



**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, November 17th, 2022, 6:00pm

Approved Minutes

1. Call to Order

Ms. Finocchario called the meeting to order at 6:03 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:

Hon. Ardie Bland
Ms. Brandi Finocchario
Dr. Asia Foster (via phone)
Dr. Sarah Hicks
Mr. Jeff Phillips (via phone)

Absent:

Mr. Jim MacDonald
Mr. Luke Norris
Ms. Selina Rios

Ms. Finocchario 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]*

Ms. Finocchario requested one modification to the agenda: add "Approve New Policy #78A: Community Engagement Policy" to Agenda Item 7-c-2, as it was mistakenly omitted from the Agenda.

Dr. Hicks moved to approve the agenda as modified and Hon. Bland provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

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

5. Citizens Stories (Dr. Danielle Miles) *[Information/Discussion]*

Dr. Miles reported that there were no Citizens Stories to share this month.

Additionally, Dr. Miles introduced Mrs. Laura Furlong, CEO of Citizens of the World Charter Schools (National), who was in attendance.

6. Consent Agenda *[Board Action]*

- a. Review & Consideration of minutes from the October 20th, 2022 regular meeting of the Board
- b. School Dashboard
- c. Strategic Plan Dashboard
- d. Board & Committee Calendar

Ms. Finocchario 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.

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

7. Board Committee Business & Reports

- a. **Executive Committee** (Ms. Brandi Finocchario)
 - i. Review & Consideration of 2022-2023 Policy Modifications *[Board Action]*
 1. Policy #14: Banking – Credit Cards
 2. Policy #31: Family & Medical Leave Act (FMLA)
 3. Policy #69: Reading Instruction
 4. Policy #86: Seclusion, Restraint, & Corporal Punishment
 5. Policy #99: Braille Instruction

Dr. Miles presented the first set of policies, which are modifications to existing policies in the school's Policy Manual. She detailed each policy and confirmed that the modifications are as a result of changes from the Missouri legislature and all changes have been vetted by the MCPSA and their legal counsel.

The Board had no questions.

Dr. Hicks moved to approve as proposed and Hon. Bland provided a second. The motion was unanimously approved with none abstaining.

- ii. Review & Consideration of New 2022-2023 Policies *[Board Action]*
 - 1. Policy #28A: State & Federal Project Compliance
 - 2. Policy #45A: Background Checks & Fingerprinting
 - 3. Policy #45B: Missouri Victims Economic Safety & Security Act (VESSA)
 - 4. Policy #59A: Get the Lead out of School Drinking Water Act
 - 5. Policy #62A: Individualized Emergency Health Care Plan (Will's Law)
 - 6. Policy #68A: Physiology Textbook
 - 7. Policy #68B: Missouri Student Religious Liberties Act
 - 8. Policy #69A: Reading Assessments
 - 9. Policy #73A: Interstate Compact on Educational Opportunity for Military Children
 - 10. Policy #78A: Community Engagement Policy
 - 11. Policy #79A: Infinite Campus Policy
 - 12. Policy #86A: Strip Searches
 - 13. Policy #93A: Organ, Eye, & Tissue Donation
 - 14. Policy #93B: Parental Notification of Annual Performance Report Information

Dr. Miles presented the second set of policies, which are new policies to the school's Policy Manual. She detailed each policy and confirmed that the modifications are as a result of changes from the Missouri legislature and all changes have been vetted by the MCPSA and their legal counsel.

Dr. Hicks questioned that Policy #69A should denote "assessed through grade five," but have a reading plan through grade three."

Dr. Hicks moved to approve as proposed and Hon. Bland provided a second. The motion was unanimously approved with none abstaining.

b. Finance & Operations (Mr. Jeff Phillips)

- i. Board Notification regarding Credit Card Holders *[Information/Discussion]*

Mr. Phillips reported that Dr. Miles recommended issuing a credit card to Mr. Troy Butler, Principal and, per policy, this action requires Board notification.

- ii. Finance Committee Report *[Information/Discussion]*

- iii. Review & Consideration of Monthly Financials (October 2022), including Check Register *[Board Action]*

Mr. Phillips presented the Monthly Financials and highlighted that the funding equity WADA increase (to approximately \$10,400/student) is now being realized in the financial projection; this results in a revenue cash increase of about \$450k. Additionally, he shared there is now a provision in that statute that allows the school to claim WADA from either of the two prior years; this results in a revenue cash increase of about \$960k. The Committee additionally discussed re-allocating ESSER-III back to FY24 (utilizing a portion, between a third and a half, in FY23, and push the remainder to FY24; school leadership will map out a plan and the Committee will continue to discuss.

