



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

Date: Thursday, November 18th, 2021, 5:30pm

Proposed Minutes

1. Call to Order

Mr. MacDonald called the meeting to order at 5:34 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. Jeff Phillips

Absent:

Mr. Emanuel Mccrainey
Mr. Luke Norris
Ms. Selina Rios
Ms. Maria Salcedo

Mr. MacDonald determined that with 5 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. Meneses 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) thanked the Board for a clear decision to move forward with an Executive Director search. He provided reflection and encouragement to act in unity, decisiveness, and urgency in that search, as well as sharing some concern with the scope and partnerships in that search.

5. Review & Consideration of minutes from the October 21st, 2021 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the October 21st, 2021 Regular Meeting of the Board.

Mr. Phillips 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 October 28th, 2021 special meeting of the Board

The Board did not have any comments regarding the proposed minutes from the October 28th, 2021 Regular Meeting of the Board.

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

7. Board Business

a. Review & Consideration of Enrollment Amendment to MCPSC Charter (Dr. Thomas Vansaghi)

Dr. Vansaghi presented an enrollment amendment to the school's MCPSC Charter. He reminded the Board that part of the charter explicitly includes enrollment projections, and it has come to his attention that those projections are aspirational and not realistic. For instance, the FY22 projection is 656 students and we are outside of our +/-10%; therefore, MCPSC has advised approving and submitting an amendment.

Dr. Hicks moved to approve the amendment as proposed and Ms. Finocchario provided a second. The motion was unanimously approved with none abstaining.

b. Review & Consideration of Modified 2021-2022 Academic Calendar

Dr. Vansaghi presented a modified academic calendar reflecting St. Patrick's Day (Thursday, March 17) as a no school day. This is due to the city parade and related activities that will be right down Broadway which results in safety concerns for the students and staff.

Mr. MacDonald asked if there would be any funding impact; Dr. Vansaghi and Mr. Brennan answered.

Mr. MacDonald also noted that closing the Thursday before Spring Break may also result in low attendance the following day.

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

c. Review & Consideration of Modified 2012-2022 Board Meeting Calendar

Dr. Vansaghi presented a modified Board meeting calendar reflecting moving the scheduled March 17th, 2022 meeting to Thursday, March 10th, 2022.

Mr. Phillips moved to approve the modified Board calendar as proposed and Dr. Hicks provided a second. The motion was unanimously approved with none abstaining.

8. Monthly Finance Report (Mr. Jeff Phillips)

a. Finance Committee Report

Mr. Phillips shared the balance sheet, showing \$511k cash on hand as of October 31st. He reported that other liabilities and payables are in line and in order.

Moving to the income statement, Mr. Phillips reported that actual year-to-date revenue is \$1.9m against a \$1.8m budget; the school remains lower than expected in one area of state revenue, but above in grants/donations due to receipt timing. Actual year-to-date expenses are \$2.7m against a budget of \$2.2m. The school is a month ahead on rent, the school has realized expenses tied directly to grants, and expenses tied to ESSER-III funding which has not been revenue realized. This results in a year-to-date (-\$719k) net income against a budget of just under (-\$500k), or about \$250k behind budget.

Mr. Phillips shared that the school is forecasting \$6.8m in total annual revenue, which is on budget, but the "mix" is different. State revenue is forecasted (-\$500k) short due to lower than historical attendance (86% compared to 91% historical) as well as 20 students less than projected. School leadership is addressing by directing direct efforts to low-attending students and ensuring quarantine absences and present minutes are tracked/entered/reported accurately. Conversely, the school is forecasting \$7.5m in total annual expense against a \$6.8m budget. This is due to an increase in food costs (which are offset by revenue), additional grant-specific new positions, and especially expenses that have already been incurred from the upcoming reimbursement of ESSER-III. For instance, the school has realized between \$150k-\$400k of those expenses, but won't receive reimbursement until later this fiscal year, and possibly FY23.

