



**Annual Retreat of the  
Board of Directors of Citizens of the World Kansas City**

**Date:** Saturday, August 28<sup>th</sup>, 2021, 8:30am

**Proposed Minutes**

1. Call to Order

Mr. MacDonald called the meeting to order at 8:36 a.m.

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

2. Welcome & Introductions

Mr. MacDonald also shared appreciation and encouragement to the Board for their service. He also shared a word of thanks for the school staff not only to take time from their weekend to join the Board retreat, but also for their leadership and work to launch the school year.

3. Roll Call by Board Chair

Present:

Ms. Brandi Finocchario  
Dr. Sarah Hicks  
Mr. Jim MacDonald  
Mr. Miguel Meneses (9:58 am)  
Mr. Luke Norris (8:47 am)  
Mr. Jeff Phillips  
Ms. Selina Rios  
Ms. Maria Salcedo

Absent:

None

Mr. MacDonald determined that with 6 of 8 (later 8 of 8) Board Members present, a quorum is established for purposes of holding the meeting and voting.

Dr. Thomas Vansaghi, Dr. Danielle Miles, Mrs. Alisha Gripp, and Mr. Ryan Brennan (CWCKC Staff) were also in attendance. Mr. Jon Hile also joined mid-meeting.

#### 4. Review & Consideration of Proposed Agenda

Mr. Phillips noted that, since there was not a July meeting, the June 2021 financials did not get presented to the Board. Therefore, he would like to add an agenda item – immediately following the welcome – to do so.

*Mr. MacDonald moved to approve the agenda as proposed and Ms. Salcedo provided a second to the motion. The motion was unanimously approved with none abstaining.*

#### 5. 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; no public comment was made.

Mr. Luke Norris joined the retreat at 8:47am.

#### 6. Review & Consideration of Monthly Financials (June 2021), including Check Register

Mr. Phillips presented a summary of the June 2021 (FY21 year-end) reports.

Mr. Phillips presented the June check register without notation; the Board had no comments.

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

Mr. Phillips asked for feedback on any potential changes to the monthly Finance Reports to the Board. Mr. Norris suggested more clear data visuals on key metrics. Mr. Norris also suggested highlighting attendance/enrollment and how those tie to funding. Dr. Vansaghi suggested facility/lease/finance metrics. Mr. Phillips reminded the Board that Mr. Greenwood mentioned peer-school-comparison ratios (administrative/faculty, facility spend, etc.) and he would like to explore those.

#### 7. Sharing of Educational Autobiographies

Dr. Vansaghi led a group exercise on sharing past educational experiences and how those have shaped personal orientation to education.

Mr. Meneses joined at 9:58 am.

#### 8. Conversation on Board Committee Structure, Chairs, & Goals for 2021-22

- Executive Committee, Mr. Jim MacDonald
- Academic Excellence Committee, No Chair
- Audit Committee, No Chair
- Diversity Committee, Mr. Miguel Meneses
- Finance & Operations Committee, Mr. Jeff Phillips
- Governance Committee, Ms. Maria Salcedo

Mr. Phillips reminded the Board that as part of the revised Bylaws, an Audit Committee was created for 1) an independent view of the finance/audit process, 2) to engage with audit – selection of auditor as well

as the review/presentation of the audit, and 3) a Board mechanism for reporting financial concerns. Mr. Norris volunteered to chair this Committee.

Dr. Vansaghi underscored the alignment of the Academic Excellence Committee to the Strategic Plan. Mr. Norris gave background on the Committee's past meeting schedule and longitudinal goals. Ms. Rios volunteered to Chair the Committee and Dr. Hicks also agreed to serve on the Committee as well.

Dr. Vansaghi asked Mr. Meneses to bring these nominations forward at the next meeting.

Dr. Vansaghi recommended that he staff the Executive and Governance Committees, Mr. Brennan staff the Finance and Audit Committees, Dr. Miles staff the Academic Excellence Committee, and Mrs. Gripp staff the Diversity Committee.

Mr. MacDonald also encouraged non-Board members to serve on the committees – both potential Board members and community members as well as parents within the school community.

Dr. Hicks asked about process for including non-Board members (background checks, etc.) in order to protect student data. Mr. Brennan will advise on the needed administrative review.

#### 9. Reflections on Charter Board Partners Recommendations

Dr. Vansaghi led the Board through a review and evaluation of the recommendations provided by Charter Board Partners.

The Board discussed the first recommendation umbrella: "Board, Committee, Officer, and CEO Succession Policies and Processes." Dr. Vansaghi led discussion that Board work over the past few months has largely satisfied these recommendations.

Mr. Norris further recommended that the Diversity Committee create and formalize a Board skills matrix.

Secondly, "Tentative 2021-22 Annual Board and Committee Calendars that Focus on the Future of Achievement and Fiscal Sustainability." Dr. Vansaghi and Mr. Norris led discussion around Board and committee calendars. The discussion revolved around moving beyond a calendar of meeting dates, to tying to touchpoints of data expectations (i.e. when the Academic Excellence Committee is reporting on data, tying that to budget approval); moving beyond a review of top-line data into intentionally and selectively digging deep into monthly items through an intentional "operational cadence."

Thirdly, Dr. Vansaghi led discussion around a "Board and member stakeholder awareness plan." Specifically, DEI training at the Board level and robust learning opportunities to hear from stakeholders (families, students, staff). Mr. MacDonald reflected that the Board receives consistent reports, but can better leverage resulting Board action based on it.

#### 10. Strategic Plan Priorities for 2021-22 & What the Board can do to support them (with an emphasis on ensuring the success of the KCPS partnership)

Dr. Vansaghi recommended the School Dashboard (reported to the Board during regular meetings) be expanded to include these metrics, as these initiatives are worked on and progressed through. This would underscore a focus on operationalizing reports and plans. Mr. Norris further suggested a 6-month checkpoint on development and usefulness.

Dr. Vansaghi will lead the further refinement and expansion of the Dashboard to include Strategic Priorities.

Dr. Vansaghi will also lead the development of an overall Board/Committee calendar, with Mr. Norris and senior school staff assisting.

11. Discussion of Goals & Aspirations for New Executive Director to help inform search process

Dr. Miles, Mrs. Gripp, and Mr. Brennan stepped out of the meeting and Mr. Hile joined.

Board discussion was held regarding goals, aspirations, and the short-term steps for Dr. Vansaghi and Mr. MacDonald.

12. Adjourn

*Mr. Phillips moved to adjourn and Ms. Rios provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 12:15 pm.*

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