

**Minutes of the
CHIME Charter School
Board of Directors Meeting
Tuesday September 10, 2024**

Members Present: Patrick Smith, Dawn Hamilton, Josh Mark, Marc Polansky

Members Absent: Traci Myman, Matthew Rinnert

Others Present: Riley Gilbert, Julie Himot, Erin Studer, Irina Castillo, William Caplenor

- I. **Call to Order:** The meeting was called to order by Patrick Smith

- II. **Public Comment:** (3 minutes each)—Speakers were allowed the opportunity to make a public comment 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.
 1. There was a public comment.

- III. **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).
 1. **M/S/P** Motion (M Polansky, P. Smith) to approve the minutes of the 6/18/2024 CHIME Charter School Board Meeting.
 2. **Public comment:** There was an opportunity for public comment. None were made
 - a. **VOTE:**
 - b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
 - c. **No's:** none
 - d. **Abstentions:** *none*
 - e. **MOTION PASSES: 4-0-0**

- IV. **Financial update**
 1. I. Castillo shared the June Financials
 - a. There was a conversation about the ERC
 - b. There was a conversation about the wood fence replacement
 - c. There was an update on the Brett Gutman item from the last meeting.

- V. **Approval of Fiscal Policies Update**
 1. E. Studer explained changes made in the update.
 2. There were discussions about various changes.
 3. There was a discussion about the spending limit of the executive director.
 4. **M/S/P** Motion (J. Mark, M. Polansky) to approve the updated fiscal policies

5. **Public comment:** There was an opportunity for public comment. None were made
- a. **VOTE:**
- b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- c. **No's:** none
- d. **Abstentions:** *none*
- e. **MOTION PASSES:** *4-0-0*

VI. Approval of Unaudited Actuals

1. I Castillo pointed out the item to be approved
2. **M/S/P Motion** (D. Hamilton, J. Mark) to approve the Unaudited Actuals as presented
3. **Public comment:** There was an opportunity for public comment. None were made
- a. **VOTE:**
- b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- c. **No's:** none
- d. **Abstentions:** *none*
- e. **MOTION PASSES:** *4-0-0*

VII. Teacher Assignment Monitoring Outcome (TAMO) Reporting presentation.

1. Dr. Studer explained the report.

VIII. Approval of Declaration of Need

1. Dr. Studer explained the declaration of need.
2. **M/S/P Motion** (P. Smith, M. Polansky) to approve the Declaration of need as presented by Dr. Studer
3. *WHEREAS from time to time it is necessary for a school to file a declaration of need to hire individuals who do not hold a preliminary or clear teaching credential or subject matter authorization because of an acute teacher shortage or shortage in a given credential type;*
4. *BE IT RESOLVED that CHIME Institute's Schwarzenegger Community School authorizes the*
5. *Executive Director to file a Declaration of Need with the California Commission on Teacher Credentialing for CHIME for the SY 24-25 in the shortage area of special education teacher and Foundation Level General Science teacher.*
6. **Public comment:** There was an opportunity for public comment. None were made
- a. **VOTE:**
- b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- c. **No's:** none
- d. **Abstentions:** *none*
- e. **MOTION PASSES:** *4-0-0*

IX. Approval of a Provisional Intern Permit for Amy Brown in the subject matter area of Foundational Level General Science

1. **M/S/P Motion** (P. Smith, J. Mark) Approval of a Pre-Intern Permit for Amy Brown for teaching Foundational Level General Science in the 2024-25 school year
2. *WHEREAS CHIME conducted an extensive search to identify a qualified and fully*

credentialed science teacher for the middle school program in the 2024-25 school year;

3. AND WHEREAS this is an identified area of need with the California Commission on Teacher Credentialing;
 4. AND WHEREAS no fully qualified candidate was identified;
 5. AND Whereas Amy Brown was a candidate for this position, is an experienced Substitute teacher who has worked at CHIME, has completed her Bachelor's degree program, and is enrolling in special education credential program at California State University, Northridge;
 6. THEREFORE BE IT RESOLVED that CHIME Board of Directors authorizes the application of a pre-Intern Permit for Amy Brown for the 2024-25 school year in the area of Foundational Level General Science so that she can teach science in the middle school grades and take necessary steps complete her credential program at CSUN and obtain a preliminary credential.
7. **Public comment:** Dr. Studer described Ms. Brown's history with CHIME as a teacher.
- a. **VOTE:**
 - b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
 - c. **No's:** none
 - d. **Abstentions:** *none*
 - e. **MOTION PASSES:** *4-0-0*

X. Approval of a Provisional Intern Permit for Natalie Cathryn Rickard in the subject matter area of Special Education

1. **M/S/P** Motion (M. Polansky, D. Mark) to approve a Pre-Intern Permit for Natalie Cathryn Rickard for teaching Special Education in the 2024-25 school year
2. WHEREAS CHIME conducted an extensive search to identify a qualified and fully credentialed special education teacher for the middle school program in the 2024-25 school year;
3. AND WHEREAS this is an identified area of need with the California Commission on Teacher Credentialing;
4. AND WHEREAS no fully qualified candidate was identified;
5. AND Whereas Natalie Cathryn Rickard was a candidate for this position, is an experienced student teacher, who has worked at CHIME, has completed her Bachelor's degree program, and is enrolled in special education credential program at California State University, Northridge;
6. THEREFORE BE IT RESOLVED that CHIME Board of Directors authorizes the application of a pre-Intern Permit for Natalie Cathryn Rickard for the 2024-25 school year in the area of special education so that she can teach special education in the middle school grades and take

necessary steps complete her credential program at CSUN and obtain a preliminary credential.

