

**Minutes of the
CHIME Institute
Board of Directors Meeting
Held at the CHIME Charter School
Tuesday, December 12, 2017 6:00 p.m.**

Members Present: Seven members of the Board were present: Michele Haney (chair), Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker and Patrick Smith. These members constitute a quorum

Members Absent: Three members were absent: David Kretschmer, Traci Myman and Josh Mark.

Others Present: Staff: Peggy Berrenson, Irina Castillo (ExED), Kathy Jamison and Erin Studer.

1. Call to Order

M. Haney called the meeting to order.

2. Public Comment

None.

a. Approval of the Consent Agenda

- a. Minutes of the November 28, 2017 Board Meeting.

M/S/P (T. Battaglia/H. Goldberg) Motion to approve the minutes of the November 28, 2017, Meeting with one modification that the meeting was not designated as the Annual Meeting.

VOTE

Yeses: Tony Battaglia, Lei Bowen, Hilary Goldberg, Michele Haney.

No's: None

Abstentions: Todd Hacker, Mark Polansky and Patrick Smith.

MOTION PASSES: 4-0-3

3. Program Reports

- a. Early Education Programs: A. Cox, who was not present, distributed the Early Education Report electronically.

- b. Charter School: E. Studer distributed the Charter School report at the meeting and the following items were addressed:

- i. "Mission Moment" read by E. Studer recognizing the success of 74 students of the 8th grade graduating class. Good representation of CHIME.
- ii. Budget
- iii. Brown Act Training: E. Studer previously distributed law firm review of Brown Act and the State AG's booklet on the Brown Act and Board's obligations:

- Importance of organized procedure for public comment; no requirement that the public identify selves or to sign in. Goal is to encourage public comment. Time, place and manner restrictions discussed in order to allow for sufficient time and number of speakers.
- Each action should allow for public comment.
- Must be on the Agenda so the public needs to know. Discussed what would be sufficient time allotment to allow for robust public comment.
- Telephonic meetings have special requirements. They are problematic and must have strict compliance to allow notice and access.
- Board Committee has to be a Brown Act meeting: we must be vigilant to ensure Noticed Meetings (we have and do) and ensure maximum availability for people to attend meetings.
- Ad hoc discussed Brown Act requirements.
- Executive Committee discussed Brown Act requirements.
- Closed Session: Requirement that item be identified and must be listed on the Agenda ahead of time. Vote has to be recorded in the minutes. All votes are named votes.

Discussion: E. Studer will reach out to the law firm in order to come up with amendment to Agenda in order to post TPM restrictions on public comment.

- iv. Parent Survey Report: Report to Board brought in for review and have a future discussion on the next Agenda.
- v. Annual Fund: We got \$28,000 donations through Facebook fund campaign on one day, Tuesday before Thanksgiving. Facebook raised awareness of annual fund.

Action Items

- a. Board discussed and considered and voted on staff recommendation for a Limited Assignment Permit for Sandra Jacobsohn for middle school science.

Whereas CHIME Institute's Schwarzenegger Community School conducted a thorough and exhaustive search to find a qualified and fully credentialed middle school science teacher for the middle school program for the 2017-2018 school year;

And whereas Sandra Jacobsohn has been determined by the search committee to be a good and viable candidate for this role;

Be it resolved that the CHIME Institute Board votes to apply for Sandra Jacobsohn to obtain a Limited Assignment Permit as a Middle School single subject Science Teacher 2017-18 school year at CHIME Institute's Schwarzenegger Community School. The Board authorizes this limited assignment permit for the 2017-2018 school year only.

M/S/P Motion (P. Smith/M. Polansky) to approve above resolution.

VOTE

Yeses: 7 Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None.

MOTION PASSES: 7-0-0

- b. Board discussed and considered their review and certification of the LAUSD oversight Compliance Monitoring and Certification of Board Compliance Review. Discussed Board review and systems in place to monitor items in place on the form and on the checklist.

M/S/P Motion (P. Smith/H. Goldberg) to authorize M. Haney to sign the certification of Board review of the Certification of Board Compliance Review document.

VOTE

Yeses: 7 Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, and Patrick Smith.

No's: None

Abstentions: 1 (Marc Polansky).

MOTION PASSES: 6-1-0

- c. Board discussed and considered the staff recommendation for the adoption of the CHIME Youth Suicide Prevention Policy. First time vote by the Board.

Discussion on how the policy is drawn directly from the model policy by the state with adjustments to the local school. Discussed embedded resources to access protocols worked on by the state and local agencies. Discussed sensitive dissemination on website and announcement through Parent Square, etc. Policy is a blanket policy but is for 1-12 grades. Sensitivity needed for families with young children. Notices to parents through the website and Parent Square.

M/S/P Motion (H. Goldberg/L. Bowen) to approve adoption of the CHIME Youth Suicide Prevention Policy.

VOTE

Yeses: 7 Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None.

MOTION PASSES: 7-0-0

4. Monthly Reports/Updates:

- Charter School Financials and Unaudited Actuals

5. Board Committee Reports

a. Board Development Committee: M. Polansky distributed resume of potential board member candidate. Discussion of the Board Bylaws and balance of the Board needs, important to reference it. M. Polansky announced his resignation from the Board.

6. Closed Session: Salary Review and Personnel Review of Executive Director of CHIME Charter School.

M/S/P Motion (L. Bowen/H. Goldberg) to approve a salary adjustment of 3% to CHIME Charter School Executive Director Erin Studer.

VOTE

Yeses: 7 Tony Battaglia, Lei Bowen, Hilary Goldberg, Todd Hacker, Michele Haney, Marc Polansky and Patrick Smith.

No's: None

Abstentions: None.

MOTION PASSES: 7-0-0

Further discussion of Executive Directors evaluations to be continued next meeting.

7. Adjournment

8. Next Meeting: **Tuesday, January 23, 2018.**