



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

Location: Westport Plexpod, Meeting Room #2-I
300 E. 39th St.
Kansas City, MO 64111

Online Link (Audio Only):
meet.google.com/aia-znus-mgy
(252) 628-9173 | PIN: 178 892 761 #

Date: Thursday, April 20th, 2023, 6:00pm

Approved Minutes

1. Call to Order

Dr. Hicks called the meeting to order at 6:11 p.m.

Dr. Hicks welcomed the members of the public in attendance and gave an overview of the meeting order.

2. Roll Call by Board Chair

Dr. Hicks called roll as follows:

Present:

Hon. Ardie Bland (via video)
Ms. Lydia Butler
Dr. Sarah Hicks
Mr. Jim MacDonald
Ms. Selina Rios (via video)

Absent:

Mrs. Angela DeWilde
Ms. Brandi Finocchario
Dr. Asia Foster

Ms. Rios determined that with 5 of 8 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.

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

4. Public Comments

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

5. Consent Agenda *[Board Action]*

- a. Review & Consideration of minutes from the March 16th, 2023 regular meeting of the Board
- b. Review & Consideration of minutes from the March 27th, 2023 special meeting of the Board
- c. School Dashboard
- d. Strategic Plan Dashboard
- e. Board & Committee Calendar
- f. Staffing Report

Dr. Hicks presented the Consent Agenda and asked the Board if any member wanted to remove an 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 Consent Agenda as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

6. Board Committee Business & Reports

- a. **Finance & Operations Committee** (Mrs. Lydia Butler)
 - i. Review & Consideration of Monthly Financials (March 2023), including Check Register *[Board Action]*

Mrs. Butler presented the March Financial Report and stated that nothing was noted as out of order on the Check Register or Accounts Payable.

Page 6's Balance Sheet shows a current Cash balance of \$1.65m (92 days of cash), with a projected year-end balance of \$1.69m (92 days of cash, which exceeds the 60-day sponsor recommendation). She noted that the Check Register and Accounts Payable Report are in order, specially noting that the one large expense in the Register was first FY23 payment to CWCS.

Page 7's Income Statement shows:

- Year-to-date revenue of \$5.4m, against a budget of \$4.8m, with the difference continuing to be the hold harmless being in effect. Additionally, Ms. Butler gave credit to school leadership for an 89% YTD attendance (which EdOps noted as among the highest of peer schools).
- Year-to-date expenses of \$4.7m, against a budget of \$4.8m.
- Net Income of \$765k, against a budget of \$12k.
- Still forecasting year-end revenue of \$7.5m, against a budget of \$6.6m. Reminded \$400k ESSER-III funding to FY24. Committee did discuss an adjustment/decrease of \$56k due to fund-raising; will be shown in next month's numbers.

- Forecasted year-end expenses of \$6.5m, against a budget of \$6.4m. Mrs. Butler reminded the Board that mid-year staffing adjustments and higher facilities repair/maintenance are the driving forces for the overage.
- Forecasted year-end Net Income of \$805k against a budget of \$143k.

Mr. MacDonald shared encouragement.

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

ii. Update on timing of CWCS Payments

Dr. Miles shared that she discussed the timing of CWCS fees with Mrs. Furlong (CWCS). The school has always paid two payments per year; a few years ago, the school shifted the second payment to be in July (which pushed into the following fiscal year) to allow for end of year cash on hand. Dr. Miles would like to get that back to being paid in the same fiscal year, so this adjustment will be reflected in April's financials.

iii. Discussion of 2023-2024 Budget & 5-Year Pro-Forma Budget Draft *[Information/Discussion]*

Mr. Brennan presented a FY24 Budget & 5-Year Pro-Forma reflecting our current enrollment staying at Broadway. This model showed a zero cash balance midway through the 2026-27 school year, underscoring the vital necessity of supporting additional seats (more than Broadway can currently provide), starting in the 2024-25 school year.

Mr. Brennan then presented a draft FY24 Budget & 5-Year Pro-Forma reflecting an expansion (revenue and expenses reflect current thinking and subject to change) for the 2024-25 school year. There would be an expected Net Income loss in FY25 as enrollment would stairstep up, then the draft shows smaller losses in FY26 and beyond. Mr. Brennan stated that he believes that reductions in current contracts would more than compensate for those losses, but did not yet incorporate them into the model.

