



**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, August 20th, 2020, 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. Tonia Gilbert
Mr. Jim MacDonald
Mr. Luke Norris
Mr. Jeff Phillips
Ms. Maria Salcedo
Mrs. Johna Sutton (5:44 p.m.)

Absent:

Mr. Jacob Littrell
Mr. Miguel Meneses
Mr. Derrick Nelson

Mr. Norris determined that with 5 of 9 (later 6 of 9) Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Mr. Norris shared a request he received to move the Strategic Plan Review (#7-b, as proposed) forward to #5.

Mr. Phillips moved to approve the agenda as modified and Mr. MacDonald 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. No public comments were made.

5. Executive Director's Report (Mr. Jon Hile) – Part 1

a. Review & Consideration of 2020-2025 CWC Kansas City Strategic Plan (Mr. Jon Hile & Ms. Katie Rouse)

Ms. Rouse (Bellwether Strategic Partners) introduced the proposed Strategic Plan. She shared that this is a tool for the CWCKC Board to work with, manage, support, and hold the school team accountable to goals established for the next five years. Its primary purpose is to serve as a board governance tool to help with alignment. The document is a detailed roadmap, not a high-level brochure.

She walked through the plan, starting with identified external factors, especially the current pandemic, and the school's upcoming charter renewal. Ms. Rouse reviewed that the planning process engaged a wide group of stakeholders, including a steering committee, stakeholder focus groups, and an in-depth document review. The process included a current state assessment across six dimensions (program/academics, culture, human capital, operations, external engagement, and governance) and elevated several strengths and highlighted opportunity areas.

Ms. Rouse shared the identified strategic priorities as follows:

- 1 – Ensure a high-quality academic program for all students
- 2 – Build an anti-racist, inclusive school community
- 3 – Achieve financially sustainable practices
- 4 – Refine external supports

Ms. Rouse then presented a proposed sequence of work over the next few years and reviewed the document's ability to track and monitor progress through a series of impact measures as a dashboard tool for leadership.

She then highlighted the conservative financial forecast needed to support the school over the next five years and discussed identified future challenges and risks to success.

Mr. Norris summarized his belief that this is the right strategic plan for where the school is at right now and where it wants to move toward, then opened the floor for Board discussion

Mr. Phillips moved to approve the 5-Year Strategic Plan as proposed and Ms. Gilbert provided a second. The motion was unanimously approved with none abstaining.

6. Review & Consideration of minutes from the July 23rd, 2020 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the July 23rd, 2020 Regular Meeting of the Board.

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

7. Board Business & Committee Reports

a. Academic Excellence Committee (Mrs. Johna Sutton)

Mrs. Sutton shared the Committee met this past month to begin planning for the 2020-2021 school year.

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

1. Discussion of Board Training

Mr. Norris shared that the Board will be engaging with an external consultant for self-reflection work; that process will kick off next month and will be driven forward by Mr. Nelson.

2. Launch Creation of Board Succession Plan

Mr. Norris further reported that, as part of that process, there will be intentional work given to officer job descriptions and identifying skills needed in new member recruitment.

c. Governance Committee (Ms. Maria Salcedo)

Ms. Salcedo reported that the Committee is still engaged in work with CWCS and she will hold further discussion in Closed Session.

d. Consideration of School Year 2020-2021 Manuals & Staff Designations

Mr. Brennan presented an overview of proposed changes to the Policy Manual, Employee Handbook, and Family Handbook. He noted many of the proposed changes are recommendations from MCPSA and their counsel, based on statutory requirements.

Mr. Hile further presented the proposed Supplemental Employee COVID-19 Policies. He noted that the school will first follow Federal guidance on extended covid leave and these supplemental policies are specifically substitute and internal coverage as well as a policy regarding employee opt-out.

1. Review & Consideration of 2020-2021 Policy Manual

Mr. Phillips moved to approve the 2020-2021 Policy Manual as proposed and Ms. Gilbert provided a second. The motion was unanimously approved with none abstaining.

2. Review & Consideration of 2020-2021 Family Handbook

Pending a Spanish translation, Mr. MacDonald moved to approve the 2020-2021 Family Handbook as proposed and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining.

