



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

**Location:** Virtual Meeting via Zoom

**Date:** Thursday, July 25<sup>th</sup>, 2024, 6:00pm

**Proposed Minutes**

**1. Call to Order**

Ms. Finocchario called the meeting to order at 6:05 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):

Hon. Ardie Bland  
Ms. Sophia Bond  
Mr. James Brown  
Mrs. Angela DeWilde  
Ms. Brandi Finocchario  
Dr. Sarah Hicks

Absent:

Mrs. Lydia Butler  
Dr. Asia Foster  
Mr. Roosevelt Lyons  
Mr. Jim MacDonald  
Ms. Selina Rios

Ms. Finocchario determined that with 6 of 11 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.

*Hon. Bland moved to approve the agenda as presented and Mrs. DeWilde 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 20<sup>th</sup>, 2024 regular meeting of the Board
- b. Strategic Plan Dashboard
- c. Board & Committee Calendar
- d. Staffing Report
- e. Events Calendar

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

Dr. Hicks highlighted the Staffing Report and shared encouragement on the hiring progress and the low number of remaining vacancies.

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

### **6. New Business**

- a. Review & Consideration of Charter Amendment #4, to include classroom services at Operation Breakthrough

Dr. Miles reminded the Board about the new Kindergarten classroom at Operation Breakthrough and reported that, in finalizing details, MCPSC requested a charter amendment to reflect the additional site. She further requested that the Board modify the language from the presented proposal ("PK and K") to "PK, elementary classrooms, and other programming as needed."

*Dr. Hicks moved to approve the Amendment as modified and Ms. Bond provided a second. The motion was unanimously approved with none abstaining.*

## 7. Board Committee Business & Reports

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

- i. Update on Executive Director Annual Evaluation, to be presented in full during Closed Session.

Dr. Hicks reported that surveys regarding the Executive Director have been distributed and collected from board, staff, and parents; additionally, she has received a self-assessment from Dr. Miles. All of this information will be further presented in Closed Session. That will then be followed with a wrap-up meeting with her, Ms. Finocchario, and Dr. Miles within the next 2-3 weeks to level-set for the coming year.

### b. Finance & Operations Committee (Mrs. Lydia Butler)

- i. Review & Consideration of Monthly Financials (June 2024), including Check Register *[Board Action]*

Mr. Brennan presented the June Financial Report, and reminded the Board that this report also reflects the end position of FY24.

Mr. Brennan shared Page 5's Key Performance Indicators, highlighting the school ended the year with 111 days of cash on hand, well above the sponsor target of 60 days. He again reminded the Board that this is in place to fund the next few years of deficit spending.

Looking at Page 6's Balance Sheet, he pointed out the ending Cash Balance of \$2.17m.

He then shared Page 7's Income Statement, highlighting:

- Annual revenue of \$7.47m, against a budget of \$7.49m, for an annual variance of \$13.5k.
- Annual expenses of \$7.11m, against a budget of \$6.69m, for an annual variance of \$422k.
- Annual Net Income of \$359k, against a budget of \$795k, for an annual variance of \$436k.

Overall, the variances were primarily due to higher-than-budgeted occupancy services (janitorial, repairs and maintenance), substitute teacher expense, and Special Education/McKinney Vento student transportation. These expenses were managed throughout the year and somewhat offset with expense reductions in other areas. These higher rates were incorporated into the approved FY25 budget.

Lastly, he stated that the Finance Committee did not note anything as out of order on the Check Register or Accounts Payable.

Hon. Bland clarified if the Board needed to specifically approve this month's Finance Report as subject to audit? Mr. Brennan confirmed that the year-end accounting is undergoing audit and will be presented back to the Board for approval in December. Hon. Bland replied that he felt the approval modification was not necessary then.

*Mr. Brown moved to approve the June Financial Report and Check Register as proposed and Dr. Hicks provided a second. The motion was unanimously approved with none abstaining.*

c. **Facilities Committee** (Dr. Danielle Miles)

i. Discussion on Facilities Process

Dr. Miles shared that, given the approved focus on the Broadway campus, she and Mr. Brennan worked through an enrollment projection plan showing realistic growth. The plan shows a steady increase from 400 (24-25) to 410 (25-26) during the next two years with no expansions, then 440 (26-27), 466 (27-28), 514 (28-29), to 558 (29-30 and beyond). Ed-Ops is now working through an updated pro-forma and LevelField will pressure test it.

