



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

Location: via Zoom

Zoom Link: <https://zoom.us/j/7268455026> (PW: 225236)

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

Proposed Minutes

1. Call to Order

Ms. Salcedo called the meeting to order at 5:37 p.m.

Ms. Salcedo welcomed the members of the public in attendance and gave an overview of the meeting order.

2. Roll Call by Board Vice-Chair

Ms. Salcedo proceeded with roll call.

Present:

Ms. Tonia Gilbert
Mr. Jacob Littrell
Mr. Jim MacDonald (5:41pm)
Mr. Miguel Meneses
Mr. Derrick Nelson
Mr. Jeff Phillips
Ms. Maria Salcedo
Mrs. Johna Sutton

Absent:

Mr. Luke Norris

Ms. Salcedo determined that with 7 of 9 (later 8 of 9) Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Ms. Salcedo requested the addition of a Review & Consideration of re-appointing Mr. Luke Norris, Mr. Jim MacDonald, Mr. Jeff Phillips, and Mr. Derrick Nelson to 3-year terms, as their current terms are expiring.

Ms. Salcedo also requested the addition of a Review & Consideration of a Resolution to authorize the Executive Director to close the Paycheck Protection Plan through Country Club Bank.

Both additions would be sequenced at the beginning of "7-Board Business."

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

4. Public Comments

Note: Individuals from the public will be provided up to 3 minutes to provide comments. The Board Chair will invite individuals by name to provide comment to eliminate individuals trying to talk at the same time over Zoom.

Ms. Salcedo introduced himself, thanked the public on the call, and provided an overview of the public comment process and guidelines. Ms. Salcedo then invited public comment. No public comment was made.

Mr. MacDonald joined at 5:41pm.

5. Review & Consideration of minutes from the March 26th, 2020 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the March 26th, 2020 Regular Meeting of the Board.

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

6. Review & Consideration of minutes from the April 2nd, 2020 special meeting of the Board

The Board did not have any comments regarding the proposed minutes from the April 2nd, 2020 Regular Meeting of the Board.

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

7. Board Business

a. Board of Directors Membership

Mr. Meneses gave a review that Mr. Norris, Mr. MacDonald, Mr. Phillips, and Mr. Nelson's terms all expired at the end of March.

Mr. Phillips and Mr. Nelson each filled seats of board members who needed to step off of the board and were fulfilling those 3-year terms to completion. Mr. MacDonald was appointed to the 8th board expansion seat and has served one full 3-year term. Mr. Norris was a founding board member and served his first term as a staggered 2-year term, and just completed his first full 3-year term.

Mr. Meneses shared with the board that all four are interested in and willing to commit to another 3-year term, expiring 3/31/2023.

i. Review & Consideration of Mr. Luke Norris to a third 3-year term

Mr. Meneses reported that he previously asked Mr. Norris if he would accept a second term on the Board; Mr. Norris accepted.

Mr. Meneses moved to renew a 3-year term for Mr. Norris and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining.

ii. Review & Consideration of Mr. Jim MacDonald to a second 3-year term

Mr. Meneses formally asked Mr. MacDonald if he would accept a second term on the Board; Mr. MacDonald accepted.

Mr. Meneses moved to renew a 3-year term for Mr. MacDonald and Mr. Nelson provided a second. The motion was unanimously approved with none abstaining.

iii. Review & Consideration of Mr. Jeff Phillips to a second 3-year term

Mr. Meneses formally asked Mr. Phillips if he would accept a second term on the Board; Mr. Phillips accepted.

Mr. Meneses moved to renew a 3-year term for Mr. Phillips and Mr. Nelson provided a second. The motion was unanimously approved with none abstaining.

iv. Review & Consideration of Mr. Derrick Nelson to a second 3-year term

Mr. Meneses formally asked Mr. Nelson if she would accept a second term on the Board; Mr. Nelson accepted.

Mr. Meneses moved to renew a 3-year term for Mr. Nelson and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining.

b. Review & Consideration of Alternative Methods of Instruction Plan due to COVID-19

Mr. Hile presented the Alternative Methods of Instruction Policy. Dr. Droege shared that the school cultivated models from peer schools, then adapted to the school's own program specifically to focus on remote learning rather than "e-learning" since Citizens' program is much more than can be delivered remotely. The Policy is focused on digital and concrete, tangible versions.

