



Board Meeting Minutes

An in-person meeting of the Board of Trustees (the “Board”) of Creative Minds International Public Charter School (the “School”) was held on March 20, 2023. The meeting was called to order at 6:06 PM.

The following Board Members participated: Tim Abram, Heather Curtis, Imani Davis, Dr. Art Fields, Manny Hernandez, Dr. Lynn Jennings (6:19pm), Mike Liddell, Navin Nayak, Lisa Raymond, and Jenni 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, Board Secretary, conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:06 pm and provided opening remarks.
- January 2023 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve January 2023 Board Meeting Minutes** (Motion by Art Fields, Second by Heather Curtis). **Motion passed unanimously** (Tim Abram, Imani Davis, and Jenni Wallace abstained as they were not in attendance at the January meeting).

2. Executive Director Report (Chuck Jackson)

Enrollment:

- Enrollment starts 3/31/2023.
- Level of interest in DC Lottery almost identical to last year this time.

Staffing updates:

- Jessie Curry - still waiting on clarity around her return; should have more information next week. (Neal Brown, Interim Elementary School Director, will be leaving CMI in June for a new position.)
- Will be making offers to return to teachers/staff before Spring Break.
- Thinking about focusing senior level leadership on specific areas (Inclusion, Curriculum & Instruction – Fieldwork, and School Performance) all reporting to Chief Academic Officer thus expanding SLT, elevating coach role to ILT level too.
- Working hard to raise overall salaries to above industry median. Also contemplating bonus at the end of year or a retention bonus program like last year.

Academics:

- Accountability Framework Task Force Working Group – still participating but meetings are on hold because we along with many other charters signed a letter raising serious concerns about equity and that the system is not well designed and being rushed through for no apparent (or stated) reason
- Charter Goals–See Academic Excellence Committee Report.

Facilities:

- As previously discussed, we are quickly running out of room. We expect we can squeeze into our current space for maybe 2 years. Will have to convert staff lounge space into classroom space soon.
 - Survey went out to the community last week – light response– we will send reminders and begin scheduling a community level meeting/townhall to explain the facilities space issues we are experiencing and collect feedback on what our community values in an educational facility.

Citywide status:

- We continue to watch and participate in the discussions about new assessment systems for both OSSE and DCPCSB very closely and have inserted ourselves into the conversation via task force committee work.
- We have gotten in touch with CFSA and see a marked improvement in services. The DC Alliance and several charters met with Director Matthews to express widely held concerns about CFSA's effectiveness.
- Teacher Retention has gotten Council's attention and Council Member Robert White introduced legislation to try to stem the flood of teachers quitting (30% in DCPS last year).

3. Committee Reports

- **Academic Excellence Committee report (Lynn Jennings)**
 - Met March 3rd.
 - Digging into mid-year MAP assessment data (how to measure student growth in literacy and math).
 - Were able to see how the data dashboard works.
 - Saw some concerning trends, but assured by the leadership/academic team that plans are in place to go in the other direction.
 - Training session on March 31st.
 - Board will be shown how to use the data tool as well as learn what questions to ask as a Board member.
 - The training session will be recorded if Board members are not able to attend.
 - Mid-year MAP Data Grades 3-8:

- GOAL: at least 70% of students at or above the 40th percentile
 - Goal 3 (Reading): End of last year: 56%, Fall: 51%, Winter: 45% students at or above 40th percentile
 - o Note–expectations increase throughout the school year, so not necessarily a loss in education, but no growth.
 - Goal 6 (Math): End of last year: 55%, Fall: 50%, Winter: 43% students at or above 40th percentile
 - Will use some of this data to identify who should be invited to summer boost camps.
 - o Final MAP Assessments in May
 - Board will dive further into the academic data during the June retreat.
- **Finance Committee Report (Craig Bednarovsky)**
 - o 114 days of cash on hand (~\$5M).
 - o Submitted application for Employee Retention Credit.
 - Expected to be favorable with \$2.5M in credit back from the IRS.
 - o Working on the budget to present to the finance committee in April.
 - Options:
 - Early loan payoff (to help with debt/service ratio)
 - Looking to make some significant changes re: salaries (plan is to be above DCPS average)
 - o Also looking at performance/retention bonuses
 - o \$5M moved to CitiFirst–new bank account; small amount still left in old account.
 - o 990 Report was presented for acceptance.
 - **Motion: Board accepts the 990 as submitted by the auditors** (Motion by Lisa Raymind, Seconded by Mike Liddell). **Board unanimously accepted.**
- **Governance Committee Report (Jenni Wallace)**
 - o The Governance Committee met on March 14th.
 - o Board Recruitment:
 - Had an informational meet and greet with a potential new Board member; unfortunately, the individual does not feel that they have the capacity to join at this time.
 - We are still in need of potential Board members that have legal (commercial real estate and in general) and DC political skills–please send potential member ideas to Jenni & Navin.
 - On April 13th at CMIs STEAM night, the Board will have a table available to answer questions about the Board of Trustees and to begin to solicit nominations for new parent Board members. We need to recruit 2 new parents for the 23-24 academic year.
 - o Vice Chair:

- Neal Brown had been voted to serve in the Vice Chair role, but the role was left vacant after he resigned from the Board to work at CMI.
 - Lisa Raymond has offered to serve in the role of Vice Chair.
 - **Motion: Approve Lisa Raymond as the CMI Board of Trustees Vice Chair** (Motion by Navin Nayak, Second by Jenni Wallace.) **Motion passed unanimously.**
- **Development Committee (Navin Nayak)**
 - Board/Staff driven 10th Anniversary Event: Thursday, May 4th at Howard Theater: Guest Speaker: Kwame Alexander
 - Board drive the audience–bring new people from our networks
 - Goal for every board member to sell 10 tickets
 - Will comp some staff
 - 200-250 attendees is the goal; theater can hold more
- **Growth Advisory Group (Mike Liddell)**
 - Met February 16th.
 - Survey to the community regarding space questions has been sent out.
 - 114 Responses so far
 - Parent Board members will amplify the survey
 - April Town Hall planned

4. Closing Items

- **Board voted unanimously to accept all reports as given** (Heather Curtis moved, Lynn Jennings seconded).
- **There being no further public business to be transacted, the meeting was adjourned at 7:31 pm and entered into Executive Session regarding Contract Negotiations.**
- **May 22nd is the next Board Meeting.**

Respectfully Submitted,
Jenni Wallace