



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



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



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 November 16, 2020. 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, Imani Davis, Dr. Lynn Jennings, Jeanelle Johnson, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise. Dr. Neal Brown, Dionne Tyus Garvin were 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

- Informed all that the meeting will be recorded.
- Imani Davis was welcomed on the occasion of her first board meeting.
- Since this is the first open meeting of the 20-21 school year, each board member introduced themselves and described their role on the board and when they joined the board.
- September 2020 Board Meeting Minutes were presented for consideration. (Note: The CMI Board did not meet in October 2020)
 - o **The Board voted unanimously to approve the September 2020 Board Meeting Minutes.**

2. Report from Executive Director

- CMI is one of the few schools in D.C. that is overenrolled at 548 total students; 115 special education students, 61 English Language Learners (this number may go up)
- CMI now listed as one of the most diverse schools in DC, and now considered a Title I school for the first time in school history
- Promethean Boards now issued
- Food service will continue indefinitely; funding issues resolved. Stopped counting number of meals delivered after we hit 50,000.
- Facilities work progressing, going well. Will post new video updates. Will take charge of the new space in January. We have enacted air quality measures already and will do more in the future.
- Recruitment season has begun; had middle school and high school fairs virtually. Shared new CMI recruitment video.
- Instructional Leadership Team redesign has moved back into reactionary body mode, responding to pandemic; plan to get back to more of a student data focus.

Will invite Bellwether team to work with us again, further support ILT and work on strategic planning.

- Celebrating student activities
 - Joint Parent/CMI-led Remote Robot Tournament will take place on November 21st, over 10 robotics teams from DC show will show off their tower lifting robots
 - CMI Debate team doing well
- Staffing update—doing analysis to make sure compensation levels to be competitive and equitable. Continuing to build budget up towards the regional compensation median. Still doing virtual happy hours and coffee gatherings for staff.
- Lower school literacy team met in person
- Equity focus—
 - Some staff applying for Nexus Equity Lab Fellowship, looking for grant money to support it
 - Working to implement an equitable response system, figure out best practices for referrals; will start trainings soon
- Open Meetings Act compliance hasn't presented many challenges as of yet; continuing to work with other schools to share best practices, waiting for more guidance from DC PCSB
- Overall citywide update on DC schools—
 - Only in-person learning happening in small pods, many in-person learning plans have been cut back. DCPS offered 600 in-person slots, only filled 400 of them
 - DC Charter Alliance (including CMI) sent letter of demands, including charter access to assessment resources on same level as traditional DCPS schools
 - DC still in Stage 2, numbers are increasing; DC, Maryland, Virginia all putting new restrictions in place
- Reviewed Decision-Making Process for Any Return to In-Person Classes
 - Want to prioritize returning students who are struggling the most with remote learning
 - Reviewed:
 - Six non-negotiables—Health & Safety, Transparency, Meeting the Needs of Our Students, Early Childhood not Automatic Priority, Start Small: 50 Students or Fewer, Data & Science: Not Political Pressure
 - Family and staff survey results
 - Trends in student assessment data
 - Next steps for additional support
 - DC Public Health data--considering this info along with school-based considerations
 - Air filtration, cleaning, safety enhancements for any in-person classes
 - Current timeline:
 - Remote learning through at least January 2021
 - Ongoing review of student data, public health data, feedback from teachers, guidance & discussions
 - Next Check-in Point—first week of January
 - Responded to questions

- Explanation of red, yellow, green student classifications by Chuck and Nayamka
- CMI parent happy hour? Jenni will relay request to CFA

3. Report from Committee Chairs

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

- AEC: Update from Lynn
 - Participating in ongoing discussions about student data, assessments in a virtual environment
 - Finance: Update from Jeanelle
 - Days of cash expected to be 76 (well ahead of 60 day goal)
 - Cash at year end forecasted to be \$3.01m; \$147k below budget, albeit we have \$314k remaining in contingency and cushion built into the expense forecast
 - Finance committee approved audit financials (due to DC PCSB and OSSE by December 1st), committee recommends board approval.
 - **Board votes unanimously to accept audit financials.**
 - Governance: Update from Michael
 - Imani Davis onboarded as new trustee
 - Strategic Planning: Update from Val (with Dionne absent)
 - REDI: Update from Lynn
-
- **Board votes unanimously to accept all reports as given**
 - **Next meeting of CMI Board of Trustees is Dec 14**
 - **Trustees encouraged to make donations to CMI via the school's website**
 - **There being no further business to be transacted, the meeting was adjourned at 7:33.**

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 December 14, 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, Imani Davis, Dionne Tyus Garvin, Dr. Lynn Jennings, Jeanelle Johnson, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member; Craig Bednarovsky, COO; Nayamka Long, CAO; Carlos Garcia, Jenn Andruzzi, Andy Charrier.

