



Board Meeting Minutes

A meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on December 12, 2022. The meeting was called to order at 6:03 PM.

The virtual meeting was held over Zoom. The following Board Members participated: Tim Abram, Heather Curtis, Corey Gordon, Manny Hernandez, Mike Liddell, Navin Nayak, 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, Secretary, 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.
 - Board Chair Nayak acknowledged that Dr. Neal Brown has stepped down from the Board as he has been offered, and accepted, a position at Creative Minds.
- October 2022 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve October 2022 Board Meeting Minutes** (Motion by Mike Liddell, Second by Lisa Raymond). **Motion passed unanimously with 9 in favor.**

2. Executive Director Report (Chuck Jackson)

- Enrollment: We remain significantly overenrolled over PCSB’s approved project of 557, with 586 students enrolled.
- Staffing: CMI has a number of active hiring actions occurring and is preparing for a number of teachers anticipated to go out on maternity leave later in the school year. The Communications and Development Department has been restructured.
- Vaccination Requirements: Only 2 students non-compliant with the requirements.
- Academics: Another training/meeting was held with EmpowerK12 and the Instructional Leadership Team to do a deep dive into attendance and attendance trends. Also used it as a teaching opportunity for ILT on how to use data tools.
- Recruitment/Open Houses: Board members are encouraged to attend/participate in the upcoming Open Houses. We have Open houses scheduled for:

- Tuesday, December 13, 2022
6:00 p.m.–7:30 p.m.
- Thursday, January 26, 2023
6:00 p.m.–7:30 p.m.
- Saturday, February 11, 2023
11:00 a.m.–12:30 p.m.

3. Committee Reports

- **Academic Excellence Committee report (Corey Gordon)**
 - The Chairmanship of this subcommittee has officially transitioned to Ms. Corey Gordon, and they are setting up a new meeting cadence/schedule.
 - 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.
 - Training will also be developed for the Board to better understand the metrics.

- **Finance Committee Report (Lisa Raymond)**
 - Current Financials remain in great shape with 110 days of cash on hand (45 is target) and a debt to service ratio of 5.76.
 - Committee is exploring short term investment options due to there being so much cash on hand.
 - Spending forecast has been updated to reflect new purchases including ipads, new hires, and staff bonuses. Other spending ideas are under consideration.
 - BiPOC Male Educators Program Contract:
 - CMI solicited proposals to continue the successful BIPOC Male Educators Program.
 - As of today CMI has received one proposal–from K12 Innovations, and are awaiting other proposals by the December 14th deadline.
 - If K12 Innovations is selected there is a conflict of interest as Dr. Art Fields, owner of K12 Innovations, is a Trustee. Dr. Art Fields would also deliver services agreed to.
 - CMI administration is asking for Board of Trustees approval to select the best qualified vendor, and have approval to award to K12 Innovations if they are determined to be the best proposal received.
 - Proposals will be evaluated against a rubric that includes price, experience, expertise, fit with the school, and other relevant criteria.
 - The Board of Trustees was notified in advance that this potential conflict of interest vote would occur.
 - The public was afforded an opportunity to comment on this vote.
 - **Motion: To acknowledge that the Board of Trustees has considered the potential conflict of interest if K12 Innovations is selected, are satisfied with the RFP process, and subsequently approves CMI awarding K12 Innovations the contract if it is, in**

fact, selected by management. (Motion by Corey Gordon, Seconded by Lisa Raymond.) **Motion passes unanimously with 9 in favor.**

- **Dr. Art Fields was not in attendance and did not vote on the motion.**

- **Governance Committee Report (Jenni Wallace)**

- o Thank you to everyone that filled out the Board of Trustees Needs Assessment.
- o The Governance Committee has identified two main areas where we could use trustee skills: Legal and Facilities (especially in identifying how to structure a legal commercial real estate deal). Trustees are encouraged to think of individuals that may have these skill sets and then pass their contact information to the Governance Committee.
- o The Governance Committee will be sending out annual conflict of interest statement forms and job descriptions to Trustees for signature in January.
- o The committee will also check in with each trustee on their term limit and confirm intentions to continue serving.

- **Development Committee (Mike Liddell)**

- o Working to identify ways to get the Board of Trustees more involved in fundraising.
- o Mike L worked with CMI to craft an email to potential donors. He will share that email with us for our use.
- o CMI Development Department pulled together a list of families that may be good donors; Margaret will reach out to those that parent Board members may have personal connections with.
- o CMI is hosting a speaker series for the 10th Anniversary of CMI.
- o CMI is putting together a lunch with the 1st graduating class.

- **Growth Advisory Group (Mike Liddell)**

- o Continuing to work with school on publicizing the middle school and implementing the committee recommendations
 - Recommendations include connecting 3rd and 4th grade families with middle school families and sharing more of the middle school activities that occur in newsletters, social media, etc.
- o Continuing to identify how to bring the school community into the discussion of the facility challenges.

4. Closing Items

- **Board voted 9 in favor to accept all committee reports as given.**
- **There being no further public business to be transacted, the meeting was adjourned at 7:24 pm.**

Respectfully Submitted,
Jenni Wallace