

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday, September 8th, 2020**

Members Present: Seven members of the board were present: T. Battaglia, J Becker, D. Hamilton, Lisa Mucci, Traci Myman, Mark Polanski, Patrick Smith. Those members constitute a quorum. Joshua Mark joined late

Members Absent: Melissa Aguilar

Others Present: Parents: Lisa Carey, Jessica Mellibosky, Mirit Adler, Rhonda Shain
CHIME/CSUN Partnership: Annie Cox, Erin studer, Shelbi Doherty, Caitlin Healey, Kathy Jamison, Amy Hanreddy, William Caplenor

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

II. Public Comment

P. Smith, Board Director proposes the action to amend the Minutes of the August 25th Board of Directors Meeting.

The minutes from the August 25th meeting took into account actions but did not take into account tabling of certain items. The following items were tabled:

- Approval to submit charter removal
- Approval injury prevention plan
- Approval of revised bylaws
- Approval of conflicts policy
- Approval of conflicts code

P. Smith additionally moves to amend the August 25th minutes to delete any characterization of the substance of any public comments made in the minutes

Annie Cox noted that the request of the funds was also tabled.

P. Smith responded that this item wasn't on the agenda and did not need to be tabled.

ACTION ITEM- Approval of the amended minutes of the August 25th, 2020 Board of Directors meeting.

Whereas the minutes from the August 25th meeting took into account actions but did not take into account tabling of certain items. The following items were tabled:

- i. approval to submit charter removal
- ii. approval injury prevention plan
- iii. approval of revised bylaws
- iv. approval of conflicts policy
- v. conflicts code

And Whereas the substance/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/ M. Polanski) to approve the amended minutes of the August 25 2020 Board of Directors meeting.

VOTE

Yeses: T. Battaglia, J Becker, D. Hamilton, T. Myman, M. Polanski, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

III. Educational Program Reports

ACTION ITEM –

Request for Annual Fund Disbursement

Whereas \$20,000 disbursement from the Institute account from these funds to be directed toward Early Education operations.

P. Smith noted that this is consistent with actions we've taken in the past.

E. Studer noted that the Charter School has already received three disbursements from the annual fund approx \$120,000.

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

M/S/P Motion (D Hamilton/M Polanski) to approve request for annual fund disbursement

VOTE

Yeses:T Battaglia, D. Hamilton, L Mucci, T. Myman, J. Becker, M. Polanski, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

IV. **Board Committee Reports**

ACTION ITEM: Resolution to submit CHIME Institute's Schwarzenegger Community School TK/K-8 Renewal Petition for a Five-Year Term July 1, 2021 - June 30, 2026

Whereas the Board of Directors authorizes the filing of the Charter Renewal Petition with the Los Angeles Unified School District, and that the following individuals are authorized to take all steps necessary pursuant to their roles to seek the approval of the Charter Renewal Petition:

And Whereas Erin Studer, Executive Director will serve as "Lead Petitioner," and is hereby authorized to sign the Charter Renewal Petition and to take all steps necessary for approval of

same.

And Whereas Erin Studer is the CEO/Executive Director.

And Whereas Shelbi Doherty is the Principal/"Instructional Leader."

And Whereas Azita Daneshfar is the "Onsite Financial Manager."

P. Smith comments that the petition is consistent with original mission of chime with regard to full inclusion. no substantive changes with regard to the mission.

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

M/S/P Motion (M. Polanski/J Becker) to approve Resolution to submit CHIME Institute's Schwarzenegger Community School TK/K-8 Renewal Petition for a Five-Year Term July 1, 2021 - June 30, 2026

VOTE

Yeses: T Battaglia, D, Hamilton, L. Mucci, T. Myman, J Becker, J. Mark, M Polanski, P Smith

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

ACTION ITEM: Approval of the revised CHIME Institute Bylaws

Whereas it is good and appropriate on a regular basis to review and amend Board policy in order to ensure compliance with applicable laws and statute

P Smith noted several typographical errors, which E. Studer will fix

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

M/S/P Motion (M. Polanski, P. Smith) to approve revised CHIME Institute Bylaws as presented

VOTE

Yeses: D, Hamilton, L. Mucci, T. Myman, J Becker, J. Mark, M Polanski, P Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

ACTION ITEM: Revised CHIME Institute Conflicts Policy

E. Studer: we are required as a public school entity to have a conflicts policy and lausd

requires a conflicts code. Many (conflicts policies) are similar across the state as far as how organizations deal with conflicts of interest, how they should be reported, avoided or declared.

There was an opportunity for public comments and none were made

P. Smith urged board members to study this closely because it requires that we will not enter into any transactions if a conflict of interest exists.

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

M/S/P Motion (M Polanski, P Smith) to approve revised CHIME Institute Conflicts Policy (attached)

Whereas it is good and appropriate on a regular basis to review and amend Board policy in order to ensure compliance with applicable laws and statutes;

NOW THEREFORE BE IT RESOLVED that the CHIME Institutes Board of Directors Approves the revised CHIME Institute Conflicts Policy as presented on

VOTE

Yeses: T Battaglia, D Hamilton, L. Mucci, T. Myman, J. Becker, M. Polanski, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 7-0-0

ACTION ITEM: Approval of Conflict of interest code

E. Studer explained that the filing of economic interest which is done annually through form 700 and requires additional declarations based on category, that one occupies within the organization. Based on this grid one follows any declarations regarding conflicts that one may have. Some are in all categories and must declare them.