Mr. Phillips reviewed the Balance sheet, showing Cash on Hand of about \$1m. He also confirmed there was nothing out of order in the check register or accounts payable report.

He shared that year-to-date actual revenue is \$2.3m, against a budget of \$1.8m. The Committee continues to track grants – and is confident in annual targets. Year-to-date actual expenses are \$2.1m, against a budget of \$2.1m. This results in a net income of \$128k, against a budget of (-\$300k).

Looking ahead to the year-end forecast, revenue is projected to be \$7.9m, against a budget of \$6.5m. Expenses are projected to be \$6.7m against a budget of \$6.4m; the school is seeing an overage in personnel and janitorial. This results in a Net Income of \$1.2m, a significant positive variance to the budget. Lastly, the school is projected to have 116 days of cash on hand – a fantastic outlook.

The Board had no questions.

Dr. Hicks moved to approve October Financial Report and Check Register as proposed and Hon. Bland provided a second. The motion was unanimously approved with none abstaining.

- c. **Educational Equity Committee** (Dr. Sarah Hicks) *[Information/Discussion]*
i. Presentation on Social-Emotional Learning (Ms. Johanna Chambers)

Dr. Hicks introduced Ms. Chambers, Director of Student Services at Citizens, who presented an update on the implementation of Social-Emotional Learning at Citizens.

Ms. Chambers began her presentation by giving an overview of Conscious Discipline and how it fits into the Social-Emotional Learning philosophy at Citizens. She noted that the school is in “Year 1” of the official implementation and underscored that while the school is in “Transformational Change” mode, mandatory teacher implementation is not being required:

- Requires creating a new mindset and viewing discipline through a lens that most adults did not experience themselves.
- Both Conscious Discipline and Restorative Practices take an “adult-first” approach to implementation.
- Modeling by leadership and early adopters is more effective than mandates.
- As the adults learn and grow, they can teach and model skills for students.

Ms. Chambers shared the “Year 1: Adding On [Administration Modeling with Staff]” plan, where the school is currently at. The team is “trying out new methods, but not taking away existing practices and policies yet.”

- Attended 2-day Conscious Discipline school-wide workshop
- Administrative roll out of Conscious Discipline to all staff
- Identify the Conscious Discipline Action Team (CDAT)
- Book Study/eCourse
- Develop continuous improvement plan
- Coaching for school leadership and CDAT
- Send CDAT and decision makers to summer institute

Ms. Chambers illustrated the “Year 2: Letting Go [Teachers Modeling to Students in the Classroom]” plan, as follows:

- 2-day Conscious Discipline school-wide workshop
- Teachers and staff roll out Conscious Discipline to students
- Book Study/eCourse
- Develop continuous improvement plan
- Include Conscious Discipline in parent education

And the “Year 3: Integration [School Community is Fully Engaged with Conscious Discipline]” plan, as follows:

- 2-day Conscious Discipline school-wide workshop
- Conscious Discipline parent nights
- Book Study/eCourse
- Develop continuous improvement plan

Ms. Chambers also reminded the Board that, in addition to Conscious Discipline, the school is also undergoing a parallel Restorative Practices Implementation:

- Create a restorative school culture team
- Celebrate strengths and assess needs (collect data), align discipline policies with Response to Intervention, establish school goals for implementation
- Include others in the vision and involve all stakeholders in implementation
- Implement Tier I (whole school) strategies first, then move to Tier II and III when Tier I is strong
- Support teachers and staff through professional training, ongoing professional development and opportunities for feedback. Professional development not only includes skill building on the use of circles, but also learning about trauma informed practices and examining racial and other types of biases.

In Summary, Ms. Chambers illustrated “Where The School Is Now:”

- Three staff attended a seven-day summer Conscious Discipline institute
- Two days of PD to K-4 teachers and staff led by a Master CD trainer
- Two days of RP training through the Center for Conflict Resolution
- Culture team is created, consists of five classroom teachers, two counselors, behavior coach, and constructivist learning coordinator
- Data collection on behavior is being collected, examined, and shared
- Led PDs for all staff on October and November PD days
- Working to implement practices on a staff level
- Currently developing a scope and sequence to inform the work for the rest of the year.

And “Where The School Is Going:”

- *Building Resilient Classrooms* book study beginning after the new year
- Next items for staff implementation: staff connection circle at January PD, staff friends and family board, Restorative Practices aligned training on the restoration of relationship between teacher and student after a behavior incident has occurred
- Exploring additional training for Restorative Practices through CCR and the Regional Professional Development Center at UMKC
- Professional consultation through CD for the culture team
- Will send another group of invested staff to the next seven-day CD summer institute

Dr. Foster noted that coaching and mentorship was only listed on the slides for school leadership, not for teachers. Ms. Chambers confirmed that the school's focus in Year 1 is on school leadership and those that went to the first conference; Year 2's focus is on teachers.