Mr. Brennan, Dr. Miles, and Mrs. Berry (EdOps) asked the Board for reactions and thoughts and requested confirmation to continue with a final draft to propose in May.

The Board held discussion, particularly on adding additional budget space for capital expenses. Mr. Brennan and Mr. Phillips will talk with IFF about potential plans for repairs at Broadway, then incorporate if needed.

The Board asked various additional questions; Dr. Miles, Mr. Brennan, and Mrs. Berry answered. The Board did not have major suggestions or changes and requested a final draft for approval in May.

1. Update on ERC Submission

Mr. Brennan shared that KPM (the school's auditors) reviewed the school's eligibility for an Employee Retention Credit (ERC). They determined that the school is eligible for one quarter (Q3 of 2020) and submitted for a \$271k credit. This credit, less the KPM fee, is expected to be received in the fall of 2023 and is shown in the FY24 budget.

b. **Educational Equity Committee** (Ms. Selina Rios) *[Information/Discussion]*

i. Update on 2023-2024 Academic Calendar Draft *[Information/Discussion]*

Dr. Miles shared that the Committee held discussion about shifting to an “Early Release Wednesday” calendar model, instead of regular Monday/Friday Professional Development Days. This shift would provide more consistent PD opportunities for faculty, as well as consistency for families.

Dr. Miles sent a survey to families/caregivers and over half of the 99 responses were in favor, with another 29% “maybe” (including those results in an 82% “favorable” response). About 40% of the student population would need to be accommodated with after-care on those Wednesdays though and Dr. Miles affirmed the school would provide that.

She reported a little bit more work is still needed on the calendar due to this change and she will plan to present it for approval next month.

Dr. Hicks asked if those survey results were strong enough to move forward with; Dr. Miles affirmed, and said the key is to intentionally plan to leverage the time well.

Mr. MacDonald asked where faculty PD would be held, away from students? Dr. Miles replied that she planned to hold it at Plexpod.

The Board had no further comments nor concerns.

c. **Executive Committee** (Ms. Brandi Finocchiaro)

i. Reminder of Missouri Ethics Commission annual certification *[Information/Discussion]*

Dr. Hicks reminded the Board to complete their annual certification before April 30th.

ii. Update on Board Member Recruitment Pipeline *[Information/Discussion]*

Dr. Miles reported that the Committee discussed two additional Board member potentials and discussed the timing of asking them to join – immediately or next academic year. The Committee agreed to ask immediately in order to build capacity and avoid quorum issues. Dr. Miles is in process of reaching out to both candidates, with the hope to present both in May and appoint both in June.

Dr. Miles also reported that an additional future candidate (Ms. Dede Palmer) recently joined the Finance Committee as well.

iii. Update on Pre-Kindergarten Location *[Information/Discussion]*

Dr. Miles reported that the school signed an MOU with Operation Breakthrough to move our PK location from EarlyStART to Operation Breakthrough. EarlyStART gave the school notice that they would not be able to partner with us next year, so we are thrilled to further build our partnership with Operation Breakthrough.

iv. Discussion on Scheduling Annual Board Retreat in lieu of July Regular Meeting *[Information/Discussion]*

Dr. Miles reported that the Committee is recommending either July 15th or July 22nd for the annual board retreat; Mr. Brennan will send a Doodle poll to see what the majority of Board members can attend. Dr. Miles said the Board will plan to spend time on alignment with historical context, onboarding new members with CWCS, and strategic priorities. Good food will also be served.

v. Review & Consideration of scheduling 2023-2024 Board of Directors Regular Meetings *[Board Action]*

Dr. Miles shared that the Committee discussed an option to increase attendance at Board meetings would be to alternate in-person/virtual monthly rotation (with the expectation that in-person really means in-person). The same cadence of every third Thursday was suggested.

Hon. Bland shared a concern about scheduling in-person vs virtual this far out; are there any city-wide events that would conflict? Dr. Hicks replied that the Board can approve the dates, then each month do an intentional two-month lookahead? The Board agreed.

Dr. Hicks asked the Board if, overall, can the Board recommit to being present in-person (without a virtual option) on the in-person meetings. Put another way, can we agree that it will be an in-person expectation? The Board held Discussion and unanimously agreed.