P. Smith explained that we do abide by this and we have in the past. He pointed out a typo in exhibit B.

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

M/S/P Motion (P. Smith/ D Hamilton) to approve revised CHIME Institute Conflicts Code

Whereas it is good and appropriate on a regular basis to review and amend Board policy in order to ensure compliance with applicable laws and statutes;

NOW THEREFORE BE IT RESOLVED that the CHIME Institutes Board of Directors Approves the revised CHIME Institute Conflicts Code as presented on September 8, 2020.

VOTE

Yeses: T. Battaglia, D. Hamilton, L. Mucci, T. Myman, J. Becker, M. Polanski, P. Smith
No's: None
Abstentions: None
MOTION PASSES: 7-0-0

ACTION ITEM: Approval of the Revised 5 Year Budget as presented by Irina Castillo
Action: Approval of revised budget

I. Castillo presented a powerpoint that highlights differences between the budget approved on 8/25/2020 and the current revised budget. The budget is for a 5 year plan, is very conservative, assumes 0 cost of living adjustment and flat revenue.

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

M/S/P Motion (J Becker/T Battaglia) to approve Revised 5 Year Budget as Presented by Irina Castillo

VOTE

Yeses: T. Battaglia, L. Mucci, T. Myman, J. Becker, J. Mark, M. Polanski, P. Smith
No's: None
Abstentions: None
MOTION PASSES: 7-0-0

ACTION ITEM (not to be voted on in this meeting): approval of The CHIME Learning Continuity and Attendance Plan as presented by E. Studer on 9/9/2020

E. Studer explained that the Local Control and Accountability Plan was supposed to be filed at the end of June but was delayed due to Covid-19 and we were required by the state to present a distance learning plan. New laws govern the way schools work under the Covid crisis. Schools and districts complete this with input from stakeholders and present at an open public meeting and must subsequently vote prior to September 30th. The board can take a vote in a later meeting. This gives the opportunity for stakeholders to view the plan and give suggestions. The plan includes expenditures relative to distance learning plan and hybrid learning model. This plan will be posted for review so it will not be read.

E. Studer gave a short description that was already in our approach to distance learning and how it was developed as well as the plans moving forward.

I Castillo brought up the "unduplicated pupil count". E. Studer explained how we service these students with programs currently in place and increased some offerings.

Public comment:

Alejandro (Last name?), a parent, asked if this will be available for review.

E. Studer explained that it has been provided in different forms, will be linked on CHIME web page and sent out via Parent Square. There will also be a form for parents to provide feedback.

J. Mark asked if it will be updated as things change.

E. Studer explained that we do not know. It was prepared for the board as per senate bill SE98 which established a process for completing, approving, and submitting this form to the county. There is no revision requirement or final report submission as of yet. As things return to normalcy

we will shift back to LCAP plan. There may be a 1 year addendum plan but is not intended to be a long term plan.

J. Mark requested specifics related to the purchasing and implementation of Chromebooks, use of funds required to happen by the end of the year, use of PPE. All questions were answered by E. Studer.

P. Smith noted that there is nothing in the document that speaks to the central mission of CHIME that is the education of all students. He requested whether or not CHIME is receiving guidance in regards to IEPs, DIS, for students with special needs or what constitutes Special Education at this time. It is not covered in this template but he feels that CHIME is obligated to address it.

E Studer outlined the was that CHIME is servicing the population with disabilities including coteaching live sessions, breakout rooms, and family check-ins. Families with IEPs were given the opportunity to discuss their Family Learning Plan for Sped services. Service providers are working in creative ways in targeted sessions and small group sessions. He suggested that they may want to edit the template to illuminate what CHIME has done in more detail.

P. Smith encouraged E. Studer to edit and add despite the template not providing for it.

P Smith suggested that CHIME leverage families to reach out to other families that are not participating in distance learning.

E. studer explained that although CHIME has not done that, they have used the mental health team and SEL team to connect to non-participatory families as well as establishing a Learning Loss Coordinator.

P Smith requested that the finance committee explore the possibility of bridge loans.

ACTION ITEM MOVED TO BOARD MEETING SEPT 29th 2020

Finance and Audit Committee -no comments made

Fundraising and PR Committee

D Hamilton shared that a resolution was sent out to Kristen Wright.

P. Smith requested that the board be made aware of any costs so as to reimburse D. Hamilton.

P. Smith pointed out that in the bylaws amendments stat that of board committees can have non-directors on the committee. in the future, Fundraising and PR committee must be advisory committees.

M. Polanski noted that when meeting about the Charter School, the board cannot discuss other business for other programs.

P. Smith clarified: article 6 section 1?

The board will look into the possibility that they may need to close one meeting or recess meetings to different sessions.

E. Studer will get clarification.

P. Smith indicated that there will be a special meeting on September 29th at 5:00pm for the board to vote on the presented LCAP. The next Board meeting is to be held on October 6th

VI. Adjournment:

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

VOTE

Yeses: T Battaglia, D. Hamilton, L. Mucci, J. Becker, J. Mark, P. Smith

No's: None

Abstentions: None

MOTION PASSES: 6-0-0