1. Opening Items

- Board Chair Dr. Val Wise commended and thanked the CMI staff for extraordinary work under “once in 100 years” difficult conditions of this pandemic.
- Asked the CMI board to donate to CMI before the end of 2020.
- Informed all that the meeting will be recorded.
- November 2020 Board Meeting Minutes were presented for consideration.
 - **The Board voted unanimously to approve the November 2020 Board Meeting Minutes.**

2. Report from Executive Director

- Brief recap of decision process that led to decision to delay in-person learning at least through the end of 2020.
- Enrollment update:
 - The first online “Edfest” marked the start of enrollment process for the next school year. Multiple CMI staff members signed up to volunteer to speak with interested parents. Parent volunteers also helped. Future presentations will happen for lower and middle school.
 - DC’s public charter school board and DCPS determine enrollment projections for each school, moved CMI down 13 fewer students from last year. Our appeal of this projection was not successful. We will roll with the budget as is—won’t hurt us if we have 13 fewer students at the start of the year.
 - Shared “My School DC SY20-21 Year End Report with more enrollment details. [Links will be fixed in Chuck’s written ED report.]
- Worked to prepare CMI’s public facing document for the DC Public Charter School Board; public documents are available.

- Update on work to determine which students will return to school first, including who is struggling the most online; identified interventions for each struggling student in lieu of return to in-person learning.
- Pilot plan to offer free in-person COVID testing to all CMI staff and their families, with bimonthly tests. If recent tests go well, will expand it to others. The pilot is also a chance to do a dry run of social distancing and cleaning/sanitizing plans.
- CMI has been invited to share thoughts and ideas with the Biden transition team; members of the community can email Chuck with anything they want to share.
- Staffing update—
 - Launching compensation analysis in January—will identify salary bands and do other research.
 - Virtual holiday activities planned for December.
- Equity focus update—
 - Congrats to Nayamka and Amita for winning Nexus Equity Lab Fellowship.
 - Begun work on Response to Intervention Handbook, will begin to plan related training activities, address inequities.
- Outreach update
 - Revising town hall format to address declining family attendance
 - Want to figure out ways to have more personal interaction between teachers and families
- Overall citywide update on DC schools—
 - Mayoral emergency authority—mayor asked for extension to March 31
 - Most schools that tried in-person schooling have gone back to virtual format; schools that are open in-person are doing so with very small groups
 - DC still in Stage 2 overall, breaking records of COVID positive rates in recent days; US just passed 300,000 deaths today

3. Report from Committee Chairs

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

- AEC: Update from Lynn, Nayamka
 - Shared assessment data with families; identified 27 students, ~18 families who were in the “red”; targeted interventions and additional support provided to these families
 - Checking on wellness of middle school students is a priority
 - Some teachers have found creative ways to engage, sharing these with others on staff
- Finance: Update from Jeanelle
 - Met last week, discussed development
 - More SPED students in Level 1 than estimate, adjusted funding accordingly
 - Days of cash on hand: 74 (well ahead of 60 day goal)
 - Working on PPP loan forgiveness
- Governance: Update from Michael
 - Confirmed decision to not renew EBP agreement for this school year
 - Need find new board member (11th trustee overall) and determine process for search; will seek trustee who can serve on AEC

- o Will circulate revisions to bylaws to trustees in advance of January meeting, meet 15 day notice requirement, plan to vote
- o Board will meet on January 25th, and determine board meeting schedule for remainder of school year with input from CMI leadership
- Strategic Planning: Update from Dionne, Chuck, Jenni
 - o Shared new Mission Statement, process for determining it, strategic context for new language: **“To cultivate within ALL of our students the mindset, skills, creativity and commitment to equity essential in becoming globally aware and independently minded citizens.”**
 - o Strategic plan work includes how to realize this mission statement, including CMI graduate profile
- REDI: Update from Lynn
- **Board votes unanimously to accept all reports as given**
- **Open Q+A time**
 - o **Discussion of how best to share new Mission Statement with CMI community**
 - o **Kudos to CFA, which raised over \$30,000 recently**
- **Next meeting of CMI Board of Trustees is Jan 25**
- **There being no further business to be transacted, the meeting was adjourned at 7:13.**

