

SCHOOL BACKGROUND

Campus name(s) and location(s): **Creative Minds International Public Charter School, which is located at 3700 N Capitol St NW, Washington DC 20011.**

Year(s) opened: **We have been open to students since 2012.**

Grade served: **We serve grades preschool through eighth grade.**

Date the charter will be eligible for renewal: **SY 2026 - 27**

When did the school's board approve the proposed change(s)? Please attach minutes from the meeting and vote results. **September 2020**

MISSION STATEMENT

1. In the table below, write the school's current and proposed mission statements.

Current Mission Statement	Proposed Mission Statement
Creative Minds International Public Charter School (CMI) offers early childhood, elementary, and middle school DC public school students a highly engaging, rigorous, international, and inclusive education plan that provides them with the knowledge and skills required for successful participation in a global society through a project- and arts-based international curriculum that fosters creativity, self-motivation, social/emotional development, and academic excellence.	To cultivate within ALL of our students the mindset, skills, creativity, and commitment to equity essential in becoming globally aware and independently minded citizens.

2. What is the school's rationale for changing its mission statement?

The revised mission statement is succinct. It clearly conveys the mission in simple language.

3. Describe the school's philosophy for educating students. Include how the school ensures all students—including students with disabilities, English learners, economically disadvantaged and at-risk students, and students above or below grade level—benefit from the proposed mission statement and the school's educational philosophy.

Creative Minds embraces an inclusive and child-centered approach to education that respects the integrity of each and every student. We believe in the importance of meeting the educational requirements of students with a diversity of backgrounds and learning profiles, with the goal of nurturing each child's engagement and skills so they can achieve their personal and academic goals. We believe that children's progress in key social and cognitive developmental milestones is a prerequisite to academic success. To implement our inclusive vision of education, our curriculum and teachers' professional development are based on the latest research on child development and

education neuroscience. We employ an education model that promotes high levels of engagement in learning with the goal of nurturing students' learning potential. We are committed to creating a positive and inclusive environment for all members of the school community. The following components of our program reflect our commitment to implementing an inclusive education plan in which all children can be successful and have positive feelings toward their school experience. Our mission is to maximize each child's learning opportunities, taking their current skill levels and depth of understanding in account.

4. Will the proposed mission statement impact curricular choices, including resources, assessments, standards, and instructional strategies?

No. The revised mission statement refines our mission statement using simple language.

If so, complete questions 4a and 4b.

- a. Identify the new curricular choices the school will adopt and provide a rationale for the curricular shift.

NA

- b. Describe the long-range plan for curriculum implementation and professional development. How will the school ensure implementation fidelity?

NA

5. How did the school engage its internal community in revising the mission statement? Include evidence demonstrating student, staff, and parent support for the proposed changes.

We began by conducting a request for proposal (RFP) for a partner to help define a clear mission statement and strategic framework for the future. The RFP clearly stated part of the process was to engage stakeholders (see Consultant RFP). Upon awarding the contract to our partner, Bellwether, we implemented a process that involved Feedback, Analysis, and Refinement (FAR, Fig. 1). The process began with soliciting feedback from all stakeholders (e.g., staff focus group and bellwether survey). Then the data was analyzed, and a draft was formulated. The draft was shared back to stakeholders. This FAR cycle was repeated multiple times until the mission statement was approved by the majority of stakeholders. Finally, the board voted to approve the new mission statement as clearly stated the Creative Minds' mission in easy-to-understand language.

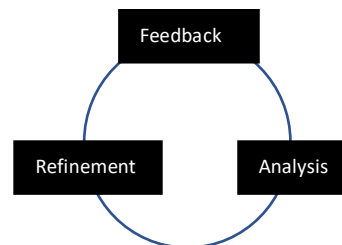


Fig. 1 FAR stakeholder engagement cycle

**DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD
Charter and/or Charter Agreement Amendment**



Part I: General Information

All applicants must complete this section

SUBMITTED BY: Dr. Valaida Wise - Creative Minds International Public Charter School

SUBJECT: Charter Amendment Request for: (Mark all that apply)

Enrollment Ceiling Increase
Program Replication of Grades Served Grade Level Expansion (Single Grade) Grade Level Expansion (Grade Band) Additional Facility or New Location **Goals and Achievement Expectations Mission or Education Philosophy**
Curriculum, Standards or Assessments
Name Change – Campus or Facility Campus Reconfiguration
LEA Status for Special Education Special Education Enrollment Preference Governance Structure
(Bylaws, Articles of Incorporation or Management) Graduation Requirements
Competency-Based Learning Application

SUBMISSION DATE: 6/15/2021.

SCHOOL BACKGROUND

Please address the following questions in their entirety. This information provides helpful background to the DC PCSB Board as it reviews these requests.

Overview of School Performance

1. Provide the following information about your Local Education Agency (LEA) by campus: a) Campus name(s) and location(s): **Creative Minds International Public Charter School, which is located at 3700 N Capitol St NW, Washington DC 20011.**
b) Year opened: **We have been open to students since 2012.**
2. Grade levels served (Currently and at maturation of charter agreement, if applicable): **We serve grades preschool through eighth grade.**

d) Date that charter will be eligible for possible renewal: SY 2026 - 27

2. Please select the performance indicators below that describe the school's current performance*: (Mark all that apply)

Currently rated Tier 1, or met at least 2/3 of targets on the most recent PK-only PMF or Alternative Accountability Framework.

