



Board Meeting Minutes

A meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on July 22, 2019. The meeting was called to order at 6:28 PM.

The following Board Members participated in person: Ornella Napolitano, Jerry Zayets, Jeanelle Johnson, Eric Reese, Dr. Lynn Jennings, Matt Walker, Dionne Tyus Garvin, Dr. Val Wise; Chuck Jackson ex officio.

Craig Bednarovsky, CMI COO, was also present.

1. Opening Items

- The June 2019 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the June 2019 Board Meeting Minutes.

2. Committee Updates

Each committee provided a written update on notes/slides in Board Book:

- AEC (Lynn): Presented summary of June AEC committee meeting, including upcoming plans to consider testing schedule and methods.
- Finance (Craig): Renewals reviewed, including Workmans Comp and general business reviews. Cash on hand at end of year looked good. Audit starts Sept 9.
- Development (Dion): Some grant applications are on hold during transition, some already submitted. Will consider whether CMI qualifies for SOAR grants.
- Governance (Matt):
 - Reviewed draft Governance Committee goals
 - Discussion of ideas to amend CMI bylaws—
 - Eliminate Development, Facilities as standing committees; fold into Finance committee
 - Create four standing committees: Keep 1) Academic Excellence, 2) Finance, 3) Governance; add new 4) Executive Committee, to include chairs of all committees; Finance, Governance, AEC, and Board Chair/Vice Chair
 - Add ability for board to create “ad hoc” committees as needed
 - Create two ad hoc committees
 - 1) New Strategic Planning Committee, to include focus on school culture
 - 2) Continue Executive Director Search committee
 - Revise committee meeting requirement to quarterly minimum
 - Board unanimously agrees to these amendments

- AEC Committee will invite Nayamka to join; Finance Committee will invite Craig to join.
 - Matt to draft edits to bylaws to implement all changes; will share with board over email, so that revised bylaws can be adopted at August board meeting
- Board unanimously approves slate of officers, committee chairs, committee assignments. Approved slate attached to these minutes (see below).
- **Report from Interim Executive Director**
 - Review of draft Interim ED goals:
 - Assess general school culture and recommend process for improvement as needed;
 - Assess leadership structure and staff and recommend changes as need;
 - Maintain or exceed academic achievement;
 - Maintain financial stability;
 - Create the framework for assessing the school programmatic model;
 - Assess the middle school and recommend improvements or modifications.
 - Interim ED to do discovery, come up with plans for goals.
- Review of immediate priorities:
 - Permanent ED search update—remaining board members to complete ED profile, review of phase/activity/timeframe document.
 - Accreditation—Nayamka, Lynn, Chuck to handle
 - Communication plan for parents and community to be developed by Strategic Planning Committee
 - Open board meeting to be held on October 21
 - School almost fully staffed
- There being no further business to be transacted, the meeting was adjourned at 8:51.

Respectfully Submitted,
Matt Walker

Name	Start of Term	Committee Assignments for 2019-2020
Dionne Tyus Garvin	10/2016 (exit 9/2019)	Strategic Planning (Chair) ED Search Committee Executive Committee
Dr. Lynn Jennings	3/2018 (exit 2/2021)	Academic Excellence (Chair) ED Search Committee Executive Committee Strategic Planning
Jeanelle Johnson (Treasurer)	1/2019 (exit 12/2021)	Finance (Chair) Executive Committee
Ornella Napolitano	9/2014 9/2017 (2 nd term) (exit 9/2020)	Executive Committee Governance Finance
Prita Patel	5/2017 (exit 4/2020)	Finance Governance
Eric Reese (Vice Chair)	11/2016 (exit 10/2019)	Governance Strategic Planning
Matt Walker (Secretary)	12/2016 12/2019 (2 nd term) (exit 11/2022)	Governance (Chair) Executive Committee
Dr. Valaida Wise (Interim Board Chair)*	11/2018 (exit 10/2021)	ED Search Committee (Chair) Academic Excellence Executive Committee Strategic Planning
Jerry Zayets Parent	8/2015 8/2018 (2 nd term) (exit 7/2021)	Finance Strategic Planning ED Search Committee
<i>Vacant Parent Trustee</i>		