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 January 25, 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: Dr. Neal Brown, Michael Curran, Imani Davis, Dionne Tyus Garvin, Dr. Lynn Jennings, Jeanelle Johnson, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member; Craig Bednarovsky, COO; Nayamka Long, CAO; Carlos Garcia, Jenn Andruzzi, Amita Lathigra, Lorna Dill, Margaret Ward, Abigail Sheffer.

1. Opening Items

- Board Chair Dr. Val Wise opened with roll call of Trustees.
- Informed all that the meeting will be recorded.
- December 2020 Board Meeting Minutes were presented for consideration.
 - **The Board voted unanimously to approve the December 2020 Board Meeting Minutes.**
- Amended Bylaws submitted for consideration in December, posted publicly early January.
 - **Motion to approve Amended Bylaws passed 10-0.**

2. Report from Executive Director

- CMI is still virtual; very few in-person situations happening. Unclear when DC will move from virtual to in-person.
- DCPS and DC Charter school staff vaccinations are on different schedules. Today was when charter staff was supposed to begin to be able to schedule vaccinations but site did not work.
- Surveillance testing process up and running—haven’t had any staff members who come into building who tested positive. Have had four staff members who haven’t come into building test positive; they followed protocols, stayed away from school.
- \$100 reimbursement sent to teaching staff to cover costs associated with virtual learning.
- Instructional staff presented at a progressive education conference; proud that their proposal was accepted.
- Three CMI students interviewed on MSNBC (link in ED report in Board Book).

- Planning for Eighth Grade graduation, likely virtual; have reached out to each student to help them determine where they will go next.
- Compensation survey is ongoing; results will be reported to board in spring.
- Informational coffees still happening with Chuck, Craig, and Nayamka.
- Surveying teachers for ability/willingness to return to in-person learning.
- Still planning for end of summer as earliest for possible full return to “normal.” Need to make sure each student is healthy and safe; and address social/emotional learning, in addition to learning loss.

3. Report from Committee Chairs

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

- AEC: Update from Lynn, Nayamka
 - In January, committee got updates from instructional leadership teams on where students stand academically.
 - Using Wednesdays for planning and teaching staff to work together and plan virtual learning; working well.
 - Students who took art in the fall will transition to music in the spring, and vice-versa.
 - Results from first administration of MAP assessments were a bit inflated, heard this from other schools as well; will still use it as a piece of data, along with teacher input. Pros and cons of MAP data reviewed.
 - Learned today that DC plans to continue with PARCC assessment this school year; many details are unclear.
 - CMI is up for quality site review; will happen virtually in March.
 - Overall, students are mostly showing up, doing ok.
 - Finding new ways to engage students and families is an ongoing challenge.
 - Talking with members of student council on how best to engage middle school students.
 - Considering pilot programs for afternoon activities so that small groups could spend time together, maybe start some clubs.
 - Open to any new ideas.
- Finance: Update from Jeanelle
 - Got report from Margaret on development goals; working to create monthly donation function on website.
 - Days of cash on hand: 79, \$3m cash on hand.
 - PPP loan forgiveness application submitted; likely approved in summer 2021.
 - Committee recommends the board accept new Form 990 as prepared by Finance Committee; Craig will send around and post in Board Book, plan to vote on it during next full board meeting in March.
- Governance: Update from Michael
 - Committee met to discuss need to find new board member (11th trustee overall) will seek trustee who can serve on AEC. All trustees asked to consider anyone they know who may be a good fit.
 - Per new bylaws, six board meetings now required per year.

