



**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/82794342191>

Passcode: gDSV3J

(253) 205-0468 | 126632

Date: Thursday, December 14th, 2023, 6:00pm

Proposed 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 (all via video):

Mrs. Lydia Butler
Mrs. Angela DeWilde
Ms. Brandi Finocchario
Dr. Asia Foster
Mr. Roosevelt Lyons
Ms. Selina Rios

Absent:

Hon. Ardie Bland
Dr. Sarah Hicks
Mr. Jim MacDonald

Ms. Finocchario determined that with 6 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.

Dr. Foster moved to approve the agenda as presented and Ms. Rios 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 November 16th, 2023 regular meeting of the Board
- b. School Dashboard
- c. Strategic Plan Dashboard
- d. Board & Committee Calendar
- e. Staffing Report
- f. Events Calendar

Ms. Finocchario presented the Consent Agenda and 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.

Mr. Lyons moved to approve the Consent Agenda as proposed and Ms. Rios provided a second. The motion was unanimously approved with none abstaining.

6. Board Committee Business & Reports

- a. **Facilities Committee** *[Information/Discussion]*
 - i. LevelField Presentation

Dr. Miles welcomed Mr. Endom and Mr. Rossley from LevelField. Mr. Rossley shared that LevelField has been regularly meeting with Dr. Miles and Mr. Brennan and presented their joint recommendation.

In the short-term (2024-25 and possibly 2025-26), the recommendation is that the school should strive to enroll additional students in its existing Broadway facility while working to minimize programmatic and operational impacts. It is programmatic and operationally less disruptive and less expensive to strategically create additional classroom space inside the existing Broadway facilities to enable enrolling more students as opposed to installing modular classrooms. Additionally, increasing enrollment next school year meets the current grade level demand and better positions the school for longer-term financial health.

In the long-term, the recommendation is the school should continue its ongoing site search with InSite EFS to identify potential sites within its search area that are affordable and meet programmatic requirements. Simultaneously, the school should continue to work with its local design team and general contractor to refine and price potential renovation/expansion options for the Broadway campus.

Mr. Rossley did share a final caveat in that there exists a possibility of identifying some form of additional temporary space (i.e. sharing space with a peer charter school). The team will re-engage after the Winter Break to focus on this potential.

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

i. Creation of Closure Reserve Fund per State Statute *[Information/Discussion]*

Mrs. Butler reported that the Commission notified Mr. Brennan of a state statute encompassing a "Closure Reserve Fund." The Commission is asking that, over the next three years, they are asking the school to set aside \$25k each year (\$75k total) as a restricted "Closure Reserve Fund." Since the school has more than adequate funds currently, the Committee approved the designation of the full \$75k as restricted funds and next month's Financial Statements will reflect.

ii. Review & Consideration of Monthly Financials (November 2023), including Check Register *[Board Action]*

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

She presented page 5's Balance Sheet, showing a current Cash Balance of just over \$1.8m, with a projected year-end balance of \$2.6m.

Page 6's Income Statement showed:

- Year-to-date revenue of \$2.8m, against a budget of \$2.7m.
- Year-to-date expenses of \$2.9m, against a budget of \$2.8m.
- Net Income of (-\$118k), against a budget of (-\$10k.)
- Forecasted year-end revenue of \$7.6m, against a budget of \$7.45m.
- Forecasted year-end expenses of \$6.8m, against a budget of \$6.7m.
- Forecasted year-end Net Income of \$783k against a budget of \$795k.

She noted that this reflected a current 139 projected days of cash on hand position (no change from last month).

Mrs. Butler also reported that the school is very close to meeting its contributed income (grants) goal for the year.

Dr. Foster moved to approve the November Financial Report and Check Register as proposed and Mrs. DeWilde provided a second. The motion was unanimously approved with none abstaining.

c. Executive Committee (Ms. Brandi Finocchario)

i. Review & Consideration of Fiscal Year 2022-2023 Audit *[Board Action]*

Ms. Finocchario asked Mr. Brennan to present the Fiscal Year 2022-2023 Audit, as it was presented to the Executive Committee.