Dr. Foster shared that EarlyStart also incorporates Conscious Discipline in their Pre-K classrooms and this may be a great opportunity for connections and cross-campus support. Ms. Chambers agreed; Ms. Gibbs is on the Implementation Team and is at EarlyStart in the Pre-K classroom frequently; it is definitely a great opportunity.

Dr. Hicks noted that Cristo Rey also does Restorative Practices and this may be a great connection. Dr. Miles has a connection meeting with them next week. Additionally, Ms. Chambers stated that the Citizens team underwent Restorative Practices training with Academy For Integrated Arts staff this summer.

Judge Bland asked what the time period is that the consultant will be in? Ms. Chambers replied that she is looking to nail that down and Dr. Miles added that she is looking for ESSER funds to finance the consultant, so as she re-evaluates ESSER usage, she will have a better idea.

ii. Presentation on Middle School Lanyard System (Mr. Troy Butler)

Dr. Hicks introduced Mr. Butler to present on the Middle School Lanyard System he has implemented.

Mr. Butler shared the "Educational Citizenship Program" he has rolled out to Middle School:

1. Participation in Student Citizenship is 100% optional.
2. The goal is for 100% of students who would like to participate to be at level green or higher by the end of the school year.
3. Movement Process:
 1. All students start on the same level of all traditional students. They have the same privileges and restrictions as all students in traditional middle schools.
 2. Students can move up to level Green or Gold by consistently demonstrating Citizenship Behaviors across all settings: Student Thoughts and Actions, Focus on Learning, Self-Control, Responsibility, Work Ethic.
4. Self-Nomination Process
 1. Students will take a weekly self-awareness and self-management self-assessment in Roots/Intervention each week.
 2. Based on their answers to those questions students will be allowed to nominate themselves for leveled responsibilities.
 3. Every Tuesday teachers will go through the list of nominees. If 3 out of the 4 core teachers agree, the student will be moved up. If they disagree the missing skill(s) will be identified and communicated to the nominee.
5. Loss of Level:
 1. Every Tuesday teachers indicate which students are in danger of losing a level based on their behaviors and actions.
 2. If 3 out of 4 core teachers agree a student has not been demonstrating Citizen Student behaviors the student will be notified of which behaviors and habits specifically they need to work to correct in the upcoming week.
 3. In the following week, if 3 out of 4 core teachers still have not seen significant improvement in Student behaviors and habits the student will lose a level and are

notified of the specific behaviors and habits they need to improve in the coming week.

Mr. Butler summarized that the lanyard system is really a Citizenship program, based out of Social-Emotional Learning and driven by external motivation for middle schoolers (in lieu of extra-curriculars). If students demonstrate five specific skills, they can enjoy a higher level of freedom and responsibility.

Dr. Hicks thanked Mr. Butler for the presentation and for creating the system; it has alignment to Social-Emotional Learning goals. She has more clarity now and is encouraged; she appreciates how it impacts and pushes students.

Dr. Foster asked if there is follow-up with students who opt-out. Mr. Butler affirmed there is, but there is no participation pressure. All students self-assess each week, but can always opt-out, so the conversation opportunity is always there.

Judge Bland asked what the school does with the group of students that never “moves up?” Is there some thought process to help with the missing skills? Or if you see more students begin to opt-out or “give up” on the system? Mr. Butler said that the team is focusing on those two right now and would welcome ideas.

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

i. Review & Consideration of Campus Location for 2023-2024 *[Board Action]*

In the October Board meeting, Dr. Miles requested direction from the Board so that she is able to communicate soon to staff and families what the facility plans are for 2023-24. As a result of that request, an ad hoc Facility Committee met in late October and three recommendations came out of that meeting:

1. Continue to utilize the Broadway Campus as a single K-8 campus for the 2023-24 school year.
2. Convene a formal Facility Committee to determine next steps for 2024-25, and 2025-2030.
3. Asked school leadership to develop a tiered “menu” of options that are needed at Broadway.

Dr. Miles shared context for this discussion and reminded the Board that the school has 3 years remaining with IFF on the lease. Any major renovation and building projects are not projected to be ready until two years out (August 2025, currently). If the school remains at Broadway, there are wide-ranging needs of varying cost and importance. IFF is also doing a structural assessment of the building, with results expected in December 2022.

Dr. Miles stated she is asking the Board for the following decisions:

1. Accept and approve the facility committee's recommendation to remain at the Broadway Campus as a single K-8 campus for the 2023-24 school year.
2. Determine the level of investment needed in Broadway and approve work to begin.
3. Convene a formal Facilities Committee and appoint a Committee Chair.

