

**Minutes of the  
CHIME Charter School  
Board of Directors Meeting  
Held via Zoom Video Conference  
Tuesday, March 2nd, 2021**

**Members Present:** Patrick Smith (chair), Jeffrey Becker, Dawn Hamilton, Patrick Smith, Traci Myman, Melissa Aguilar, Matthew Rinnert, Joshua Mark, Mark Polansky

**Members Absent:** Tony Battaglia

**Others Present:** Erin Studer, Annie Cox, Irina Castillo, William Caplenor, Erika Luna-Contreras, Amy Hanreddy

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.

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

**I. 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).

- a. **Approval** of the February 2nd, 2021 CHIME Charter School Board meeting minutes

**M/S/P** Motion (J. Becker/ P. Smith) to approve the February 2nd, 2021 CHIME Charter School Board meeting minutes

**VOTE**

**Yeses:** P. Smith, M. Polansky, T. Myman, M. Rinnert, M. Aguilar, J. Mark

**No’s:** None

**Abstentions:** D. Hamilton

**MOTION PASSES: 7-0-1**

**II. Report by Finance Committee re Retirement Fund Investment.**

- a. Erin Studer spoke on the process of opening an account. The paperwork should be through by the following Friday. There should not be a problem with the names of the LSW and new bank account and the investment portfolio being the same.
- b. There was a discussion about how the invested money would be split across specific investments.
- c. The paperwork should be signed by Friday and the money should be transferred

accordingly fairly quickly.

### III. **Report by Finance Committee re Retirement Fund Investment.**

- a. Irina Castillo (EXED) shared the budget analysis. She stressed that this is the best forecast they were able to produce with the uncertain future.
  - i. There was a discussion as to the funding CHIME may receive if it were to open in time for the state's incentive.
  - ii. Erin Studer asserted that we should be able to take full advantage
  - iii. CHIME stands to receive \$660,000.
  - iv. I. Castillo asserted that this projection will change by the next board meeting due to new information.
  - v. P. Smith requested information regarding the teacher's standpoint on reopening.
  - vi. E. Studer described the plans that had been started in November to return and that they have continued to work with teachers to develop a plan. CHIME is tracking vaccine administration among teachers.
  - vii. There was a discussion regarding the possibility of a policy around mandating vaccines
  - viii. There was a discussion regarding family vaccinations and those wanting to return to campus and those wanting to stay in distance learning.
  - ix. There was a discussion regarding the readiness of the campus.
  - x. There was a discussion regarding travel restrictions

### IV. **Approval of Second Interim Financial Report**

- a. Irina Castillo (EXED) presented the 2nd interim financial report for board approval to be submitted to LAUSD.
  - i. There was a discussion about who created the financial report and how it was created.
  - ii. P. Smith requested that these be sent to the finance committee before the board meeting.
  - iii. I. Castillo explained that other schools have a finance committee meeting an hour before the board meeting. P. Smith requested that the finance committee consider such a meeting protocol.

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

**M/S/P Motion** (M. Polansky,D. Hamilton) to approve the second interim financial report as presented by I. Castillo (EXED)

#### ***VOTE***

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

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***

M. Aguilar will present a plan to the board before presenting in a meeting

V. **Charter School Educational Program Report Presented by Erin Studer**

- a. **Second Interim Financials** have been submitted in the board materials for review and approval by the CHIME Board.
- b. **Approval of FY 20-21 auditing firm.** Staff recommends that the CHIME Board approve auditing firm Clifton Larsen Allen to conduct the FY 20-21 audit of the organization's financials.
- c. **Board Financials.** The most recent charter school financial statements have been provided in the Board materials for board member review.
- d. **Return to campus announcement.** The following return to campus announcement was provided to the CHIME community this week. This announcement is in accordance with the LAUSD announcement that they have reopened their campuses as per March 1, 2021 and the district and county programs for offering in person instruction for vulnerable student populations. It is anticipated that LA County's COVID-19 community spread metrics will continue to decline over the coming weeks and the county may enter the "Red" tier by the end of the month. This will represent increased opportunity to bring students and staff back to campus to participate in a "hybrid" model program.

Dear CHIME Families - I hope that you are all healthy and well. I am writing to share with you our plans about returning small stable cohorts of students to campus for in person instruction and support.

