



**Regular Meeting of the
Board of Directors of Citizens of the World Kansas City**

Zoom Link: <https://us02web.zoom.us/j/7268455026>
Passcode: 225236

Join by Phone:
(301) 715-8592 | Meeting ID: 726 845 5026
Passcode: 225236

Date: Thursday, May 20th, 2021, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Norris called the meeting to order at 5:35 p.m.

Mr. Norris welcomed the members of the public in attendance and gave an overview of the meeting order.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Ms. Brandi Finocchario
Mr. Miguel Meneses
Mr. Luke Norris
Mr. Jeff Phillips
Ms. Maria Salcedo
Mr. Derrick Nelson (5:43 pm)

Absent:

Mr. Jim MacDonald
Mrs. Johna Sutton

Mr. Norris determined that with 5 of 8 (later 6 of 8) Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

The Board did not have any comments regarding the proposed agenda.

Mr. Phillips moved to approve the agenda as proposed and Ms. Finocchario provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

Mr. Norris introduced himself, thanked the public on the call, and provided an overview of the public comment process and guidelines. Mr. Norris then invited public comment.

Ms. Millard (CWC Kansas City parent) said thank you to Board and staff for navigating the past 14+ months. She appreciated the seriousness and deliberateness that went into plans and transparency into the decision-making process and encouraged a focus on positivity moving forward.

Mr. Johnson (CWC Kansas City parent) echoed Ms. Millard's comments of gratitude and appreciation.

(Mr. Nelson joined the meeting at 5:43pm)

Mr. Norris shared personal comments as well. He reflected on both the past year as well as the horizon ahead for opportunities. He shared that he has participated in a two-year fellowship with the Kauffman Foundation and one of the cohort's challenges has been to capture this moment in time and reflect on "what was" was not working for all of our students. As part of that, this new era of opportunity means that the school must change. Much like the school's academic leadership is transitioning from Dr. Droege to Dr. Miles, Mr. Norris announced that he will step back from his role as the Board Chair to support the next Board leader. He closed by sharing a quote: "We cannot become what we want by remaining what we are."

5. Review & Consideration of minutes from the April 15th, 2021 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the April 15th, 2021 Regular Meeting of the Board.

Mr. Nelson moved to approve the minutes as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

6. Monthly Finance Report (Mr. Jeff Phillips)

a. Finance Committee Report

Mr. Phillips reported that the school is now forecasted to end the year with 70 days of cash on hand, which is down from last month's projection, but above the recommended 60 days on hand. The projected ending fund balance is \$922k, which is \$460k ahead of last year. Further, the cash balance at the end of April was \$984k and all Accounts Payable are appropriate.

Mr. Phillips further reported year-to-date revenues of \$5.2 MM against a budget of \$5.7 MM. The Finance Committee is expecting additional local donations to be received by year end, but some donors have indicated their commitments will be actualized in July and therefore be realized next fiscal year. Year-to-date expenses are \$4.9 MM against a budget of \$5.5 MM, which again, are savings realized from a virtual learning environment. Those then present a year-to-date Net Income of \$238k, compared to an original \$45k budget.

Looking ahead to the remaining two months of the fiscal year, the school projects total annual revenues of \$6.8 MM, and annual expenses of \$6.1 MM, against a \$6.5 MM budget. Ending Net Income is expected to be \$464k, after paying the final \$250k installment of the CWCS start-up loan.

b. Overview of 2021-2022 Projected Budget

Looking ahead to the 2021-2022 projected budget, Mr. Phillips shared that Mr. Hile and Mr. Brennan have completed a reasonable draft. He would like to propose a Board workshop in the next month to review the draft budget in-depth, then present for approval at June's meeting. Mr. Phillips further shared key points of the draft budget include:

- Based on enrollment of 550 students
- Does not include any expected federal ESSER funds
- Investments in student support, attendance improvement, and DEI training/support
- Decreased reliance on philanthropy, which is in line with the Strategic Plan
- Budget will be balanced, with an expected surplus resulting from additional-but-not-included ESSER funds once those guidelines are released.

Mr. Norris asked where ESSER money falls in the chart of accounts; Mr. Phillips answered that line item falls within Federal Revenue and again noted that next year's budget is targeted to be balanced without ESSER.

