

**Minutes of the
CHIME Charter School
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday, February 2nd, 2021 at 6:00pm**

Members Present: Mark Polansky, Jeffrey Becker, Traci Myman, Matthew Rinnert, Melissa Aguilar, Tony Battaglia, Patrick Smith

Members Absent: Dawn Hamilton

Others Present: Erin Studer, Annie Cox, Caitlin Healey, Shelbi Doherty, Irina Castillo, Kathy Jamison, William Caplenor, Brent Guttman, Erika Luna Contreras, Andy Wohl

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

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

I. 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 1/5/2021 Board of Directors Meeting Minutes.

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

M/S/P Motion (D. Hamilton/M. Polansky) to approve the minutes of the January 5th, 2021 CHIME Institute Meeting.

VOTE

Yeses: Patrick Smith, Marc Polansky, Tony Battaglia, Jeffrey Becker, Melissa Aguilar, Matthew Rinnert

No’s: None

Abstentions: J. Mark, T. Myman

MOTION PASSES: 6-0-2

II. Charter School Programs Reports: Erin Studer presented

A. Safe Schools Plan/ COVID-19 State Checklist/ CALOSHA COVID Prevention

Program: In accordance with state directives CHIME staff prepared and posted on the CHIME Institute website a Safe Schools Plan comprised of the state COVID-19 Checklist and the CAL/OSHA COVID Prevention Program policies. This plan, developed in consultation with parents and staff, outline the policies and procedures related to COVID-19 that the school will follow when open for in-person student programming. The original target reopening date in the Governor’s proposal which guided the filing deadline of February 1, 2021 for this report was as early as February 15, 2021. However, the state assembly has not approved appropriations for the Governor’s proposal and at this time a return date for in-person instruction is undetermined. This plan is provided in the Board packet.

B. COVID-19 testing program: CHIME has engaged in a vendor contract with the health services vendor CoVerify to provide COVID-19 testing on site to students and staff using a saliva PCR test. On campus staff will begin baseline testing in the month of February and students will be scheduled to participate in testing based on their potential in-person services this spring.

1. There was discussion about contact tracing and who will be funding the testing.

III. Committee Reports and Updates:

Finance Committee: Irinia Castillo (ExEd) presented on the governor’s proposal as described in the attached document.

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

A. There was a discussion around “bridge loans”

B. There was discussion around the absence of fundraising. P. Smith encouraged board members to reach out to people who may be interested in donating to schools

IV. ITEM: Preparation for Performance Review of Executive Director

a. P. Smith asked that A. Hanreddy reach out to David Krechmer for a protocol.

b. Erin Studer said that we have the protocol in a survey monkey. He reminded the board that his performance and salary are to be reviewed on an annual basis.

c. Melissa Aguilar volunteered to head the committee to send out surveys and coalesce information.

d. Traci Myman volunteered to assist M. Aguilar.

e. E studer requested that the board look at the assessment itself.

M/S/P Motion (P. Smith/M. Polansky)Form an ad-hoc committee to review the assessment and preparation for the performance review of Executive Director.

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

VOTE

Yeses: M. Polansky, J. Mark, T. Myman, J. Becker, M. Rinnert, T Battaglia, M. Aguilar, P. Smith

No's: None

Abstentions: J. Mark, T. Myman

MOTION PASSES: 8-0-0

V. ACTION ITEM: Approval of opening a Pension Plan Holding Account for CHIME Institute's Schwarzenegger Community School Pension Plan Funds

- A. M Polansky, Jeffrey Becker, and Erin Studer spoke about changes being made to the pension plan in order to allow it to create more revenue.
- B. E. Studer described the pension plan as having it's own tax identification number.
- C. A call for questions from the board was made
 - 1. There was a discussion around the merits of the plan. All were in agreement that it is the best course of action

M/S/P Motion (J Mark/J Becker) Authorization to open a bank holding account for CHIME Institute's Schwarzenegger Community School pension funds

WHEREAS the CHIME Institute's Schwarzenegger Community School Board ("Board") has directed staff to determine the processes by which it can diversify the investments of the "CHIME Institute Cash Balance Defined Benefit Pension Trust"("Plan");

WHEREAS CHIME staff has been informed by the Plan's Third Party Administrator that a necessary step of the reinvestment process is the establishment of a holding account of funds opened for the sole purposes of pension plan funds;

BE IT RESOLVED that the Board directs CHIME staff to open a pension plan holding account in accordance with the professional advice of the Plan's Third Party Administrator for the purposes of holding and re-investing pension plan funds.

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

VOTE

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

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

VI. ACTION ITEM: Move 80-85% from LSW into a new bank account ("Holding account") under the pension name (keeping the assets in the Pension).