3. Review & Consideration of 2020-2021 Employee Handbook

Ms. Gilbert moved to approve the 2020-2021 Employee Handbook as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

4. Review & Consideration of 2020-2021 Supplemental Employee COVID-19 Policies

Ms. Gilbert moved to approve the 2020-2021 Supplemental Employee COVID-19 Policies as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

5. Review & Consideration of 2021 KCPS Funding Gap Memorandum of Understanding

Mr. Hile presented a Memorandum of Understanding which provides a continuation of funding from Kansas City Public Schools.

Mr. Phillips moved to approve the Memorandum of Understanding as proposed and Ms. Gilbert provided a second. The motion was unanimously approved with none abstaining.

6. Review & Consideration of 2020-2021 Pre-Kindergarten Academic Calendar

Mr. Brennan highlighted the differences between the Pre-Kindergarten and the K-7 Academic Calendars.

Ms. Gilbert moved to approve the 2020-2021 Pre-Kindergarten Academic Calendar as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

7. Review & Consideration of Ms. TuFanza Byrd-Primos as Homeless Coordinator

Mr. Hile reminded the Board that the having a Board-designated "Homeless Coordinator" (or McKinney-Vento Coordinator) is statutorily required; he then gave an overview of Ms. Byrd-Primos' background and her role as the school's Family Support Social Worker.

Mrs. Sutton moved to approve the appointment and Ms. Salcedo provided a second. The appointment was unanimously approved with none abstaining.

8. Review & Consideration of Ms. Catherine Bett as ELL Coordinator

Mr. Hile reminded the Board that the having a Board-designated "ELL Coordinator" is statutorily required and confirmed that Mrs. Bett has served in this role for the past four years.

Mr. MacDonald moved to approve the appointment and Ms. Salcedo provided a second. The appointment was unanimously approved with none abstaining.

8. Monthly Finance Report (Mr. Jeff Phillips)

a. Finance Committee Report

Mr. Phillips shared the monthly Finance Report, highlighting the Balance Sheet and a good cash position. He highlighted a projected 46 days of cash on hand, presented the year-to-date and annual forecasted Income Statement and noted the school is currently \$32k ahead of the end-of-year forecast.

Mr. Norris asked how the Finance Committee is monitoring enrollment changes; Mr. Phillips replied that, as of now, the committee is monitoring and staying in communication with Mr. Hile for enrollment and Mr. Greenwood for state funding mechanisms. He noted it would be a good idea to set up a weekly touch point check-in.

Mr. Norris asked Mr. Hile to provide a brief overview of the state funding mechanism. Mr. Hile first shared an enrollment update that enrollment numbers have decreased over the past week with withdrawals and no-shows. Also during the past week, the State Board of Education met to consider an emergency rule in that charters were asking for the same permissions that district schools have to use the better-of-past-two-years'-ADA. That was approved and sent to Governor Parsons for signature. However, it is not particularly helpful for a school experiencing a significant enrollment expansion like Citizens; this scenario would allow the school to lock in ADA in at a floor of 385 students – which is well below our enrollment expectations (a total 20% revenue decrease). Mr. Hile confirmed he is currently working with peer charter schools in Kansas City (along with MCPSA) with the goal of asking DESE to consider another emergency rule to give creativity in virtual attendance funding. This is an issue that the school's parent community can engage in advocacy.

Mr. Hile also reported that the school received the August state payment at a level 77% of expected. This was presented not as a cut, but rather a deferment.

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

Mr. Hile presented the July check register; the Board had no comments.

Mrs. Sutton moved to approve the check register as proposed and Ms. Salcedo provided a second. The motion was unanimously approved with none abstaining.

c. Update on DESE Attendance Adjustment

Mr. Hile noted this update was provided earlier.

