



## **DRAFT Board Meeting Minutes January 20, 2016**

A meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on January 20, 2016. The meeting was held in the Sherman Building Conference Room and called to order at 6:02 PM.

The following members of the Board participated: Melanie Bowen, Demetris Cheatham, Ornella Napolitano, Betty Pair, Kelly Young, and Golnar Abedin (ex officio). The following members of the Board participated by telephone: Jennifer Engel Fisher, Bryan Lewis, Pat Talbert Smith, and Jerry Zayets.

### **I. Opening Items**

- The December 14, 2015 Board Meeting Minutes were presented for consideration. The Board voted to approve the December 14, 2015 Minutes.

### **2. Report from the Executive Director (ED)**

An update was presented on Middle School expansion plans, including:

- recent Middle School Committee and parent meetings
- staffing
- grant applications
- retention and private school competition

### **3. Academic Excellence Committee**

See above for combined report on the Middle School Expansion

### **4. Facilities Committee**

An update on the Middle School Expansion was provided, including:

- 3<sup>rd</sup> floor renovations plans from the architect (90% complete)
- Request for Proposal (RFP) draft due February 1<sup>st</sup>
- Acoustic panel work awaiting approval from AFRH
- Exploratory demo work on plaster in progress

Facility health and safety audit framework still in progress.

### **5. Finance Committee**

The December financials were presented.

- Consistent with budget forecast and 10-year cash-flow model
- Reminder that differences between forecast and budgeted cash relate to renovation costs and higher facility expenses

The Form 990 update was presented.

- Clarification that in previous years, revenue came from “contributions,” while this year it is listed as “program service revenue”; Finance Committee agreed to implement change to be consistent with other DC charter schools
- In the process of updating Board Roster for the July 1, 2014 - June 30, 2015 school year, as per IRS rules

A motion was made to approve the Form 990 as presented, with the caveat that the Board Roster be updated as indicated. The motion was approved. The Board Chair thanked the Treasurer and the Finance Committee for their efforts.

The 10-year Budget and enrollment analysis were reviewed.

- Additional forward planning, including costs of expanding program into Middle School, additional facilities renovation and maintenance costs, and administrative needs, revealed new longer term budget deficits
- Numerous scenarios were considered to maintain smallest class size, low student-teacher ratios, and consistency with mission and vision; goal is to grow school, to staff appropriately, to build cash reserves, and to attain long-term sustainability

Recommendation was made to increase student enrollment to 18 in Pre-K, and 20 across the board in other classes (but maintaining the class size in the current 4<sup>th</sup> and 5<sup>th</sup> grades as they move forward, given the number of IEP’s) beginning in the 2016-17 school year, resulting in an enrollment increase request of 660 students. A motion was made to approve an enrollment increase and submit a request to PCSB for a ceiling of 660 students, beginning in the fall of 2016. The motion was approved. Clarification that total enrollment request to DCPCSB will be 730 students, to include satellite students previously approved by DCPCSB, was sent to and acknowledged by Board over email January 23, 2016.

The AFRH lease modification offer was presented, including:

- The timeline and unexpected offer of retiring COO Mr. McManus to assist CMI in securing a long-term facility before his departure in February 2016
- An amendment to the current lease would give the option of up to a 20-year extension and the addition of the already-renovated 3<sup>rd</sup> floor of Sherman South (8700 square feet)
- The ability to sublease with AFRH approval, the possibility of rent reduction in a case of “extreme hardship,” and the security of a 30-year lease
- The need to respond by the end of January to allow the execution of the lease extension and space expansion before the COO retires.
- Recommendation was to move forward, with the request to improve the “out clause” and the lease credits, as this will allow us to have space for the maximum number of students as requested in the enrollment increase application to PCSB

A motion was made to approve having the Treasurer move forward on the lease extension with AFRH for an additional 20 years, with additional space increases beginning in 2025, as well as an improvement in the “out” and sublease clauses, and a clarification of the rent credit language. The motion was approved.

## **6. Development Committee**

An update was provided on:

- The almost-completed fundraising campaign brochure
- The Bancroft Foundation grant and the possibility of matching funds
  - A request was made for all Board members to follow-up with contacts and matching-fund opportunities
- The status of the Development Committee Goals

## **7. Governance Committee**

An update was provided on:

- The need to reschedule the Board Retreat in April or May, due to the predicted snow for Saturday, 1/23/16
- Annual Goals
  - Each committee should review them, and the Chair's assessment of current progress (document in Board Book), in a timely manner to determine what is still achievable by May and what tasks need to move forward to next year
  - Board Chair will send format and timeline after the meeting, and work with committees ahead of next Board Meeting
  - The Working Board Agenda will then be updated accordingly, through communication with the Secretary

## **8. Announcements**

- PCSB Five-year Charter Review is underway
- We will have visitors from PCSB observing our February Board Meeting; our CBP Fellow will also observe
- CMI PCS is hosting the April 7, 2016 CBP Board Intensive "Site Visit" at 10:00 AM; Board Members are invited to be a part of the Board Discussion with Golnar. All remaining Board Members who have not participated in this training should plan to sign up for the April 7 session.
- Committee Meeting Agendas and Minutes are an important part of our documentation and should be uploaded monthly to the Committee Folders in Board Book
- Dinner at upcoming meetings will be provided as follows: February—Pat; March—Kelly; April—Demetris; May—Ornella

There being no further business to be transacted, and upon motion duly made, seconded, and approved, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,  
Pat Talbert Smith