



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—unanimous 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



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 April 25, 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: Michael Curran, Heather Curtis, Dr. Art Fields, Dionne Tyus Garvin, Manny Hernandez, Dr. Lynn Jennings, Navin Nayak, Holly Oliver, Lisa Raymond, Matt Walker, Jennifer Wallace. Absent with notification: Dr. Neal Brown, Imani Davis, Mike Liddell. (Dr. Art Fields departed meeting at 6:54.)

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, Margaret Ward.

1. Opening Items

- Chuck informed all that the meeting will be recorded.
- Navin waited to officially commence meeting until a quorum is present.

2. Executive Director Report

- Current enrollment:
 - Optimistic that we will hit enrollment targets
- COVID update
 - Some uptick in positive tests since mask mandate was lifted
- Staffing report

- Retention rate of staff is at 82%, which Chuck feels good about. Signing bonus, retention bonus, merit based bonuses likely helped.
- Prioritized teachers before admin and other staff.
- Summer planning
 - Extended school year plans underway for 40-50 kids, staff lined up
 - Partnering with DC Department of Recreation to have 150 students in camp (academics half day, fun camp events for other half)
- Other projects
 - Town Hall planned for this Wednesday
 - Reengaged with strategic plan work that began three years ago
- Update on DC overall efforts
 - Testing numbers are skewed and delayed citywide—which makes CMI look more infectious than other schools

1. Opening Items (continued)

- Matt did a roll call of trustees who were present.
- With a quorum present, Board Chair Navin Nayak called the meeting officially to order at 6:26.
- Feb 2022 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes.

3. Committee Reports

- Academic Excellence Committee report given by Lynn, Chuck, Nayamka
 - Held committee retreat last week--reviewed strategic plan, looked at data from academics, attendance, more data
 - Big assignment for AEC committee—designing graduate profiles (for pre-k to lower, lower to middle, middle to graduation)
 - More formal report to come at the next board meeting
 - Data report on progress through this school year should be available before the next board meeting
- Finance Committee report from Michael, Craig
 - 108 days of cash on hand projected for end of March, \$4.29m overall in bank, 3.24 Debt/service coverage ratio
 - Will have 2021 Form 990 for board to approve at June meeting
 - Paperwork started on changing CMI's bank
 - Will retain CLA accounting firm to conduct a grants and compliance assessment, cost of \$10-13k
 - Committee recommends approval of Kendall, Prebola & Jones as new auditor/accounting firm with one year contract
 - Craig reviewed process and considerations for deciding to get new auditor, including best practice to change auditors every five years or so, understanding of PCSB, understanding of deferred rent situation
 - Considered two other firms
 - **Board votes unanimously to approve Kendall, Prebola & Jones as new auditor/accounting firm with one year contract**

- Will present more info on budget for next school year at June board meeting
- Governance Committee report from Jenni
 - Third onboarding took place in March; GC conducted survey of past onboarding events and got positive feedback
 - Navin in talks with trustees whose terms are ending shortly, will make game plan after assessing needs, including recruiting new members
 - Annual board retreat planned for July 9
 - Topics likely to include academic data, work of Growth Committee
 - Note that working retreat falls outside of Open Meetings Act
 - Executive committee working on ED assessment for this year and future years
- Development Committee report from Holly
 - Presentation on board survey results on fundraising (10 participants)
 - Will use results to provide supports identified by board members
 - Will plan future event for board to celebrate achievements over challenges of past two years
- Growth Committee report from Navin (Mike, Corey both absent)
 - Problem: CMI loses 44% of students between 4th and 5th grade
 - Goal of committee: research why the drop off occurs and determine what if anything should be done to reverse the problem
 - Working with Nancy Leopold on consulting basis through grant from Compass DC
 - Chuck provided info on what we know about where the kids go
 - Plan to do research to understand why so many leave after 4th grade, present options for further investigations, hope to make recommendation by July board retreat

4. Closing Items

- **Board votes unanimously to accept all reports as given.**
- **Jenni invited all to upcoming May 14 CFA family night fundraiser.**
- **Next full meeting of CMI Board of Trustees is Monday June 20th at 6PM.**
- **There being no further public business to be transacted, meeting was adjourned at 7:24PM.**

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 June 20, 2022. The meeting was called to order at 6:03 PM.