School is not currently under corrective action.

Has historically met enrollment projections w/in 80% of target.

School has been in operation for 3+ years.

School is currently accredited. April 2022.

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **NA**

For questions, please contact DC PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.



PROPOSAL

Creative Minds International Public Charter School submits to the DC Public Charter School Board this application to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on , 20 (leave blank if this has not been determined).

1. Please provide details on the selected amendment(s) above and describe the requested change(s), including the school's rationale for the proposed changes. Describe any planning that is already underway to prepare for the proposed amendment.

Goal #5 currently only includes grades K -5. However, we would like to include grades K-8, which is all applicable grades.

	Current goal	Proposed goal
Goal 5	The school corporation must meet the following goal for school years ("SY") 2014-15 and 2015-16: At least 75% of kindergarten through fifth grade students will make 0 or greater normal curve	The school corporation must meet the following goal for SY 2016-17 and beyond: At least 70% of all students in grades K-8 will achieve at or above the 40th percentile or meet/exceed their

	<p>equivalence (NCE) for growth or score above a stanine 5 on the G-Made assessment.</p> <p>The school corporation must meet the following goal for SY 2016-17 and beyond: At least 70% of all students in grades K-5 will achieve at or above the 40th percentile or meet/exceed their spring growth target in math based on NWEA MAP national norms by June of each year.</p>	<p>spring growth target in math based on NWEA MAP national norms by June of each year.</p>
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2. How will the proposed amendment(s) support or enhance the school’s mission? **It**

will ensure that goals include all eligible grade bands.

3. While considering this amendment request, DC PCSB staff may review the school’s history of board actions, DC PCSB audits, community complaints, enrollment trends, and any relevant data used by DC PCSB to monitor equity in schools. Please describe any DC PCSB audits, notices of concern or other board actions issued against your school in the past 3 years. What was the outcome? Please explain what steps, if any, you’ve taken to address the concerns that prompted a DC PCSB audit, board action, or community complaint.

NA.

4. DC PCSB will review the school’s Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. If applicable, describe how the proposed amendment will impact the school’s finances. Explain any anticipated expenses for the proposed changes and how the school will finance them. *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Name Changes and Graduation Requirements. If not applicable, write N/A.]*

Note: *If applicable, in addition to your narrative please attach a proposed [5-year Operating Budget](#).*

NA

5. How has the school informed its external stakeholders (e.g. local ANC commissioners, neighbors) and internal stakeholders (e.g. staff, parents) of the proposed amendment(s)? Please attach any written communication (e.g., meeting minutes). Describe any notable support for or opposition to the proposed amendment(s). If concerns have been brought to your attention, how do you plan to address them? *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Graduation Requirements and Competency-Based Learning Credits. If not applicable, write N/A.]*

NA

6. When did your school’s board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.



Section B1. Goals and Achievement Expectations *ONLY complete this section if applying to amend Goals/Achievement Expectations.

To adopt the Performance Management Framework (PMF) as the school’s goals and academic achievement expectations, please review the [policy](#).

Schools should revise their goals and student academic achievement expectations if at its 5- or 10- year review it finds that it has goals that are “not historically measured;” or if the school’s leadership, including its board, determines that the current set of charter goals do not accurately reflect the school’s mission and education philosophy for student achievement; or when a school has more than five goals and wishes to reduce its reporting burden. Charter schools may revise goals and academic achievement expectations up to one year prior to a high-stakes review and two years prior to charter renewal. Revisions are generally approved if the school successfully shows that the new goals and academic achievement expectations are:

- a. SMART – Specific, Measurable, Achievable, Realistic and Timely
- b. Appropriately challenging.
- c. Measure student academic performance in at least English Language Arts (ELA) and math, using the state assessment, if applicable, and expect students to achieve above the city average for similar populations.
- d. At least one goal should directly measure the extent to which the school is meeting its mission.

Note: DC PCSB does not typically accept school-issued grades as a means for measuring student achievement.

1. What are the school’s current goals and student academic achievement expectations? What are the new goals and academic achievement expectations? If not all goals are changing, please make it clear which are being deleted or replaced and which are new.

We are proposing to change the grade band in Goal #5 to include our entire student body from kindergarten to 8th grade.

