



## **Board Meeting Minutes**

A virtual meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on October 18, 2021. The meeting was called to order at 6:02 PM.

The meeting was held over Zoom, given COVID-19 restrictions. The following Board Members participated: Dr. Neal Brown, Michael Curran, Imani Davis, Dionne Tyus Garvin, Dr. Lynn Jennings, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise. Jeanelle Johnson was absent with notification.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member; Nayamka Long, CAO/Deputy Executive Director; Craig Bednarovsky, COO; Jenn Andruzzi.

### **1. Opening Items**

- Chuck informed all that the meeting will be recorded.
- Matt conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:05 and made introductory remarks.
- August 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes (Jenni Wallace abstained since she did not attend the August meeting).
- Navin discussed the Governance Committee’s recommendations for two new trustees, Corey Gordon and Lisa Raymond, whose credentials were sent to the board prior to the meeting. Chuck voiced his support for both joining the board.
  - **The Board voted unanimously to add Corey Gordon and Lisa Raymond to the Board as trustees.**
  - Corey and Lisa joined the Zoom meeting shortly after their election.

### **2. Executive Director Report**

- Current enrollment:
  - 561 reported by OSSE, but with adjustments for where kids actually ended up, likely 555 actual enrollment
  - Report on demographics on race, location, gender, other
- Staffing report
  - Vaccination rate report—92% of staff, 8% with exemptions
  - Four staff have left for various reasons
  - Increased COVID response by one contractor and one full time person, new nurse/ medical assistant—new federal money paying for much of this

- Staff morale report
  - Staff are exhausted, stressed, anxious at unprecedented levels
  - Morale and staffing issues are common across the education sector; CMI is no exception
  - Taking steps to address morale, including closing CMI on Nov 12 to create long weekend (CMI will still meet student instruction time requirements); cultural celebrations, music, food; more listening opportunities; looking for solutions to bring lasting change
  - Communication is big challenge—not easy to navigate what can and cannot be communicated, including sensitive health issues with families and educators
  - Discussion of ideas, suggestions to help, especially acknowledging the realness of how hard and “un-normal” this situation is for CMI staff and the importance of self-care for all, and how no one solution will solve it
- Facilities/improvements
  - New window treatments
  - Stump in play space is gone
  - New testing company, with all staff opt-out process for testing students every Friday, can test students and staff in less than 2 hours with results usually within 48 hours.
  - Safety protocols being implemented with fidelity—protocols appear to be working well and efficiently. Praise for CMI ops staff for running things smoothly and minimizing disruption and student trauma.
- Comms update
  - Parent Square seems to be catching on, with good transparency for information and data
  - Still improving internal communication
- Charter Amendments on mission restatement, application of goals to grades 5-8, up for vote at PCSB tonight (Oct 18)

### **3. Committee Reports**

- Academic Excellence Committee report given by Lynn, Nayamka, Chuck
  - Outlined plans for implementation of strategic plan with revised timeline and approach given COVID, including CMI graduate profile
  - New inclusion of Social-Emotional Learning within AEC work, not separated from academics
  - MAP assessments mostly complete; still completing preschool and developmental reading assessments for grades K-2, which are individualized and therefore take longer
  - Want to create data dashboard
  - Will do midyear and end of year assessments, with main goal of tracking growth
  - Committee meets every third Friday of the month, with standard agenda
- Finance report from Michael (in Jeanelle’s absence)

- Good numbers-- 111 days of cash on hand and 6.45 debt-service coverage ratio
- New grant money added to revenue for COVID testing and related support
- Governance report from Michael, Matt, Navin
  - New onboarding process for new trustees
  - Includes onboarding packet with useful info for all trustees, can serve as Board Policy Manual where school policies are centrally located
  - Governance Committee will consider future of REDI ad hoc committee
- Strategic Planning report from Dionne, Craig, Navin
  - Developed plan to integrate work within standing committees
  - Summary of current status with adjustments for COVID
  - Will continue work as advisory group, but sunset ad hoc committee
  - Still plan to create dashboard to collect board work in central location

#### 4. Closing Items

- **Board votes 9-0 to accept all reports as given.**
- **Pause for questions from community—none submitted.**
- **The Board thanked Dr. Val Wise on the occasion of her final meeting as a CMI trustee. Val provided outstanding leadership as CMI Board Chair, led us through challenges no one could foresee, did so always with wisdom, grace, and a smile.**
- **Notice given that board needs to meet briefly in November--likely Monday Nov 22--to approve CMI audited financials. More info and confirmation of date to come.**
- **Next full meeting of CMI Board of Trustees is Monday Dec 13 at 6PM.**
- **There being no further business to be transacted, the meeting was adjourned at 7:44.**

Respectfully Submitted,  
Matt Walker



## Board Meeting Minutes

A virtual meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on December 13, 2021. The meeting was called to order at 6:05 PM.

The meeting was held over Zoom, given COVID-19 restrictions. The following Board Members participated: Dr. Neal Brown, Michael Curran, Imani Davis, Dionne Tyus Garvin, Corey Gordon, Dr. Lynn Jennings, Jeanelle Johnson, Navin Nayak, Matt Walker, Jennifer Wallace. Lisa Raymond was absent with notification.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member; Nayamka Long, CAO/Deputy Executive Director; Craig Bednarovsky, COO; Jenn Andruzzi.