The meeting was held over Zoom, given COVID-19 restrictions. The following Board Members participated: Heather Curtis, Imani Davis, Dr. Art Fields, Corey Gordon, Manny Hernandez, Dr. Lynn Jennings, Mike Liddell, Navin Nayak, Holly Oliver, Lisa Raymond, and 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; Michael Johnson.

1. Opening Items

- Chuck informed all that the meeting will be recorded.
- Jenni conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:03 pm and made introductory remarks.
- April 2022 Board Meeting Minutes were presented for consideration. The board voted with 10 in favor and one abstention (Imani Davis) to approve the minutes.

2. Executive Director Report (Chuck Jackson)

- 2022-2023 School Year Enrollment:
 - 587 currently enrolled students. (PCSB projected 557 and CMI had an internal target of 578).
- COVID update
 - Over the summer will do a deep dive into the COVID policies for the next school year.
 - Hopeful that families and community members will be allowed into the building next school year.
 - DC is rolling out a COVID vaccine mandate to return to school; will need to figure out enforcement of this requirement and will share more as it develops.
- Staffing report
 - Staff retention for the next school year is at 92% (115 of the 125 staff asked back are returning).
 - Developing a Male BiPOC (black, indigenous, people of color) educator pilot project.

- Big Goals (Will guide professional development throughout the summer and school year)
 - Data focus and adoption
 - Recommitment to International curriculum
 - Academic focus on literacy
 - Recommitment and re-engagement of the Strategic Plan
- Summer Planning
 - Prep work for moving from “recognition” to “accreditation” next year
 - Boost Camp in partnership with the DC Department of Parks and Recreation
 - Extended school year (ESY) for 40 student participants

3. Committee Reports

- Academic Excellence Committee report (Lynn Jennings)
 - Committee met to prepare data to share with Board at the upcoming retreat. Will conduct a deeper dive into the data at that time.
 - Current enrollment projects 122 students with Individualized Education Plans (IEPs) and 109 students as English Learners (EL).
 - Focus during the 2021-2022 school year was on social/emotional learning.
 - This was accomplished and evidence is supported by the teacher retention rate.
 - Focus of the 2022-2023 school year will be on academic goals—specifically literacy.
 - Middle school experienced lots of growth during the year. CMI plans to capture what happened in those grades and identify what can be repeated and what we can do even better.
 - Board members are encouraged to send any academic data questions that they have to Lynn prior to the retreat.
- Finance Committee report (Craig Bednarvosky)
 - Fiscal Year (FY) 2023 Budget
 - Based on PCSB’s approved enrollment number of 557 students (conservative)
 - Anticipate more students than projected, which will cause a substantial upside
 - Staffing levels will remain mostly stable with the addition of a 5th-grade teacher.
 - Retention & signing bonuses paid in FY22.
 - Salaries reflect the DC market
 - Foodservice and janitorial vendor expenses have increased their prices for FY23 due to inflation
 - Predicting to end FY22 with 115 days of cash (\$4.6M)
 - FY23 budget forecasts 108 days of cash (\$4.61M) and a 1.72 Debt Service Coverage Ratio (above minimum requirement of 1,2).