Goal #	As reported in HUB	Proposed Revision
	ENGLISH LANGUAGE ARTS	

Goal 1	At least 80% of Pre-Kindergarten students will meet or exceed widely held expectations per the growth report from the fall to the spring administration of the GOLD assessment.	
Goal 2	On a yearly basis, at least 75% of Kindergarten through second grade students will either demonstrate one year of progress (instructional levels) between fall and spring administration of the Developmental Reading assessment as determined by the attached growth chart or score on grade level or higher (instructional level) on the Developmental Reading Assessment.	
Goal 3	<p>The percent of students scoring proficient or advanced on the state assessment in reading in tested grades will meet or exceed the state average in English Language Arts.</p> <p>If 50% or more of students qualify as Special Education the following two targets will apply in place of the previous target: (1) The percent of special education students scoring proficient or advanced on the state assessment in reading in grades 3-8 will meet or exceed the state average for Special Education in English Language Arts. (2) The percent of non-special education students scoring proficient or advanced on the state assessment in reading in grades 3-8 will meet or exceed the state average for non-special education students in English Language Arts.</p>	
MATHEMATICS		
Goal 4	At least 80% of Pre-Kindergarten students will meet or exceed widely held expectations per the growth report from the fall to the spring administration of the GOLD assessment.	
Goal 5	The school corporation must meet the following goal for school years ("SY") 2014-15 and 2015-16: At least 75% of kindergarten through fifth grade students will make 0 or greater normal curve equivalence (NCE) for growth or score above a stanine 5 on the G-Made assessment.	The school corporation must meet the following goal for SY 2016-17 and beyond: At least 70% of all students in grades K-8 will achieve at or above the 40th percentile or meet/exceed their spring growth target in math based on NWEA MAP national norms by June of each year.

	The school corporation must meet the following goal for SY 2016-17 and beyond: At least 70% of all students in grades K-5 will achieve at or above the 40th percentile or meet/exceed their spring growth target in math based on NWEA MAP national norms by June of each year.	
Goal 6	<p>The percent of students scoring proficient or advanced on the state assessment in math in tested grades will meet or exceed the state average in math.</p> <p>If 50% or more of students qualify as Special Education the following two targets will apply in place of the previous target: (1) The percent of special education students scoring proficient or advanced on the state assessment in reading in grades 3-8 will meet or exceed the state average for Special Education in Math. (2) The percent of non-special education students scoring proficient or advanced on the state assessment in reading in grades 3-8 will meet or exceed the state average for non-special education students in Math.</p>	
Goal 7	Students in all grade levels served at Creative Minds International PCS will spend at least 10% of instructional time each year in visual, performing arts, and foreign language based activities.	

2. If the school’s existing goals were “not historically measured” or are no longer being pursued, explain why the school is abandoning these goals and how they will be replaced.

NA

3. How will the new goals better measure the school’s mission, curriculum, operations, and education experience for families?

The revision of the goal will ensure that the Charter Goal applies to all students in grades K through 8th.

4. If proposing goals and/or academic expectations aside from adopting the [Performance Management Framework](#), please describe how the school will monitor and report its progress towards goal attainment. Please note that all schools are required to report on progress each year in the Annual Report.
(If adopting the PMF without any mission-specific goals, this question is not applicable.)

NA

Supporting documentation for Mission Amendment request

1. Board Minutes from September 2020
2. RFP for Strategic Planning
3. Email to community regarding community engagement on mission statement
4. Staff focus request regarding mission change

Supporting documentation for the Goal Amendment request:

1. Board Minutes from August 2014



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 September 21, 2020. 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, Dionne Tyus Garvin, Jeanelle Johnson, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise. Dr. Lynn Jennings was absent with notification; Michael Curran also absent.

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

1. Opening Items

- August 2020 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the August 2020 Board Meeting Minutes.
- Chair announced that Imani Davis has been elected as a new trustee (via email among the trustees).
- Chair announced a new task force to make sure we are equipped to comply with Open Meetings Act, chaired by Jenni, and to include Navin, Neal, Matt.

2. Committee Updates

Each committee provided a description of its work and an overall update:

- AEC: With Lynn out sick, Nayamka provided updates:
 - Thinking about assessments in a virtual environment
 - Wednesday professional development sessions going well with teachers and staff
 - Thinking about how to prioritize kids coming into school in person when its safe
- Finance: Update from Jeanelle, Craig
 - Update on rent credits
 - Trustees reminded to check vendor lists for conflict
 - Hopefully closing within week on refinancing
 - Reviewed video update on school construction and improvements
- Governance—update from Val in Michaels absence
 - Imani Davis will get on boarded as new trustee
 - Will meet with Education Board Partners to determine possible collaboration for remainder of school year
- Strategic Planning: Update from Dionne

- Mission statement update from Navin
 - Two drafts presented, with key words defined, developed by Navin, Jenni, Chuck, Neal (Dionne and Val ccd)
 - Jeanelle made a motion to approve Option B: 6 in favor, 1 opposed—motion carried to adopt the following mission statement:
 - **To cultivate within ALL of our students the mindset, skills, creativity and commitment to equity essential in becoming globally aware and independently minded citizens.**
- Next tasks:
 - Socialize strategic plan (including mission statement) to CMI community, including opportunity for community to interact with plan
 - Create profile of a CMI graduate
- REDI: Update from Jenni
 - Waiting for proposals to come in for board training
 - Waiting for CMI strategic plan rollout to conduct more REDI work

