



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 22, 2020. The meeting was called to order at 6:04 PM.

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

- Dr. Val Wise opened with an acknowledgement of this moment in our nation, with quotes from Michelle Obama and Langston Hughes.
- May 2020 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the May 2020 Board Meeting Minutes.

2. Committee Updates

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

- AEC—Update from Lynn
 - Committee met and looked at last year’s results, since due to COVID we don’t have end of year results this year.
 - Plans emerging for further remote learning, including how to grade students, attendance policies, parent guidance, social opportunities for students, how to assess students at start of next school year.
 - Incorporating feedback from recent parent survey. CMI had highest participation rates—will look at demographics, make sure groups aren’t underrepresented.
- Finance: Update from Jeanelle
 - Two grant applications submitted recently. Moving forward, want to focus on areas of specific need.
 - 128 days cash on hand at end of year, well above targets.
 - Thinking through COVID-related improvements for next year’s budget.
 - Reviewed and approved business insurance, health care vendor information, will stick with current providers.
 - Reviewed improvements to school, which have slowed but are still on track.
 - Reminder to board of online donation platform.
- Governance: Update from Matt

- o Shared high level results from board and school leadership survey; will dig into it as Governance Committee, present findings to board.
- o Reviewed draft board meeting calendar for SY20-21
 - Need to adjust August meeting (consult with Chuck)
 - Need to decide when we hold open board meetings
 - Need to decide when we hold board retreat next year (could do Sept, or close to end of year)
 - May need additional meeting in July, given all the work.
- o Presented slate of nominations for board officers and committee chairs for SY20-21. **Slate of SY20-21 board officers and committee chairs approved unanimously.**
- o Goal for two additional new trustees to be in place before start of next school year. Will look for new AEC-focused candidate, and continue to find middle school parent.
- o Changes to bylaws require an amendment to the school's charter, if they are material. Need to fill out form to submit new bylaws, school staff will do this for changes made last year. Governance will take a look at bylaws, see if more changes are needed.
- Strategic Planning: Update from Val in Dionne's absence
 - o Will revisit strategic plan during Board retreat this Saturday (8-11:30AM) with Bellwether. Pre-reading will be sent.
 - o May need to make edits given COVID-19, some shift in focus possible in post-COVID world.
- REDI: Update from Lynn
 - o Looking at consultants, thinking through questions for a vetting process and timeline.

3. Report from Executive Director

- 97% enrolled now for next year, which is good for this date; wait list offers extended to families.
- 91% reenrollment, up from ~61% reenrollment last year, big improvement, including at 5th grade (which was the real pain point for reenrollment last year).
- Will send report on which high schools our graduating 8th graders will attend next year.
- Formalizing consolidation onto SeeSaw platform; assessment, progress, attendance system.
- Helping other schools with their special education inclusion models.
- Update on DC city-wide status, including city-wide analysis of building and staffing capacity.
- Working on plans for reopening; including staff survey, clean air assessment of building, possible structures for learning. Agility will be key.
- Note that we are two years from our charter review.
- 26,686 meals delivered so far, including to Mundo Verde families.
- No more confirmed COVID cases, apart from 2 previously reported from AFRH; nothing close to CMI.

- **Board votes unanimously to accept all reports as given.**
- **Board celebrated and thanked Ornella Napolitano, on the occasion of her last board meeting.**
- **There being no further business to be transacted, the meeting was adjourned at 7.40.**

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 July 27, 2020. The meeting was called to order at 6:04 PM.

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

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

1. Opening Items

- June 2020 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the June 2020 Board Meeting Minutes.

2. Committee Updates

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

- AEC: Update from Lynn
 - o Did not meet, but see comments in ED report.
- Finance: Update from Jeanelle
 - o Audit set for beginning of September
 - o 127 days of cash on hand
 - o Reviewed vendor choices by school leaders, agreed with all of them
 - o All in all, school in good financial shape
- Governance: Update from Michael
 - o Need to follow up with three parents who are interested in open trustee position
 - o Presented overview of findings from board self-assessment (including school leadership, as administered by Education Board Partners), including:
 - Exceptional school leadership, but need a CEO succession plan
 - High level of trustee engagement, but need an effective trustee onboarding process
 - Board believes it is diverse, but lack concrete recruiting goals
 - Need better understanding of trustee responsibilities
 - High level of mutual respect and encouragement to share individual perspectives
 - Meetings are good use of time, well led
 - Strong understanding of school finances

- Challenges include need to improve fundraising, lack of knowledge on how to improve student outcomes and close gaps; work more strategically; better system to monitor progress towards goals
 - Need to consider best size for board, review bylaws, consider meeting structure and frequency
 - Mission statement review
 - Trustees will review Michael's draft and provide thoughts: include on the agenda for a vote at the August meeting
 - Matt to put latest draft in a Google document, share with board
 - Need to switch August board meeting from August 31, since that's the first day of school—Matt to send out other options over email (*meeting moved to August 24)
 - Chuck provided update on upcoming amendment to Budget Support Act; Board votes unanimously to send unified letter opposing the amendment
 - Strategic Planning: Update from Dionne
 - Reviewed strategic plan timeline (slide 35) for four year period, extending to SY2022-23
 - **Board votes unanimously to accept strategic plan** (with friendly amendment to include revised mission statement once its approved)
 - REDI: Update from Lynn/Jenni
 - Now that strategic plan is approved, thinking through proposals on related board training
 - Ideally want to develop board statement on REDI
- 3. Report from Executive Director**
- Budget proposal presentation from Craig, including:
 - goals for SY20-21 on enrollment, compensation, facility investments, debt service coverage ratio, days of cash
 - \$13.8million in total operating expenses
 - Refinancing OSSE loan to take advantage of 1% rate
 - **Board votes unanimously to accept SY20-21 budget**
 - 100% enrollment already for upcoming school year
 - Further review of decision to go 100% virtual until at least October
 - Update on family meetings, well attended
 - Every student will get a device; all have been ordered
 - All staff retained
 - Will revisit decision in October
 - Will continue meal delivery for FARM families (close to 40k so far)
 - CMI staff still performing leadership role in the citywide reaction to crisis
 - **Board votes unanimously to accept all reports as given.**
 - **There being no further business to be transacted, the meeting was adjourned at 7:55.**

