



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

Location: Virtual Meeting via Zoom

Online Link:

<https://us06web.zoom.us/j/83622369043>

Passcode: UXDK8B

(301) 715-8592 | 530783

Date: Thursday, August 17th, 2023, 6:00pm

Proposed Minutes

1. Call to Order

Ms. Finocchario called the meeting to order at 6:07 p.m.

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

2. Roll Call by Board Chair

Ms. Finocchario called roll as follows:

Present (all via video):

Mrs. Lydia Butler

Mrs. Angela DeWilde

Ms. Brandi Finocchario

Dr. Asia Foster

Dr. Sarah Hicks

Mr. Jim MacDonald (6:10pm)

Ms. Selina Rios

Mr. Roosevelt Lyons

Absent:

Hon. Ardie Bland

Ms. Finocchario 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 *[Board Action]*

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

Ms. Rios moved to approve the agenda as modified and Dr. Foster provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

Ms. Finocchario introduced herself, thanked the public, and provided an overview of the public comment process and guidelines. Ms. Finocchario then invited public comment; no public comment was made.

5. Consent Agenda *[Board Action]*

- a. Review & Consideration of minutes from the June 15th, 2023 regular meeting of the Board
- b. Review & Consideration of minutes from the July 15th, 2023 annual retreat of the Board
- c. School Dashboard
- d. Strategic Plan Dashboard
- e. Board & Committee Calendar
- f. Staffing Report
- g. Events Calendar
- h. Review & Consideration of the 2023-2024 Pre-Kindergarten Academic Calendar
- i. Review & Consideration of the 2023-2024 Special Education Compliance Plan
- j. Review & Consideration of Appointing Ms. Angela Garcia as the 2023-2024 ELL Coordinator

Ms. Finocchario presented the Consent Agenda and stated that, at Dr. Miles' request, the Board will pull Item J: "Review & Consideration of Appointing Ms. Johanna Chambers as the 2023-2024 McKinney-Vento Homeless Coordinator" out of the Consent Agenda.

She asked the Board if any member wanted to remove any other item from the Consent Agenda in order to further discuss and/or solely vote on that item; no member did.

Mrs. Butler moved to approve the remaining Consent Agenda as proposed and Mrs. DeWilde provided a second. The motion was unanimously approved with none abstaining.

- k. Review & Consideration of Appointing Ms. Jessica Cox, Social Worker, as the 2023-2024 McKinney-Vento Homeless Coordinator

Dr. Miles clarified that she is recommending Ms. Jessica Cox, not Ms. Johanna Chambers as written, to serve as the 2023-2024 McKinney-Vento Homeless Coordinator.

Mr. Lyons asked if this was a direct hire position; Dr. Miles clarified that appointing an existing staff member (in this case, the school's Social Worker) to this responsibility is in accordance with law.

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

Mr. MacDonald joined at 6:10pm

6. New Business *[Board Action]*

a. Review & Consideration of the 2023-2024 Employee Handbook (Dr. Danielle Miles)

Dr. Miles presented updates to the 2023-2024 Employee Handbook, including:

- Differential Pay for Sub Coverage
 - Daily pay increased from \$100 to \$200/day and increased to \$25/hour.
- Employee Time Off
 - Added Juneteenth as a Holiday for 12-month employees
 - Provided an on-ramp (to take effect in 2024-25) that 12-month employees would have a set “Summer Break” over July 4th, to be offset by the July 4th holiday and a reduction in variable PTO days.
 - Clarified procedure for excessive PTO usage
 - Clarified blackout PTO days
 - Increasing annual allowance for PTO rollover from 8-hour increments to 4-hour increments
 - Adding a 5-day paid Parental Leave policy for full-time employees
- Staff/Student Relationships
 - Prohibiting sharing of personal contact information
 - Prohibiting staff:student social media interaction

Dr. Foster asked if there is an opportunity for excessive PTO usage to be reviewed on a case-by-case basis instead of a blanket policy? Dr. Miles affirmed that it was. Mr. Lyons further requested that excessive PTO is documented as “unapproved/unexcused” for record-keeping and would like to change the wording of the Excessive PTO policy from “above 5 days” to “5 days or more of unapproved PTO.”

The Board also had specific discussion about the prohibition of personal contact information policy.

Dr. Miles requested an additional policy not listed in the Handbook: “Alternatively, at the discretion of the Executive Director, CWCKC may issue reimbursements to select leadership team members to offset the use of personal cell phones for school use. Reimbursements will be \$25/mo and paid on the 12/31 (July-Dec) and 6/30 (Jan-Jun) payrolls.”

Mrs. DeWilde moved to approve the 2023-2024 Employee Handbook as modified (twice) and Mrs. Butler provided a second. The motion was unanimously approved with none abstaining.

b. Review & Consideration of the 2023-2024 Family Handbook (Dr. Danielle Miles)

Dr. Miles presented updates to the 2023-2024 Family Handbook, including:

- Updated “After School Care” section to reflect the new Camp Fire partnership
- Updated “Arrival & Dismissal” section to reflect the new arrival and dismissal processes.
- Clarified and updated “Attendance” section to reflect the process the school will take to address low attendance as well as the steps caregivers take to report a student absence.
- Updated “Nutrition” section, particularly to loosen the prohibited snack list.
- Creation of a Negative Food Balance policy in which students that have a food balance of more than \$100 will be ineligible for student activities, field trips, etc.
- Updated “Uniform” policy to loosen the footwear section
- Clarified “Field Trip” section to reflect the permission process via re-enrollment and registration.