3. Report from Executive Director

- Three weeks into virtual school year, patterns and practices are sinking in, increased a
- Enrollment still slightly short of goal of 539; several students have not attended any classes despite being enrolled
- Every family who needed a device, or internet capacity, has it
- iPads have arrived, vast majority distributed (for younger kids)
- Waiting for the Lenovo tablets (for older kids) looks like a mid-October delivery date; working with Chromebooks now
- Food delivery continues, since FDA agreed to continue program, but still waiting for guidance from OSSE
- Instructional Leadership Team (ILT) redesign—ILT has been focused on logistics; plan to pivot to data driven focus on students, time management; kudos to Nayamka for creating solid plan for instruction; will continue to work with Bellwether
- Each teacher to receive \$200 for home internet access
- Considering return to in-person instruction, possible after care or student clubs
- One teacher let go for not showing up for work; position posted, reviewing applications
- Equity focus becoming more part of daily work
- Will keep board informed on in-person learning plans; monitoring guidance from mayor and city officials
- Memo on Open Meetings Act compliance submitted and included in Board Book; open meetings portal created for trainings and info
- CMI charter officially amended and approved by PCSB; more changes may be needed to incorporate Open Meetings Act requirements
- Outreach to CMI community is ongoing; sharing information as its received
- **Matt reminded trustees to update bios, return signed conflict of interest forms**
- **Board votes unanimously to accept all reports as given**

- **There being no further business to be transacted, the meeting was adjourned at 7:12.**

Respectfully Submitted,
Matt Walker



**creative
minds**
INTERNATIONAL
PUBLIC CHARTER SCHOOL

**REQUEST FOR PROPOSAL (RFP)
FOR
STRATEGIC ASSESSMENT & PLANNING
SERVICES
AT
CREATIVE MINDS INTERNATIONAL
PUBLIC CHARTER SCHOOL
DUE 12:00 PM ON SEPT. 25, 2019**

Overview of School

Creative Minds International Public Charter School (CMI) serves about 530 District of Columbia students from Pre-K through 8th grade. We are located in the historic Sherman building on the Armed Forces Retirement Home (AFRH) property (3700 N Capitol Street NW, Washington DC 20011).

1. CMI's mission is to offer early childhood, elementary, and middle school DC Public School students a highly engaging, rigorous, international, and inclusive education plan that provides them with the knowledge and skills required for successful participation in a global society through a project and arts-based international curriculum to foster creativity, self-motivation, social and emotional development, and academic excellence.
2. Since its opening in 2012-2013, CMI has provided an innovative model of education for DC students and families. Among other things, CMI's model incorporates an international curriculum (International Primary Curriculum for the lower school and International Middle Years Curriculum for the middle school), inclusion and individualized education planning, arts-infused programming, project-based learning, and innovative socio-emotional learning supports through the Greenspan Floortime Approach.
3. Due to interest in its innovative model and above average academic results, CMI has recently experienced significant growth in middle year grade levels and student enrollment. This rapid growth has led to issues with coherence of the model, difficulties with coherent and consistent communication with stakeholders, significant amounts of unenrollment before the middle school grades, staff and leadership turnover (especially at middle school level), the departure of the founding Executive Director at the end of school year 2018-2019 and the appointment of an Interim Executive Director for 2019-2020 school year.
4. CMI is at a transition point in its history with the departure of its founding executive director and the launch of an international search for a replacement to be conducted during the school year with the hope of naming somebody in early 2020. The search for the permanent executive director will coincide and be informed by this project.
5. CMI's Board of Directors is interested in developing a compelling mission and vision, coherent educational model, improving culture, making critical path decisions about programming, as well as developing clear expectations and processes to accomplish this newly refreshed vision. The ultimate goal is to ensure the school's viability and to become an even higher performing educational program.

Intent and Definitions

1. The goal of this RFP is to solicit professional and competent strategic assessment and planning services. Specifically, we are looking for a School-wide Organizational Assessment and a Three-Year Strategic Plan.
2. The term "CMI" refers to Creative Minds International Public Charter School.
3. The term "contractor", "consultant" or "bidder" means the responsible bidder.

4. The term “successful contractor” or “successful bidder” refers to the bidder awarded the contract.

Scope of Work

1. **School-wide Organizational Assessment:** This includes but is not limited to the following:
 - *Comprehensive analysis of the school and organization.*
 - *Culture Assessment* to ensure our staffing model and pedagogical practices align with our mission, philosophy and provide for racial and educational equity;
 - *Foundational Assessment* to ensure effectiveness and optimize efficiency in all departments including but not limited to administration, operations, teaching staff, educational supports, special education and related services, facilities utilization;
 - *Financial Assessment* to ensure that our model is sustainable;
 - *Market and Enrollment Analysis* of the District of Columbia trends in PK3-8th grade education to define our niche and ensure sustainability of CMI.
 - *Viability Study* to evaluate strengths and weaknesses of the current educational model;
 - *Assessment* of educational and staffing models appealing to our target student population and provide high-quality education that is pedagogically and academically appropriate to prepare students for high school and beyond;
 - *In-depth Analysis* of a viable model that considers factors such as education quality, curriculum, pedagogy, socio-emotional learning programming, equity, financial viability, intended niche, sustainability, etc.;
 - *Framework* for a long-term, sustainable model of high-quality school.
 - *Deliverable for the Assessment* is expected to be an inward facing document that identifies strengths and challenges and makes concrete suggestions to address challenges.
2. **Three-year Strategic Plan:** This includes but is not limited to the following:
 - *Clarification and/or refinement of a compelling mission and vision statement*
 - *Engagement of diverse stakeholders* through-out the strategic planning process to help establish ownership and shared accountability.
 - *Development of effective lines of communication to all stakeholders*
 - *Strategic organizational goals* that should be obtained in three-years
 - *Well-defined framework* with clear objectives and benchmarks to assess progress towards strategic goals
 - *Resource allocation recommendations* to support implementation of strategic plan and its goals
 - *Evaluation Metrics* that are measurable and quantifiable
 - *First deliverable for the Strategic Planning Process* is expected to be a document that can be shared internally and adapted to be communicated externally as well.
 - *Second deliverable* is a one-year tactical level plan that provides priorities and directions for the first year of the strategic plan and empowers the incoming Executive Director to be successful.