Looking ahead, Mr. Phillips reported that the school's projected upcoming low cash balance is \$424k and projecting 25 days of cash on hand, which is lower than the Finance Committee would like. However, noting again, those numbers do not consider any upcoming ESSER-III funding.

He also reported that the Finance Committee discussed WADA reimbursement in detail – specifically FRL paperwork and qualifying minimum numbers as well as ensuring collection on after-school fees. Lastly, he shared that the Finance Committee asked school leadership to begin planning for a potential reduction in operating expenses and/or identification of additional revenue sources.

Mr. MacDonald asked about FRL funding; Dr. Miles and Mr. Brennan answered.

Mr. MacDonald asked about the FY21 ending fund balance; Mr. Phillips and Mr. Brennan answered.

b. Review & Consideration of Monthly Financials (October 2021), including Check Register

Mr. Phillips reported there was no unusual accounts payable nor checkbook register entries in October and presented the October check register for Board approval.

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

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

a. School Dashboard

Dr. Vansaghi reported current enrollment of 526 students and gave an overview of their demographic breakdown. Mr. MacDonald and Dr. Hicks asked clarifying questions; Dr. Vansaghi and Mr. Brennan answered.

b. Strategic Plan Dashboard

Dr. Vansaghi presented the Strategic Plan tracking sheet and workbook. He also shared tentative deadlines and work-in-progress updates.

c. Board & Committee Calendar

Dr. Vansaghi presented his in-progress annual Board & Committee calendar for full Board visibility. He will continue to input committee deliverables and deadlines, assessment review, and program review and audits. He will continue to add to it and welcomes additions.

Mr. MacDonald expressed gratitude to have the consolidated calendar in one document.

d. Update on Executive Director Search Committee & Process

Dr. Vansaghi reported that the Search Committee has met twice and is underway; the focus has been on hiring a search firm. On-Ramps and Access Talent Partners have been interviewed and further discussion will be held in closed session. He reported that CWCS has committed to funding the search. The Job Description will also be posted locally before the end of the week.

He also thanked Mr. Meneses, Dr. Hicks, Mr. MacDonald, Ms. Salcedo, and Ms. Finochario for their service on the search committee.

e. CWCS Accountability Document (Dr. Thomas Vansaghi & Dr. Danielle Miles)

Dr. Vansaghi shared that he and Dr. Miles are in the process of reevaluating and renegotiating the school's accountability document with CWCS. The current one, which Dr. Droege and Mr. Hile created is no longer 100% applicable. Dr. Miles reported that she is working with Ms. Furlong with the goal of having a revision for the Board at the December meeting.

f. Management of Low Attendance (Dr. Thomas Vansaghi & Dr. Danielle Miles)

Dr. Miles reported that she has analyzed the attendance at an individual student level. Most of the lowest attending students were affected by the first classroom quarantines in the first few weeks of school. Starting in late September, Zoom tracking was in place so attendance from quarantined students could begin to be counted. School leadership is then identifying and working directly with students/families to create supports. The team is building robo-calls and robo-texts within Infinite campus (currently Office Managers are individually calling) to increase efficiency and she is also working with the behavior team to create and promote attendance incentives.

Dr. Hicks asked a question regarding covid-quarantine funding; Dr. Miles answered and then discussed modifying the school's approach to quarantine to align with the DESE-outlined recommendations.

g. Review & Discussion of Staff Vaccination Status & Pooled Testing

Dr. Miles reported that out of all employees, the school has received two exemptions, two people are in progress, and otherwise one employee is not vaccinated, but is already planning to transition out at Winter Break.

h. Discussion on Student Vaccination Plans

Dr. Miles shared that the school hosted a vaccination clinic last weekend (for adults and children over 5) and has a second one scheduled. Continued education and encouragement continues to be sent to the community.

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. MacDonald invited Dr. Vansaghi into Closed Session.

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

11. 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 contracts. No actions were taken that require reporting.

12. Adjourn

Mr. Meneses moved to adjourn and Mr. Phillips provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:36 pm.

[/rb]