



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 September 9, 2024.

The following Board Members participated: Dr. Neal Brown, Kelly Carroll, Heather Curtis, Imani Davis, Corey Gordon, Navin Nayak, Lisa Raymond and Sandi Soderstrom.

Also participating from CMI school leadership and staff: Craig Bednarovsky, Nayamka Long, and Maria Jose Carrasco.

1. Opening Items

- Navin Nayak, Board Secretary, conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Lisa Raymond called the meeting to order at 6:15 pm.

2. Executive Director Update

Craig, Nayamka and Maria Jose provided a brief update on the beginning of year activities including staffing, planning, enrollment and the extra-curricular activities (clubs).

3. Committee Updates

Each Committee chair provided a brief update on recent activities.

Academic Excellence provided an update on CAPE/PARCC data from last year and the BOY data collection process. They also shared an update on the emerging landscape for city-side assessments that are being developed.

Craig provided an update on Finances.

- June financials reviews: ending SY23-24 with 108 days of cash.
- The outstanding OSSE facilities loan was paid off early at the end of June; the school is carrying no debt.
- Tracking enrollment numbers against SY24-25 budgeted financials; will review in more detail at next Finance Committee and October board meeting

Governance Committee shared their proposed goals for the year

Motion: Accept Committee Reports. (Motion by Corey Gordon and second by Neal Brown). Motion was unanimously approved

3. Closing Items

- Navin Nayak's last Board of Trustees meeting was this evening. He was recognized by Chair Lisa Raymond for his years of service to the Creative Minds community and Board of Trustees.
- There being no further public business to be transacted, the meeting was adjourned at 7:48pm

Respectfully Submitted,

Navin Nayak, Secretary

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 October 21, 2024. The meeting was called to order at 6:06 PM.

The following Board Members participated: Dr. Neal Brown, Kelly Carroll, Michael Curran, Heather Curtis, Corey Gordon (remotely via video), Ebony Jackson, Holly Oliver, Lisa Raymond, and Sandi Soderstrom.

Also participating from CMI school leadership and staff: Craig Bednarovsky, Nayamka Long, Maria Jose Carrasco, and Chuck Jackson (Executive Director and ex-officio board member).

1. Opening Items

- Kelly Carroll, Board Secretary, conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Lisa Raymond called the meeting to order at 6:06 pm and provided opening remarks.
- September 2024 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve September 2024 Board Meeting Minutes. Motion was seconded and passed unanimously with seven in favor and one abstention.**

The Creative Minds Board continues to be focused on our school’s mission:

*To cultivate within ALL of our students the **mindset, skills, creativity, and commitment to equity essential in becoming globally aware and independently minded citizens.***

2. Executive Director Update

- Chuck provided an update on student enrollment at CMI being lower than projected, which is occurring at schools across D.C. The school landed at 530, which is less than the 596 projected by PCSB and used for budgeting. Chuck provided additional information of the landscape in D.C. generally.
- Chuck and Maria Jose reported that the start to the school year has been positive, with a major increase in internal and external communications. The open house, back-to-school night, and other student and family events have been well attended.
- Chuck also provided an update on the beginning of year activities including staffing, planning, and the extra-curricular activities (clubs through CMI’s FLEX provider).
- Chuck also reported that they continue to evaluate possible locations for renovations and new builds, and the timeline for any move remains at least 3-5 years from acquisition.

3. Committee Updates

- **Academic Excellence Committee Report (Nayamka Long gave this update with Corey Gordon joining remotely)**
 - Nayamka reported that we finalized our Creative Minds Academic Vision: *We have a culture of excellence where every student, regardless of their background*

or learning needs, receives high-quality, differentiated instruction that promotes critical thinking, advocacy, and growth and achievement.

- Nayamka provided a detailed data presentation on the Beginning of Year (BOY) assessments.
 - The Committee identified next steps from the Measures of Academic Progress (MAP) testing data. Nayamka reported that CMI hosted a MAP webinar for families.
 - CMI is continuing to work with Empower K12 to use our Academic Vision and to create an academic action plan.
- **Finance Committee Report (Craig Bednarovsky)**
 - The Finance Committee met on October 18, 2024.
 - Craig reported that the FY 2024 audit is nearly complete and no findings or issues are expected. The 401K audit was completed with no findings or issues.
 - \$30K of AFRH in-kind approved and applied to October rent related to the lead paint dust mitigation.
 - CMI is moving through the Medicaid approval process for reimbursements, and CMI may be able to recognize \$25K this fiscal year.
 - Craig presented to the Board Members that we are projected to end the year with 80 days of cash and a shortfall this year against SY24-25 budgeted financials due to the lower than expected student enrollment. CMI can absorb the revenue shortfall amount in SY24-25, which is roughly \$1.5-2 million (a -11% gross margin).
 - Craig presented that CMI is required to submit a revised FY 2025 budget to the PCSB due to a 10%+ change in net assets as a result of the change in enrollment numbers against SY24-25 budgeted financials.
 - **Governance Committee Report (Sandi Soderstrom and Kelly Carroll)**
 - The Governance Committee shared that they would be meeting in the near term to work on refining the Board survey and to set a retreat date.

Motion: Accept Committee Reports. (Motion by Michael Curran and second by Sandi Soderstrom). Motion was unanimously approved.

4. Community Comments

- One parent in the CMI community provided comments regarding the availability of pre-Algebra in the middle school and describing how helpful the MAP Assessments have been, and the Board expressed its appreciation for the public taking the time to engage with the Board.

5. Closing Items

- There being no further public business to be transacted, the meeting was adjourned at 7:30 pm.

