

**Minutes of the  
CHIME Institute  
Board of Directors Meeting  
Held via Zoom Video Conference  
Tuesday September 14th, 2021**

**Members Present:** Patrick Smith, Dawn Hamilton, Josh Mark, Matthew Rinnert, Tony Battaglia, Traci Myman, Marc Polansky, M. Aguilar

**Members Absent:** None

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

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 8/3/2021 CHIME Institute Board Meeting
    - a. **M/S/P Motion** (P. Smith/M. Polansky) to approve the Minutes of the Chime Charter School Board of Directors meeting on August 3<sup>rd</sup>, 2021
    2. **Public comment:** There was an opportunity for public comment. None were made
    - a. **VOTE:**
      - b. **Yeses:** P. Smith, M. Rinnert, M. Aguilar, M. Polansky, T. Myman, T. Battaglia D. Hamilton, J. Mark
      - c. **No’s:** None
      - d. **Abstentions:** None
      - e. **MOTION PASSES: 8-0-0**
- III. **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 the Institute board report.
- b) **Return to In Person Instruction:** As of August 30<sup>th</sup>, 2021, the beginning of our fall semester, we have been offering in person instruction for all enrolled preschoolers at CHIME (NPA) in collaboration with the CSUN Child and Family Studies Center. We are following guidance from LACDPH for prevention:  
[http://www.publichealth.lacounty.gov/media/Coronavirus/docs/education/Prevention\\_ECE.pdf](http://www.publichealth.lacounty.gov/media/Coronavirus/docs/education/Prevention_ECE.pdf)
- c) As well as updated guidance (July 12 and 22, 2021) for operations:  
<http://www.publichealth.lacounty.gov/media/Coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf>
  - (1) There was a discussion about the protocols that the school is undertaking.
  - (2) There was a discussion about enrollment for the CSUN Lab School
- d) **Alternative Remote Distance Learning Services During Emergency Conditions:** Per LAUSD, alternative remote distance learning services can only be provided “If instruction or services, or both, cannot be provided to the pupil either at the school or in person for more than 10 school days due to emergency conditions caused by fire, flood, impassable roads, epidemic, earthquake, imminent major safety hazard as determined by local law enforcement, a transportation services strike by nonschool entity, or other official order issued to meet a state of emergency or war, the IEP will be provided by one or more of the means stated below, to the greatest extent possible in light of the emergency circumstances and District policy”.
- e) **Vaccination Requirements:** CSUN is requiring all students, faculty, staff and student employees coming to campus for any reason are expected to complete the COVID-19 vaccination certification process by **September 30, 2021**.
  - (1) There was a discussion about the consequences of not having a vaccination
  - (2) There was a discussion about the staffing challenges facing the early education program.
- f) **Infant and Toddler Home Visits:** We have continued with telehealth when feasible and appropriate
- g) and started limited in person home visits (outdoors only) following LA County guidelines of Pre-entry screening, Frequent cleaning/disinfecting, Provider, Patient, and Caregiver wash hands before and after the appointment, and use of PPE.
- h) **SCDD Inclusive Education Program Development Grant:** SCDD has selected CHIME for funding under Program Development Grant Cycle 44.

#### **IV. Board Committee Reports**

1. The Board heard from M. Rinnert in the DOD committee.
  - a) There was a discussion about the Job responsibilities
  - b) There was a discussion about the term for which this person may occupy the position.
  - c) There was a discussion about the budget.
  - d) There was a discussion about to whom this person will report and where they will physically work.
  - e) P. Smith requested the next step in the hiring process.
    - (1) M. Rinnert requested that the groundwork be laid including laying out the budget and putting the word out to the community in whatever way is necessary.
    - (2) P. Smith requested the logistical aspect of physical space and salary. A conversation about these logistics ensued.
    - (3) E. Studer requested a document of the lingering logistics that E. Studer and A. Cox need to decide
    - (4) P. Smith noted that it is the goal to have this person in their position by December.

#### **V. Adjournment: The next meeting will be on Tuesday, October 5<sup>th</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, D. Hamilton, M. Polansky, M. Rinnert. T. Myman, T. Battaglia, M. Aguilar*
  - c. **No's:** None
  - d. **Abstentions:** none
  - e. **MOTION PASSES:** *8-0-0*