

**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
	+ Sentinel 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 lower 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