Respectfully Submitted,
Kelly Carroll, Secretary



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 October 23, 2023. The meeting was called to order at 6:05 PM.

The following Board Members participated: Neal Brown, Kelly Carroll, Heather Curtis, Art Fields, Ebony Jackson, Lisa Raymond, Navin Nayak, and Holly Oliver.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member.

1. Opening Items

- Lisa Raymond, standing in as Board Secretary, conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Navin Nayak called the meeting to order at 6:05 pm and provided opening remarks.
- July 2023 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve July 2023 Board Meeting Minutes** (Motion by Art Fields, Second by Heather Curtis). **Motion passed unanimously with eight in favor.**

2. Committee Reports

- **Finance Committee Report (Craig Bednarovsky)**
 - Craig presented to the Board Members that CMI is required to submit a revised budget to the PCSB due to a 10%+ change in net assets as a result of funding from OSSE for teacher back-pay and unexpected interest from the ERC payment.
 - **Motion: Approve motion for revised budget for submission to PCSB** (Motion by Ebony Jackson, Second by Kelly Carroll). **Motion passed unanimously with eight in favor.**
- **Governance Committee Report (Jenni Wallace)**
 - Recommendation of Lisa Raymond as Chair and Navin Nayak as Secretary. Vice Chair role will remain vacant for now.
 - **Motion: Approve the Governance Committee recommendation and elect Lisa Raymond as Chair and Navin Nayak as Secretary of the CMI Board of Trustees.** (Motion by Navin, Second by Art Fields.) **Motion passed unanimously with eight in favor.**

- Governance Committee will propose facility search resolution in closed session.
- **Academic Excellence Committee Report (Nayamka gave this update in Corey Gordon's absence)**
 - The committee will meet with staff to set specific academic goals with focus on accelerating achievement and will plan a Board member training to ensure that all members, including new ones, are comfortable with the data dashboard.

3. Community Comments (do we need to add detail?)

4. Closed Session

- Recommendation by Board Chair Navin Nayak to convene a closed session due to (insert reasoning).
 - **Motion: Move to closed session at 7:32 pm** (Motion by Art Fields, Second by Neal Brown). **Vote passed unanimously with eight in favor.**

5. Return to Open Session

- Return to open session at 8:23 pm; Board Chair Navin Nayak reports that during closed session, the Board discussed a resolution regarding the need for CMI staff to identify a new school space.
 - **Motion: Approve a formal resolution directing the CMI staff to identify new school space** (Motion by Art Fields, Second by Lisa Raymond). **Vote passed unanimously with eight in favor.**

6. Closing Items

- Board Chair Navin Nayak states his appreciation for members of the public taking the time to show up and engage with the Board.
- **There being no further public business to be transacted, the meeting was adjourned at 8:40 pm.**

Respectfully Submitted,



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 December 11, 2023. The meeting was called to order at 6:11 PM.

The following Board Members participated: Tim Abram, Dr. Neal Brown, Kelly Carroll, Michael Curran, Heather Curtis, Imani Davis, Dr. Art Fields (by phone), Corey Gordon, Ebony Vines Jackson, Navin Nayak, and Lisa Raymond.

Also participating from CMI school leadership and staff: Chuck Jackson, Executive Director and ex-officio board member and Craig Bednarovsky, Chief Operations Officer.

1. Opening Items

- Navin Nayak, Board Secretary, conducted a roll call of Trustees in attendance.
- With a quorum present, Board Chair Lisa Raymond called the meeting to order at 6:11 pm and provided welcoming remarks.
- October 2023 Board Meeting Minutes were presented for consideration.
 - **Motion: Approve October 2023 Board Meeting Minutes** (Motion by Michael Curran, Second by Heather Curtis). **Motion passed unanimously with ten in favor (one abstention--Imani Davis)**

2. Committee Reports

- **Academic Excellence Committee Report (Corey Gordon gave this update).**
 - Plan to use data was presented
 - Supporting leadership team in use of data
 - Talking about staff culture
 - Coffee chats, open door, etc.
 - Invited Board Members to join “Learning Walks” and all to be “guest readers” in classes.
- **Finance Committee Report (Michael Curran)**
 - Michael gave a quick update on finances--no major changes since last meeting.
 - Craig review draft audit which had been shared with Board in advance
 - **Motion: Approve motion for Draft Audit.** (Motion by Lisa Raymond, Second by Ebony Vines Jackson). **Motion passed unanimously with nine in favor (one abstention--Dr. Neal Brown).**

- **Governance Committee Report (Navin Nayak)**
 - Governance Committee working on identifying a Board Assessment tool to have a self-assessment of the Board.
 - Looking for additional Board members and welcome recommendations

- **Growth & Development Committee Report (Lisa Raymond)**
 - Focus is on facilities search.
 - Priority in the new year is on communications--both with internal audiences (families, staff, etc.) and external audiences.
 - Working to educate ourselves on all aspects of the decision to ensure the larger Board is informed.
 - Charter Development Board presented on their role and value-add in the process
 - Clear principles on decision-making

Motion: Approve motion to accept all Committee Reports. (Motion by Heather Curtis, Second by Imani Davis). **Motion passed unanimously with eleven in favor.**

4. Community Comments

One parent raised concerns about the desire for continuity in his daughter's classroom, urging CMI leadership to maintain the current teacher, who is filling in after a departure. Chuck Jackson offered to meet with the parent to discuss the situation.

5. Closing Items

- Board Chair Lisa Raymond and other Board members stated their appreciation for members of the public taking the time to show up and engage with the Board.
- **There being no further public business to be transacted, the meeting was adjourned at 7:14 pm.**

Respectfully Submitted,

Navin Nayak, Secretary