



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

**Date:** Thursday, September 16<sup>th</sup>, 2021, 5:30pm

**Proposed Minutes**

1. Call to Order

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

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

2. Roll Call by Board Chair

Mr. MacDonald called roll as follows:

Present:

Ms. Brandi Finocchario  
Dr. Sarah Hicks  
Mr. Jim MacDonald  
Mr. Miguel Meneses  
Mr. Luke Norris  
Mr. Jeff Phillips (5:41 pm)  
Ms. Selina Rios

Absent:

Ms. Maria Salcedo

Mr. MacDonald determined that with 6 of 8 (later 7 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.

*Dr. Hicks moved to approve the agenda as proposed and Mr. Norris provided a second to the motion. The motion was unanimously approved with none abstaining.*

#### 4. Public Comments

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

Mr. Johnson (CWC Staff & Parent) took a moment to thank the Board for their support during this first month of the academic year as well as shared support and gratitude for Dr. Miles.

Mr. Phillips joined at 5:41 pm.

#### 5. Review & Consideration of minutes from the August 26<sup>th</sup>, 2021 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the August 26<sup>th</sup>, 2021 Regular Meeting of the Board.

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

#### 6. Review & Consideration of minutes from the August 28<sup>th</sup>, 2021 annual retreat of the Board

The Board did not have any comments regarding the proposed minutes from the August 28<sup>th</sup>, 2021 Annual Retreat of the Board.

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

#### 7. Board Business

##### a. Review & Consideration of appointing Mr. Emanuel McCrainey to a 3-year term on the Board of Directors (Mr. Miguel Meneses)

Mr. Meneses reminded the Board that Mr. McCrainey was brought forward as a potential Board candidate last month and introduced him to the Board. Mr. Meneses gave an overview of Mr. McCrainey's professional experience and connection to local education.

Mr. McCrainey introduced himself to the Board and shared his excitement to join the Board.

*Mr. Meneses moved to appoint Mr. McCrainey to the CWC Kansas City Board of Directors, filling Mr. Nelson's vacant seat with a term expiration of March 2023, and Mr. Norris provided a second. The motion was unanimously approved with none abstaining.*

##### b. Review & Consideration of Funding MOU with KCPS (Dr. Thomas Vansaghi)

Dr. Vansaghi reminded the Board that, due to charter/district funding inequity, KCPS is willing to "pass through" funding to charter schools, including Citizens. This MOU must be Board-approved each year before October, has been reviewed by counsel, and is being presented for approval.

Mr. Norris provided further context around funding inequity and acknowledged KCPS' awareness and willingness to collaboratively work together.

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

c. Board Notification regarding Credit Card Holders (Mr. Ryan Brennan)

Per the Policy Manual, the Board is required to be notified on any changes to the current credit card holders. Mr. Brennan informed the Board that Mr. Hile and Dr. Droege's cards have been deactivated and Dr. Miles was issued a credit card. Dr. Miles & Mr. Brennan are the two credit card holders.

d. Update on Executive Director Search Process (Mr. Jim MacDonald & Dr. Thomas Vansaghi)

Dr. Vansaghi shared that he is working on two parallel leadership tracks. First, he is discussing with the current Executive Leadership Team (Dr. Miles, Mrs. Gripp, Mr. Brennan) how to reorganize and restructure that would preclude needing to hire an external Executive Director; the team will bring a plan and proposal to the Board at the October Board meeting. Secondly, he is also leading a traditional response to an Executive Director transition – vetting and engaging with a national search firm; he is curating a short list of search firms for presentation to the Board.

Mr. Norris asked Mr. MacDonald to share the results of the Board survey with the Board. Mr. MacDonald said he was planning to do so in closed session.

Mr. MacDonald reported that he is finalizing an updated Job Description for an Executive Director as well.

8. Monthly Finance Report (Mr. Jeff Phillips)

a. Finance Committee Report

Mr. Phillips reported the September Finance Committee discussion revolved around updating the monthly financial reports with additional specific Key Performance Indicators and peer-school benchmarks.

b. Update on ESSER-III Funding

Dr. Miles reported that the ESSER-III application was submitted and DESE has a 90-day window for approval. She shared high-level buckets of funding, including:

- Materials/curriculum to support student achievement within ELA
- Materials/curriculum to support student achievement within Mathematics
- Materials/curriculum to support social/emotional learning
- Facility needs related to covid response
- Summer program expenses from 2021
- Technology expenses
- Staff services and expenses that directly support students

Mr. MacDonald asked how specific the budget application was; Dr. Miles responded that she kept it as broad as possible. Mr. Brennan affirmed that it was broad and can also be revised within statute.

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

Mr. Phillips reported the Check Register and Accounts Payable were all in line, in his opinion.

