

**Minutes of the
CHIME Charter School
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday April 6th, 2021**

Members Present: P. Smith (president), T. Battaglia, J. Mark, M. Rinnert, T. Myman, D. Hamilton, M. Aguilar

Members Absent:

Others Present: Erin Studer, Annie Cox, Caitlin Healey, Shelbi Doherty, Irina Castillo, Kathy Jamison

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.

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

II. **Consent Agenda:** 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).

Approval of the Minutes of the Chime Charter School Board of Directors meeting on March 2nd, 2021

M/S/P Motion (P. Smith/ J.Mark) to approve the Minutes of the Chime Charter School Board of Directors meeting on March 2nd, 2021

A. **Public comment:** There was an opportunity for public comment. None were made

VOTE

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

No’s: None

Abstentions: T. Battaglia

MOTION PASSES: 7-0-1

III. **Report by Finance Committee re Retirement Fund Investment Status. (Jeff, Marc, Finance Committee)**

A. E. Studer provided the update. The school is working with the bank to open the account and it is more difficult than anticipated.

1. Brent Guttman, Erin, and Mark reviewed the motion that was passed recently to review equitable funds in order to open 6 year annuity, which will be a placeholder for the funds in the new account.
2. The investments reviewed are holding for the most part.

IV. Motion: The CHIME board votes to affirm that the authorized signers for the CHIME Institute Defined Benefit Plan (TIN 86-1717891) are its Executive Director of the Charter School program, the Executive Director of the Early Education Program, and the President of the Board of Directors. Those individuals are currently Erin Studer, Annie Cox, and Patrick Smith respectively.

1. T. Myman requested that the motion reflect the ability of the positions of the signers to be filled by other individuals. The motion was amended.

B. **M/S/P Motion** (J. Mark/P. Smith) to approve the Affirmation that the authorized signers for the CHIME Institute Defined Benefit Plan (TIN 86-1717891) are its Executive Director of the Charter School program, the Executive Director of the Early Education Program, and the President of the Board of Directors. Those individuals are currently Erin Studer, Annie Cox, and Patrick Smith respectively.

C. **Public comment:** There was an opportunity for public comment. None were made

D. VOTE

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

2. **No's:** None

3. **Abstentions:** None

4. **MOTION PASSES: 8-0-0**

V. Financial Report (Irina, Erin)

A. Irina Castillo (EXED) presented the February 2021 Financial Dashboard

1. Additional funding and expenditures were added to the dashboard to reflect additional costs related to bringing students back to school.

a) COVID testing

b) Additional staffing

c) Technology

2. There is a lot of money in the bank currently but because deferrals that are in place the money available will be much smaller at the end of the year.

VI. Update on Plan for Executive Director Evaluation (Ad Hoc Evaluation Committee)

A. It was confirmed that the board would use the same procedure as last year.

VII. Brown Act Update and Training (Erin/Pat)

A. E. Studer and P. Smith presented a training regarding the reason behind and procedures that are dictated by the Brown Act.

1. There was a discussion around when the meetings may no longer be able to be held via zoom.

2. There was a discussion around handing out financial information and then collecting it at the end of the meeting.

3. W. Tiraccaya will be made available to have board members' CHIME email forwarded to regular email.

a) P. Smith recommends that board members use different email

addresses associated with board related items.

VIII. Announcement of the resignation of Jeff Becker from the Board of Directors and recognition of his contribution and desire to stay involved.

- A. P. Smith spoke to Jeff's decision, despite Jeff having deep regret.
- B. E. Studer also spoke to Jeff's decision and his ongoing help and guidance.
- C. The board is grateful for Jeff's help

IX. The approval of the CHIME Institute's Independent Auditor's Report

- A. The finance committee has already reviewed and approved the audit.
- B. E. Studer commented that it was a good audit.
 - 1. I. Castillo (EXED) confirmed that the system they set up is very effective.
- C. **M/S/P Motion** (J. Mark/M. Polansky) to ratify the FY 19-20 CHIME Institute Audit Report.
- D. **Public comment:** There was an opportunity for public comment. None were made

E. VOTE

- 1. **Yeses:** P. Smith, J. Mark, D. Hamilton, T. Myman, T. Battaglia, M. Rinnert, M, Aguilar, M, Polansky
- 2. **No's:** None
- 3. **Abstentions:** None
- 4. **MOTION PASSES: 8-0-0**

X. The Bankruptcy Court for the Central District of California has approved the Trustee's and CHIME Charter's settlement of the In Re Saghal, Bankruptcy Case donation claw-back litigation.

