

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday, May 5, 2020**

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

Members Absent: None.

Others Present: Staff: Irina Castillo (ExED), Annie Cox, Shelbi Doherty, Caitlin Healy, Kathy Jamison and Erin Studer. Others: A few Charter School families participated in the call.

I. Call to Order

P. Smith called the meeting to order and took roll of the Board members to establish quorum.

II. Public Comment

None.

III. Approval of the Consent Agenda

A. Minutes of the March 13, 2020 Board of Directors Emergency Meeting.

M/S/P Motion (D. Hamilton/P. Smith) to approve the minutes of the March 13, 2020 Board of Directors Emergency meeting.

VOTE

Yeses: Melissa Aguilar, Tony Battaglia, Jeffrey Becker, Dawn Hamilton, Josh Marc, Lisa Mucci, Traci Myman, Matt Rinnert, Patrick Smith.

No's: None

Abstentions: Marc Polansky.

MOTION PASSES: 9-0-1

B. Minutes of the April 7, 2020 Board of Directors Meeting.

M/S/P Motion (P. Smith/M. Polansky) to approve the minutes of the April 7, 2020 Board of Directors meeting.

VOTE

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

No's: None

Abstentions: None.

MOTION PASSES: 10-0-0

IV. Program Reports

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

Distance Learning: Distance Learning and Tele-Therapy remain in place: We are providing a Synchronous Distance Learning “class” meetings with professional staff (3 times a week for Toddlers and 5 times a week for Preschoolers). These are led by our team, combination of credentialed early childhood special education teachers, Language and Speech, Occupational, and Physical therapists. We are also providing individual therapies via Tele-Therapy for children alongside their families. In addition:

- We have started Parent Group Zoom meetings to address topics based on parent needs.
- Made available to families access to account to online educational book company for free access to books and early literacy activities.
- Have continued to communicate with each family via Zoom, Email and/or phone to address changing needs. We are getting ready to submit a Family Survey to continue to evaluate what is working and what needs to be adjusted in order to better serve families.

For the Infant and Toddler Program: We submitted a "Self-Certification" form to North Los Angeles County Regional Center in order to provide distance learning and coaching opportunities for families and they distributed a formula to calculate absences caused by the COVID-19 pandemic that we are still figuring out.

For the Preschool (NPA) Program: We have received additional guidance from LAUSD on Welligent service tracking, billing, etc. A lot more documentation is now required but guidance is clear.

Master Contract: The 2020-2021 CHIME Institute Nonpublic Agency Master Contract for our Preschool Program was completed and submitted to LAUSD.

Concerns: Access to technology and internet is an issue for some families. Of the mostly low income, monolingual Spanish speaking families all but two can only be reached by phone. We have delivered books and toys (and diapers) for families and for one family, a weekly delivery of groceries. For many who are struggling with food and housing insecurity, our hard working staff keeps them informed of any and all social programs and supports them with completing paper work, making additional connections with other agencies, etc. Some families report dealing with a variety of stressors and there are concerns on the long term impact on the children.

At the systems level, the transition at age three from Early Start to Preschool has been difficult with delays for assessments and initial IEPs, including discussion about placement options. Assessments for preschoolers going into kinder are being waved and transition IEPs are being held. There is added uncertainty for those families whose children are transitioning into kindergarten. Absences will impact our budget.

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

Grading policy for the second semester has been disseminated to families. The intent of the policy is to provide families with feedback on their child’s progress and performance and to allow students to improve their progress marking period grades. For MS families Powerschool will be available starting May 4th.

ESY sign-ups will be coming soon. Materials will be provided to all families this summer to limit academic regression. Families can also choose to participate in the ESY program for additional supports. ESY/Summer school is open to all and is scheduled to begin on June 22nd.

Item pick up for families on campus will be held on May 27th, 28th and 29th. Families must sign up for a time to come to campus as we will be limiting the overall number of people on campus at one time. Look for the sign up in the coming weeks.

A **distance learning website** with resources and information for CHIME community members has been established at www.chimeinstitute.org/distance_learning

Prior Written Notice letters were sent to all families with students with IEPs providing notice regarding the provision of special education services during the time of campus closure.

School is scheduled to begin as calendared in the fall - August 17th. We will learn more about the procedures for safely opening school back up in the coming weeks and more details will be forthcoming.

Paycheck Protection Program loan was applied for by staff and was approved and received as of May 4th.

Budget development has begun. Staff in partnership with ExEd will most like bring forward a number of contingency scenarios to the board given the uncertain fiscal picture of the state budget.

The Governor has ordered that the LCAP submission date be moved to December 15, 2020. He has furthered ordered that a simple LCAP update be provided by LEAs to the county and state by June 30th. The template for this update has not yet been released by the state.

Staff are currently working on revision of our current charter to prepare it for renewal submission. Several asks of the board will take place between now and an anticipated August submission so please be prepared to respond and in some cases in a time sensitive way.

Charter School Financials: I. Castillo (ExED) distributed the March Financial Board Packet and answered questions.

V. Board Committee Reports/Updates

1. Board Development Committee: P. Smith reported he participated in a webinar on *How to Run a Virtual Charter School Board Meeting During the Time of "Shelter in Place" Rules* provided by Young, Minney & Corr, LLP.

2. Finance Committee: The Board encouraged staff to maximize the forgivability of the Paycheck Protection Program by following its guidelines. Maintaining a separate bank account is recommended.

VI. Adjournment

Motion M/S/P (P. Smith/D. Hamilton) to adjourn the meeting.

VOTE

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

No's: None

Abstentions: None.