The August ending cash balance was \$900k, down from a starting position of \$1.2m, which is typical for the first few months of the school year due to funding lag and high initial expenses. The school has received \$1.1m in revenue year-to-date, against a budget of \$800k due to a bigger than expected Prop C allotment as well as the timing of donations. The school has incurred \$1.2m in expenses against a \$1.1m budget, resulting in a year-to-date Net Income of (-\$271k) against a budget of (-\$344k). Revenue is forecasted to end the year at \$7m, against a budget of \$6.9m, expenses are forecasted at \$7.1m against a \$6.9m budget, resulting in a (-\$93k) forecasted loss. Additionally, the school is starting to see non-budgeted ESSER expenses show, without the offsetting revenue incoming. Draws on this funding will begin once DESE approves the school's initial ESSER application. Mr. Phillips also reported the school has 58 days of cash on hand and is forecasted to end the year with a 15% fund balance.

Mr. Phillips also reported that DESE increased the WADA payment from \$8200/student (budget) to \$8427/student. That change "makes up" the current enrollment funding gap.

Mr. MacDonald asked about attendance; Mr. Brennan and Dr. Miles answered.

Mr. Phillips presented the August Check Register and reported that nothing looked out of the ordinary to report.

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

9. Board Committee Reports

a. Board Diversity Committee (Mr. Miguel Meneses)

i. Review & Consideration of Appointing Ms. Selina Rios as Chair of the Academic Excellence Committee

Mr. Meneses reminded the Board that at the August retreat, discussion was held about strengthening the Board's capacity with committees. In that vein, Mr. Meneses asked Ms. Rios to chair the Academic Excellence Committee; Ms. Rios accepted.

*Mr. Norris moved to approve the appointment and Mr. Phillips provided a second. The motion was unanimously approved with none abstaining.*

ii. Review & Consideration of Appointing Mr. Luke Norris as Chair of the Audit Committee

Mr. Meneses also asked Mr. Norris to chair the Audit Committee; Mr. Norris accepted.

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

10. Executive Director's Report (Dr. Thomas Vansaghi)

a. School Dashboard

Dr. Vansaghi shared the school dashboard. Mr. Brennan discussed enrollment status and attendance not pulling quarantine status correctly – attendance is inaccurately reflected high.

Mr. MacDonald asked about FRL status. Mr. Brennan confirmed the school will send out FRL paper copies – WADA, grants, after-care billing, and other funding depend on FRL status, so the school still does need these responses.

Dr. Vansaghi also shared a draft strategic plan dashboard. Mr. Norris applauded the creation of this document and further encouraged it to be shared on the website.

Lastly, Dr. Vansaghi shared a granular overview of pending grants that are on the radar, along with unaccounted for, but needed, funds.

b. William Jewell College Class Projects

Dr. Vansaghi shared that a class he teaches will be focusing on Citizens and using the school as a semester-long case study this fall. He is excited for his class to be able to create processes and strategies that school staff can use for development and fund-raising.

c. Outline of Multi-Year Instructional Plan (Dr. Danielle Miles)

Dr. Miles shared that she is developing and implementing a five-year instructional plan for the school.

Year 1 focuses on "Sustainable Structures & Collaborative Cultures." These structures include modes of operation for day-to-day efficiency and effectiveness (attendance, arrival/dismissal, etc.), communication, decision-making, stakeholder input, celebration & recognitions, and management of resources (technology, curriculum, etc.). The collaborative cultures include: grade level, vertical K-8, departments, multi-level, school:parents, and project-based learning.

Year 2 will focus on "Capacity Building & Pedagogical Growth (Math)." To support, she plans to focus on an onboarding & mentoring system for new teachers, a school-wide common instructional language, and growth & development plans focused on SEL & math instructional practices. Pedagogical growth will be supported by job-embedded professional development, peer observation and peer coaching, and instructional decisions responsive to the strengths and weaknesses of the student.

Year 3 will focus on ELA Curriculum & Assessment. She will assess and ensure alignment between assessment, curriculum, and instruction along with prioritizing standards within content areas. Response to intervention measures and programs will be in place along with a comprehensive data tracking system for achievement analysis. She will design and monitor programs to enhance student achievement in order to set/achieve academic goals and benchmarks.

Year 4 will focus on "Standards Referenced Reporting." This will include: proficiency scales for each subject area, student articulation of mastery & growth, parent communication of student growth opportunities & learning goals, and teacher/leadership providing learning opportunities that meet the needs of all students.

Prior to Closed Session, Mr. Norris commented that he was just reflecting on the June 2021 minutes. In that meeting, the Board charged the Executive Director with giving a regular update on the services CWCS is providing to the school. He requested that, now that the first quarter of the year (July-Aug-Sept) is complete, can Dr. Vansaghi please give a report at the October meeting? Mr. MacDonald and Dr. Vansaghi agreed.

11. 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. MacDonald invited Dr. Vansaghi into Closed Session.

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

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

Mr. MacDonald 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.

13. Adjourn

*Ms. Finocchario moved to adjourn and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:54 pm.*

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