Mr. Norris requested that the underlying projected organizational chart be provided along with the proposed budget, specifically as it supports the school's strategic plan and priorities.

c. Review & Consideration of Monthly Financials (April 2021), including Check Register

Mr. Phillips presented the April check register without notation; the Board had no comments.

Mr. Norris moved to approve the check register as proposed and Mr. Nelson provided a second. The motion was unanimously approved with none abstaining.

7. Board Committee Reports

a. Governance Committee (Ms. Maria Salcedo)

i. Review & Consideration of Board By-law updates

Ms. Salcedo clarified that the bylaw updates are still in draft format and are not being presented for consideration this evening, but instead in the June meeting. Ms. Salcedo provided expected high-level changes:

- Set a range of required Board Members (not more than 11 and not less than 7)
- Establish a term limit of three, three-year terms
- Committees are established by the Board (standing and ad-hoc)
- Adding an "Audit Committee" to serve as a Board committee to review and present the annual audit.
- Create the officer role of "Board Chair Elect" to assist in a smooth leadership transition
- Establish officer terms as no more than five, one-year terms.
- Align academic goals to goals in MPCSC performance contract
- More clearly define the goals, objectives, and roles of each standing committee

- Create the officer role of "Immediate Past Board Chair" to aid in stability and support transition.

Ms. Salcedo said the Committee is still gathering feedback and suggestions and plans to present a final form for approval in June. She asked the Board to please review the draft document and provide her with comments and suggestions in the coming weeks.

Mr. Norris also shared that the Committee is also seeking feedback from our partners at CWCS and SchoolSmartKC and looks forward to voting in June.

b. Board Diversity Committee (Mr. Miguel Meneses & Mr. Derrick Nelson)

Mr. Nelson reminded the Board that there is currently one vacant Board member seat and a second vacancy expected in June. He reported that the Diversity Committee has been meeting with potential candidates throughout the past months and is pleased to nominate two individuals for Board services. Both candidates will be presented tonight and voted in June.

i. Nomination of Dr. Sarah Hicks to the Board of Directors.

Mr. Meneses introduced Dr. Sarah Hicks, Associate Professor of Education at Rockhurst University. She holds a PhD and M.Ed in Curriculum and Instruction with a BS in Mathematics and Secondary Instruction. She is a professor in both undergraduate and graduate education programs around pedagogical and technological content knowledge. She focuses on collaborative work, discussion of ideas, and differentiating instruction. She is President of KC Area Teachers of Mathematics and faculty advisor of Psi Psi, an international education honor society.

ii. Nomination of Ms. Selina Rios to the Board of Directors.

Mr. Meneses also introduced Ms. Selina Rios, Learning and Evaluation Director at City Year Kansas City. She is a 2010 graduate of William Jewell and current member of the Board of Governors. She works extensively in the Kansas City community, including eight years with City Year, working with the Mexican Consulate, and as a manager for a women's shelter and literacy coalition. She is a certified racial equity strategist, volunteers as a Big Sister, serves of the Center School District Foundation Board, and also serves as Board Chair for the Latinx Education Collaborative.

Mr. Meneses affirmed that the Committee will bring both candidates to the Board next month for appointment and stated that if any current Board member would like to meet with either candidate or have further thoughts, to please let him know.

Mr. Norris invited Dr. Hicks to introduce herself; she did and shared her excitement.

Mr. Norris also invited Ms. Rios to introduce herself; she did as well and also shared her enthusiasm.

iii. Selection of Board Officers

Mr. Nelson presented a proposed slate of Board officers to serve through March 2022:

- Board Chair: Mr. Jim MacDonald
- Board Chair-Elect: Ms. Brandi Finocharrio
- Board Vice-Chair: Ms. Maria Salcedo
- Board Secretary: Mr. Derrick Nelson
- Board Treasurer: Mr. Jeff Phillips

Additionally, after the proposed Board bylaws are approved, Mr. Luke Norris would be appointed to the newly-created Immediate Past Board Chair officer role.

Mr. Norris affirmed the Board will vote on the officer appointments next month, after the bylaws are approved and new members are welcomed.

Mr. Hile shared that he will miss Mr. Norris' leadership and the school is fortunate to have strong leaders to take the baton from him. Mr. Norris has been vitally important to the school for the past 6+ years.

Ms. Salcedo also praised Mr. Norris' leadership.