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Consultant Qualifications and Requirements

1. Qualifications

- Demonstrated educational expertise in particular innovative educational design
- Understanding of DC educational landscape
- Expertise in facilitating and engaging diverse groups of stakeholders
- Expert level analytic abilities
- Experience in building coherence, focus and prioritization from diverse data sets and competing interests
- Experience in change management processes and procedures
- Experience working with non-profits, especially charter schools
- Proven track record of devising strategic plans that produced real results

2. Requirements

- Be licensed to do business in the District of Columbia. The amount of the bid shall not exceed the license limit;
- Capable of providing qualified staff;
- Willingness to share data, observations and information with other organizations to maximize efficiencies and transparency.
- Willingness to coordinate scheduling and discovery activities with other organizations to maximize efficiencies and transparency
- Have sufficient liability insurance;
- Finalists will be required to give an oral presentation to Board of Directors prior to final selection and awarding of contract.
- Three references

Bid Details and Submissions

1. Bids must include the following:

- Detailed proposal to realize the goals of this RFP
- Overview of services provided
- Timeline of when each component in the scope of work will be delivered
- Clear pricing structure and payment schedule.
- Any exclusions should be clearly stated along with a proposed rate to add such exclusions. Note that additional administrative time, travel time to CMI, etc. are not billable expenses;
- Whether your company is a small business, based in DC, or a Certified Business Enterprise;
- Three references;
- Proof of liability insurance.
- Proposal must be signed by an officer of the contractor who is legally authorized agent to enter into a contract.

2. Submissions:

- All questions should be submitted to Heather Hesslink at heather.hesslink@creativemindspcs.org.
- All bid proposals will be accepted until **12:00 PM on September 25**.

- Interested vendors will respond to the advertised Notice of RFP via email at heather.hesslink@creativemindspcs.org.
- Complete RFP details can be found at www.creativemindspcs.org.
- Any proposal received after **12:01 PM on September 25** is deemed non-responsive and will not be considered.
- Proposals will not be accepted by oral communications, telephone, telegraphic transmission, or fax.
- All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
- CMI will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from contractor during the evaluation period.
- All proposals will remain valid for a minimum period of 45 days subsequent to the RFP closing date.

Reservation of Rights

1. Any proposal not providing the required information or not conforming to the format specified in this RFP may be disqualified.
2. CMI reserves the right at its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to:
 - Accept or reject, in whole or in part, any or all proposals with or without cause;
 - Waive any irregularity or informality in the RFP process or any proposal;
 - Make corrections or amendments due to errors identified in proposals by CMI or the bidder;
 - Modify and/or amend the final contract in negotiation with the contractor;
 - Select one or more bidders to perform the services;
 - Only make renewals via written agreement between CMI and the vendor.

Document Interpretation

1. In the event of any conflict of interpretation of any part of this overall document, the interpretation shall be governed by the laws of District of Columbia.

Hold Harmless Agreement

1. The successful bidder(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend CMI, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the bidder and its agents, employees (paid or volunteer), directors and/or assigns in the indemnification shall also include reasonable attorneys' fees, court costs, and expenses.

Inspections

1. CMI reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and the needs of CMI. If a bidder cannot furnish a sample of the proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, CMI can reject the proposal as inadequate.

Invoice and Payments

1. The bidder(s) who is awarded the contract is required to send all invoices to invoice@creativemindspcs.anybill.com.
2. Invoices shall be provided within 30 days of providing goods and/or services to CMI or according to the terms in the executed contract.
3. CMI will pay invoices on net-30 days.
4. CMI is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, CMI will not be responsible for payment of the taxes. The bidder awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to CMI.

Transition

1. If an executed contract with the bidder terminates for any reason, CMI reserves the right to have a transition period to a new provider. During this transition period, CMI will pay for these goods and/or services to the provider at the negotiated rate(s) in existence at that time. CMI further reserves the right to establish the length of the transition period and communicate this transition period to the provider; however, such transition period shall not exceed 120 days.

Warranties and Associations

1. Bidder(s) shall furnish all data pertinent to warranties or guarantees that may apply to items in the proposal. Bidder(s) may not limit or exclude any implied warranties.
2. Bidder(s) may not use the CMI official logo(s), or any phrase associated with CMI, without written permission from CMI.

