



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

Location: CWC Kansas City Primary Grades Campus
3435 Broadway Blvd
Kansas City, MO 64111

Date: Thursday, January 16th, 2020, 5:30pm

Proposed Minutes

1. Call to Order

Ms. Salcedo called the meeting to order at 5:39 PM.

2. Roll Call

Ms. Salcedo proceeded with roll call.

Present:

Mr. Jacob Littrell
Mr. Jim MacDonald
Mr. Miguel Meneses
Mr. Derrick Nelson (via phone)
Mr. Jeff Phillips
Ms. Maria Salcedo
Mrs. Johna Sutton (via phone, 6:37 pm)

Absent:

Ms. Tonia Gilbert
Mr. Luke Norris

Ms. Salcedo determined that with 6 of 9 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 Mr. Littrell provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

Ms. Salcedo invited public comment. No public comment was made.

5. Review & Consideration of minutes from the December 19th, 2019 regular meeting of the Board

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

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

6. Board Business

a. Review & Consideration of Rescheduling the March 2020 Regular Meeting

Mr. Hile withdrew this request; no further consideration was needed.

b. Review & Consideration of Resolution to Authorize the Executive Director to renew the existing Line of Credit at Country Club Bank

Mr. Hile reminded the Board that the school has a revolving Line of Credit, and has for the past three years. The balance is currently zero but is due for renewal at the end of the year. The bank has everything they need except a Board resolution authorizing Mr. Hile to renew. Mr. Hile recommends renewal and Mr. Phillips shared his recommendation as well.

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

c. Review & Consideration of Number of Lottery Seat Offers

Mr. Brennan reminded the Board that he is currently authorized to "over-offer" lottery seats on the following schedule:

Kindergarten: +25% at lottery, decreasing to +15% through July 10, and decreasing to +10% until Day 1.

1st-6th: +15% at lottery, decreasing to +10% from July 11 through Day 1.

Mr. Brennan presented the conversion rates of all offers extended via the 2019 lottery, and then shared that SchoolAppKC contracted with a national consultant to provide additional data analysis and recommendations to all participating schools. One key recommendation given was to increase the number of over-offered seats in the lottery in order to extend more choice to families earlier in the process as well as provide a truer picture of open seats to families applying post-lottery. Looking at Citizens' data, only 27% of lottery-offered Kindergarteners enrolled on Day 1 last year – showing that the school can increase the over-offer percentage quite significantly. Therefore, Mr. Brennan proposed that the Board modify the existing authorization to the following schedule:

Kindergarten: +50% at lottery, decreasing to +15% through July 10, and decreasing to +2/class until Day 1.

1st-7th: +15% at lottery, decreasing to +2/class July 11 through Day 1.

Mr. Litterll moved to approve the request as proposed and Mr. MacDonald provided a second to the motion. The motion was unanimously approved with none abstaining.

7. Monthly Finance Report (Mr. Paul Greenwood, EdOps & Mr. Jeff Phillips)

a. Review & Consideration of Monthly Financials (December 2019), including Check Register

Mr. Phillips presented the Check Register. Mr. Phillips also shared that the format will be changing next month to more specifically show the expense category as well as allowing easier identification of employee reimbursement versus vendor expenses.

The Board had questions on various items; Dr. Droege answered.

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

b. Finance Committee Report

Mr. Greenwood reminded the Board that the school's plan was for Mr. Hile and Mr. Brennan to meet and collaborate with school staff over the past month to reduce expenses. They have done that and as a result of those expense adjustments, the projected end-of-year cash balance increased from \$40k to just over \$80k. Of note, Special Education expenses were also raised by \$30k (so their total expense cuts were actually \$70k, but netted to \$40k). Mr. Greenwood affirmed that school staff has a historical track record of conservatively managing expenses in the second half of the year and noted that student enrollment has also gained (going against most school's trends of decreased enrollment). He shared that the Finance Committee as continued optimism about fund-raising targets. In summary, high points of the month were reduced expenses and steady/increased revenue (through increased enrollment) while challenges continue to be burdgening Special Education costs and meeting development goals.

Mr. Phillips shared that the school has a 4-tiered "financial lever" system to pull at determined dates, if needed.

