



Board Meeting Minutes

A meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on October 24, 2022. The meeting was called to order at 6:07 PM.

The hybrid meeting was held in person at the School and over Zoom. The following Board Members participated: Tim Abram, Dr. Neal Brown, Heather Curtis, Imani Davis, Dr. Art Fields, Corey Gordon, Manny Hernandez, 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, 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 6:07 pm and provided opening remarks.
- September 2022 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve September 2022 Board Meeting Minutes** (Motion by Corey Gordon, Second by Michael Liddell). **Motion passed unanimously with 12 in favor.**
- Acknowledgment of Dr. Neal Brown’s temporary conflict of interest
 - Navin informed the Board that the Executive Committee met on October 11th to approve CMI’s temporary hiring of Neal Brown as the Lower School Director, while the permanent Director is on medical leave. The Executive Committee acknowledged the conflict of interest but approved the hiring as it is expected to be a short-term situation. It was agreed that Neal would recuse himself from all Board of Trustee votes while he serves as the Acting Lower School Director. If the need for Neal’s service goes beyond December, the Executive Committee will revisit and discuss the situation.

2. Executive Director Report (Chuck Jackson)

- Enrollment: We remain significantly overenrolled over PCSB’s approved project of 557, with 586 students enrolled. enrollment projections for next school year are due at the end of October.
- Staffing: One staff departure but had a terrific teacher in the pipeline and was able to slot her in within a week. We are actively looking for an additional ELL teacher given our high number of ELL students.

- Vaccination Requirements: CMI is sending a letter home to non-compliant families on Nov 1 and families have 20 days to become compliant – we are doing massive reaching out via phone and email to help families and we are hopeful we won't have to exclude many.
- School Year So far:
 - After school clubs were launched and are being managed by Ms. Dill and Mr. Johnson – there are sports offerings like running club and soccer and academic like debate and coding.
 - After care and AlphaBEST seems to have stabilized.
 - Still chatting with Lincoln's Cottage about jointly developing more playground improvements to add more ADA compliant options.
- Communication: Margaret is in the process of restructuring the communication and marketing department including creating new positions and restructuring existing ones.

3. Committee Reports

- **Academic Excellence Committee report (Corey Gordon & Nayamka Long)**
 - Academic Data/dashboard/data sharing
 - Continue to identify how to use it for Board Members and how to use the data generally to drive discussion and understand school's priorities
 - Nayamka Long walked the Board through CMI's Beginning of Year Academic Data.
 - English Language Arts Fall 2022 Status:
 - Goal 1: 74% of students meeting widely expectations (at least 80% is the expectation for the end of the school year)
 - Goal 2: 47% of students are meeting the goal (at least 75% is the expectation for the end of the school year)
 - Goal 3: 51% of students are meeting the goal (at least 70% is the expectation for the end of the school year)
 - Math Fall 2022 Status:
 - Goal 5: 67% of students are meeting the goal (at least 80% is the expectation for the end of the school year)
 - Goal 6: 50% of Students are meeting the goal (at least 70% is the expectation for the end of the school year)
- **Finance Committee Report (Craig Bednarvosky)**
 - September Financials:
 - Projected to end the year with a \$4.8M cash balance (111 days)
 - Enrollment that exceeded projection increased budget by \$494K
 - Expect additional upside of \$80-\$100K from SPED enrollment
 - Planning for use of additional revenue underway and will be presented to Board at next meeting
 - Financial Audit
 - No findings/clean audit
 - 401k Audit

- Completed and Form 5500 filled out; no findings
 - o Banking Change:
 - Officially switched over to CityFirst
 - o **Motion: To approve the financial report and draft FY22 audit completed by Kendall, Prebola, and Jones as recommended by the Finance Committee.** (Motion by Mike Liddell, Second by Art Fields). **Motion passed with 10 in favor and 2 abstentions (Tim Abram & Neal Brown).**
- **Governance Committee Report (Jenni Wallace)**
 - o Corey Gordon is replacing Lynn Jennings as Chair of the Academic Excellence Committee.
 - o Tim Abram will be joining the Governance Committee.
 - o Recommendation of Neal Brown as Vice Chair (carryover from last meeting as we had not yet recruited). **Motion: Accept recommendation by the Governance Committee of Neal Brown as Vice-Chair.** (Motion by Corey Gordon, Second by Art Fields). **Motion passed with 11 in favor and 1 abstention (Neal Brown).**
 - o Please fill out the Board Needs Assessment (coming soon) that the Governance Committee will use to identify skills and areas of expertise needed by the Board.
- **Development Committee (Holly Oliver)**
 - o Developing a School Calendar of Events where Board Members could participate.
 - o Creating a document of CMI accomplishments, highlighting CMI's 1st class of students, which will be graduating from high school this year.
 - o CMI is drafting a PR video.
 - o Pulling together lists of families that may be good donors; reaching out to those that parent Board members may have personal connections with.
- **Growth Advisory Group (Mike Liddell)**
 - o Continuing to work with school on publicizing the junior high
 - o Continues to be available to help/think through issues

4. Closing Items

- **Board voted 12 in favor and 1 abstention (Neal Brown) to accept all committee reports as given.**
- **There being no further public business to be transacted, the meeting was adjourned at 7:37 pm.**

Respectfully Submitted,
Jenni Wallace