Mr. Brennan shared that KPM CPAs prepared three engagements, all of which again received an "Unmodified/Clean" opinion.

First, he shared the overall audit, highlighting the year-to-year differences on Page 7 and noting that a new lease standard went into effect this year, meaning the school's building lease terms are now reflected on the financial statements.

The second engagement related to state-level DESE compliance; there were no findings at the state level.

The third engagement related to federal funds, particularly the COVID Education Stabilization Fund. Again, there were no findings at the federal level.

Ms. Butler moved to approve the Fiscal Year Audit 2023 as proposed and Ms. Rios provided a second. The motion was unanimously approved with none abstaining.

ii. Overview of Attendance & Support Process

Dr. Miles reminded the Board that the school needs to meet a certain attendance percentage to meet charter goals (90% of students attend 90% of the time); the school also receives APR points related to attendance. She shared this is an area that building leadership has been focused on.

She shared the following information, through November 30th:

- 90 students (23%) have attendance <85% (compared to 21% in 22-23)
- 28 students (7%) have attendance 85%-87.49% (compared to 11%)
- 28 students (7%) have attendance 87.5%-89.9% (compared to 13%)
- 241 students (62%) have attendance >90% (compared to 56%)
- This translates to an MSIP6 attendance rate of 70.01% (0 points).

Year-to-year, the less than 85% has increased and the 90% or greater has increased. Building leadership and staff has set up a tiered structure of support, including our Social Worker and Counselors. The team just completed their third wave of attendance support letters this past week.

Dr. Miles does expect a resulting low score in this area on MSIP-6, and therefore APR.

Mr. Lyons asked why the >90% group increase by 7%? Dr. Miles replied simply stronger staff. Teachers are proactively reaching out to families, but on a student level, when students are engaged, they want to be at school. Also, building leadership has been proactive on getting Ms. Mills dedicated time to do initial attendance outreach each day. Mr. Lyons encouraged Dr. Miles that whatever it is, do more of that.

d. **Brand Identity Committee** (Ms. Angela DeWilde) *[Information/Discussion]*

i. Update on Committee Discussion

Mrs. DeWilde reported that the Committee has been meeting and is still in learning/research mode. She does not have an update for this month.

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

Ms. Rios shared that there is no update from the Committee this month.

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

i. 2024-2025 Enrollment Update (Mrs. Katy Lineberry)

Mrs. Lineberry reported that current year's enrollment continues to increase, even increasing five students since just last month. She does expect a little churn at Winter Break, but proud of the stability of this year.

Looking ahead to next year's enrollment requests, the school has received a good number of Kindergarten requests and a solid sprinkling throughout other grade levels. The school is planning an Open House in March, just after lottery offers are extended, that she is already advertising.

8. Closed Session

Pursuant to § 610.021 (1) and (2) RSMo, the Board Committee will enter into closed session to discuss matters related to (1) Legal actions, and (2) Leasing, purchase, or sale of real estate.

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

Ms. Finocchario invited Dr. Miles & Mr. Brennan to Closed Session.

Ms. Finocchario moved to enter Closed Session and Dr. Hicks provided a second. The motion was unanimously approved via roll call, as follows:

Mrs. Lydia Butler	Aye
Mrs. Angela DeWilde	Aye
Ms. Brandi Finocchario	Aye
Dr. Asia Foster	Aye
Mr. Roosevelt Lyons	Aye
Ms. Selina Rios	Aye

9. 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 (1) Legal actions, and (2) Leasing, purchase, or sale of real estate. No action was taken that requires reporting.

10. Adjourn *[Board Action]*

Mrs. Butler moved to adjourn and Ms. Finocchario provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:05 pm.

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