Exceptions, Alternations, Additions, or Modifications

1. If any exceptions, alterations, additions, or modifications are submitted by the bidder to any portion of this RFP, the bidder must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the bidder of the RFP as proposed by CMI. CMI reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

Proposal Preparation Costs and Document Retention

1. All costs related to the preparation and submission of this proposal shall be paid by the bidder. Issuance of this RFP does not commit CMI, in any way, to pay any costs in the

preparation and submission of the proposal, nor does the issuance of the RFP obligate CMI to award a contract or purchase any goods and services stated in the RFP.

2. All proposed materials and supporting documentation that are submitted in response to this proposal become permanent property of CMI.

Evaluation and Award

1. This RFP in no manner obligates CMI to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of CMI and may be terminated at any time prior to the signing of the contract. CMI may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful bidder(s).
2. If CMI is unable to agree to contract terms, CMI reserves the right to terminate contract negotiations with a bidder and initiate negotiations with another bidder. CMI reserves the right to select services and products from any number of bidders if in its sole discretion, it is in the best interest of CMI to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of CMI and such evaluation and determination of best value shall be solely at the discretion of CMI.
3. Purchase price is not the only criteria that will be used in the evaluation process. Additional factors include:
 - Experience
 - Quality of proposal
 - Proposed plan for services and timeline
 - References
 - Company mission, DC based business, and minority-owned business

Non-performance by bidder/contractor

1. Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by CMI on the basis of nonperformance.
2. Nonperformance shall be determined as follows:
 - Failure to meet and maintain all qualifications required in this RFP.
 - Failure to keep and maintain all required insurance coverage.
 - Failure to meet required operating performance standards in the time period required and consistent with workmanlike and professional manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective."
 - Failure to rectify deficiencies within thirty (30) days of written notification of such deficiency, or such shorter period of time as set forth in the Contract Documents.

Licensing and Insurance

1. All bidders must supply evidence of appropriate licenses and certifications that apply to this contract and the ability to conduct business in Washington DC.

2. All bidders must provide evidence of insurance or insurability. Contractor shall maintain at its own expense throughout the life of this Agreement, the following insurance with insurers reasonably acceptable to CMI. The successful bidder must provide written notice to CMI at least thirty (30) days prior to the cancellation, non-renewal, or material modification of any policies as evidenced by return receipt of United States certified mail.
 - Workers' Compensation Insurance in the greater sum of (1) the insurance currently maintained by the Contractor, (2) any amounts and scope required by statute or other governing law, or (3) the following: (i) bodily injury by accident - \$100,000 each accident; (ii) bodily injury by disease - \$500,000 policy limit; or bodily injury by disease - \$100,000 each employee.
 - Commercial General Liability Insurance on an occurrence basis in an amount equal to the greater of (1) the insurance currently maintained by the Contractor or (2) \$2,000,000 each occurrence; and such insurance shall include the following coverage; (i) completed operations coverage, (ii) contractual liability coverage, (iii) personal injury coverage, (iv) an endorsement naming CMI, as an additional insured, and (v) an endorsement providing that such insurance as is afforded under Contractor's policy is primary insurance in respect to the additional insureds. NOTE: The additional insured endorsement required herein shall be an ISO Form B (CG 2010 85) or equivalent.
 - Professional insurance (Errors and Omissions) in the same amount as the Commercial General Liability Insurance stated in (B)
2. No endorsement limiting or excluding a required coverage is permitted. In addition to securing the above insurance policies, Contractor shall also require all of its subcontractors to maintain the same types of insurance required of Contractor under this Contract, and, in connection with the subcontractors' commercial general liability insurance policies, Contractor shall also require its subcontractors to provide endorsements (i) naming CMI as an additional insured, and (ii) providing that such insurance as is afforded under the subcontractor's policy is primary insurance as it pertains to the additional insured.

3.

Conflict of Interest

1. The prospective bidder, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with CMI that may have an impact upon the outcome of this contract or potential future of the CMI projects resulting from this effort. The prospective bidder, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or CMI projects that will follow. In particular, the prospective bidder its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the CMI projects.

Non-discrimination

1. The selected bidder(s) shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances,

rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or any other prohibited basis.

[subject line] Our Strategic Plans & Your Feedback
[preview text] Read our updates and share your ideas.

The Latest on Our Vision for the Future of Creative Minds

We've been exploring and planning for the future of our school—and incorporating feedback from our community. Read on for updates about the Creative Minds strategic plans.

Bellwether Education: Next Steps

Thank you to all the families, teachers, and staff members who have shared their feedback with Bellwether Education Partners during focus groups and in surveys and meetings.

Over the last two months, Bellwether has been collecting input on CMI's strengths and areas for improvement. We've also started creating a graduate profile: a map for the skills and qualities our students will build during their time at CMI.

The next step in the strategic-planning process is defining a set of priorities for the next three years. We'll share more information with our community in February.

Newman Architects: Transforming Our Building

As you may have read in our last newsletter, we're [working with Newman Architects](#) to transform our historic building into a modern space for learning.

Newman will be in the lobby during parent-teacher conferences to share plans and hear your ideas and opinions:

Newman Architects at Parent-Teacher Conferences

CMI Lobby

Monday, January 27

2:00 p.m.–4:00 p.m.

