

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held via Zoom Video Conference  
Tuesday November 2nd, 2021**

**Members Present:** Matt Rinnert, Patrick Smith, Dawn Hamilton, Melissa Aguilar, Tony Battaglia, Marc Polansky, Joshua Mark

**Members Absent:** Traci Myman

**Others Present:** Annie Cox, Erin Studer, Kathy Jamison, William Caplenor

Call to Order: The meeting was called to order by Board Chair/President P. Smith **Public Comment** (3 minutes each)—Speakers were allowed to 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. Affirmation of Continuing Emergency Conditions Necessitating Virtual Board Meeting**

1. The board was given the following recommendation from Dr. Studer:  
November 2nd, 2021

**TO:** CHIME Institute  
Board of Directors

**FROM:** Erin Studer  
Executive Director

**SUBJECT: Recommendation to approve November and December 2021  
CHIME Institute Virtual Board Meeting**

**BACKGROUND**

While California's Ralph M. Brown Act has been amended to allow fully virtual board meetings during a state of emergency after the Governor signed Assembly Bill 361 into law on September 16, 2021. The new law comes as local public agencies were preparing for the expiration of Executive Orders that currently allow virtual board meetings. AB 361 goes into effect immediately, and it amends Section 54953 of the Brown Act to allow virtual board meetings through January 1, 2024 in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of

- emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

These circumstances allow agencies to hold entirely virtual board meetings during the current pandemic, while California is in a proclaimed state of emergency. The previous teleconference rules under the Brown Act also remain in place, but are not as flexible.

If a board meeting is held virtually under the new provisions of AB 361, the agenda must still be posted under the appropriate timelines: 72 hours in advance for a regular board meeting, and 24 hours in advance for a special board meeting. The agenda must include the meeting link or dial-in, so that members of the public may

access the meeting. Members of the public must be allowed to address the board in real-time during the meeting. Boards can no longer require public comments to be submitted in advance. When boards use agenda items with timed public comment periods, they must allow those time limits to expire before closing public comment. When boards take public comment separately on each agenda item, they must allow a reasonable amount of time per agenda item.

AB 361 also has special provisions for technical glitches. In the event the meeting broadcast is disrupted, or if a technical issue on the agency's end disrupts public comment, the board cannot take any further action on the agenda until the technical issue is resolved.

Most significantly, in order to continue to hold virtual meetings when a state of emergency remains active, the board must make findings every 30 days that 1) the board has reconsidered the circumstances of the state of emergency and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing.

As of now, the current Executive Orders that allow fully virtual board meetings are slated to remain in effect until September 30, 2021. This gives public agencies about two weeks to prepare for virtual meetings under AB 361.

## **ANALYSIS**

- 1) the CHIME Charter board has reconsidered the circumstances of the state of emergency and
- 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing.

## **RECOMMENDATION**

It is recommended that the Board of Directors approve to conduct the November 2<sup>nd</sup> and December 7th, 2021 Board meetings virtually.

2. **RESOLUTION M/S/P**(P. smith) The board resolves to conduct the December 6th board meetings remotely via Zoom.
3. **Public comment:** There was an opportunity for public comment. None were made

- a. **VOTE**
- b. **Yeses:** P. Smith, J. Mark, M. Rinnert, D. Hamilton, T. Battaglia, M. Polansky, M. Aguilar
- c. **No's:** None
- d. **Abstentions:** None
- e. **MOTION PASSES: 7-0-0**

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

**III. 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 10/5/2021 CHIME Institute Board Meeting
  - a. **M/S/P Motion** (P. Smith, M. Aguilar) to approve the Minutes of the Chime Charter School Board of Directors meeting on October 5<sup>th</sup>, 2021
- 2. **Public comment:** There was an opportunity for public comment. None were made
  - a. **VOTE:**
    - a. **Yeses:** P. Smith, J. Mark, M. Rinnert, D. Hamilton, T. Battaglia, M. Polansky, M. Aguilar
    - b. **No's:** None
    - c. **Abstentions:** None
    - d. **MOTION PASSES: 7-0-0**

**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.
- 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
  - a. A. Cox presented her board report
    - a) There was a discussion about A. Cox's work to bring students back to campus and to utilize extended care for families that need it.
    - b) There was a discussion about the rate of enrollment for the CHIME program within the CSUN infant toddler program. CHIME Infant Toddler program is currently full.

**V. Board Committee Reports**

- 1. Director of Development Ad Hoc Committee.
  - a) M. Rinnert gave his report
  - b) There was a discussion about how the loss in enrollment in the Charter School might affect the ability to move forward with this idea.

- c) There was a discussion about the salary that might be appropriate.
- d) There was a discussion about the timing of the placement of the job listing as well as the pragmatics involved.

**VI. Adjournment: The next meeting will be on November 2<sup>nd</sup>, 2021**

- 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
  - a. **VOTE**
  - b. **Yeses:** *P. Smith, J. Mark, M. Rinnert, D. Hamilton, T. Battaglia, M. Polansky, M. Aguilar*
  - c. **No's:** None
  - d. **Abstentions:** none
  - e. **MOTION PASSES: 7-0-0**