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 August 24, 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, Michael Curran, 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: Chuck Jackson, Executive Director and ex-officio board member; Craig Bednarovsky, COO; Nayamka Long, CAO; Abby Sheffer, Director of Lower School; Amita Lathigra, Director of Inclusion; Lorna Dill, Director of Middle School.

1. Opening Items

- July 2020 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the July 2020 Board Meeting Minutes.
- Members of school leadership presented aspirations for designing virtual learning design, including lessons learned from the end of last year.
 - Lower school update (Abby): review of new departmentalization, schedule
 - Middle school update (Lorna): review of aspirations, with focus on student lesson engagement elements, plans for recording lessons
 - Inclusion (Amita):
 - Response to Intervention plans reviewed, including tiers of support.
 - Spring special education service delivery reviewed, including 90% parent satisfaction rates; used this model to adjust for Fall, but not much has changed about the model since it worked well in Spring
 - Aspirations for August PD (Nayamka):
 - Focus on building community
 - Ensuring teachers feel prepared re technology
 - Provide space to collaborate and share
 - Plan meaningful learning opportunities
 - Teachers surveyed; gave high ratings of satisfaction with PD so far, teachers asked for more PD related to service providers and aides
 - Overall approach includes Adventure Kits, moving towards 1:1 devices, slight delay due to overwhelmed suppliers

2. Committee Updates

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

- AEC: Update from Lynn
 - See comments in ED report.
- Finance: Update from Craig
 - No worries about meeting CARES loan requirements; only small adjustments to the forecast. Opened new EL teacher, shifted funds from social worker
 - Often a spike in September
 - Enrollment at 99% of planned total of 540 students
 - Will adjust based on new student IEPs as they come in
 - Approved for loan refinancing with OSSE, no issues
 - Getting additional \$290k from OSSE
 - No issues from 401k audit; next year will need to do audit based on federal funds received
 - Full financial audit starts in a few weeks; expect to continue clean report, as in past several years
 - Construction update:
 - Adding 6100 sq ft for 3 additional classrooms, annual cost ~\$68k, for use in coming years
 - Updating Lobby and Annex to match rest of school
 - Investment in current work--\$500k from OSSE loan, \$500k SOAR grant
 - Reviewed video of renovations in progress
 - All should be 90% done in next week and a half
- Governance: Update from Michael
 - Committee structures reviewed; will continue Strategic Planning committee through this school year
 - Still seeking two trustees; a middle school parent, and another trustee with academic background, preferably in special education
 - Need to create ED succession plan in case of emergency; Chuck will provide draft, coordinate with Michael
 - Will create succession plan for Val's exit as board chair at end of SY20-21
 - Navin and Michael will coordinate onboarding plan for trustees
 - Open Meeting requirements start in October
 - Training being put on by EBP later this week, Craig and Val to attend
 - Attorney with background on this issue will create memo requirements by end of August, should include ways to conduct virtual open meetings
 - Will review role of Governance and all committees per our bylaws
 - Will decide future relationship with EBP, including possible functions of finding board members, seminars, coaching, evaluation surveys; Chuck, Matt, Navin to meet with EBP
- Strategic Planning: Update from Dionne
 - Want to create profile of CMI graduate
 - Four phase approach (extending from prek-8th grade; order of work TBD)
 - Each phase to take about 10 weeks, end around September 2021
 - Work delayed approximately 6 months due to pandemic

- o Mission statement update
 - Latest drafts in a Google document, shared with board and school leadership; lots of input and questions
 - Between now and Sept board meeting, small group to focus on “what,” try to come up with statement that’s compact, hopefully can be memorized; keep “how” as part of strategic planning; small group will include school leadership team
 - Navin will drive process, Jenni, Chuck, Neal, maybe others from school leadership; Dionne and Val to be ccd
 - REDI: Update from Jenni
 - o RFI went out for board training, will send to some providers also
 - o Want self-assessment of race and equity on board, ensure race equity lens in decisions, create REDI statement of purpose aligned with CMI strategic plan
- 3. Report from Executive Director**
- Enrollment still just about 100%, lost just a few students to home school
 - DC still in stage two; overall community COVID rates holding steady; according to mayor, DC will not move to stage three anytime soon
 - Submitted materials related to bylaw changes from last year, expect approval from PCSB
 - Food delivery will stop August 26, with 45k meals distributed; will still provide deliveries to FARM families
 - Most overall feedback positive from parents and staff; still a general feeling of relief at going virtual in Fall; concerned about delayed devices but will get families ready for August 31 first day of school
- **Board votes unanimously to accept all reports as given.**
 - **Trustees reminded to update bios, return signed conflict of interest forms**
 - **There being no further business to be transacted, the meeting was adjourned at 8:02.**

Respectfully Submitted,
Matt Walker