



## **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



## 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 October 18, 2021. 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, Navin Nayak, Matt Walker, Jennifer Wallace, Dr. Val Wise. Jeanelle Johnson was absent with notification.

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

### 1. Opening Items

- Chuck informed all that the meeting will be recorded.
- Matt conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:05 and made introductory remarks.
- August 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes (Jenni Wallace abstained since she did not attend the August meeting).
- Navin discussed the Governance Committee’s recommendations for two new trustees, Corey Gordon and Lisa Raymond, whose credentials were sent to the board prior to the meeting. Chuck voiced his support for both joining the board.
  - **The Board voted unanimously to add Corey Gordon and Lisa Raymond to the Board as trustees.**
  - Corey and Lisa joined the Zoom meeting shortly after their election.

### 2. Executive Director Report

- Current enrollment:
  - 561 reported by OSSE, but with adjustments for where kids actually ended up, likely 555 actual enrollment
  - Report on demographics on race, location, gender, other
- Staffing report
  - Vaccination rate report—92% of staff, 8% with exemptions
  - Four staff have left for various reasons
  - Increased COVID response by one contractor and one full time person, new nurse/ medical assistant—new federal money paying for much of this

- Staff morale report
  - Staff are exhausted, stressed, anxious at unprecedented levels
  - Morale and staffing issues are common across the education sector; CMI is no exception
  - Taking steps to address morale, including closing CMI on Nov 12 to create long weekend (CMI will still meet student instruction time requirements); cultural celebrations, music, food; more listening opportunities; looking for solutions to bring lasting change
  - Communication is big challenge—not easy to navigate what can and cannot be communicated, including sensitive health issues with families and educators
  - Discussion of ideas, suggestions to help, especially acknowledging the realness of how hard and “un-normal” this situation is for CMI staff and the importance of self-care for all, and how no one solution will solve it
- Facilities/improvements
  - New window treatments
  - Stump in play space is gone
  - New testing company, with all staff opt-out process for testing students every Friday, can test students and staff in less than 2 hours with results usually within 48 hours.
  - Safety protocols being implemented with fidelity—protocols appear to be working well and efficiently. Praise for CMI ops staff for running things smoothly and minimizing disruption and student trauma.
- Comms update
  - Parent Square seems to be catching on, with good transparency for information and data
  - Still improving internal communication
- Charter Amendments on mission restatement, application of goals to grades 5-8, up for vote at PCSB tonight (Oct 18)

### **3. Committee Reports**

- Academic Excellence Committee report given by Lynn, Nayamka, Chuck
  - Outlined plans for implementation of strategic plan with revised timeline and approach given COVID, including CMI graduate profile
  - New inclusion of Social-Emotional Learning within AEC work, not separated from academics
  - MAP assessments mostly complete; still completing preschool and developmental reading assessments for grades K-2, which are individualized and therefore take longer
  - Want to create data dashboard
  - Will do midyear and end of year assessments, with main goal of tracking growth
  - Committee meets every third Friday of the month, with standard agenda
- Finance report from Michael (in Jeanelle’s absence)

- Good numbers-- 111 days of cash on hand and 6.45 debt-service coverage ratio
- New grant money added to revenue for COVID testing and related support
- Governance report from Michael, Matt, Navin
  - New onboarding process for new trustees
  - Includes onboarding packet with useful info for all trustees, can serve as Board Policy Manual where school policies are centrally located
  - Governance Committee will consider future of REDI ad hoc committee
- Strategic Planning report from Dionne, Craig, Navin
  - Developed plan to integrate work within standing committees
  - Summary of current status with adjustments for COVID
  - Will continue work as advisory group, but sunset ad hoc committee
  - Still plan to create dashboard to collect board work in central location

#### 4. Closing Items

- **Board votes 9-0 to accept all reports as given.**
- **Pause for questions from community—none submitted.**
- **The Board thanked Dr. Val Wise on the occasion of her final meeting as a CMI trustee. Val provided outstanding leadership as CMI Board Chair, led us through challenges no one could foresee, did so always with wisdom, grace, and a smile.**
- **Notice given that board needs to meet briefly in November--likely Monday Nov 22--to approve CMI audited financials. More info and confirmation of date to come.**
- **Next full meeting of CMI Board of Trustees is Monday Dec 13 at 6PM.**
- **There being no further business to be transacted, the meeting was adjourned at 7:44.**

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 13, 2021. The meeting was called to order at 6:05 PM.

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

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

### 1. Opening Items

- Chuck informed all that the meeting will be recorded.
- Matt conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:05 and made introductory remarks.
- Navin and Jenni discussed the Governance Committee’s recommendations for three new potential trustees--Manny Hernandez, Mike Liddell, Holly Oliver--whose credentials were sent to the board prior to the meeting.
  - Board members noted concern that both proposed new parent trustees (Mike+ Holly) have kids in lower school, and expressed a desire to get a middle school parent on the board in the near future.
  - Navin stated the Governance Committee will redouble efforts to get a middle school parent on the Board in early 2022.
  - Chuck responded to questions from the community, including:
    - Whether the Board should have teacher/staff representation; Chuck requested the Governance Committee consider this.
    - Chuck described the process for soliciting parent involvement, and suggested the Governance Committee create a Board/Trustee description document that could be circulated to middle school teachers to help find a parent trustee.
  - **The Board voted 8-0 (with two abstentions, Imani Davis and Jeanelle Johnson) to add Manny Hernandez, Mike Liddell, and Holly Oliver to the Board as trustees.**
  - Manny, Mike, and Holly joined the Zoom meeting shortly after their election.