<u>Vacant Parent Trustee</u>		
EX-OFFICIO Chuck Jackson (Interim ED)*	7/2019	

*Interim Board Chair and Interim ED are ex officio members of all committees

Committee	Members*
Academic Excellence	Dr. Lynn Jennings, Chair Dr Valaida Wise Nayamka Long Parent Trustee TBD
Finance	Jeanelle Johnson, Chair Ornella Napolitano Prita Patel Jerry Zayets Craig Bednarovsky (COO)
Governance	Matt Walker, Chair Ornella Napolitano Prita Patel Eric Reese Parent Trustee TBD
ED Search Committee	Dr Valaida Wise, Chair Dionne Tyus Garvin Dr. Lynn Jennings Jerry Zayets
Strategic Planning	Dionne Tyus Garvin, Chair Eric Reese Dr. Lynn Jennings Dr. Valaida Wise Jerry Zayets Parent Trustee TBD
Executive Committee	All committee chairs + past board chair (Lynn, Jeanelle, Matt, Val, Dionne, Ornella)

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Board Meeting Minutes

A meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on August 19, 2019. The meeting was called to order at 6:05 PM.

The following Board Members participated in person: Dr. Val Wise, Dr. Lynn Jennings, Ornella Napolitano, Eric Reese, Matt Walker, Chuck Jackson ex officio.

Dionne Tyus Garvin participated via phone. Jeanelle Johnson was absent with notification. Jerry Zayets was also absent.

Present at start of meeting, from CMI school leadership: Craig Bednarovsky, CMI COO; Nayamka Long, CAO; Abby Sheffer, Lower School Director; Lorna Dill, Middle School Director. Abby and Lorna left after Opening Items; Craig and Nayamka remained for Committee Updates and Interim ED Report.

1. Opening Items

- The July 2019 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the July 2019 Board Meeting Minutes.
- Dr. Wise thanked Ornella for her service as board chair.
- Dr. Wise proposes moving to a consent agenda moving forward.
- School leadership introduced themselves, Board trustees introduced themselves; all briefly discussed plans and outlook for the upcoming school year.

2. Committee Updates

Each committee provided an update:

- Interim board chair (Val) outlined her overall goals.
- AEC (Lynn): Will decide committee goals for year at next AEC meeting, including student outcomes from the end of SY18-19.
- Finance (Prita): Provided update based on documents in Board Book.
- Governance (Matt):
 - Reviewed draft Governance Committee goals; will revise in Governance Committee meeting to include board self-assessment and professional development.
 - Reviewed Matt and Eric interviews of 10 parents who applied to join the board; plan to narrow list with Val interviewing 3 finalists, narrow to 2 recommendations to join the board; communicate recommendations to all board members before Sept 23 board meeting; plan to vote on new parent board members at start of Sept 23 meeting.

- Matt drafted edits to bylaws to implement all changes, shared with GC; will share with entire board over email, so that revised bylaws can be adopted at September board meeting
- Executive (Val): Will meet in person before next board meeting
- ED Search (Val): Board members to finish job description ideas; Eric to coordinate all ideas into single document.
- Strategic Planning (Dionne): Committee had first meeting; created new folder in Board Book, with activities and timeline; next phase is developing strategic planning goals and getting feedback from community, along with potential RFP for consultants. Chuck outlined ideas on process, including community involvement and RFP.
- **Report from Interim Executive Director**
 - Review of engagement with staff, community, PCSB, to prep for school year.
 - School is almost fully staffed (1-2 vacancies).
 - Enrollment numbers look good.
 - Will make sure back to school night is on community calendar; other events to be identified within next week.
 - School opens in one week.
- **Executive session (trustees only)**
- There being no further business to be transacted, the meeting was adjourned at 7:22.

Respectfully Submitted,
Matt Walker

Name	Start of Term	Committee Assignments for 2019-2020
Dionne Tyus Garvin	10/2016 (exit 9/2019)	Strategic Planning (Chair) ED Search Committee Executive Committee
Dr. Lynn Jennings	3/2018 (exit 2/2021)	Academic Excellence (Chair) ED Search Committee Executive Committee Strategic Planning
Jeanelle Johnson (Treasurer)	1/2019 (exit 12/2021)	Finance (Chair) Executive Committee
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EX-OFFICIO Chuck Jackson (Interim ED)*	7/2019	

