

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday, October 6, 2020**

Members Present: Melissa Aguilar, Jeffrey Becker, Dawn Hamilton, Traci Myman, Josh Mark, Matthew Rinnert, Patrick Smith
Members Absent: Tony Battaglia, Mark Polanski, Lisa Mucci
Others Present: Amy Hanreddy, Kathy Jamison, Shelbi Doherty, Erin Studer, Annie Cox, William Caplenor

Call to Order: The meeting was called to order by Board Chair/President P. Smith

I. Public Comment (3 minutes each)—Speakers were allowed the opportunity to “sign up” for public comment before the start of the meeting and public comment was invited for each agenda action item. Each speaker, if any, was advised of the three (3) minute time limit and that ordinarily, Board members cannot respond to presentations on non-action items as no action can be taken on non-agenda items, but that the Board may advise that direction may be given to staff following a presentation at a later time.

Public Comment: There was an opportunity for public comment and none was made

II. Consent Agenda (5 min)

The following item(s) may be adopted by a single vote of the board, or any item(s) may be pulled off of consent by any member’s request (without any need for a vote to pull from consent).

1. Approval of the August 25, 2020 Board of Directors Meeting Minutes.

Public Comment: There was an opportunity for public comment and none was made

M/S/P Motion (P. Smith/J. Mark) to table the approval, to check on whether or not the minutes have already been approved.

VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No’s: None

Abstentions: None

MOTION PASSES: 7-0-0

- 2.

III. Committees Designations as Advisory or Board Committees

1. P. Smith confirmed the designation of the PR and Fundraising Committee as an advisory committee because they have members that are not board members.

2.

IV. Educational Programs Reports

1. **CHIME/CSUN Partnership Committee:** The Board will be given an opportunity to review and ask questions about the report provided by CHIME/CSUN Committee liaison. They did presentations at a statewide inclusion collaborative conference which was recorded on youtube. Those presentations are available and they have access to share them more broadly. They created two mini trainings which were self promoted through social media on strategic participation in general education zoom classes for including kids with more significant needs. They are now putting one together on progress monitoring for students with a range of support needs. It has contributions from chime and other partners. They will be able to give these to chime teachers as well as disseminate more broadly.

2. **Amy Hanreddy**
 - a) Presented on the developments at college of education. Barriers to inclusion include separation of programs which leads to teachers who teach separately.
 - b) CSUN just did a training for ukrainian teachers for inclusion in special education. Michelle Haney brought A. Hanreddy into it because of her involvement with CHIME. Last week there were two 3 hour workshops for teachers. Over 1,000 teachers rsvp'd. There are 2 more this week.
 - c) CSUN college of education is now part of a CEDAR. It is a statewide program for higher education teachers for collaboration between gen ed and sped.
 - d) CSUN faculty is talking about collaboration across faculty for practices for anti racism and anti ableism and the intersection. They are putting together workshops with key presenters over the next year ending in May.
 - e) They are working on a survey for input on experiences from families with students with significant support needs and how they are managing and coping with meeting needs during distance learning and how schools are meeting needs. They also created a CHIME survey. A small number has replied. Results are not ready by the blank survey can be provided.
 - f) A. Hanreddy announced that she is happy to be part of the grant discussion.

3. **Early Education Programs:** The Board will be given an opportunity to review and ask questions about the report provided by the Executive Director of the Early Education Programs, summarizing any updates and actions taken since the last meeting and any recommendations to the Board.

Preschool Enrollment: The enrollment for the Preschool Program has been completed. Close attention is being paid to children's progress monitoring as we continue with Distance Learning.

California State Department of Education (CDE) Application for Nonpublic Agency NPA: The application packet has been sent to the two SELPAs (LAUSD and West San Gabriel) for their signatures on the "Intent to Renew" forms. One of our challenges this year is completing a Fire Inspection of the buildings.

Infant and Toddler Program Enrollment: Referrals to the Early Start Program in general have seen a decrease of up to 75% in our geographic area as babies and toddlers are not keeping up with their in-person Well Baby visits, or having access to Day Care, or other community services where a potential referral for an assessment for early intervention services usually occurs. Referrals to and enrollment in our Center-Based Program (currently providing services through Distance Learning) has seen a large decrease. Towards the "Child Find" issue in Early Start, the following article has been published in LA Parent Magazine (page 32): <http://www.mirabelsmagazinecentral.com/digitaledition/index.html?id=f63211c3-fe0d-4109-b396-fe2cf4b76474>

Collaboration with CSUN:

- We have continued to hold the CHIME Early Education Committee with support from three faculty in the College of Education, Department of Special Education: Michele Haney, Ph.D.; Zhen Chai, Ph.D., and Connie Wong, Ph.D. Dr. Chai and Dr. Wong have volunteered to support our Parent Education meetings.
- We have reached out to faculty in the CSUN Board Certified Behavior Analysis Masters of Science Program for support in staff training and have scheduled 2 90-minute training sessions with three faculty members.

Infant and Toddler Program Evaluation: The annual Program Evaluation Report was submitted to North Los Angeles County Regional Center (NLACRC). Parent Surveys were distributed to families both virtually and by USPS and a summary of responses (we utilized a rate scale from 1, the least helpful to 5, the most helpful) is set forth in the report submitted by Annie Cox.

Other Items:

New Procedures for Early Education Banking: We met with Peggy and Irina and have established new procedure for banking. We are continuing to utilize Citi Bank for our banking.

Board reminded the Director that CHIME grant applications should include a review process to ensure compliance with the grant, hat the grant achieved its goals, and the grant funder have been satisfied.