Mr. Phillips also shared an FY18 audit snafu that was discovered this past month. School auditors, KPM, have accepted full responsibility for it, and re-issued the FY18 audit packet along with a statement explaining the error, should the school need it for future reference.

8. Board Business & Committee Reports

a. Governance Committee (Ms. Maria Salcedo)

Ms. Salcedo shared that she is synthesizing comments that the Board gave in December and she is in process of scheduling a meeting with CWCS staff.

b. Facilities Committee (Mr. Jacob Littrell)

Mr. Littrell reported that the committee is focused on finding space for long-term growth as well as near-term needs for next year's 5th grade. He believes there is a good option on the table that the Board will discuss in closed session.

c. Fund-Raising Committee (Mr. Luke Norris)

Mr. Norris was absent, so no report was given.

Mr. Hile stated that he will share further financial information in closed session, around personnel.

d. Academic Excellence Committee (Mrs. Johna Sutton)

Ms. Sutton was absent, so no report was given.

Dr. Droege shared that the school is underway with mid-year assessments this week (NWEA) and next (Reading Inventory and Fountas & Pinnell). The goal is to wrap up assessments by the first week of February, then the Academic Excellence Committee will most likely meet a couple times across February and present T2 data to the Board at the March meeting.

e. Diversity Committee (Mr. Miguel Meneses & Mr. Derrick Nelson)

Mr. Meneses shared that he is looking forward to working with Mr. Nelson to begin stocking the Board's pipeline of potential members.

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

Mr. Nelson stepped out of the meeting at 6:07 pm.

a. School Dashboard Overview

Mr. Hile reported that current enrollment is 431 students with an additional 7 outstanding offers extended. School staff is targeting a February 1st date of closing enrollment for the year. Demographics continue to skew toward male and the school's FRL population continues to tick steadily upward, now over 56%, along with an increased Special Education population.

Mr. Littrell asked if the school is eligible for additional funding in order to serve these populations. Mr. Hile affirmed that the school is eligible for the High Needs Fund (and has received funding) as well as pursuing additional grant opportunities.

b. Student Supports and Behavior Interventions at CWCKC (Ms. Johanna Chambers)

Ms. Chambers introduced herself as the school's Social Worker and gave a presentation about student supports (especially to those with trauma backgrounds) and behavior interventions, including: Conscious Discipline, Counseling Services (Play Therapy, Interventions, etc.), Teacher Supports, and Mental Health Referrals.

Dr. Droege presented an overview of the Teach-and-Protect (TAP) Room and Response Team. She shared the school team continues to monitor the usage, needs, and reason for TAP Room as well as the staff member referring them and the gender/ethnicity/age of the student. The school saw steady usage decline throughout 1st semester, and an expected spurt back up since Winter Break. Additionally, she was pleased to share that "Safe Room" usage has dramatically declined to the point where staff is beginning planning to transition usage of that room to a proactive therapy room.

Mrs. Chambers invited the Board to come by any time for a more personal tour to see these in action.

c. Recruitment Update (Mr. Andrew Johnson & Ms. Rachel Mills)

Mrs. Sutton joined the meeting via phone at 6:37 pm.

Mr. Johnson distributed the school's recruitment brochure and underscored the school's "4 key messaging" points. He provided an overview of 2020-2021 enrollment, showing the school on a strong pace for Kindergarten and in good shape 1st-5th grade; 6th and 7th grade are the main area of focus.

Ms. Mills reported on the monthly recruitment activity and shared current/upcoming events and tactics.

The Board and Mr. Hile encouraged both Ms. Mills and Mr. Johnson.

Lastly, Mr. Hile shared with the Board a potential partnership with "KC Free" that would enable a school nurse to be on-site next year. He asked the Board for any partnership/philanthropy opportunity ideas.

A member of the public asked if the school is committed to having a nurse; Mr. Hile confirmed either through a partnership or direct hire, yes.

10. Closed Session

Pursuant to § 610.021 (2) & (3) RSMo, the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to facilities and personnel.

Ms. Salcedo invited Mr. Hile & Mr. Brennan to stay.

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

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

Ms. Salcedo reported that discussion related to facilities and personnel. No actions were taken that require reporting.

12. Adjourn

Mr. MacDonald moved to adjourn and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:35 pm.

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