- October and November 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes (Manny, Mike, Holly abstained).

## **2. Executive Director Report**

- Chuck summarized an incident that happened last Thursday at the school, a verbal threat from a student to “shoot up the school.”
  - Names and other details were left out for privacy reasons; Chuck will recommend the Board go into executive session after the public meeting to share more specific details.
  - In response to a question, Chuck shared a plan to re-train the CMI community on lockdown protocol.
- Current enrollment:
  - 554 official student enrollment for this school year; CMI is one of few schools to meet projections.
  - Schools are already required to project for next year; unclear why the city has decided to cut enrollment projections across the board for all schools.
  - Open House tomorrow night; enrollment on this is lower than usual.
- COVID update
  - 17 active cases (including 2 just before tonight’s meeting); all come from outside the school (from family gatherings, based on info we have)
  - 95 students out of school today
  - Great turnouts at vaccine clinics
  - Need new effort to keep all safe; best thing would be more vaccines and more caution outside of school
  - 92.5% of CMI staff vaccinated, remainder (9 people) have medical or religious exemptions
  - Virtual testing at school is under 1% positive, under the city overall rate
- Staffing report
  - Recruiting for four open positions, and adding some positions including additional middle school director and contact nurse, other support staff
- Staff morale report
  - Staff are still exhausted, stressed, anxious
  - Steps to help address this include a five-day weekend for Veterans Day, and coffee chats are back, with coffee available for staff every day; other upcoming events planned
  - School culture committee meets weekly, with recommitment to implementing conscious discipline; recognizing it takes time, will be a multi-year process
  - Question from community—any consideration of two weeks of virtual learning post winter break? This is under consideration.
- Comms update
  - Parent Square providing good dialogue with parents, seems to be accepted
  - Still improving internal communication
- Update on Charter Status



- Amendments to CMI charter approved by PCSB (mission restatement, application of charter goals to grades 5-8)
- We heard a preliminary report from PCSB that CMI's charter will officially get renewed for five years at upcoming Dec 20 meeting
- Result of much hard work by staff and trustees over past several years, especially since COVID hit
- School is tracking students who are consistently on the Exclusion list, especially for kids with IEPs (In response to question from community)

### **3. Committee Reports**

- Academic Excellence Committee report given by Lynn, Nayamka, Chuck
  - Need more time to present results from October baseline assessment in a constructive way, including how to breakdown the data by demographics and how the data are used at the school
  - Lynn encourages trustees to submit questions on academic data
  - Will focus on new strategic goals timeline before Feb board meeting
- Finance report from Jeanelle
  - Good numbers-- 104 days of cash on hand projected, 1.24 Debt/service coverage ratio
  - Since this is her last meeting as a trustee, the Board and CMI staff thanked Jeanelle for three years of outstanding service on the Board, most of it as Finance Chair and Treasurer
- Governance report from Jenni
  - New onboarding process for newest trustees will happen in the new year (with input from Corey and Lisa on improvements)
  - Reminder that ad hoc Strategic Planning committee has sunset, but Governance will work to make sure other committees include strategic goals in their work
  - Governance hopes to create an advisory committee to think about high school transitions for CMI students
  - Recommend creation of ad hoc Development Committee to focus on CMI's Ten Year Anniversary, and to focus strategically on future development activities for the Board
    - **Board votes unanimously to create Development Committee**

### **4. Closing Items**

- **Board votes unanimously to accept all reports as given.**
- **Next full meeting of CMI Board of Trustees is Monday Feb 28th at 6PM.**
- **There being no further public business to be transacted, public meeting was adjourned at 7:44, and the Board voted to move into Executive Session to discuss the verbal threat from a student in greater detail, and two staff issues requiring confidentiality.**

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 February 28, 2022. The meeting was called to order at 6:05 PM.

The meeting was held over Zoom, given COVID-19 restrictions. The following Board Members participated: Dr. Neal Brown, Michael Curran, Imani Davis, Dionne Tyus Garvin, Corey Gordon, Manny Hernandez, Dr. Lynn Jennings, Mike Liddell, Navin Nayak, Holly Oliver, Lisa Raymond, Matt Walker, Jennifer Wallace.

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

### **1. Opening Items**

- Chuck informed all that the meeting will be recorded.
- Matt conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:05 and made introductory remarks.
- Navin and Jenni discussed the Governance Committee’s recommendations for two new potential trustees—Heather Curtis and Dr. Art Fields--whose credentials were sent to the board prior to the meeting.
  - **The Board voted 13-0 to add Heather Curtis and Dr. Art Fields to the Board as trustees.**
  - Heather Curtis joined the Zoom meeting shortly after her election
- December 2021 Board Meeting Minutes were presented for consideration. The board voted unanimously to approve the minutes.