Can't make it on Monday? Keep your eye on your inbox for a survey link—through the survey you'll have the opportunity to submit feedback on our building plans.

Please [email Heather Hesslink](#) with questions about plans for our school building.

CMI Strategic-Planning Process: Will You Join a Focus Group?

We'd like to gauge our staff members' interest in joining the strategic-planning process for the growth of Creative Minds.

If you're interested in joining a 30-minute focus group on Thursday, November 21, 2019, please indicate below the times at which you're available.

Submitting this form isn't a commitment to participate. We'll be in touch to confirm participation and share the time and location of your focus group.

* Required

First Name *

Your answer

Last Name *

Your answer

At which times on Thursday, November 21, are you available to join a focus group? Check all that apply. *

- 10:30 a.m.–11:00 a.m.
- 11:00 a.m.–11:30 a.m.
- 11:30 a.m.–12:00 p.m.
- 1:00 p.m.–1:30 p.m.
- 1:30 p.m.–2:00 p.m.
- 2:00 p.m.–2:30 p.m.
- 2:30 p.m.–3:00 p.m.



2:30 p.m.–3:00 p.m.

Other:

Please add any comments you'd like to share:

Your answer

Submit

Never submit passwords through Google Forms.

This form was created inside of Creative Minds International Public Charter School. [Report Abuse](#)

Google Forms





Board Meeting Minutes January 27, 2014

A meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on January 27 at 6:00pm. The meeting was held at an alternative location as the CMIPCS campus was closed due to a water main break.

The following members of the Board were present:

Yamillett Fuentes (Interim Chair/ Vice Chair), Tom Frankiewicz, Melanie Bowen, Bryan Lewis, Betty Pair, Soumya Bhat, and Sarah Spreitzer participated. Patricia Steele and Justin van Fleet participated via conference call. The following members of the staff were present: Golnar Abedin and James Lafferty-Furphy.

Anastatia Delaccio and Philippa Tarrant were absent (excused).

I. Opening Items

Yamillett Fuentes introduced new trustees Melanie Bowen and Bryan Lewis. Yami introduced the December 9 minutes.

Minutes of previous meeting

The Board:

VOTED:

To approve the December 9, 2013 minutes.

2. Report from the Executive Director (ED)

ED Golnar Abedin provided an update on the enrollment process to date. As of January 27, 2013, roughly 450 applications have been received. This rate tracks the applications received before the same time the previous year. A third party will administer the lottery on March 15.

There was a brief discussion on outreach efforts. Soumya Bhat suggested that a message be sent to the Wards 5, 7, and 8 education council in addition to neighborhood listservs.

Dr. Abedin provided a brief CFA update, adding that it has been challenging to engage with them on an ongoing basis giving the very busy schedules of the Co-Chairs. She asked the board for suggestions on other ways to communicate on a regular basis. She added that CFA started a listserv which is helping more parents communicate with one another. The fundraising committee has been active and is planning on a silent auction April 9.

A charter leader meeting was held by DCPCSB to review policies and procedure updates and clarifications. Dr. Abedin also provided an update on DCPCSB’s recommended indicators for PCS goals. For academic ones, CMI will use the PMF goals, but will not be using them exclusively (for arts, developmental, social, for example). A draft will be provided at the February board meeting. Goals are due to DCPCSB by March 1. Dr. Abedin clarified that these are the goals that are included

in the original charter so changes would warrant a charter amendment. Bryan suggested that any delay or change in goal setting recommended by DCPCSB be clarified in writing.

DCPCSB also recommended that any changes to charter goals, enrollment, bylaws, and lottery procedures be made by formal vote. Dr. Abedin also raised whether we should reconsider our cut-off date for siblings that are born after September 30th cut-off date the year of enrollment, with a recommendation to subsequently evaluate other charter school board policies.

The Board:

VOTED:

To formalize the policy of a September 30th cut-off date.

Based on scheduling needs to move the lottery selection date from March 14 to March 15, 2014.

3. Finance Committee Update

Treasurer, Soumya Bhat provided the monthly financial snapshot for December 2013 with a more extensive review of the Finance Committee Recommendation for Procurement Policies. The Committee recommendations were to formalize policy updates from DCPCSB.

Melanie Bowen recommended that these should be added to the Board Manual – and if there was not one that it could be the basis for a board manual.

4. Facility Committee Update

Golnar Abedin provided updated on potential back-up space. Received a proposal from landlord and 14th and Florida space but it not ideal due to a number of factors.

There has been no new developments on NCC space.

Second best option is our current space. Dr. Abedin is continuing to press landlord for a proposal for next year's lease, but have not yet received a proposal.

Currently, the most favored option is one presented by Studio 27 architecture for the Sherman Building at the former Armed Forces Retirement Home.

4. Governance Committee Update

Tom Frankiewicz provided a summary of four governance committee actions.

The Board:

VOTED:

To ratify Melanie Bowen and Bryan Lewis as trustees of CMIPCS Board of Trustees.

To approve Jennifer Engel Fishers as a trustee of CMIPCS Board of Trustees.

To approve Justin van Fleet as Acting Chair of CMIPCS Board of Trustees.

