



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 19, 2022. The meeting was called to order at 6:03 PM.

The hybrid meeting was held in person at the School and over Zoom. The following Board Members participated: Dr. Neal Brown, Heather Curtis, Michael Curran, Imani Davis, Dr. Art Fields (arrived at 6:09), Corey Gordon, Manny Hernandez, Dr. Lynn Jennings, Mike Liddell, Navin Nayak, Holly Oliver, Lisa Raymond, Matt Walker (arrived at 6:09), and Jennifer Wallace.

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

1. Opening Items

- Jenni Wallace 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 provided opening remarks.
- July 2022 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve July 2022 Board Meeting Minutes** (Motion by Jenni Wallace, Second by Heather Curtis). **Motion passed unanimously with 12 in favor.**

2. Executive Director Report (Chuck Jackson)

- Enrollment: We remain significantly overenrolled over PCSB’s approved project of 557
- Staffing: No staffing departures; Working on our staff evaluation process and system to make it more manageable and more helpful for staff
- School Year So far:
 - Professional Development was organized around and covered the 4 goals: Literacy, Recommitting to the IEYC, IPC and IMYC (aka Fieldwork), Data, and the Strategic Plan. We have also re-engaged in Conscious Discipline and ramped up more trainings.
 - Beginning of year (BOY) assessments have begun and are on schedule. PARCC results finally delivered and have been shared with staff and high level results shared with community through ParentSquare. Waiting on individual student reports to be able to share with families. We also intend to use our BOY results and PARCC scores to think about how best to deploy our internal tutors, reading interventionist and possible reengage Tutor Time 4U.

- Met with Volunteer coordinator of AFRH to create opportunities for our students and staff to engage with the residents of AFRH (ideas such as celebrations, reading buddies, tours, etc.).
- There have been after care challenges/improvement opportunities. School is actively working with AlphaBest to remedy the issues.
- CMI is now a Title 1 School–had a good Title1 Information meeting with over 150 families.
- Have partnered with EmpowerK12 for academic data supports/dashboard creation.
- Facilities: As previously discussed we are quickly running out of room. We expect we can squeeze into our current space for maybe 1 or 2 years. The growth committee and CMI are investigating options.

3. Committee Reports

- **Academic Excellence Committee report (Lynn Jennings)**
 - Did not meet in person in August
 - School Year 22-23 Goals:
 - Academic Data/dashboard/data sharing
 - How to use it for Board Members
 - How to use the data generally to drive discussion and understand school’s priorities
 - CMI Graduate Profile
 - What does it mean to “see it” for Board Members as well as generally
 - Much is for Board member development/learning
 - How does the data drive the profile
 - Give CMI Leadership the support that they need
- **Finance Committee Report (Michael Curran)**
 - Finance Standing:
 - 104 days of cash
 - Enrollment projection of 580 (higher than budgeted)
 - ~\$200K+ revenue upside
 - Wrapping up 401(k) audit
 - Overall financial position good due to federal grants/funds
 - School is in good financial standing
 - School Year 22-23 Goals:
 - Identifying how to invest the cash that we have
 - Evaluating what our facility options are going forward
- **Governance Committee Report (Jenni Wallace)**
 - Reminder to all Board members to complete the required background checks to serve on the Board
 - School Year 22-23 Goals:
 - Identification/recruitment of needed Board Member skill sets

- CMI Parent Board Members: de-mystify the Board to the CMI Parent Community
 - Communication (defined in the context of role of Governance)
 - o Recommendation of Tim Abram as a new CMI Board Trustee
 - **Motion: to approve the Governance Committee recommendation and elect Tim Abram as a member of the CMI Board of Trustees.** (Motion by Matt Walker. Second by Corey Gordon.) **Motion passed unanimously.**
 - o Election of Board of Trustees Slate of Officers
 - Officers include:
 - Chair: Navin Nayak
 - Vice-Chair: (Currently vacant with Dionne's term ending; we will elect this position at the October meeting)
 - Secretary: Jennifer (Jenni) Wallace (replacing Matt Walker)
 - Treasurer: Michael Curran
 - **Motion: to approve the slate of Officers.** (Moved by Mike Liddell. Seconded by Imani Davis.) **Motion passed unanimously.**
- **Development Committee (Holly Oliver)**
 - o School Year 22-23 Goals: Research, outreach, & information sharing
 - Create resources and training opportunities to for all CMI Board members to feel comfortable soliciting and/or sharing information about CMI with their networks.
 - Share a calendar of events with the Board of important CMI community events that prospects could be invited to including school tours and community meetings
 - Identify prospective donors within the CMI Community
- **Growth Advisory Group (Mike Liddell)**
 - o School Year 22-23 Goals:
 - Take knowledge gleaned from the survey and other research conducted and pass it to the CMI staff (example: communicating to parents about the middle school)
 - Make sure everyone on the Board (and parents of lower school) know what the Middle School is doing/learning
 - Facilities: committee available to help/think through issues

4. Closing Items

- **Board voted unanimously to accept all reports as given.**
- **Thank you to Matt for his 6 years of service to the Board.**
- **There being no further public business to be transacted, the meeting was adjourned at 7:36 pm.**

Respectfully Submitted,
Jenni Wallace