Ms. Salcedo clarified that attendance is measured on a weekly basis and that is consistent with peer schools. Dr. Droege confirmed and recognized that a large number of our families are engaging asynchronously and we're focusing on the engagement and not the timing. Mrs. Sutton confirmed other districts are similarly tracking.

Mr. Nelson moved to approve the Instruction Plan as proposed and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining.

c. Review & Consideration of Intent to Pursue 5-Year Renewal of Charter in Fall 2020

Mr. Hile shared that efforts to begin pursuing a 5-year renewal of the school's charter will commence May 1 with an expected approval in late fall 2020.

Ms. Salcedo clarified with Mr. Hile that this resolution would be authorizing Mr. Hile to start the process with the Missouri Charter Public School Commission, correct? Mr. Hile affirmed.

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

d. Review & Consideration of Resolution to Authorize the Executive Director to close the Paycheck Protection Plan loan through Country Club Bank

Mr. Hile shared that the Paycheck Protection Plan application that was authorized at the 4/2 special meeting has been approved. Pursuant to Country Club's request, he is now looking for the Board to formally authorize him to close the loan. The Board did not have further questions.

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

Dr. Droege shared strong encouragement to Mr. Hile and Mr. Brennan; in talking with Mr. Greenwood, he shared that these two were so prepared for the process that it placed the school in a strong position.

8. Monthly Finance Report (Mr. Jeff Phillips)

a. Finance Committee Report (Mr. Jeff Phillips)

Mr. Phillips echoed the thanks to Mr. Hile and Mr. Brennan for proactively hustling on the Paycheck Protection Plan details.

Mr. Phillips shared that end-of-year cash projection is now 8-days of cash on hand, which is the highest it has been since August 2019. He further commended school staff for focusing so tightly on the budget.

Additionally, the school's Net Income forecast is improving and now at -242k. Revenue variance is the same underlying cause of attendance shortfall; the school has trended positively, but started low. Donations are expected to hit the target this year. Looking to the horizon, the school has future revenue risk, specifically in Prop C state sales tax revenue for 2020-21.

Mr. Phillips shared expenses are mostly in line and the school has realized some savings since the building has been closed – both in facility cost as well as in professional services. The school is projecting a cash decrease of -\$150k loss (as of 3/31) with the strong possibility of reducing quite a bit further.

Board did not have further discussion/comment.

b. Review & Consideration of Monthly Financials (March 2020), including Check Register

Mr. Phillips presented the March check register; Ms. Salcedo had a few questions with Mr. Hile and Mr. Brennan answering.

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

9. Board Business & Committee Reports

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

Mr. Hile provided an update in Mr. Norris' absence. The school received a grant from SchoolSmart Kansas City to purchase technology to support remote/distance learning. This grant will supplement/replace Chromebooks that we have recently distributed to our student family as well as will pay for hotspot purchases for families that do not have digital access.

The school is in the final phases of Kauffman ISG program and are 1 of 5 schools that have proposals under final review. This grant would be \$125k this year and \$125k next year to support Social-Emotional Learning and expanded Special Education services.

Mr. Hile also shared that the school was invited today to submit another proposal to the Sherman Family Foundation, who has funded us in the past.

Ms. Salcedo asked what the timeline on the Kauffman grant was; Mr. Hile responded hopefully within the week.

Mr. Meneses commended Mr. Norris & Mr. Hile for their work.

b. Academic Excellence Committee (Mrs. Johna Sutton)

Mrs. Sutton shared the Academic Excellence Committee does not have a report this month.

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

Mr. Meneses & Mr. Nelson shared the Diversity Committee has no further report this month.

d. Governance Committee (Ms. Maria Salcedo)

Ms. Salcedo reported that the Governance Committee sent proposed revisions to the CWCS/CWCKC affiliation agreement to CWCS. A follow-up call was held regarding those revisions and it was left that CWCS would get back to the CWCKC Board. The Committee has not heard directly, other than a communication that Ms. Rodriguez would now be taking lead on the discussions. Ms. Salcedo looks forward to another call, inclusive of Ms. Rodriguez.