She presented three investment option levels for the Broadway campus, as follows:

Minimum needs (with estimated cost):

- Playground obstacle course: \$90k
- Middle school outdoor space \$10k
- Enclose 2nd floor pod (private office for counselors or other school staff) \$10k
- Acoustically treat the Multi-Purpose Room \$35k
- Add vents to the HVAC system \$10k
- Mechanical room work \$5k

The minimum total cost is \$160k. This would result in maintaining the 442 maximum student capacity, which is noted as less than the WADA being currently claimed. Additionally, the school has secured a commitment for \$55k earmarked for the playground; this lowers the total cost to \$105k.

Mid-range needs (with estimated cost):

- Minimum upgrades above: \$160k
- Lease 3421 Broadway: \$780k renovation, \$60k lease, \$10k utilities, \$25k FFE.
- Complete Playground: \$250k
- Parking Lot Overhaul: \$250k
- Booster pumps for HVAC: \$50k

This total cost, including the “Minimum Needs” Bucket would be an estimated \$1.6m. This would result in increasing classroom capacity by two, and thus student capacity to 490. This is still slightly lower than the WADA being currently claimed.

Maximum/Ideal needs (with estimated cost):

- Two levels of upgrades above: \$1.6m
- STEM Outdoor Space: \$50k
- HVAC overhaul: \$750k
- Cafeteria renovation: \$500k
- Front lobby renovation: \$50k
- Expansion – additional classrooms: \$4.9m
- Expansion – gymnasium: \$5m
- Total cost ~\$15m. ~750-800 students

This total cost, would be an estimated \$13-15m. This would result in increasing classroom capacity significantly, and thus student capacity to approximately 750-800 students.

Dr. Hicks recapped the October Facilities Committee; she shared the Committee spent quite a bit of time considering a second location for 2023-24, but based on the discovery findings completed last school year, the Committee landed back on Broadway for 2023-24, with a recommendation to quickly begin work to evaluate 2024-25 and beyond.

Dr. Hicks asked what would go in 3421 Broadway? Dr. Miles replied that a variety of plans are being considered, each of which would “open” two classrooms at Broadway; there is discussion of Specials, a Kindergarten center, and a Special Education center.

Mr. Phillips noted that the Finance Committee needs to transition the budgeting process from Operating to Capital.

The Board, especially Judge Bland, Dr. Foster, and Ms. Finocchario requested more conversation and detail on the “mid-range” options. The Board gained consensus around approving the minimum investment level now, and charging a Facilities Committee with getting more granularity.

Mr. Phillips moved to:

1. *Approve the facility committee's recommendation to remain at the Broadway Campus as a single K-8 campus for the 2023-24 school year,*
2. *Approve the “minimum level of investment” option, to begin immediately,*
3. *Request more information of the “mid-range option,” hopefully for the December meeting.*

Ms. Finocchario provided a second. The motion was unanimously approved with none abstaining.

Board discussion was held and consensus gained about appointing a formal Facilities Committee.

Dr. Hicks moved to establish a Board Facilities Committee and appoint Mr. Norris as Committee Chair. Judge Bland provided a second. The motion was unanimously approved with none abstaining.

Dr. Hicks will reach out to Mr. Norris

- i. Discussion of Campus Location(s) for 2024-2025 by April 2023 *[Information/Discussion]*

Discussion for 2024-2025 was tabled.

- ii. Discussion of Playground Options *[Information/Discussion]*

Discussion of Playground options was tabled as well.

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

a. Fall Festival Report

Dr. Miles reported that the school hosted its first annual Fall Fun Fest. The CCO sponsored the event, with Middle School students creating and staffing stations. They had food, music, bounce houses. Engagement was high, raising over \$2000 and processing over 2,700 station tickets!

b. Staffing Update

Dr. Miles reported that the PE Teacher resigned, and an additional Teaching Associate was hired.

c. Student Recruitment Update (Mrs. Katy Lineberry)

Mrs. Lineberry reported that 2023-24 new student applications opened last Saturday at the City School Fair. Between now and March 1st, new students can apply and the Lottery will occur in early March.

She gave an overview of the Lottery Report, which will be provided to the Board each month. She also gave overview of outreach strategies, including direct outreach to Pre-K centers, School Saturday, Operation Breakthrough, and school tours.

Dr. Miles also noted that the school relaunched the website! She commended Mrs. Lineberry and Mr. Brennan for their vision and work.

9. Adjourn *[Board Action]*

Dr. Hicks moved to adjourn and Hon. Bland provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:49 pm.

[/rb]