- **Motion: Approve FY2023 budget** (Motion by Lisa Raymond, Second by Art Fields). **Motion passed unanimously with 11 in favor.**
- Banking Resolution:
 - Transitioning to CityFirst Bank.
 - Resolution identifies CMI and Board of Trustee Chair and treasurer powers related to banking.
- **Motion: Approve banking resolution** (Motion by Lisa Raymond, Second by Imani Davis). **Motion passed unanimously with 11 in Favor.**
- Vendor/Contract Renewals:
 - Board was notified of School Year 2022-2023 Vendors and Contracts greater than \$25,000.
 - Healthcare contracts are not yet final as CMI is still awaiting proposals.
 - May need a July Board meeting to approve those contracts.
 - **Motion: Approve contracts greater than \$25,000 as presented with an award date to be determined by the Executive Director or Chief Operating Officer** (Motion by Corey Gordan, Second by Mike Liddell). **Motion passed unanimously with 11 in favor.**
- Conflict of Interest Contract:
 - A scope of work and deliverables for a pilot education project, Creating Career Opportunities for Black, Indigenous, People of Color (BiPOC) Male Educators were presented to and reviewed by the Board of Trustees.
 - The pilot program, if approved, would be conducted by Board of Trustee member, Dr. Art Fields.
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 - **Motion: Approval of Creative Minds International to enter into a contractual agreement with Dr. Art Fields, a current trustee, for human resources-related consulting. Specifically, a program focused on career development for current Creative Minds BiPOC male educators, valued at \$20,000.** (Motion by Manny Hernandez, Second by Heather Curtis).
 - The vote was 10 in favor, 0 opposed, and 1 abstaining with each of the trustees voting as follows:
 - Heather Curtis–Yes
 - Imani Davis–Yes
 - Dr. Art Fields–Abstain
 - Corey Gordon–Yes
 - Manny Hernandez–Yes
 - Dr. Lynn Jennings–Yes
 - Mike Liddell–Yes
 - Navin Nayak–Yes

- Holly Oliver–Yes
 - Lisa Raymond–Yes
 - Jennifer Wallace–Yes
- As the agreement is considered a conflict of interest, the following steps were taken to ensure the contract was awarded fairly:
 - Discussions were held with subject matter experts (e.g., Creative Minds' Director of Human Resources, Director of Grants & Development, and Executive Director) to confirm that Dr. Fields has a unique area of expertise related to this project and is best suited to provide services.
 - Dr. Fields' proposal for compensation was confirmed to be fair and reasonable based on an examination of consulting fees and rates that Creative Minds had previously incurred for human resource and management consulting engagements.
 - The Board of Trustees was notified in advance of the meeting that a conflict of interest vote would occur.
 - Public notification of a conflict of interest vote was provided in the agenda published prior to the Board of Trustees meeting.
 - The public was allowed an opportunity to comment on the contract during the Board of Trustees meeting.
 - Dr. Art Fields recused himself from the Board of Trustees vote.
- Governance Committee report (Jenni Wallace)
 - Dionne Tyus Garvin and Matt Walker's terms will be ending at the beginning of the next school year.
 - The Governance Committee will be identifying what experience is needed to fill out the Board.
 - If any Board members have trustee recommendations, please reach out to Jenni and Navin.
 - Reminder that July 9, 2022, from 9:00 am to 3:00 pm is the Board retreat. An agenda will be sent out in the near future.
- Development Committee report (Holly Oliver)
 - The committee is developing goals/targets for the upcoming year.
 - During the 2021-2022 school year:
 - \$45K was raised in individual gifts (via the Creative Families Association fall campaign and spring auction)

- \$13K in grants supported Chinese education programs
- 5 staff appreciation events were held
- A documentary and other PR were developed

- Growth Committee report (Mike Liddell)
 - The committee continues to investigate the enrollment drop-off between 4th and 5th grades
 - Conducted a Focus Group of families that are leaving CMI. Key findings include:
 - The community at CMI is strong and parents really appreciate it, but it is not enough to overcome academic challenges
 - There is no perception that CMI is an academically rigorous school.
 - Parents are concerned about the inconsistency of teaching caliber at CMI and would like to see the school do more to retain good teachers.
 - Parents are not looking for CMI to add a high school.
 - CMI needs to do more to sell its middle school.
 - Parents would like to see CMI be an active participant in helping their children get into high school appropriate at their level.
 - Parents praise Chuck for his strong leadership.
 - The committee sent a survey to all CMI families to get even broader feedback related to CMI growth.

4. Closing Items

- **Board voted unanimously to accept all reports as given.**
- **The CMI Board of Trustees Retreat is Saturday, July 9, 2022, 9:00 am - 3:00 pm.**
- **There being no further public business to be transacted, the meeting was adjourned at 7:57 pm.**

Respectfully Submitted,
Jenni Wallace