Concurrently, leadership is working on a purchase price with IFF. They would like us to get a building appraisal, which LevelField is coordinating. She reminded the Board that the school has the option to purchase the building for the lesser of 1) the equity that IFF has spent or 2) appraised value of the building. She also said that the team is also still talking to the owner of the property to the north of the school about potential purchase scenarios.

Lastly, she reported that the team has an initial meeting set with MultiStudio to begin drafting the programming and layout of the building addition.

Dr. Miles also planted a seed request for a formal Board Facility Committee to be re-launched and asked for consideration at the Board Retreat.

d. **Brand Identity Committee & Educational Equity Committees**

Dr. Miles reported that neither Committee met in July due to the summer break, and therefore neither Committee has a report.

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

i. Update on Board Retreat

Dr. Miles announced the location and draft agenda for August's Board Retreat, and asked for feedback on the agenda. Ms. Bond mentioned she would have to leave after lunch, so the agenda may be adjusted accordingly.

ii. Update on Staffing Structure

Dr. Miles reminded the Board that in June, the Director of Special Education gave notice to relocate and in early July, the ELA Coach accepted another role outside the organization. She felt that the departure of those two tenured staff members created an opportunity to adjust and realign the leadership team with the strategic direction of the school.

To that end, first, SchoolSmart KC is funding a 4-year commitment for a K-3 Literacy Coach & High-Dosage individual tutoring. This will fairly well offset/replace the departing ELA Coach.

Turning to the Director of Special Education role, Dr. Miles said that her long-term vision would be to roll that role into a Director of Curriculum & Instruction role that would have Special Education oversight. However, that needs a runway, so this year, the school will:

- Hire a Process Coordinator who will be focused on the details of IEPs like timelines and compliance.
- Hire an Interim Director of Special Education who will be focused on a department-wide reboot and setup. She has already hired Mrs. Donna Denney for this role – Mrs. Denney is a former Principal and very familiar with Special Education processes, systems, and structures needed to serve all kids.
- Create an Associate Director of Curriculum & Instruction position to give an existing faculty member additional capacity and time to learn this Director-level position. Latasha Roland (5<sup>th</sup> grade teacher) has been promoted to this role; she'll remain in her classroom while intentionally learning from Mrs. Denney and her processes, as well as begin leading curriculum efforts.

Dr. Miles asked for questions or feedback. Dr. Hicks asked if the Literacy Coach would just be for K-3 ELA? Dr. Miles confirmed and Dr. Hicks asked how she sees ELA matching the K-8 math vision created this past year? Dr. Miles replied that the faculty team is working on drafting the ELA vision; that work will continue and Dr. Miles (not the Literacy Coach) will lead those efforts. Currently, the ELA and PBL visions are still in draft form and the next step is to take them to the broader faculty. She also is excited for Mrs. Denney to lend expertise this next year.

Dr. Hicks asked how does this Director position will relate to the Principal reporting-wise? Dr. Miles answered that it would be horizontal; Principal and Directors are the same level. Currently, the Principal and both Directors (Student Support, and Special Education; then Curriculum & Instruction) are peers and collaborative.

iii. Update on 2024-2025 Enrollment (Mrs. Katy Lineberry)

Mrs. Lineberry excitedly shared that the school is full or close-to-full in almost every grade K-8, with small exceptions in 1<sup>st</sup> and 6<sup>th</sup> grades. 6<sup>th</sup> is always a challenge at the beginning of the year, with the retention from 5<sup>th</sup> to 6<sup>th</sup> challenging in a transitional Middle School year.

She said the school hosted a successful and fun incoming-Kindergarten play date earlier this week and is planning a New Family Orientation in two weeks.

## 9. Closed Session

Pursuant to § 610.021 (3) RSMo, the Board Committee will enter into closed session to discuss matters related to (3) the performance or merit of individual employees.

a. Roll Call Vote to Enter *[Board Action]*

*Ms. Rios moved to enter Closed Session and Hon. Bland provided a second. The motion was unanimously approved via roll call, as follows:*

Hon. Ardie Bland	Aye
Ms. Sophia Bond	Aye
Mr. James Brown	Aye
Mrs. Angela DeWilde	Aye
Ms. Brandi Finocchario	Aye
Dr. Sarah Hicks	Aye

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

Ms. Finocchario welcomed members of the public back into Open Session and reported that discussion related to (3) Performance or merit of individual employees.

No actions were taken that require reporting.

**11. Adjourn** *[Board Action]*

*Dr. Hicks moved to adjourn and Mr. Brown provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:11 pm.*

[/rb]