As you know the rate of COVID-19 community spread in Los Angeles county has now reached an acceptable level to return students to campus. In addition, the LAUSD superintendent announced they would begin bringing vulnerable students back to campus for one to one and small group instruction in the coming weeks depending on the number of staff volunteers. At CHIME we have a number of student groups who qualify among what the county considers to be vulnerable student groups: English Learners, foster youth, children with special needs, and younger students who may not thrive in a distance learning model. In an effort to begin the process of bringing as many vulnerable student populations back as possible, we will be implementing a roll out of on campus groups starting with the TK grade level on March 15. Students will be placed in an AM or PM cohort and will start with one day of instruction and then build to a four day per week schedule. This is similar to other districts in areas with low community spread who have already been allowed to bring students back to school.

As we begin this on campus program for our youngest students first, TK-2 families will receive additional details about their child's on campus cohort assignment, the on campus COVID-19 safety procedures as well as protocols for drop-off, pick-up in the coming days from school administration and their classroom teachers.

After TK begins on March 15th, we will then begin this same pattern of bringing students on to campus in grades K-2 during the weeks of 3/15 - 3/26. The video (link and

password below) explains in more detail the thinking that goes into this plan and the rollout by grade level. It is our hope that COVID-19 community spread levels continue to improve and that we are able to also bring students back in grades 3-5 and 6-8 respectively sometime after spring break.

In addition, we will begin implementing in person one to one tutoring support in the afternoons in the coming weeks. This 3-8th grade opportunity will be an additional chance for us to provide in person support and instruction for students who may be struggling with distance learning. More details about how to sign up and the procedures for accessing campus are forthcoming.

Thank you CHIME Families for your partnership in what has been a dynamic and challenging school year. I am excited and hopeful as we begin this next phase of the spring semester.

Best, Erin

- i. E. Studer described a 1:1 on-campus tutoring supports for vulnerable populations in response to a question about the plan for those students. He also described the preference to move to bring further cohorts to campus if COVID-19 infection rates improve. If they do not improve the intent is to increase tutoring support for vulnerable populations.
- ii. E. Studer described the schedule that each cohort would be on campus or online or asynchronous.
- iii. There was a discussion regarding the meal service. Food service will remain the same as it has. The school provides five shelf stable lunches and breakfasts to eligible students that will be given to the home so that students are expected to eat at home rather than at school.
- iv. E. Studer complimented all of the teachers and staff that have been working very hard to prepare the school for reentry.
- v. P. Smith requested information regarding what kind of donations teachers may need. E. Studer would like to request wish lists from teachers.
- vi. E. Studer discussed the spread out layout of the classrooms that students will return to.
- e. **Staff vaccinations:** Starting March 1<sup>st</sup> staff at K-12 schools become eligible for COVID-19 vaccinations. Administration have been in contact with local and county officials to provide staff with information on obtaining the COVID-19 if they wish to be vaccinated.
  - i. P. Smith requested that the board stay on top of the needs of the infant toddler/preschool program.

## VI. **Approval of FY 20-21 Audit Firm: Clifton Larson Allen**

- a. E. Studer reminded the board of the discussion of looking into a different auditor. CHIME was happy with their performance last year and they were on-time. The audit

- this year is not due until March 31st.
- b. There was a discussion regarding the firm's rate being reasonable.
  - c. I. Castillo recommended that we use this firm and described her reasoning.

**Public Comment:** There was an opportunity for public comment, and none was made  
**M/S/P Motion** (P. Smith/T. Myman) to approve the auditing firm: Clifton Larson Allen to conduct the fiscal year 20/21 audit of the organizations financials as long as their fee doesn't exceed 6%

***VOTE***

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

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***

A note: The CLA Auditor contract was 22,900 for last year and 22,500 for this year.

**VII. Adjournment:**

M/S/P Motion (P. Smith/D Hamilton) to adjourn the open session of the meeting.

***VOTE***

***Yeses:*** Dawn Hamilton, Josh Mark, Marc Polansky, Traci Myman, Jeffrey Becker, Patrick Smith, Melissa Aguilar

***No's:*** None

***Abstentions:*** None

***MOTION PASSES: 8-0-0***