Mrs. Sutton asked if the school has received Charter School Growth Fund flow-through money; Mr. Hile confirmed the school has not. Mrs. Sutton asked if CWCS has communicated anything about that; Mr. Hile answered that he has not received any specifics on process or timeline. Mrs. Sutton asked for context on who is involved in conversations with CWCS as well as the support that the school receives from CWCS. Ms. Salcedo confirmed that all conversations relating to the Charter School Growth Fund have been between Mr. Hile and 1-2 CWCS staff members. Mr. Hile further

confirmed. Ms. Salcedo posed having a broader call between CWCS, Mr. Hile, and a member(s) of the Kansas City Board. Ms. Salcedo shared further concerns; Mr. Littrell asked that further discussions be held in Closed Session.

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

a. School Dashboard Overview

Mr. Hile reflected that there have been no changes to the school's dashboard since the March meeting since school has been closed – the data is locked in, per DESE.

b. Introduction of Virtual Learning Dashboard

Mr. Hile introduced a "virtual learning dashboard" which is what school leadership is using internally to ensure success during the extended closure. This dashboard is keyed to managing/monitoring relationships between teachers and students as well as ensuring families are being supported holistically.

School staff is working daily to increase the number of engaged students and families. Mr. Hile shared that our school-level data mirrors peer school's engagement data in that approximately 25% of students community-wide are currently dis-engaged.

Mr. Hile gave an overview of Academic and Student/Family Support teams and processes; the Board did not have any questions. Mr. Hile also gave an overview of Operations and Communications/Enrollment teams and processes; the Board did not have any questions.

c. Staffing Update

Mr. Hile gave an update on the school's staffing for next academic year. Mrs. Sutton asked where staff have posted the openings and if we were offering internal referral incentive bonuses. Mr. Brennan answered and Mr. Hile elaborated on additional new opportunities (webcasts and other digital methods) staff is exploring due to the current environment. Dr. Droege further shared that applicants have noticeably increased in the past 2 weeks. Mrs. Gripp is also leading a social media push, especially among teacher Facebook groups.

Mrs. Sutton and Ms. Salcedo gave additional suggestions for recruiting pools.

d. Enrollment Update (Mr. Andrew Johnson & Ms. Rachel Mills)

Mr. Johnson reiterated that not a lot has changed since last month- not just with Citizens, but with Kansas City as well as nationally – there is a large nationwide pause on enrollment movement. The recruitment team continues to reach out to undecided families as well as push out targeted recruitment for Kindergarten, 6th, and 7th grades. Ms. Mills has dedicated a lot of time to personal outreach to families in our pipeline.

The team continue to move as many outreach efforts online as possible, including virtual school building tours. Mr. Johnson shared that they are specially thinking through how the school does not just become one more source of noise and advertisement, but really take advantage of this situation by putting out usable, valuable content for prospective families. Additionally, he has revamped the "A Day in the Life" page on the school's website by highlighting and offering some of the high-quality content our faculty is currently creating.

Additionally, Mr. Johnson highlighted a new initiative that was just put online – the team created a Google classroom for rising/incoming Kindergarteners. Instead of offering more tours and playdates in the park, this new online space will allow school staff to build relationships and connection and increase students' readiness for Kindergarten, along with just 'stuff to do!'

Ms. Mills shared that families in the pipeline are overwhelmed, but grateful for the reach-out. She is conscious to lead with "How are you doing" before "What's your school decision" – many adults are responding to Rachel on a social-emotional level.

e. Strategic Plan Update

Mr. Hile reported that the school has formally selected Bellwether Education Partners to conduct the school's strategic plan process. More information to follow on that initiative; SchoolSmart Kansas City is funding and is currently in the final phases of negotiation.

Ms. Salcedo asked about the timing of this process; Mr. Hile replied that Bellwether will start this process immediately. They were very comfortable meeting the original timeline, which was to have everything completed by August.

11. 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 to stay.

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

12. 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.

13. Adjourn

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

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