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

a. Covid-19 Update: Community Indicators

1. Current Infection Rate

Mr. Hile shared the current community health indicators:

The Positive test rate has increased from 8.97 (July 27) to 8.52 (August 3) to 10.99 (August 10)

The weekly new cases have moved from 698 (July 27) to 757 (August 3) to 674 (August 10)

Mr. Norris asked what opportunities does the school have to share this information with the school community? Both to empower their safety, but also to encourage understanding that we are not seeing the movement we need to consider moving to Remote Plus. Mr. Hile confirmed that was a great idea and will ask Ms. Friend (School Nurse) to potentially have a weekly update.

2. Prepare for September Meeting

Mr. Hile reminded the Board that they will consider the school's status for the second six-week section of the year at the September Board meeting.

3. Remote Plus Preparation

Mr. Hile recapped the feedback that the school received on the spring extended closure: primarily a decreased reliance on screen time, an increased tactile experience, an increase in daily flexibility, an increase on 1:1 teacher interaction, and maintain/increase broader school community touchpoints and peer interaction.

Dr. Droege provided a summary of the work the academic team (led by Dr. Droege, Ms. Gibbs, and Mrs. Gripp and informed by Bellwether and peer schools) completed – all focused on ensuring the school is teaching “the Citizens model,” just in a different environment. The work is also ensuring they incorporated feedback from spring & summer from both from teachers and families. Additionally, Dr. Droege shared that learning material distribution/pick-up began today in the parking lot.

Dr. Droege also gave an overview of the flexible, build-your-own schedule including on- and off-screen activities, including “must do/may do” lists. These lists include requirements on what the school expects students to work on throughout the week (must do) on the “core courses” and may do on “electives” and self-guided deeper learning. She gave an overview on IXL and how that tool will provide insight to the academic team on each student's engagement with learning throughout the remote session.

Mr. Norris asked how school is supporting distribution – especially to those who are not able to come to the school. Dr. Droege replied that there are 4 pickup days (today – Tuesday) and tracking which students have picked up; school staff will create a delivery plan after Tuesday for those that have not.

Mr. Norris asked how the school is ensuring accountability for teachers delivering content. Dr. Droege replied with an overview of the specific, structured time expectations that have been shared to the faculty, applauded the faculty for their agility and adaptation, and underscored the freedom that “supervisors” have to quickly move in/out of digital classrooms.

Mr. Norris asked if Mr. Hile and/or Dr. Droege could provide some commitment to the student engagement indicators that are being monitored. Mr. Hile replied that in the September meeting, he will share the new teacher evaluation/support tool. In terms of “managing the work being done in the classroom,” – that's exactly where Dr. Droege, Ms. Gibbs, and Mrs. Gripp's daily focus will be.

Mr. Norris asked when Mr. Hile will create a report showing metrics and responding to our sponsor's request for data? Mr. Hile confirmed that dashboard will begin to be shared at the September Board meeting.

Mr. Norris asked Mr. Hile to discuss meeting the needs of our Special Education students and families. Mr. Hile responded that Mrs. Murphy has tirelessly met with families throughout the past month and not being able to meet with students is an area of frustration. She is also exploring a possible solution for meeting those needs in-person but off-site.

b. Enrollment Update

Mr. Hile shared that the school has experienced a decline in enrollment – particularly in Kindergarten and First Grade, as families are opting to keep their young students home. He reported that many peer charter schools are experiencing the same. The school currently stands at 522 students enrolled and Mr. Hile does not believe the school will be back to the budgeted enrollment level of 545, which is disappointing. Instead, he expects a possible movement upward of 5-10 students.

He further shared that the biggest variable is if/when the school is able to re-open for in-person learning; he expects the school would see an influx at that time.

Mr. Norris stated that the Board approved a budget based on 545 students and his understanding is that Mr. Hile has the board's support to make operational decisions to either balance that budget and/or creatively seek revenue. Mr. Phillips and Mr. Hile concurred.

Mr. Norris requested Mr. Brennan to continue sending weekly enrollment reports at least through the September Board meeting.

10. Closed Session

Pursuant to § 610.021(12) RSMo, the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to contracts.

Mr. Norris invited Mr. Hile to stay.

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

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

Mr. Norris reported that discussion related to contracts. No actions were taken that require reporting.

12. 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 8:26 pm.

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