### 1. Opening Items

- Chuck informed all that the meeting will be recorded.
- Matt conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:05 and made introductory remarks.
- Navin and Jenni discussed the Governance Committee’s recommendations for three new potential trustees--Manny Hernandez, Mike Liddell, Holly Oliver--whose credentials were sent to the board prior to the meeting.
  - Board members noted concern that both proposed new parent trustees (Mike+ Holly) have kids in lower school, and expressed a desire to get a middle school parent on the board in the near future.
  - Navin stated the Governance Committee will redouble efforts to get a middle school parent on the Board in early 2022.
  - Chuck responded to questions from the community, including:
    - Whether the Board should have teacher/staff representation; Chuck requested the Governance Committee consider this.
    - Chuck described the process for soliciting parent involvement, and suggested the Governance Committee create a Board/Trustee description document that could be circulated to middle school teachers to help find a parent trustee.
  - **The Board voted 8-0 (with two abstentions, Imani Davis and Jeanelle Johnson) to add Manny Hernandez, Mike Liddell, and Holly Oliver to the Board as trustees.**
  - Manny, Mike, and Holly joined the Zoom meeting shortly after their election.

- October and November 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes (Manny, Mike, Holly abstained).

## **2. Executive Director Report**

- Chuck summarized an incident that happened last Thursday at the school, a verbal threat from a student to “shoot up the school.”
  - Names and other details were left out for privacy reasons; Chuck will recommend the Board go into executive session after the public meeting to share more specific details.
  - In response to a question, Chuck shared a plan to re-train the CMI community on lockdown protocol.
- Current enrollment:
  - 554 official student enrollment for this school year; CMI is one of few schools to meet projections.
  - Schools are already required to project for next year; unclear why the city has decided to cut enrollment projections across the board for all schools.
  - Open House tomorrow night; enrollment on this is lower than usual.
- COVID update
  - 17 active cases (including 2 just before tonight’s meeting); all come from outside the school (from family gatherings, based on info we have)
  - 95 students out of school today
  - Great turnouts at vaccine clinics
  - Need new effort to keep all safe; best thing would be more vaccines and more caution outside of school
  - 92.5% of CMI staff vaccinated, remainder (9 people) have medical or religious exemptions
  - Virtual testing at school is under 1% positive, under the city overall rate
- Staffing report
  - Recruiting for four open positions, and adding some positions including additional middle school director and contact nurse, other support staff
- Staff morale report
  - Staff are still exhausted, stressed, anxious
  - Steps to help address this include a five-day weekend for Veterans Day, and coffee chats are back, with coffee available for staff every day; other upcoming events planned
  - School culture committee meets weekly, with recommitment to implementing conscious discipline; recognizing it takes time, will be a multi-year process
  - Question from community—any consideration of two weeks of virtual learning post winter break? This is under consideration.
- Comms update
  - Parent Square providing good dialogue with parents, seems to be accepted
  - Still improving internal communication
- Update on Charter Status

- Amendments to CMI charter approved by PCSB (mission restatement, application of charter goals to grades 5-8)
- We heard a preliminary report from PCSB that CMI's charter will officially get renewed for five years at upcoming Dec 20 meeting
- Result of much hard work by staff and trustees over past several years, especially since COVID hit
- School is tracking students who are consistently on the Exclusion list, especially for kids with IEPs (In response to question from community)

### 3. Committee Reports

- Academic Excellence Committee report given by Lynn, Nayamka, Chuck
  - Need more time to present results from October baseline assessment in a constructive way, including how to breakdown the data by demographics and how the data are used at the school
  - Lynn encourages trustees to submit questions on academic data
  - Will focus on new strategic goals timeline before Feb board meeting
- Finance report from Jeanelle
  - Good numbers-- 104 days of cash on hand projected, 1.24 Debt/service coverage ratio
  - Since this is her last meeting as a trustee, the Board and CMI staff thanked Jeanelle for three years of outstanding service on the Board, most of it as Finance Chair and Treasurer
- Governance report from Jenni
  - New onboarding process for newest trustees will happen in the new year (with input from Corey and Lisa on improvements)
  - Reminder that ad hoc Strategic Planning committee has sunset, but Governance will work to make sure other committees include strategic goals in their work
  - Governance hopes to create an advisory committee to think about high school transitions for CMI students
  - Recommend creation of ad hoc Development Committee to focus on CMI's Ten Year Anniversary, and to focus strategically on future development activities for the Board
    - **Board votes unanimously to create Development Committee**

### 4. Closing Items

- **Board votes unanimously to accept all reports as given.**
- **Next full meeting of CMI Board of Trustees is Monday Feb 28th at 6PM.**
- **There being no further public business to be transacted, public meeting was adjourned at 7:44, and the Board voted to move into Executive Session to discuss the verbal threat from a student in greater detail, and two staff issues requiring confidentiality.**

Respectfully Submitted,  
Matt Walker