- f. Brent Guttman, investment advisor, made some recommendations before COVID-19 shutdowns started. He explained the recommendations as to how he would change CHIME's pension fund. He reiterated the recommendations as covered in previous financial committee meetings, discussing specific dollar amounts and where each amount would be invested. The specifics were also presented via screenshare.
- g. The committee confirmed that they recommend following Brent's plan.
- i. The board discussed the specifics of the recommendation.
- h. Finance committee recommends that this motion be resolved

M/S/P Motion (P. Smith, M. Polansky) BE IT RESOLVED The CHIME Board directs staff with the guidance of the Board Finance Committee to:

1. Move 80-85% from LSW into a new bank account ("Holding account") under the pension name (keeping the assets in the Pension).
2. Move 70-75% of the plan total from the Holding account into a new Equitable annuity, money will be split into multiple different investment buckets within the same annuity as determined by the Board Finance Committee relying on professional advice. An outline of the annuity features are attached.
3. Move 10-15% of the plan total from the Holding account into a mutual fund, moderate growth investment allocation. I recommended American Funds due to their strong long-term investment philosophy, management and track record.

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

VOTE

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

No's: None

Abstentions: T. Battaglia

MOTION PASSES: 7-0-1

Brent requested a copy of the motion and will need to schedule a meeting with the Financial Committee. Mark Polansky will organize the meeting and get back to Brent this week.

1. **ACTION ITEM: resolution to authorize** Approval of Max Epstein's local assignment to teach Middle School Science in the 2021 school year.

Questions from the board: a call for questions from the board was made.

- a. P. smith: does this include the fall semester?

- b. There was discussion around the circumstances of what item 4 and 5 are approving. It was asserted that E. Studer and K. Jamison have done their due diligence that Max Epstein is qualified to teach Science and has completed Science Methods coursework.

M/S/P Motion (J. Mark, M. Polansky) RESOLUTION OF THE BOARD OF DIRECTORS OF CHIME Institute's Schwarzenegger Community School TO AUTHORIZE COURSE ASSIGNMENT CONSISTENT WITH EDUCATION CODE § 44258.3

WHEREAS, the Board of Directors of CHIME Institute's Schwarzenegger Community School ("Board") can assign the holder of a credential to teach another subject consistent with Education Code section 44258.3, provided that the Board verifies that the teacher has adequate knowledge of the subject matter to be taught;

WHEREAS, the Board and Max Epstein ("Candidate") desire that the Board assign Candidate to teach 6th – 8th grade Science ("Course");

WHEREAS, the Executive Director and/or Principal conducted a review to confirm that Candidate has the subject matter competence necessary to teach the Course, and reached this conclusion following review including observations, oral interviews, demonstrations, lessons, presentation of curricular portfolios, and review of University coursework;

WHEREAS, the Executive Director and/or Principal conducted an assessment to verify Candidate's adequacy of subject matter knowledge and determined there was sufficient evidence of Candidate's knowledge of the subject matter to be taught and at the grade level to be taught using review criteria, which include: successful prior teaching experience of the subject; successful completion of intensive professional development in the subject to be taught; review of portfolio containing evidence of demonstrated knowledge; results of oral interviews; practical experience; observation over time of the teacher in the subject in the grade level currently being taught; observation of a demonstration lesson in the subject and at relevant grade level; completion of relevant college or university course work;

WHEREAS, the Executive Director and/or Principal found the Candidate completed relevant coursework (e.g., science methods course);

WHEREAS, the Board desires to approve the assignment of Candidate to teach the Course for the 2020-21 school year and any school year thereafter so long as the teacher consents to the assignment.

NOW, THEREFORE, this Board hereby finds, resolves, and orders as follows:

The Board hereby finds and declares the foregoing recitals to be true and correct.

The Board hereby finds that CHIME staff conducted a review to confirm Candidate has the subject matter competence necessary to teach the Course and Candidate consented to teach the Course.

Pursuant to the foregoing and based on more than one of the required methods of verification, the Board hereby finds that Candidate has adequate subject matter knowledge necessary to teach the Course and determined there was sufficient evidence of Candidate's knowledge of the subject matter to be taught at the grade level to be taught, and hereby authorizes the assignment of Candidate to teach Course consistent with Education Code § 44258.3 effective as of February 2, 2021.

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

VOTE

Yeses: P Smith, M. Polansky, J Mark, J Becker, T Myman, M Rinnert, T Battaglia, M Aguilar

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

- I. ACTION ITEM:** Approval of the renewal for Max Epstein's Limited Assignment Permit with the California Commission on Teacher Credentialing.

Questions from the board: a call for questions from the board was made.

M/S/P Motion (M. Polansky, J. Mark) Approval of renewal application for Max Epstein's Limited Assignment Permit

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

VOTE

Yeses: P Smith, M. Polansky, J Mark, J Becker, T Myman, M Rinnert, T Battaglia, M Aguilar,

No's: None

Abstentions: None

MOTION PASSES: 8-0-0

Closed Session- Update on legal issue in a closed session. No action taken.

The board voted 8 to nothing to approve a legal settlement

IV. Adjournment:

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

VOTE

Yeses: Dawn Hamilton, Josh Mark, Marc Polansky, Tony Battaglia, Traci Myman, Jeffrey
Becker, Patrick Smith, Melissa Aguilar

No's: None

Abstentions: None

MOTION PASSES: 8-0-0