### **2. Executive Director Report**

- Current enrollment:
  - Lost appeal of enrollment projections—projected 578 but only approved for 557.
  - Deputy mayors office held meeting, all told enrollment is down; 80% of schools got lower approvals than requested.
- COVID update
  - Zero positive test results in last three all staff/student testing rounds
- Staffing report
  - New leaders for ECE division (P3-1), 2-4 division; Lorna Dill still leading middle school

- Conducting staff evaluations now in preparation for contract renewal offers
- Offer out for new IT manager
- New contract nurse added to COVID response team
- Staff morale report
  - Staff are still exhausted, stressed, anxious; continue to do what we can to help
  - Black history month concluded with events, other events planned
  - School culture committee meets weekly, with recommitment to implementing conscious discipline; recognizing it takes time, will be a multi-year process
- Comms update
  - Parent Square providing good dialogue with parents, seems to be accepted
  - Still improving internal communication
- COVID safety update
  - Sentinel testing ongoing
  - Testing 100% of staff and students in building each Friday
  - Deep cleans each weekend
  - Third vaccination clinic held in February
- Update on Charter Status
  - Charter officially renewed for five years at Dec 20 meeting of PCSB—unanimous vote with no conditions
  - Result of much hard work by staff and trustees over past several years, especially since COVID hit

### 3. Committee Reports

- Academic Excellence Committee report given by Lynn, Nayamka, Chuck
  - Will hold retreat March 12 to review and revise strategic plan
  - Teacher evaluation—summary to come at future board meeting
  - Using MAP data to set criteria for non IEP students
  - PARCC administered April 4-May 27
- Finance report from Michael
  - Good numbers--104 days of cash on hand projected, 1.24 Debt/service coverage ratio
  - Recommend approval of amended Forms 990 for 2018, 2019, 2020
    - **Board votes unanimously to approve revised Forms 990**
- Governance report from Jenni
  - Onboarding process for newest trustees will happen in the coming weeks
  - Reminder that ad hoc Strategic Planning committee has sunset, but Governance will work to make sure other committees include strategic goals in their work
  - Administrative Reminders for trustees to complete/revise required documentation
  - Recommend creation of ad hoc Growth Advisory Committee to think about high school transitions for CMI students
    - **Board votes unanimously to create Growth Advisory Committee**
- Development Committee report from Holly

- Presentation on committee goals, potential strategies, fundraising projects
- Will conduct Board survey

#### **4. Closing Items**

- **Board votes unanimously to accept all reports as given.**
- **Next full meeting of CMI Board of Trustees is Monday April 25th at 6PM.**
- **There being no further public business to be transacted, meeting was adjourned at 8PM.**

Respectfully Submitted,  
Matt Walker



### **Board Meeting Minutes**

A virtual meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on April 25, 2022. The meeting was called to order at 6:05 PM.

The meeting was held over Zoom, given COVID-19 restrictions. The following Board Members participated: Michael Curran, Heather Curtis, Dr. Art Fields, Dionne Tyus Garvin, Manny Hernandez, Dr. Lynn Jennings, Navin Nayak, Holly Oliver, Lisa Raymond, Matt Walker, Jennifer Wallace. Absent with notification: Dr. Neal Brown, Imani Davis, Mike Liddell. (Dr. Art Fields departed meeting at 6:54.)

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

#### **1. Opening Items**

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

#### **2. Executive Director Report**

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

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

### 1. Opening Items (continued)

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

### 3. Committee Reports

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

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

#### 4. Closing Items

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

Respectfully Submitted,  
Matt Walker



## **Board Meeting Minutes**

A virtual meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on June 20, 2022. The meeting was called to order at 6:03 PM.

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

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

### **1. Opening Items**

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

### **2. Executive Director Report (Chuck Jackson)**

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

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

### **3. Committee Reports**

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



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

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

- \$13K in grants supported Chinese education programs
- 5 staff appreciation events were held
- A documentary and other PR were developed
  
- Growth Committee report (Mike Liddell)
  - The committee continues to investigate the enrollment drop-off between 4th and 5th grades
  - Conducted a Focus Group of families that are leaving CMI. Key findings include:
    - The community at CMI is strong and parents really appreciate it, but it is not enough to overcome academic challenges
    - There is no perception that CMI is an academically rigorous school.
    - Parents are concerned about the inconsistency of teaching caliber at CMI and would like to see the school do more to retain good teachers.
    - Parents are not looking for CMI to add a high school.
    - CMI needs to do more to sell its middle school.
    - Parents would like to see CMI be an active participant in helping their children get into high school appropriate at their level.
    - Parents praise Chuck for his strong leadership.
  - The committee sent a survey to all CMI families to get even broader feedback related to CMI growth.

#### **4. Closing Items**

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

Respectfully Submitted,  
Jenni Wallace