Amazon Wish List on Amazon: We have a list of educational materials and books for distribution to the children we serve:
https://www.amazon.com/hz/wishlist/ls/2I1L1ZWNDV4GS?ref=wl_share

1. J Mark commented that it should be changed to Amazon Smile

Grants: A proposal to the Mara W. Breech Foundation (Teacher Training) has been submitted. Results will be announced on January 1st, 2021.

P. Smith noted that Lisa Mucci could not be here tonight but her term comes up in november and she will not be returning. He thanked her for her help on behalf of the board

2. Adjournment:

M/S/P Motion (P. Smith/J. Mark) to adjourn the open session of the meeting.

VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

**Minutes of the
CHIME Charter
Board of Directors Meeting
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Others Present: Amy Hanreddy, Kathy Jamison, Shelbi Doherty, Erin Studer, Annie Cox, William Caplenor

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Public Comment: There was an opportunity for public comment, and none was made

I. Consent Agenda (5 min)

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Public Comment: There was an opportunity for public comment, and none was made

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VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No’s: None

Abstentions: None

MOTION PASSES: 7-0-0

2. **Approval** of the Minutes from the CHIME Board of Directors Special Meeting on September 29, 2020

P. Smith requests that it be noted that there was a call for public comment, and none were made.

Public Comment: There was an opportunity for public comment, and none was made

M/S/P Motion (P. Smith/M. Rinnert) to approve the Minutes from the CHIME Board of Directors Special Meeting on September 29, 2020
Whereas they are amended to reflect the call for public comment.

VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

3. **Approval** of Sept 8. 2020

P. Smith requests minutes be amended as follows:

- (1) Sept 8th, 2020, as the correct date.
- (2) Public Comment was made
- (3) Characterization of public comments are stricken.

Public Comment: There was an opportunity for public comment, and none was made

M/S/P Motion (P. Smith/D. Hamilton) to approve the Minutes from the CHIME Board of Directors Special Meeting on September 8, 2020
Whereas they are amended to reflect the call for public comment.

VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

II. Committees Designations as Advisory or Board Committees

1. P. Smith: The board clarifies the designation of the PR and Fundraising committee as an advisory committee. It has non-board members who participate on an ad hoc basis.
2. Partnership Committee with CSUN is also an advisory Committee
3. Charter School Report: The Board will be given an opportunity to review and ask questions about the report provided by the Executive Director of the Charter School, summarizing any updates and actions taken during the month and any recommendations to the Board.
 - a) **Supplies/preparation for return to campus:** Staff have been working over the past month on preparing the campus for the eventual return of students. To comply with and exceed LA County Department of Public Health protocols CHIME has acquired additional PPE, portable sinks for handwashing, portable hand sanitizer stations, room-capacity air purifiers, and COVID-19 regulatory signage. CHIME continues to work with District and

local officials to ensure that all procedures and necessary equipment are in place in preparation for a return to campus.

- b) **LA County Department of Public Health 5-day notice:** LA Department of Public Health and the State of California have released guidance which allows public schools in California to bring students who are deemed “vulnerable” back to campus for individual assessment, services, or instruction individually or in small, stable cohorts. CHIME staff are finalizing protocols to utilize this flexibility to begin conducting special education assessment. SB 820 reset the assessment timelines per IDEA regulation and therefore special education assessments are again required by law and are no longer tolled automatically. CHIME staff have recently surveyed families whose children are awaiting special education assessment to determine if the families will consent to making their child available for assessment. Currently, Discussion held on criteria and other information on bringing children back to campus
- c) **TK-2 Waiver program:** LA County Board of Supervisors has instructed LA County Department of Public Health to begin considering waivers to bring back grades TK-2 in compliance with LADPH Return to School protocols. CHIME will review pertinent information and plans with stakeholders and staff and bring forward to a recommendation to the Board regarding a potential TK-2 plan waiver application. Board engaged in discussion about the criteria and strategy utilized in the decisions.
- d) **Engagement tracking:** In compliance with California Ed Code for the 2020-21 school year, CHIME staff are tracking student engagement in our distance learning program. Any student who does not engage in 60% of school activities 3 days or more in a five-day period will receive follow up from a designated School Engagement Coordinator. The Coordinator will work with the family to design strategies to improve student engagement. Students who have persistent engagement challenges will be referred to our Multi-Tiered Systems of Support Team who will act as a Student Engagement Committee in the 20-21 school year. This Committee will brainstorm Tiers 2 and Tier 3 interventions to support students who are at-risk of failure due to lack of engagement.
- e) **Financing Options:** The Executive Director and ExEd staff will begin work over the course of the next two weeks to determine financing options that will be appropriate for meeting cash flow needs with respect to the scheduled spring funding deferrals. Currently the deferrals exceed \$1 million and will require financing of some kind to ensure operational cash flow for the

school. CHIME may consider California School Finance Authority options as well as private lender options for factoring the deferrals.

- (1) Any decisions made about financing go through the financing committee and that a special meeting be held, if needed.

M/S/P Motion (P. Smith/J. Mark) the Chime Board authorizes the executive directors to explore and make application for financing options to Charter School in place of the 2021 state revenue

Public Comment: There was an opportunity for public comment, and none was made

Board members had questions about ADA funding and whether the state budget items are locked in at this time.

VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

Lisa Mucci has announced her resignation from the Board, She could not attend but expressed her gratitude for being allowed to serve. Additionally, the Board thanked her for her help while on the board

III. Adjournment:

M/S/P Motion (P. Smith/J. Mark) to adjourn the open session of the meeting.

VOTE

Yeses: M. Aguilar, D. Hamilton, T. Myman, J. Becker, J. Mark, M. Rinnert, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0