8. **Public comment:** Dr. Studer described Ms. Rickards's history with CHIME as a teacher.
 - a. **VOTE:**
 - b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
 - c. **No's:** none
 - d. **Abstentions:** *none*
 - e. **MOTION PASSES:** *4-0-0*

XI. Approval of Local Assignment Options 24-25

1. Dr. Studer explained the local assignments and briefly discussed each assignment.
2. There was a discussion about
 - a. **M/S/P Motion** (J. Mark, M. Polansky) to approve the Local Assignments
 - b. **Public comment:** Dr. Studer described Ms. Brown's history with CHIME as a teacher.
 - c. **VOTE:**
 - d. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
 - e. **No's:** none
 - f. **Abstentions:** *none*
 - g. **MOTION PASSES:** *4-0-0*

XII. Approval of TK authorization for Abigail Gilmore

1. Dr. Studer briefly described Abigail Gilmore's experience and the need for her approval.
2. **M/S/P Motion** (P. Smith, J. Mark) to approve the Approval of TK authorization for Abigail Gilmore
3. Whereas in the SY 2024-25 CHIME Institute's Schwarzenegger Community School shall operate three "stand-alone" Transitional Kindergarten ("TK") classrooms;
4. AND Whereas California Education Code requires that Transitional Kindergarten teachers must meet one of four eligibility criteria by August 2023 to be authorized to teach TK in California;
5. AND Whereas the following CHIME TK teacher has the following experience that meet one or more of the criteria for TK teaching eligibility:
6. Abigail Gilmore had early education experience equivalent to 24 ECE prior to 2023 and is currently in her 4th year of teaching Transitional Kindergarten in the state of California
7. BE IT RESOLVED that Abigail Gilmore meets "Criteria 2" set forth by California Education Code and is eligible to teach transitional kindergarten at CHIME from the 2024-25 school and any subsequent years.
8. **Public comment:** Dr. Studer described Ms. Brown's history with CHIME as a

teacher.

- a. **VOTE:**
- b. **Yeses:** J. Mark, D. Hamilton, M. Polansky, P. Smith
- c. **No's:** none
- d. **Abstentions:** none
- e. **MOTION PASSES: 4-0-0**

XIII. Approval of Expenditures Above Executive Director's Spending Authority

- 1. Dr. Studer explained the need for the change and gave examples.
 - a. There was a discussion and questions about specifics of the limits of the authority.
 - b. **M/S/P Motion** (M. Polansky, J. Mark) to Approve Expenditures Above Executive Director's Spending Authority as of 09/02/2024
 - c. Be it resolved, the board approves the following current expenditures and anticipated recurring annual expenditures which exceed the spending authority of the Executive Director.
 - a) SY 2024-25 WISH Charter School - Leased Employee Deanne Torvenin \$80,218.55
 - b) SY 2024-25 Xerox Copier - Copier Lease \$47,736
 - c) SY 2024-25 BDJ Tech - Smart Boards for elementary classrooms \$50,750.65
 - d) SY 2024-25 Revolution Foods - CNIPS Food vendor ~ \$325,000
 - e) SY 2024-25 CharterSafe - school insurance vendor ~\$250,000
 - f) SY 2024-25 ExEd - financial back office services \$135,000
 - g) SY 2024-25 ATT - phone and internet services ~\$62,000
 - h) SY 2024-25 J & Z Services - general contractor services ~\$55,000
 - i) SY 2024-25 TES Services - special education services ~\$50,000
 - j) SY 2024-25 Fratelli's NY Pizza - lunch barn food program ~\$40,000
 - k) SY 2024-25 Braille Abilities LLC - special education services ~\$40,000
 - l) SY 2024-25 Behavior Therapy Clinic - special education services ~\$35,000
 - m) SY 2024-25 PRN Nursing - school nursing services ~\$28,000
 - n) SY 2024-25 Curriculum Associates - curricular materials ~30,000

- d. **VOTE**
- e. **Yeses:** J. Mark, D. Hamilton, M. Polansky, P. Smith
- f. **No's:** none
- g. **Abstentions:** none
- h. **MOTION PASSES: 5-0-0**

XIV. Approval of CHIME Independent Study Policy

- 1. Dr. Studer explained the independent study policy and the updates.
- 2. There was a discussion about students using independent study.
- 3. **M/S/P Motion** (M. Polansky, D. Hamilton) to approve the updated fiscal policies

- a. **VOTE:**
- b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- c. **No's:** none
- d. **Abstentions:** *none*
- e. **MOTION PASSES:** *4-0-0*

XV. Review Workplace Violence Prevention Plan

- 1. Dr. Studer reviewed the Workplace Violence Prevention plan
- a. There was a discussion about what is considered violence.
- b. **M/S/P Motion** (M. Polansky, D. Hamilton) to approve the workplace violence prevention plan
- c. **VOTE:**
- d. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- e. **No's:** none
- f. **Abstentions:** *none*
- g. **MOTION PASSES:** *4-0-0*

XVI. Review Injury and Illness Prevention Plan (IIPP)

- 1. Dr. Studer explained the IIPP
- a. There was a discussion about how the plan was generated.
- 2. **M/S/P Motion** (J. Mark, M. Polansky) to approve the Injury Prevention Plan.
- 3. **VOTE:**
- 4. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- 5. **No's:** none
- 6. **Abstentions:** *none*
- 7. **MOTION PASSES:** *4-0-0*

XVII. Adjournment

- a. **M/S/P Motion** (P. Smith, D. Hamilton) to adjourn the 9/10/2024 meeting of the CHIME Charter School board of directors meeting.
- 2. **Public comment:** There was an opportunity for public comment. None were made
- a. **VOTE**
- b. **Yeses:** *J. Mark, D. Hamilton, M. Polansky, P. Smith*
- c. **No's:** none
- d. **Abstentions:** *none*
- e. **MOTION PASSES:** *4-0-0*