The Board held discussion particularly around the Negative Food Balance policy. Mr. Lyons, Mr. MacDonald, and Mrs. DeWilde all expressed concerns, with Mr. Lyons expressly believing that a food service program loss is the cost of doing business and should be budgeted for. The Board had general agreement to strike the proposed policy.

Dr. Hicks moved to approve the 2023-2024 Family Handbook as modified and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

7. Board Committee Business & Reports

a. Finance & Operations Committee (Mrs. Lydia Butler)

- i. Review & Consideration of Monthly and Year-End Financials (June 2023), including Check Register *[Board Action]*

Mrs. Butler noted that both July and August's Financial Reports & Check Registers will be presented and reviewed at the September meeting.

Mrs. Butler presented the June Financial Report and stated that the Finance Committee did not note anything as out of order on the Check Register or Accounts Payable.

Mrs. Butler shared Page 5's Balance Sheet, showing a current Cash Balance of \$1.82m, ahead of the May forecast by about \$130k. Year-End Days of Cash on Hand was 101 days (again an increase from May's forecasted 89 days). Overall, this represents a significant improvement for the school against the FY22 close, showing an increase of almost \$1m year-over-year.

FY23 revenue was positively impacted by changes to the basic funding formula, higher than budgeted Prop C revenue, and securing almost \$100k in private grants/donations above budget. In addition to the revenue improvements, cost savings in some expense categories helped offset overages in other expense categories. Finally, the school was able to defer \$400k of ESSER funding into FY24. All in all, a successful financial year that puts the school in a position to deficit spend (projected) in FY25-27.

Page 6's Income Statement shows:

- Ending revenue of \$7.5m, against a budget of \$6.6m
- Year-to-date expenses of \$6.6m, against a budget of \$6.4m.
- Net Income of \$942k, against a budget of \$143k.

She asked if the Board had any questions or discussions; the Board had none. Mr. MacDonald commended school leadership for such a strong report – unprecedented in the school's history.

Mrs. Butler moved to approve the June Financial Report and Check Register as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

b. Executive Committee (Ms. Brandi Finocchario) *[Information/Discussion]*

- i. Update on Pending Student Hearing

Dr. Miles shared that the student hearing was originally tentatively scheduled for July, but had to be postponed. She continues to work on attempting to reschedule with the family and informed the Board a Special Meeting may need to be held to accommodate.

ii. Report on Executive Director's Annual Evaluation

Dr. Hicks shared that she and Ms. Finocchario met with Dr. Miles after the Board Retreat and completed Dr. Miles' annual evaluation. They prioritized Dr. Miles' strategic priorities for the year and are working on a more comprehensive, ongoing evaluation process for 2023-2024.

c. **Brand Identity Committee** (Mrs. Angela DeWilde)

Mrs. DeWilde reported that the Committee is reviewing the school's current licensing agreement/contract with CWCS National. She is also scheduling a meeting with Ms. Furlong (CWCS National) in the next month. At the September meeting, she plans to give an overview of what the contract entails as well as sharing what she learned from Ms. Furlong.

Mr. Lyons also expressed interest in joining the sub-committee.

d. **Educational Equity Committee** (Ms. Selina Rios)

Ms. Rios did not have a Committee Report for August.

Dr. Miles shared that 2022-2023 MAP scores will be shared with the Committee soon. She is also planning to go through the 2023-2024 Policy Manual with the Committee, to then bring that forward to the Board for approval in September-October.

e. **Facilities Committee**

i. Update on Real Estate and Level Field Partnership *[Information/Discussion]*

Dr. Miles shared that InSite is still undergoing their parcel search; there is currently nothing to report, but there will hopefully begin to be options presented in the next 3-4 weeks. She and Mr. Brennan continue to meet with LevelField, along with MultiStudio, to vision and plan for facilities. LevelField has committed to having a hard deliverable to leadership by November.

Further, Dr. Miles reported that the Hall Foundation committed to a grant to cover the partnership fee for LevelField.

8. Executive Director's Report (Dr. Danielle Miles) *[Information/Discussion]*

a. Report on the 2023 Excellence in Education Awards: Ms. Kerrie Schoen (Finalist, Star Teacher of the Year) & Mr. Blake Smith (Co-Winner, Star Support Member of the Year)

Dr. Miles proudly shared that Ms. Schoen was a finalist for the Star Teacher of the Year award and Mr. Smith was a co-winner for Star Support Member of the Year! She affirmed that Mr. Smith has done an amazing job making our building safer, more efficient, and more fun (especially on the playground). Both recognitions are well-deserved and she invited the Board to share in congratulating them.

b. Update on First Day of School

Mrs. Lineberry reported that early indications from being 2 days in are encouraging. The school has a very small number of no-shows. Kindergarten & 1st Grade classes are hovering around 15 students each. 2nd, 4th, 5th, 6th, 8th grades are all full and there are a handful of open seats in 3rd grade and a bit more in 7th grade.

Dr. Miles reported that, operationally, the first few days have gone smoothly. Notably, dismissal has gone well the Camp Fire partnership is off to a great start. Camp Fire obtained their full licensing, so they will be able to offer subsidies to families; students are also enjoying the activities. Mr. Butler and Mr. Manley did a great job setting teachers up for success, and she heard from 2-3 new teachers that they have never felt more supported in an environment. Overall feedback on Summer Institute was strong – the time was relevant and useful.

9. Adjourn *[Board Action]*

Dr. Hicks moved to adjourn and Mr. Lyons provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:10 pm.

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