- A. P. Smith explained the circumstances around the \$100,000 donation being rescinded. A resolution was made.

XI. Proposal; that the Board send to the Committee a directive to consider an amendment to the by-laws to change the terms of each Board member to two (2) years, but that the first two (2) year term expires at two (2) years or the June following the two year anniversary of that Board Member, so that each Board member terms expire at the same time every year.

- A. P. Smith explained his proposal. He would like everyone's two year term to end at the same time on the same year so that it is simpler.
- B. **M/S/P Motion** (P. Smith/J. Mark) to approve an ad-hoc committee of M. Polansky and P. Smith to create this resolution.
- C. **Public comment:** There was an opportunity for public comment. None were made

D. VOTE

- 1. **Yeses:** P. Smith, J. Mark, D. Hamilton, T. Myman, T. Battaglia, M. Rinnert, M, Aguilar, M, Polansky
- 2. **No's:** None
- 3. **Abstentions:** None
- 4. **MOTION PASSES: 8-0-0**

- E. E. Studer requested that the language be given to the Charter school legal team for review
- F. There was discussion as to whether this is an issue for the Institute or the Charter School.

XII. Approval of Hybrid and online curriculum work stipends:

- A. WHEREAS the work conditions during the 2020-21 school year required additional work on the part of teachers beyond their normal course of duties to prepare and instruct online and hybrid model instructional materials and curriculum; and,
- B. WHEREAS this scope of work was outside the typical course of their work agreement; and,
- C. WHEREAS the charter school has and will receive funds that from the state and federal government which may be utilized to compensate school employees for such work; and,
- D. WHEREAS the CHIME Institute Board of Directors and CHIME administration deeply values the commitment of that this work required on the part of its teachers and employees;
- E. THEREFORE BE IT RESOLVED that the Board of Directors instructs the Executive Director to utilize a portion of the aforementioned funds to pay an additional work stipend of up to \$1000 to the teaching staff and other employees as deemed appropriately engaged in such work as described herein, and that this stipend be paid on the pay period ending June 15, 2021.
 - 1. M. Rinnert and J. Mark abstain due to conflict of interest.
 - 2. There was discussion around which staff members will receive this stipend and whether they will receive the full amount.
 - 3. M. Polansky, requested the total amount going to teachers.it is around \$40,000-\$50,000
 - 4. P. Smith noted that the funds were not necessarily required to be spent on this but it is the best choice.
 - 5. There was a discussion as to whether this may be available again next year.
- F. **M/S/P** Motion (P. Smith/J. Mark) to approve hybrid and online work stipends
- G. **Public comment:** There was an opportunity for public comment. None were made
- H. **VOTE**
 - 1. **Yeses:** P. Smith, J. Mark, D. Hamilton, T. Myman, T. Battaglia, M. Rinnert, M, Aguilar, M, Polansky
 - 2. **No's:** None
 - 3. **Abstentions:** None
- I. **MOTION PASSES: 8-0-0**

XIII. Approval of Material Revision to amend maximum student enrollment to 816 students

- A. WHEREAS during the recent charter renewal for CHIME Institute's Schwarzenegger Community School charter renewal process for the 2021-2026 charter petition it was noted by LAUSD Charter Schools Division that there was an inconsistency between the charter school's enrollment, charter petition enrollment cap, and the land lease agreement on the 19722 Collier Street property; and,

B. WHEREAS LAUSD Charter School Division staff indicated that the appropriate procedure to align these charter petition and land lease agreement with our projected maximum student enrollment capacity based on our classroom sizes was to file a material revision; and

C. WHEREAS CHIME Institute’s Schwarzenegger Community School intends to have class sizes in grades Transitional Kindergarten through 3rd grade of 22 and grades 4-8 of 28 in a grade matriculation pattern as follows:

D.

Grade Level	Sections	Students/Section	Total Students
TK	2	22	44
K	4	22	88
1	4	22	88
2	4	22	88
3	4	22	88
4	3	28	84
5	3	28	84
6	3	28	84
7	3	28	84
8	3	28	84
SCHOOL TOTAL			<u>816</u>

THEREFORE, BE IT RESOLVED that CHIME Institute’s Schwarzenegger Community School Board of Directors submits a Material Revision to its approved charter petition to increase the maximum enrollment of the TK-8 charter school to 816 students

A. **M/S/P** Motion (J. Mark/M. Rinnert) to approve Material Revision to amend maximum student enrollment to 816 students