8. Executive Director's Report (Mr. Jon Hile)

a. Legislative Update

Mr. Hile reminded the Board that HB137 (regarding funding equity for charter schools) passed the Missouri House of Representatives; however, he reported that this month, the Missouri Senate adjourned their session early prior to HB137 being voted on. This leaves charter schools with a continuing and growing gap on how charters are funded compared to district schools.

Mr. Hile reported that KCPS has indicated a willingness to continue to engage in the year-to-year MOU conversation to bridge that funding gap. He is hopeful to have another annual MOU to bring to the Board soon for ratification to secure funding equity with KCPS.

b. School Dashboard Review

Mr. Hile reported that student population and demographics are fairly locked in to close out the academic year. FRL and subgroup percentages continue to remain consistent.

Mr. Norris asked Mr. Hile if the school could update "gender" reporting to "gender identification" reporting; Mr. Hile replied that he would work on that.

Mr. Hile reported that student engagement has also remained consistent throughout the 2nd semester as measured through IXL engagement and virtual course completion. In-person attendance continues to hold above 90%, currently at 93%.

c. Development Update

Mr. Hile stated that the school has three pending grant opportunities: Charter School Growth Fund (a letter to CWCS has been submitted and the school is awaiting a grant agreement with CWCS), Sherman Family Foundation (application submitted and is generally funded in late June), and Cowden/Dickenson Foundation (application submitted). He also reported that two grants will need to adjust their payment timelines: the Kauffman Foundation grant and the Johnson Country Children's Services Foundation – both will be funded in July. The timing changes are not a problem for cash flow, but the school does need to make a budget adjustment to reflect receipt in FY22. He is hopeful to hit the grant line item in the FY21 budget and will continue to look for other funding opportunities.

Ms. Salcedo asked when the CWCS grant letter was sent and did we request a response by a specific date? Mr. Hile confirmed it was sent earlier this month and requested an agreement to be in place by June 15th. Ms. Salcedo requested a copy of the letter and asked specific funding questions. Mr. Hile replied and Mr. Norris further clarified that this grant would hopefully be a multi-year grant that would eventually be funded for a total of \$250k-\$300k. Ms. Salcedo further asked for clarification on the "grant agreement" terminology. Mr. Norris replied that when CWCS staff visited the school in 2018/2019, they communicated at that time that CWCS is the grantee of the Charter School Growth Fund grant and therefore it is up to CWCS how those funds are allocated and in order for those funds to be subsequently distributed to CWCKC, it would be under a separate grant agreement which delineates amounts and terms. Further discussion was held to confirm that this agreement would be separate from the letter just sent to CWCS and hopefully in place by the June Board meeting.

d. CDC Updated Guidelines for COVID & Impact on CWC Kansas City

Mr. Hile recapped the past month's data and shared the following data points from April 19 to 26 to May 3 to 10:

- Positive Test Rate: 8.6% - 10.8% - 13.6% - 12.8%
- Average Cases/14 Days: 429 – 515 – 576 - 509
- Average Cases/100k People: 87 – 104 – 116 – 103

He believes there is no indication the school needs to change our method of schooling, but rather a reminder that the school needs to continue to practice caution. He also reported that the Virtual:In-Person student breakdown remained unchanged at 30% Virtual:70% In-Person.

Mr. Hile assured the Board that school staff is aware of the recent CDC direction of non-mandated masks, but will not make changes to the school's masking policy for the remainder of this year as well as summer school, but may revise it for the fall.

Mr. Norris asked Mr. Hile if he plans to bring recommendations to continue this community data reporting as is, or possibly adding additional data points such as community vaccination rate. Mr. Hile responded that staff has a walk-through with Children's Mercy hospital for building setup and distancing next week; he will ask about additional data points to monitor and report on.

Otherwise, Mr. Hile shared that school leadership intends to open five days per week with school as normal as possible: full classrooms, 5 days/week. The school will continue to follow CDC guidance and follow a science-based approach to mitigation.

e. Summer School Overview

Mr. Hile recounted that 244 students are currently enrolled in Summer School, although school staff does expect some attrition to that number. Nearly half of those have indicated interest in taking advantage of full-day partnerships with either Upper Room or Campfire. Overall, the CWC summer school day is designed to be part enrichment with focused academic work on 5-6 key standards at each grade level.