To approve Sarah Spreitzer as Vice Chair of CMIPCS Board of Trustees.

To approve Thomas Frankiewicz as Chair of Governance Committee.

To approve Betty Pair and Bryan Lewis as Co-Chairs of Facilities Committee.

Yamillett Fuentes and Golnar Abedin provided a summary of the ED Leader, Board Goals, and Committee goals. Several clarifying editions were suggested.

The Board:

VOTED:

To Approve ED Leader, Board Goals, and Committee goals as revised.

Yamillett Fuentes as Acting Chair and Phillippa Tarrant, Chair, will be stepping down as of this meeting.

Will be scheduling transition call with Misha Charles from Charter Board Partners and review memo of transition steps.

Justin van Fleet asked if it would be possible to move next meeting to February 27. Sarah Spreitzer offered to administer Doodle poll.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25pm.

Respectfully Submitted,
Tom Frankiewicz



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 August 9, 2021. 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: Michael Curran, Dionne Tyus Garvin, Jeanelle Johnson, Navin Nayak, Matt Walker, Dr. Val Wise. Dr. Neal Brown, Imani Davis, Dr. Lynn Jennings, Jennifer Wallace were absent with notification.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member; Craig Bednarovsky, COO; Stephanie Kime, Jenn Andruzzi; Dr. Emmanuel Taiwo, Director of Inclusion at CMI.

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.
- May and June 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes from May and June.

2. Executive Director Report

- Summer programming report
 - Dr. Taiwo delivered a presentation on Early School Year (ESY) student services and support, including lessons learned from this summer that will inform practice in the coming school year. Teacher prep time prior to ESY helped a lot.
 - Chuck described how 56 ESY kids + others attended a boot camp in partnership with DC Department of Recreation
 - Debate League met away from CMI campus, and ha
- Reopening report
 - CMI is fully enrolled for the fall, with 560 projected to enroll.
 - Only seven students (from four families) have contacted the school to discuss possible exemptions from in-person attendance; only one student has submitted a medical note to request an exemption
 - CMI is fully staffed aside from three positions which will likely be easy to fill.
 - New mandate that all staff be vaccinated 30 days from today (Aug 9); 13 folks not vaccinated, and CMI will do what it can to help facilitate vaccinations.

- Switched health care provider for staff, mostly because of desire to provide free mental health counseling.
- New evaluation system for teaching staff
- Facility report
 - AFRH to perform heating/air conditioning updates between now and December
 - Cleaning protocols in place
- Health and safety plan submitted to OSSE and approved, including protocols for safe in-person learning
- Continuous education plan submitted to OSSE three times, revised three times, engaging with OSSE and awaiting approval
- Vaccination event planned onsite at CMI on Oct 29
- Equity effort will continue
 - Response to Intervention (RTI) program will be piloted in two grade bands
 - Plan to expand to all by end of school year

3. Committee Reports

- Academic Excellence Committee report given by Chuck (due to absence of Nayamka and Lynn)
 - Review of intentional planning for upcoming year
 - Team considered equity, social emotional well being, need for baseline data, staffing
 - Adjustments to staffing plan—new Dean of Student Culture Dr, Stephen Horn to spearhead Conscious Discipline; two additional instructional coaches (four total); two full time tutors; three full time Related Service Providers
 - Review plans for increased academic support, including RTI three-tier pyramid
 - Partnership with Special Ed Cooperative has been helpful
 - Comprehensive plan to continue 4½ day schedule, with goal to increase and improve professional development during Wednesday PD
 - Charter goals
 - Measurements are the same as in past years, with data collected three times a year (Sept/Dec/May)
 - More detailed plan including timing/schedule is in Board Book
- Finance report from Jeanelle
 - Ended school year with strong financial indicators (more details in Finance report in Board Book)
 - Vendors approved for health insurance and other providers
- Governance report from Michael
 - Committee will focus on recruiting board members in the coming months, creating pipelines to get new board members with backgrounds in special education, finance; and an additional parent board member
 - Will review committee structures
 - Plan to create dashboard for strategic plan implementation, including communication with the broader CMI community and board committee goals

- Strategic Planning report given by Dionne—will make sure all aspects of plan implementation are integrated within standing committees, so that committee can end officially

4. Closing Items

- **Board votes 6-0 to accept all reports as given.**
- **Board votes 6-0 to accept revised goal: “The school corporation must meet the following goal for SY 2016-17 and beyond: At least 70% of all students in grades K-8 will achieve at or above the 40th percentile or meet/exceed their spring growth target in math based on NWEA MAP national norms by June of each year.”**
- **Board votes 6-0 to accept revised CMI mission statement: “To cultivate within ALL of our students the mindset, skills, creativity and commitment to equity essential in becoming globally aware and independently minded citizens.”**
- **Q+A—Answer from Chuck to question submitted before meeting:**
 - **Before Care at CMI has been eliminated as a safety precaution. School will try to work with families if this presents a problem.**
- **Next meeting of CMI Board of Trustees is Monday October 18 at 6PM.**
- **There being no further business to be transacted, the meeting was adjourned at 7:21.**

Respectfully Submitted,
Matt Walker