B. **Public comment:** There was an opportunity for public comment. None were made

C. **VOTE**

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

2. **No’s:** None

3. **Abstentions:** None

D. **MOTION PASSES: 8-0-0**

II. Approval of return to campus plan aligned to AB 86 provisions

A. WHEREAS conditions in the state of California and the County of Los Angeles relative to the transmission of the COVID-19 virus are such so that state and local officials currently allow the return of students for on campus in person instruction; and,

- B. WHEREAS the State of California has passed Assembly Bill 86 identifying the procedures necessary to reopen along with providing funds to support schools in their reopening efforts; and,
- C. WHEREAS CHIME Institute’s Schwarzenegger Community School has complied with those procedures outline by AB 86 as well as safety procedures and protocols outline by county and LAUSD officials including social distancing measures, mask wearing, sanitation procedures, symptom attestations, ventilation modifications, and COVID-19 testing protocols; and,
- D. WEHREAS CHIME Institute’s Schwarzenegger Community School has implemented a return to school plan which includes grade levels being offered on campus instruction in increasing number of days in a half day socially distance hybrid school model as is practical for the school to implement safely and effectively as follows:
- E.

Grade	Week 1	Week 2	Week 3
TK/K	1 day per week beginning March 15, 2021	2 days per week beginning March 22, 2021	4 days per week beginning April 12, 2021
Grades 1-2	1 day per week beginning March 22, 2021	2 days per week beginning April 12, 2021	4 days per week beginning April 19, 2021
Grade 3-8	1 day per week beginning April 12, 2021	2 day per week beginning April 19, 2021	4 days per week beginning April 26, 2021

- F. THEREFORE, BE IT RESOLVED that the CHIME Institute Board who oversees CHIME Institute’s Schwarzenegger Community School hereby adopts and approves this return to school plan as presented by school staff in full compliance with California AB 86.
1. There was discussion as to whether this would affect the fall and what may affect how school is held in the fall.
 2. There was discussion as to whether the wording needed to be changed to reflect the Senate Bill.
- G. **M/S/P** Motion (P. Smith/M. Rinnert) to approve of return to campus plan aligned to AB 86 provisions
- H. **Public comment:** There was an opportunity for public comment. None were made
- I. **VOTE**
1. **Yeses:** P. Smith, J. Mark, D. Hamilton, T. Myman, T. Battaglia, M. Rinnert, M, Aguilar, M, Polansky
 2. **No’s:** None
 3. **Abstentions:** None
- J. **MOTION PASSES: 8-0-0**

III. **Approval of Sale of Receivables to deferred revenue for the months of February and May**

- A. WHEREAS the State of California has deferred state aid payments to public school in the 2020-21 school year during the months of February to June; and,
- B. WHEREAS to maintain sufficient cashflow CHIME Institute's Schwarzenegger community School must sell a portion of the receivables for those months; and,
- C. WHEREAS in conjunction with the Executive Director and ExEd staff the Finance committee has reviewed projected cash flow needs and recommends that the school sell the receivables for the months of February and June; and,
- D. WHEREAS staff has conducted due diligence to determine the most cost-effective lender for these purposes if Charter School Capital;
- E. THEREFORE, BE IT RESOLVED the CHIME Institute Board directs staff to make application for the sale of receivables to Charter School Capital and provide the board with all necessary resolutions to accept the sale at its next regularly scheduled Board meeting.
 - 1. E. Studer and P. Smith explained the reasoning behind this motion.
 - 2. J. Mark supported the position
- F. **M/S/P** Motion (J. Mark/D. Hamilton) to approve the sale of recievables to deferred revenue for the months of February and May
- G. **Public comment:** There was an opportunity for public comment. None were made
- H. **VOTE**
 - 1. **Yeses:** P. Smith, J. Mark, D. Hamilton, T. Myman, T. Battaglia, M. Rinnert, M, Aguilar, M, Polansky
 - 2. **No's:** None
 - 3. **Abstentions:** None
- I. **MOTION PASSES: 8-0-0**

IV. **Charter School Educational Program Report**

- A. 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 since the last meeting and any recommendations to the Board.
- B. P. Smith recognizes and exerted gratitude to Shelbi Doherty, Kathy Jamison, Caitlin Healey and the staff at CHIME for their hard work

V. **Adjournment**

- A. **M/S/P** Motion (P. Smith/M. Polansky) to adjourn the April 6th, 2021 meeting of the CHIME Charter School Board of Directors meeting.
- B. **Public comment:** There was an opportunity for public comment. None were made
- C. **VOTE**

1. **Yeses:** P. Smith, J. Mark, D. Hamilton, T. Myman, T. Battaglia, M. Rinnert, M, Aguilar, M, Polansky
2. **No's:** None
3. **Abstentions:** None

D. MOTION PASSES: 8-0-0