

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held via Zoom Video Conference
Tuesday August 3, 2021**

Members Present: Joshua Mark, Dawn Hamilton, Mark Polansky, Matthew Rinnert, Tony Battaglia, Patrick Smith, Melissa Aguilar, Tracy Myman

Members Absent: None

Others Present: Erin Studer, Irina Castillo (EXED) Kathy Jamison, Shelbi Doherty, Caitlin Healey

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** (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 minutes of the 6/29/2021 CHIME Institute Board Meeting
M/S/P Motion (P. Smith/J. Mark) to approve the Minutes of the Chime Charter School Board of Directors meeting on June 1st, 2021
 2. **Public comment:** There was an opportunity for public comment. None were made
VOTE
Yeses: J. Mark, D. Hamilton, M. Polansky, T Battaglia, P. Smith, M, Aguilar
No’s: None
Abstentions: M. Rinnert
MOTION PASSES: 6 -0-1

I. 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.

2. 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

II. Board Committee Reports

The Board will be given an opportunity to review information and ask questions about committee reports and updates.

A. Board Development Committee

B. Finance and Audit Committee

C. Fundraising and PR Committee

III. Annual Meeting Discussion of Board Goals for the Year

1. P. Smith requested that the discussion be limited to
 - a) Overall strategic planning goals
 - b) Individual board goals
 - c) Group board goals
- b. He shared the findings from his board survey
 - a) Priorities looking forward and for the past few years.
 - b) Concerns of board members
- c. P. Smith suggested goals
 - a) Increase number of board members including outside board members.
 - b) Discuss a development director and finding funding for it.
 - c) Individual giving to the institute and rallying friends to give
- d. M. Rinnert discussed his experience at his role raising money in his professional role and suggested that a director of development is what CHIME needs.
- e. M Aguilar started a conversation regarding how this person's role would be funded. She also suggested a fundraising committee and there was a discussion around this.
- f. There was a discussion about board recruitment.
- g. There was a discussion about an advisory board vs. growing the board.
- h. There was a discussion regarding splitting the board into multiple boards or differentiating the Institute board. E. Studer explained how charter law affects this process.
- i. P. Smith suggested that the hiring of a Director of Development is a goal of the board of this year and that each board member present a potential board member.
 - a) There was a discussion about who might be approached to join the board.
- j. E. Studer suggested a plan for budgeting for this position.
- k. P. Smith suggested establishing a hiring committee and requested the steps that might need to happen to do so.
 - a) M. Rinnert explained his experience in hiring people in this role and the salary related to this role.
 - b) There was a discussion around the type of person that would be a good match for the Director of Development.

1. P. Smith posed the questions: is it a goal for the board to have a development director by June and do we need an ad-hoc committee or what is the process.
 - a) There was a discussion about how to hire this person
 - b) There was a discussion about who the director is paid by and reporting.
 - c) T. Myman requested that there be a strategic plan in place
 - d) D. Hamilton requested the finances required to support this job.
 - e) There was a discussion about contacting alumni and a data processing application. E. Studer and M. Rinnert both suggested Razor's Edge
- m. P. Smith suggested the board develop an ad-hoc committee. M. Rinnert agreed to head the committee D. Hamilton, J. Mark, and T. Myman agreed
- n. Move to create an ad hoc committee to formulate a job description, title, and develop the right way to search and report at the next Board Meeting. Including M. Rinnert, J. Mark, D. Hamilton, and T. Myman.
- o. **M/S/P Motion** (P. Smith/J. Mark) to create an ad hoc committee to formulate a job description, title, and develop the right way to search and report at the next Board Meeting. Including M. Rinnert, J. Mark, D. Hamilton, and T. Myman.
2. **Public comment:** There was an opportunity for public comment. None were made
VOTE
Yeses: P. Smith, J. Mark, T. Battaglia, M. Polansky, M. Rinnert, M. Aguilar, D. Hamilton. T. Myman
No's: None
Abstentions: none
MOTION PASSES: 8-0-0
3. T. Myman suggested a goal be that the staff rate be competitive with other charter schools.
 - a) P. Smith suggested that the main point of establishing financial viability is to increase the salaries to be at least competitive with other charter schools.
 - b) T. Myman requested a more specific goal
 - c) E. Studer explained the committee in place to explore increasing Teacher rates
 - d) T. Myman requested that the notes reflect that this become a more specific goal of the board
 - e) P. Smith suggested that it become agendized
- b. P. Smith requested that everyone bring forward a potential board member to join. He asked that everyone contact him directly about a suggestion within the next two board meetings. He also requested that each board member make a personal goal for themselves for the year.

IV. Adjournment The next meeting will be on the second Tuesday of September 14th

1. **M/S/P Motion** (P. Smith) to adjourn the CHIME Institute Board meeting.
2. **Public comment:** There was an opportunity for public comment. None were made
VOTE

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

No's: None

Abstentions: none

MOTION PASSES: 8-0-0