Mr. Norris asked Mr. Hile to elaborate on the makeup of the summer faculty and address how non-CWC staff will be aligned to the program. Mr. Hile confirmed that Ms. Gibbs and Ms. Donovan will be coordinating the academic program and working with their appropriate deans (Dr. Droege/Mrs. Gripp). The vast majority of the faculty are CWC teachers and there is a planned Professional

Development day prior to summer school to discuss lesson planning and provide a programmatic overview.

f. MAP Review

Dr. Droege presented an overview of 2020-2021 MAP testing. She affirmed that it has taken quite a while this year to receive direction from DESE, but has confirmed the following:

- Schools must administer assessments to all students in grades 3rd and up.
- All students must take assessments in person (no virtual/distanced administration)
- All students must take assessments digitally (no paper copies)
- The testing window is open until June 15th
- Schools must achieve 85% completion rates by June 15th
- Schools must apply between June 1-July 1 to re-open the window next September if any grade/test does not have 85% completion rates.

Dr. Droege shared that the school is currently above the 85% threshold in 6th and 7th grades, above the ELA threshold in 4th and 5th grades (but just below in Math and Science) and just below the thresholds in 3rd grade. Make-up testing for In-Person students continues through May 25th and appointments for Virtual students continue through June 4th. Summer school students missing any portion will complete during the week of June 7th. She is pleased with the completion percentage numbers and is closely tracking completion; she is confident 85% threshold will be hit across the board, then is looking forward to receiving results to be able to refine academic supports for students.

Dr. Droege next presented an update on student progress reports. The academic leadership team did not feel that "regular" progress report format adequately captures the learning and growth that have occurred over the past year. Therefore, progress reports will include a cover letter from school leadership with an overview of the year and how the school plans to support students throughout summer and next year, a grade level overview from Deans, a schoolwide social-emotional learning overview from the Student Support Team, and an individual student report to include teacher observations/recommendation, a NWEA student profile report, and an IXL real-time diagnostic action plan.

g. 2021-2022 Student Recruitment Update (Mrs. Christle Reed)

Mrs. Reed presented updated projected enrollment numbers for 2021-2022 by grade level. Overall, the school has 524 students against a budget goal of 551. Of note, she has seen an increase of 24 students since the April Board meeting. Kindergarten is still a primary issue and Mrs. Reed passed along that SchoolAppKC has stated they believe there are 400-500 unenrolled potential Kindergarten students in the community.

Mrs. Reed shared an overview of her recruitment activities – both those she already has done/is doing as well as those that she has planned for the future. She believes the school's exposure has grown and she is receiving more incoming inquiries. Families are scheduling school tours and people outside of the school community are engaging on social media. On the flipside, she believes obstacles include no access to other school's wait lists (typically at this point in the cycle, peer schools would start redirecting their waitlist to other schools to ensure students had a seat somewhere – very few schools have any length of any waitlists right now) and all schools are experiencing low enrollment numbers, which means competition for each remaining unenrolled student is still high. Lastly, Mrs. Reed outlined ways that the Board could support her recruitment efforts.

Mr. Norris asked if Mrs. Reed was leveraging or exploring relationships with summer camp programs, camp sites, or athletic lesson sites. Mrs. Reed said she is currently exploring some but will certainly broaden her outreach to those suggestions. Mr. Hile also shared that there is a collaborative group between charter schools and KCPS to problem-solve this together; Mrs. Reed will represent Citizens. There will be discussion about a city-wide enrollment information campaign targeted to those 400-500 families and this underscores how important it is that the Kansas City education ecosystem works together.

Once the recruitment discussion concluded, Ms. Salcedo asked if Mr. Hile could provide an update on CWCS' provided services for FY22? Mr. Hile affirmed that he was working on an understanding and could update further in closed session.

9. Closed Session

Pursuant to § 610.021 (2) & (13) RSMo, the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to contracts and individually identifiable personnel records.

Mr. Norris Invited Mr. Hile into Closed Session.

Mr. Meneses moved to go into Closed Session and Mr. Phillips provided a second. The motion was unanimously approved with none abstaining.

10. Return from Closed Session; report on any action taken as required.

Mr. Norris welcomed members of the public back into Open Session and reported that discussion related to facilities and identifiable employees. No actions were taken that require reporting.

11. Adjourn

Mr. Nelson moved to adjourn and Ms. Salcedo provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:45 pm.

[/rb]