

**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 February 28, 2022. 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, Manny Hernandez, Dr. Lynn Jennings, Mike Liddell, Navin Nayak, Holly Oliver, Lisa Raymond, Matt Walker, Jennifer Wallace.

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 two new potential trustees—Heather Curtis and Dr. Art Fields--whose credentials were sent to the board prior to the meeting.
  + **The Board voted 13-0 to add Heather Curtis and Dr. Art Fields to the Board as trustees.**
  + Heather Curtis joined the Zoom meeting shortly after her election
* December 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes.

**2. Executive Director Report**

* Current enrollment:
  + Lost appeal of enrollment projections—projected 578 but only approved for 557.
  + Deputy mayors office held meeting, all told enrollment is down; 80% of schools got lower approvals than requested.
* COVID update
  + Zero positive test results in last three all staff/student testing rounds
* Staffing report
  + New leaders for ECE division (P3-1), 2-4 division; Lorna Dill still leading middle school
  + Conducting staff evaluations now in preparation for contract renewal offers
  + Offer out for new IT manager
  + New contract nurse added to COVID response team
* Staff morale report
  + Staff are still exhausted, stressed, anxious; continue to do what we can to help
  + Black history month concluded with events, other events planned
  + School culture committee meets weekly, with recommitment to implementing conscious discipline; recognizing it takes time, will be a multi-year process
* Comms update
  + Parent Square providing good dialogue with parents, seems to be accepted
  + Still improving internal communication
* COVID safety update
  + Sentinel testing ongoing
  + Testing 100% of staff and students in building each Friday
  + Deep cleans each weekend
  + Third vaccination clinic held in February
* Update on Charter Status
  + Charter officially renewed for five years at Dec 20 meeting of PCSB—unanimonus vote with no conditions
  + Result of much hard work by staff and trustees over past several years, especially since COVID hit

**3. Committee Reports**

* Academic Excellence Committee report given by Lynn, Nayamka, Chuck
  + Will hold retreat March 12 to review and revise strategic plan
  + Teacher evaluation—summary to come at future board meeting
  + Using MAP data to set criteria for non IEP students
  + PARCC administered April 4-May 27
* Finance report from Michael
  + Good numbers--104 days of cash on hand projected, 1.24 Debt/service coverage ratio
  + Recommend approval of amended Forms 990 for 2018, 2019, 2020
    - **Board votes unanimously to approve revised Forms 990**
* Governance report from Jenni
  + Onboarding process for newest trustees will happen in the coming weeks
  + Reminder that ad hoc Strategic Planning committee has sunset, but Governance will work to make sure other committees include strategic goals in their work
  + Administrative Reminders for trustees to complete/revise required documentation
  + Recommend creation of ad hoc Growth Advisory Committee to think about high school transitions for CMI students
    - **Board votes unanimously to create Growth Advisory Committee**
* Development Committee report from Holly
  + Presentation on committee goals, potential strategies, fundraising projects
  + Will conduct Board survey

**4. Closing Items**

* **Board votes unanimously to accept all reports as given.**
* **Next full meeting of CMI Board of Trustees is Monday April 25th at 6PM.**
* **There being no further public business to be transacted, meeting was adjourned at 8PM.**

Respectfully Submitted,

Matt Walker