- For rest of this school year, plan to meet in March and May, and have retreat in June. Committees can meet and work between meetings.
- Strategic Planning: Update from Dionne
 - Plan to focus on next steps on strategic planning in spring, given difficulties of the moment; will focus on this at board retreat.
- REDI: Update from Lynn
 - Revisited some past consultants to work on these issues with the board; received one proposal so far.
 - Plan to work on this in June at board retreat.
- **Board votes 10-0 to accept all reports as given.**
- **Open Q+A time response notes:**
 - No plan to require staff to be vaccinated before return to in-person learning.
 - Goal is to bring kids back into the school safely; taking lots of steps towards this, but no clear answers on when it can happen.
 - Any feedback and/or suggestions are always welcome.
- **Next meeting of CMI Board of Trustees is March 22.**
- **There being no further business to be transacted, the meeting was adjourned at 7:11.**
- **Executive Session (legal matter involving a student)**

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 March 22, 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: Dr. Neal Brown, Michael Curran, Dionne Tyus Garvin, Dr. Lynn Jennings, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise. Imani Davis and Jeanelle Johnson were absent with notification.

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

1. Opening Items

- Board Chair Dr. Val Wise opened with roll call of Trustees.
- Informed all that the meeting will be recorded.
- January 2021 Board Meeting Minutes were presented for consideration.
 - **The Board voted unanimously to approve the January 2021 Board Meeting Minutes.**

2. Report from Executive Director

- Explanation of recent shift to partial in-person learning.
 - Apology to those who were surprised by the shift.
 - Major factors that were considered
 - 1) number of teachers who would return
 - 2) number of families who want to switch to in-person learning
 - 3) CDC, DC Health Department guidelines, which have shifted recently.
 - After analysis, only able to offer one in-person class per grade level. This upholds commitment to safety and commitment to quality, in both virtual and in-person instruction.
 - As of next week, just over 20% of students invited back.
 - Priority for students who are struggling the most.
 - Middle school—accommodating all students who selected option 3, and those with highest needs.
 - Lower school—roughly 10 students per class, 64 families accepted in person.
 - Higher percentage of middle school teachers want to return to in-person learning compared to lower school; exploring reasons for this.

- We are planning for 100% in-person learning in the fall. New items may come up that are out of our control, but we are deeply committed to this.
- Highlights of new CDC recommendations
 - Note that one layer down from federal CDC recommendations, DC leadership makes decisions on what's best for community.
 - DC mayor just removed 12 person cap for a room; 6ft distance requirement still in place. Note CDC just issued guidance that 3ft may suffice for some schools. Could be new DC guidance this week moving to 3ft, not sure.
- Surveillance/tracing and tracking/testing still happening, with many partners
 - Contingent on families consenting, our nursing unit will conduct random testing
 - New schools database/snapshot on DC COVID website, with numbers of COVID spread in schools. Trend is teachers have lowest infection rate, support staff are highest, students in between.
 - Vaccination available to all teachers, even if not teaching in person. Hope is that by May 1, all who want vaccine should be able to get one. 230k vaccines administered so far.
- PARCC testing cancelled, in essence—looks like no DC schools will need to administer the test.
 - Given equity gaps, believe that OSSE did the right thing, especially since data would not be reliable.
 - 30 day comment period is open now, but hope waiver on federal requirements will be granted.
 - DC public school charter board doing QSR work in virtual assessment, with objective analysis
- Next school year, CMI 10 year anniversary, and charter renewal. Believe CMI is well positioned for this, but will be a busy year.
- CMI recognized by US Dept of Agriculture for food distribution work. We've probably delivered at least 100,000 meals. We are upheld as a model for other schools.
- DC charter lottery is open; 30% reduction from last year overall, but CMI still has waitlist of well over 1000 students.
- Summer Extended School Year (ESY) program update—
 - Most students with IEPs are making progress on them in virtual learning, not all kids though, so we still have a challenge.
 - Right now, thinking ~45 students may need summer programming. Most will likely be in person. Need to figure out staffing.
 - CMI has been asked to host DC debate summer program, still considering this.
 - We are in talks with DC Dept of Parks and Rec to perhaps bring some kids back in summer, with days filled with half academic learning, half social and emotional development; all on campus. Figuring out what this partnership might look like for both CMI students and staff (who could get hired to be part of this).
- DCPS has not finalized calendar for next school year.

