11/2019	\$10,000 Awarded
The Braitmeyer Foundation	Innovative Practices K-12 <a href="http://www.braitmeyerfoundation.org/guidelines/">http://www.braitmeyerfoundation.org/guidelines/</a>		

B. The Charter School Report was submitted and presented as following:

1. Enrollment:

The Charter School currently has 789 students enrolled.

2. Financials

Current financials are presented for review in the Board packet prepared by staff and ExEd. Some of the expenses include higher amounts for legal fees, consultants, and benefits.

3. Annual Audit

The CHIME Institute Annual Audit was completed on time per state regulation and submitted to Los Angeles County Office of Education and Los Angeles Unified School District. A copy has also been distributed electronically to the CHIME Board Members. The report was submitted and further discussion will be addressed by the Board at the February 4<sup>th</sup> Board meeting.

4. Playground project

The OEHS inspection revealed some small issues with ramp elevations and proper installation of some of the sensory components of the equipment. These have been remediated by the contractor. An inspection has been scheduled for 1/7/2020. We are hopeful this inspection will be successful and the playground will be released to the school.

5. Middle School Science teacher

The Middle School Science teacher position for grades 6 and 7 has been filled by short and long term substitute teachers since August 19<sup>th</sup>, 2019. CHIME had advertised since the beginning of the year and did not receive an application from a qualified candidate. Given the long term sub filling the role, Mr. Meyer, was not a long term solution to filling the vacancy, CHIME has offered Max Epstein – a fully credentialed English teacher who has previously worked as a paraprofessional and student taught at CHIME the role of Middle School Science teacher on the condition of receiving a Limited Assignment Permit. Mr. Epstein will pursue adding the Middle School Science authorization this spring and has expressed a sincere desire to join our Middle School staff long term in this role.

M/S/P Motion (M. Aguilar/M. Rinnert) to approve a Limited Assignment Permit for Max Epstein for the assignment of Middle School Science teacher for the 2019-20 school year.

***VOTE***

***Yeses:*** Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Matt Rinnert and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***

**6. LAUSD Charter School Compliance Monitoring and Certification of Board Compliance Review**

The LAUSD Charter School Compliance Monitoring Review for 2019-2020 was distributed and reviewed by the Board.

M/S/P Motion (P. Smith/D. Hamilton) to approve of the LAUSD Charter School Compliance Monitoring and Certification of Board Compliance Review.

***VOTE***

***Yeses:*** Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Lisa Mucci, Traci Myman, Marc Polansky, Matt Rinnert and Patrick Smith.

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***

**VI. Board Committee Reports/Updates**

A. Board Fundraising and PR Committee: D. Hamilton reported the following:

1. **Event Planning:** a comedy event is being planned for February 9, 2020. February 9<sup>th</sup> CHIME Institute will host this year's special event, "My Funny Valentine." This comedy and music themed event will raise funds for the programs of CHIME Institute. It will be held at the Canyon Club in Agora Hills. Board members made a commitment to purchase a Gold Sponsorship towards the event.
2. **Major Gift Ask:** M. Rinnert proposed addressing Major Gift approach with a smaller committee of the Board. Additional planning towards this will continue.

#### B. Board Development Committee

A discussion took place about existing Board Committees and the need to address vacancies took place. An update on the Committees is as follows:

- J. Becker, L. Mucci and M. Polansky will join the Finance and Audit Committee along with J. Mark.
- M. Rinnert will join the Fundraising and PR Committee along with D. Hamilton and T. Battaglia.

#### VII. Adjournment

The meeting was adjourned.

DRAFT