



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, 2023. The meeting was called to order at 6:04 PM.

The following Board Members participated: Michael Curran, Heather Curtis, Imani Davis, Corey Gordon, Manny Hernandez, Mike Liddell, Navin Nayak, Holly Oliver, and Jenni Wallace.

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

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 6:04 pm and provided opening remarks.
- May 2023 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve May 2023 Board Meeting Minutes** (Motion by Michael Curran, Second by Imani Davis). **Motion passed unanimously** (Jenni Wallace abstained as she was not in attendance at the May meeting).

2. Executive Director Report (Chuck Jackson)

Enrollment:

- 621 students enrolled; exceeding projections. Shows a vote of confidence for the school.

Staffing updates:

- On track to exceed over 90% (currently at 95%) of invited staff returning. Strategic goal was 80% retention.
- Investing \$2.5M into teacher salaries next year.
- Hired two directors: Middle School & Elementary School.
- Actively interviewing finalists for the Early Childhood Program.

Academics/School Environment:

- Replicated 4th grade DEI work with 3rd grade class as well–have seen behavior improvements. Will do this sooner rather than later in the future. Thank you to Neal Brown for leading the charge on this.
- Accountability Framework: Vote pushed back to allow opportunity to receive more comment.
- 8th Grade Graduation went really well. Special thanks to Manny Hernandez (CMI Board Member)for the commencement speech.
- Mr. Foda was recognized as teacher leader of the OneWorld program.

Facilities:

- One of the options we were looking at may not be viable anymore.
- Continuing to work with Charter School Development Corps.

3. Committee Reports

- **Academic Excellence Committee report (Nayamka Long/Jessie Curry)**
 - Met June 2nd
 - Reviewed Spring MAP assessment data.
 - Academic Charter Goal Overview:
 - LITERACY GOALS:
 - At least 80% of PK students will meet or exceed widely held expectations from the fall to the spring administration of the GOLD assessment.
 - Spring 2023 Result = 88% (Goal met)
 - At least 75% of K-2 students will either demonstrate one year of progress (instructional levels) between fall and spring administrations of the DRA or score on grade level or higher
 - Spring 23 Result = 48% (Goal not met)
 - 70% of all students in 3–8 will achieve at or above the 40th percentile or meet/exceed their spring growth target in literacy
 - Spring 2023 Result = 42% of students are at or above 40th percentile; 54% at or above 40th percentile or met fall to spring growth (Goal not met)
 - MATH GOALS:
 - At least 80% of PK students will meet or exceed widely held expectations from the fall to the spring administration of the GOLD assessment.
 - Spring 2023 Result = 95% (Goal met)
 - 70% of all students in K–8 will achieve at or above the 40th percentile or meet/exceed their spring growth target in math

- Spring 2023 Result = 44% of students are at or above 40th percentile; 58% at or above 40th percentile or met fall to spring growth. (Goal not met)
 - CMI is diving into the data to identify where improvements can be made for the next school year.
 - This loss of learning is not unique to CMI; seeing it nation-wide.
- **Finance Committee Report (Michael Curran/Craig Bednarovsky)**
 - Ending year with 126 days of cash on hand (~\$5.4M).
 - Vendor/Contract Renewals:
 - Board was notified of School Year 2023-2024 Vendors and Contracts greater than \$25,000.
 - Healthcare contracts are not yet final as CMI is still awaiting proposals.
 - Will conduct 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 Michael Curran, Seconded by Heather Curtis). **Motion passed unanimously.**
 - SY 23-24 Budget:
 - Board was presented a proposed School Year 2023-2024 budget.
 - **The SY23-24 budget for BoT approval has us ending the year with:**
 - 88 days of cash on hand (\$4.62m cash balance, a \$802k cash decrease)
 - \$2.27m net loss/ -13% gross margin
 - No DSCR due to paying off our OSSE loan
 - **This includes the following:**
 - UPSFF at 5.05% increase; Unsure how future UPSFF will increase to account for WTU
 - Facilities funding at 3.1% increase
 - 607 students enrolled
 - Staffing compensation increased to match competitive market
 - Pay off of OSSE loan
 - Assumes a 20% increase in healthcare costs; typically we assume 10%
 - Placeholders for six additional Dedicated Aides; if not needed, topline increases by ~\$50,000 - \$250,000
 - **Upside revenue not reflected in budget but mostly expected:**
 - Higher enrollment @ ~\$18,000/student ~\$108k
 - WTU funding ~\$500,000 - \$662,000

- Pandemic Supplemental Funding ~\$55,000
 - TOTAL POTENTIAL UPSIDE ~\$663,000 - \$825,000
 - **Motion: Approve School Year 2024-2025 budget** (Motion by Jenni Wallace, Seconded by Mike Liddell). **Motion passed unanimously.**
- **Governance Committee Report (Jenni Wallace)**
 - The Governance Committee met on June 13th.
 - Recommendation of Sandi Soderstrom and Dr. Neal Brown as new CMI Board Trustees
 - **Motion: to approve the Governance Committee recommendation and elect Sandi Soderstrom and Neal Brown as members of the CMI Board of Trustees.** (Motion by Imani Davis. Seconded by Manny Hernandez.) **Motion passed unanimously.**
 - Governance committee is still finalizing its recommendation for two new parent Board members. We expect to be able to make a recommendation for Board approval in early summer.
 - Committee is next turning its work on documenting/formalizing a CMI leadership succession plan.
 - Reminder to complete your evaluation of Executive Director, Chuck Jackson.
- **Development Committee (Holly Oliver)**
 - Committee has not met since the last Board meeting/no updates.
- **Growth Advisory Group (Mike Liddell)**
 - Committee has not met since the last Board meeting.
 - CMI conducted a Town Hall on May 31st to present the current state of the school facility/growth issues.
 - Well received by the school community.
 - Recommend a fall update for the parent community after continued planning over the summer.

4. Closing Items

- **Board voted unanimously to accept all reports as given** (Mike Liddell moved, Holly Oliver seconded).
- Board Chair Navin Nayak thanked Mike Liddell for his almost two years of service on the Board and wished him and his family well on their move to California.
- **There being no further public business to be transacted, the meeting was adjourned at 7:50 pm.**
- **September 16th is the Board Retreat.**

Respectfully Submitted,
Jenni Wallace