- Want to align with DCPS when calendar comes out, but also want to keep Wednesday professional development, since we believe this has led to our success in virtual learning
- Would likely outsource child care, other programming for kids on Wednesdays
- Staffing update
 - Getting close to finalizing salary band analysis, to find out where we stand overall, and position by position.
 - Working well with consultants, a big lift
 - Plan to send out contract renewals by spring break.
 - Our Director of Inclusion, Amita, leaving at end of year for new challenges and opportunities; have finalists for replacement.
 - New HR director working out well so far; helping with contracts and overall morale.
 - Expect need for more academic support next year; likely two more academic coaches next year.
- February Black History Month celebrations went well, positive response. Want to keep conversations going.
- Women’s History Month wrapping up now, with education and creative outlets, including PE teacher Michael leading walk event—great example of staff member taking initiative, great work of culture committee
- April’s theme is the environment; May is LGBTQ focus.
- “Comfort for Nonprofits” looking to develop a toolbox to deal with stressors; Chuck and CMI will be part of this with focus on equity.
- Response to Intervention Special Education Cooperative—draft new RTI handbook, with staff training to follow, and pilot program with students.
- NEXUS Fellowship update from Nayamka
 - Four weeks, one topic per week
 - Exciting opportunity to review current practices, review them through lens of equity, thinking through broader definition of inclusion beyond special education context, including English language learners
 - Response to Intervention—want to address equity and overinclusion of students of color in special education
- Parent workshop on pandemic challenges on April 29
- Virtual CFA Auction April 30
- CMI will participate in A4LE virtual conference on education architecture and school design for equity
- Q+A
 - Anything known about PARCC adjustments in the upcoming year, with greater equity in mind? Comments increasing in education circles on moving away from standards-driven testing; too early to know what will happen long term. No concrete data or plans yet; many have concluded data would not be reliable this year. Lots of questions and input from community.
 - Can we help planning for students on the wait list for coming back to in-person learning? Can families know where they are on the wait list? Trying

to be very thoughtful on who comes back, looking student by student, staff member by staff member (with HR, privacy, and other concerns in mind). Moving forward on a rolling basis, hard to predict—plan to keep “over communicating” with CMI community on what we are doing.

3. Report from Committee Chairs

Each committee provided an update:

- AEC: Update from Lynn, Nayamka
 - We have some data from MAP assessments given during in-person learning, including students who are struggling the most
 - Also some data on writing rubrics in middle school; classroom observation data
 - Community meetings happening on Fridays, with high level of engagement; has given us insight on what is happening for students at home, in broader terms than academics
- Finance: Update from Craig (in Jeanelle’s absence)
 - Days of cash on hand: 87, with good cushion for unforeseen future needs.
 - PPP loan forgiven
 - Final budget for next school year to be presented in May
 - Committee recommends the board accept new Form 990 as prepared by Finance Committee, submitted for review in January; **The Board votes unanimously to approve Form 990.**
- Governance: Update from Michael
 - Believe bylaws allow for potential expansion from 11 to 13 or 15 members, considering this
 - Will review current trustee list to see where we may have organizational gaps
 - Committee will prepare list of nominations for officers and committee chairs for next school year; committee will be in touch with trustees to discuss future roles.
 - Board retreat June 26; voting on board roles for upcoming year, strategic plan work, Diversity, Equity, Inclusion, Belonging work (DIAB).
 - Will research OMA requirements for retreat.
- Strategic Planning: Update from Dionne
 - Waiting for school to reopen to reassess timeline, including work on profile of CMI graduate; may get pushed to August.
- REDI: Update from Lynn
 - Following poll of availability, REDI training for board on April 6, 5:30-7:30 and April 26 5:30-7:30
 - Will use consulting firm
 - Want to do this work before we get back into strategic planning
- **Board votes 8-0 to accept all reports as given.**
- **Open Q+A time notes:**

- What will reopening look like if more teachers want to return to in-person learning than continue online, are lower/middle school directors involved, and how will school maintain integrity of both programs if the numbers shift? We are doing careful planning, step-by-step, with direct communication with all teachers. Both school directors are involved. We are monitoring student engagement carefully, both online and in-person.
- How does CMI monitor teacher quality? Teachers have invited school leadership into classroom for feedback; and in virtual learning; leaders are more able to observe classrooms than with in-person learning. Teacher evaluations are happening in coming days and weeks. We want feedback from all parents.
- **Next meeting of CMI Board of Trustees is May 24.**
- **There being no further business to be transacted, the meeting was adjourned at 7:51.**
- **Board votes 8-0 to move to Executive Session (as required to discuss legal matter involving a student).**

Respectfully Submitted,
Matt Walker