*Interim Board Chair and Interim ED are ex officio members of all committees

Committee	Members*
Academic Excellence	Dr. Lynn Jennings, Chair Dr Valaida Wise Nayamka Long Parent Trustee TBD
Finance	Jeanelle Johnson, Chair Ornella Napolitano Prita Patel Jerry Zayets Craig Bednarovsky (COO)
Governance	Matt Walker, Chair Ornella Napolitano Prita Patel Eric Reese Parent Trustee TBD
ED Search Committee	Dr Valaida Wise, Chair Dionne Tyus Garvin Dr. Lynn Jennings Jerry Zayets
Strategic Planning	Dionne Tyus Garvin, Chair Eric Reese Dr. Lynn Jennings Dr. Valaida Wise Jerry Zayets Parent Trustee TBD
Executive Committee	All committee chairs + past board chair (Lynn, Jeanelle, Matt, Val, Dionne, Ornella)

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The following Board Members participated in person: Dr. Val Wise, Dr. Lynn Jennings, Ornella Napolitano, Eric Reese. Dionne Tyus Garvin, Jeanelle Johnson, Jerry Zayets, Prita Patel participated via phone; Matt Walker was absent with notification.

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

1. Opening Items

- The August 2019 Board Meeting Minutes were presented for consideration. The Board voted unanimously to approve the August 2019 Board Meeting Minutes.
- Discussion and vote on 2 new parent board members: Navin Nayak and Jenni Wallace. The Board voted unanimously to approve the addition of Mr. Nayak and Ms. Wallace to join the CMI Board of Trustees. Post vote, both were invited to join the meeting (Ms. Wallace in person and Mr. Nayak via phone).
- The Board Chair acknowledged the imminent departure of the Board’s Vice-Chair, Eric Reese, thanked him, read a resolution of appreciation and presented a plaque acknowledging his dedication, commitment, engagement and contributions as a Trustee. Mr. Reese will be sorely missed.
- The Board Chair presented and reviewed the roles and responsibilities of the Board of Trustees.

2. Committee Updates

Each committee provided an update:

- AEC: Focus on grades 5-7 due to turnover (students and almost entirety of staff).
- Finance: Details in Board book; cash improvements; FAR scores (comparisons to see changes) and update on loan – targeting November for decision by OSSE on refinancing.
 - Vice Chair reminded the committee that now that “development” has been rolled into Finance Committee, ensure that issues/topics discussed and reviewed; invite Dev Director to meetings as required/appropriate. Same holds for Facilities – that transition is easier as Facilities discussions have traditionally been part of Finance Committee.

- Governance:
 - The Board voted unanimously to approve the amendments to the by-laws previously distributed and discussed.
- ED Search Committee: Barry (recruiter) to be on-campus in October; plans 4 focus groups with parents and staff post October open Board meeting.
- Strategic Planning Committee: Ensure coordination/sharing of information between search committee and strat plan consultant; select consultant by 9/27 and start 10/1; 3 stages requested: assessment of organization, create strategic plan; and provide detailed plan for 1st year (2020/21) for new Ed to follow;
- Exec Committee: Creating a diversity focus; develop diversity, equity and inclusion mission statement and committee; Lynn Jennings accepted to chair; use CFA support; distribute Board Chair Letter to Community; discussion on October Open Board meeting:
 - Introduction from Chair including Roles /Responsibilities (distribute slides in advance along with Agenda (?) and date/time/location, Pizza and child-care offered by Board; other agenda items per usual.
 - Committee Chairs to present as well (purpose/role of committee & update per usual procedures; drafts to be submitted by October 11
 - Sign-up sheet for questions to provide structure, limited to 3 minutes; indicate which questions appropriate for Board vs Management; management questions to be answered by ED in other venue or in newsletter.
- **Report from Interim Executive Director**
 - 516 Enrollment vs 519 PCSB target; greater movement at lower school than in previous years due to MS uncertainty.
 - Positive feedback from the community on School operations.
 - Leadership executed School start really well (NL and CB – well planned but execution on target!).
 - Staff: cooperation evident; better communications and “open” leadership cited as improvements.
 - MS Improvements – mostly systems and process but having positive impact; MS is more orderly, less chaotic.
 - Assessing Inclusion team – compliance a focus; team needs support and mentoring.
 - Diversity/Justice/Race/Equity: CMI unbalanced in diversity and professional tracks; will be a focus for the year; parent K. Green agreed to help/assist.
- **Executive session (trustees only) - NA**
- There being no further business to be transacted, the meeting was adjourned at 7:22.

Respectfully Submitted,
ONapolitano