Mrs. Butler moved to approve the 2023-2024 Board Meeting Calendar (dates and alternating meeting method) as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

vi. Discussion on Executive Director Annual Evaluation *[Information/Discussion]*

Mr. Brennan reported that the school has connected with Kent Peterson and he is working with Ms. Finocchario to start that process in the next week. He gave a reminder that the Board is required to have that evaluation completed by June 30th.

d. **Facilities Committee** (Dr. Danielle Miles) *[Information/Discussion]*

i. Update on Basement Flooding *[Information/Discussion]*

Dr. Miles shared that a valve on a basement toilet failed on April 10th. The entire basement was subsequently flooded with up to 5" of water within 10 minutes. The school has made an insurance claim and is in process of restoring the damage, however the basement (including the MPR) is out of commission most likely for the rest of the school year.

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

a. Receipt of MCPSC Annual Visit Report

Dr. Miles affirmed that she received MCPSC's annual visit report; it is in draft form. As soon as it is in final form, she will share it. She reported there are no surprising areas of concern and looks forward to discussion.

b. Update on Summer School

Dr. Miles reported that 130 students have enrolled to date and the school has 7 teachers (from our current faculty/staff) hired. Further planning is well underway.

c. Update on Student Recruitment (Ms. Katy Lineberry)

Mrs. Lineberry presented the Enrollment Report and highlighted a strong response for upper grades. The recruiting focus remains on Kindergarten and First as we will support three sections in each grade level.

Mr. MacDonald asked which area schools are closing; Mrs. Lineberry confirmed Longfellow & Troost (KCPS) and Genesis (Charter).

Mr. MacDonald asked about the number of Kindergarten offers that the school has sent; Mrs. Lineberry replied that the school has given 103 offers, of which 33 have accepted (32%), which is actually a higher conversation rate than normal.

Dr. Hicks encouraged Mrs. Lineberry on the school's social media posts; they are very high-quality and professional.

d. Partnership with Elevate K-12

Dr. Miles confided that the current teacher recruiting landscape is difficult, especially finding teachers of quality. A potential solution, especially for Middle School, is to partner with an organization called Elevate K-12. They provide a virtual teacher via Elevate's platform, PD, training, and wrap-around services; the school would provide an in-person "classroom coach." Peer schools are reporting high performance and high satisfaction. Elevate's teachers are veteran teachers that simply do not want to be in physical classrooms.

Mr. MacDonald asked if the school was looking at this option for core subjects? Dr. Hicks further asked which subject(s)? Dr. Miles replied the school is looking at the electives – coding, spanish, computer science, cyber security. Dr. Hicks clarified if a single student would take all of them? Dr. Miles replied that middle school students would choose 4 of 6 electives (art, music, pe, Spanish, etc.).

Mr. MacDonald asked if the idea has been discussed with students and parents? Dr. Miles reported that she had not yet, confirming the messaging would need to include all the positive aspects, and she plans to soon.

Dr. Hicks said she has been the instructor in this type of environment and cautioned that if the technology is "off," running the class is difficult. She asked Dr. Miles to confirm if the school would be hiring the in-person classroom coach; Dr. Miles affirmed.

Mr. MacDonald asked what the building leadership thinks? Dr. Miles replied they were initially a little skeptical, but very inquisitive on the benefits.

8. Closed Session

Pursuant to § 610.021(2), the Board Committee will enter into closed session to discuss matters related to (2) Real Estate.

Dr. Hicks invited Dr. Miles and Mr. Brennan into Closed Session.

Mr. MacDonald moved to go into Closed Session and Mrs. Butler provided a second. A roll call vote was taken as follows:

<i>Hon. Ardie Bland</i>	<i>Aye</i>
<i>Dr. Asia Foster</i>	<i>Aye</i>
<i>Mr. Jim MacDonald</i>	<i>Aye</i>
<i>Mr. Jeff Phillips</i>	<i>Aye</i>
<i>Ms. Selina Rios</i>	<i>Aye</i>

The motion was unanimously approved with none abstaining.

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

Dr. Hicks welcomed members of the public back into Open Session and reported that discussion related to (2) Real Estate, but also included (1) Confidential Attorney Communication. No action was taken that requires reporting.

10. Adjourn [Board Action]

Mrs. Butler moved to adjourn and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:58 pm.

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