



**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, December 15th, 2022, 6:00pm

Proposed Minutes

1. Call to Order

Ms. Finocchario called the meeting to order at 6:01 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 (via video)
Ms. Brandi Finocchario
Dr. Asia Foster
Dr. Sarah Hicks
Mr. Luke Norris (via video)
Mr. Jeff Phillips

Absent:

Mr. Jim MacDonald
Ms. Selina Rios

Ms. Finocchario determined that with 6 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 "Summer School Update" to Agenda Item 8-b.

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 highlighted the fantastic Social Media work that Mrs. Lineberry has led this year. She specifically showed "Spirit Week" photos of students this week.

6. Consent Agenda *[Board Action]*

- a. Review & Consideration of minutes from the November 17th, 2022 regular meeting of the Board
- b. School Dashboard
- c. Strategic Plan Dashboard
- d. Board & Committee Calendar
- e. Staffing Report
- f. Annual Acknowledgement of MCPSC's Policy on Revocation

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 Dr. Foster provided a second. The motion was unanimously approved with none abstaining.

7. Board Committee Business & Reports

- a. **Finance & Operations Committee** (Mr. Jeff Phillips)
 - i. Finance Committee Report *[Information/Discussion]*
 - ii. Review & Consideration of Monthly Financials (November 2022), including Check Register *[Board Action]*

Mr. Phillips reported that the Check Register and Accounts Payable Report were in order. He then presented the Monthly Financial Report, with the Balance Sheet noting a current \$907k cash balance on hand. The Income Statement showed actual year-to-date revenue of \$2.7m against a budget of \$2.4m, with the difference continuing to be the funding equity impact. He noted school leadership has worked hard on attendance (currently at 91%) and EdOps has reported this rate is above peer schools. Year-to-date expenses are \$2.7m against a budget of \$2.7m. Looking ahead to the year-end forecast, revenues are projected at \$7.9m against a \$6.6m budget and expenses are projected at \$6.6m against a budget of \$6.4m. There is no immediately apparent driver of this difference; Mr. Brennan and EdOps will analyze trends further in January. Actual Net Income is projected to be \$1.3m against a budget of \$200k. Looking at

the cash forecast, the November close is projected to be the low point of the year and year-end is currently projected to be 118 days of cash on hand. Mr. Phillips noted that the Finance Committee is evaluating some proposed budget adjustments that would impact that, however.

Mr. Phillips pointed out a new Grant Tracker to be included in the Financial Report; Mr. Brennan distilled the grant activity into a visual presentation. Mr. Phillips reminded the Board of the school's reduced reliance on grant funding – this was originally a \$395k budget, then the school obtained another \$180k, resulting in a goal of \$575k. The school has received \$280k and is yet to receive \$225k. There is a gap of \$72k, some of which is “in the works.” The Committee feels good about where the school is.

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

iii. Review & Consideration of 2022-2023 Budget Adjustment [Board Action]

Mr. Phillips discussed that the original FY23 budget included ~\$800k in Federal ESSER-3 reimbursement revenue. The Finance Committee discussed reverting to the original ESSER spending plan – keeping \$400k this year and pushing \$400k to FY24. Mr. Phillips stated that in addition to the decreased Net Income, FY23 Days of Cash would decrease from 118 to 95. Dr. Miles reminded the Board that the Charter Goal after Year 5 is 60 days of cash.

Dr. Hicks moved to approve the budget adjustment as proposed and Dr. Foster provided a second. The motion was unanimously approved with none abstaining.

Mr. Phillips also presented a 2022-23 salary schedule adjustment, as follows:

- Increasing Step 1 of all schedules by \$1,000; Steps 2-15 would increase at the current differentiations.
- Increasing non-salary scheduled employee bases by \$1,000.
- These increases would take effect on January 1, 2023 and be pro-rated forward through the rest of the year.

The pro-rated financial impact would be approximately \$32k.

Dr. Hicks moved to approve the budget adjustment as proposed and Dr. Foster provided a second. The motion was unanimously approved with none abstaining.

Lastly, Mr. Phillips also reported that the Finance Committee discussed an allocation for engaging MultiStudio for architectural planning. He deferred further discussion to the Facilities Committee presentation.

b. **Audit Committee** (Mr. Luke Norris)

i. Review & Consideration of Fiscal Year 2021-2022 Audit [Board Action]

In Mr. Norris' absence, Mr. Brennan presented the FY22 Audit for Board approval. Mr. Brennan reported that Mr. Matt Wallace (KPM) submitted the FY22 Audit to the Board Audit Committee earlier in the month. Mr. Wallace noted that the school again earned an “Unmodified/Unqualified” opinion (best possible). The Committee reviewed and discussed both the Balance Sheet and Income Statement, as well as the Schedule of Selected Statistics. Mr.

Wallace noted there was one minor finding related to the Cash Collateralization at Country Club Bank; the school had not taken into account two small sub-accounts, but it was immediately rectified. Mr. Wallace also noted that this was the second year that School was required to report an additional Single Federal Audit, which also received an "Unmodified" opinion.

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

c. **Educational Equity Committee** (Dr. Sarah Hicks) *[Information/Discussion]*

i. Discussion on Committee Meeting Structure

Dr. Hicks reported that the Committee's monthly meeting focused on how the Committee wants to move forward with conversations and academic support. They reviewed the Charter and specific achievement goals, and discussed which evaluation tools and how the Committee and school hold ourselves accountable.

Dr. Miles confirmed Winter NWEA data will be presented in January.

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

i. Discussion on adding regular monthly Staffing Report to Consent Agenda *[Information/Discussion]*

Dr. Miles shared that the Committee discussed starting to include a regular monthly Staffing Report to the Board Consent Agenda to establish a regular reporting cadence. This will hopefully minimize the "shock" value of potential changes as well as establishing a point of helpful regular communication about needs and openings.

ii. Review & Consideration of 2022-2023 PTO Buyback Policy *[Board Action]*

Dr. Miles reminded the Board that last year (2021-2022), the Board did not renew the staff PTO buyback policy. She shared that it did not go well, with some days in May seeing up to 8 staff members out on single school days in order to use PTO. She asked, and the Committee agreed, to reinstate 2020-2021's policy of 4 days at \$100/each, as noted in the included proposed policy.

Mr. Phillips moved to approve the policy as proposed and Dr. Hicks provided a second. The motion was unanimously approved with none abstaining.

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

i. Consideration of engaging with MultiStudio for Architectural & Engineering services *[Board Action]*

Dr. Miles reported that the Committee met with David Reid regarding 3421 Broadway. Discussion centered around using that space to add two classroom spaces, connected to the main building via a walkway. This would increase our enrollment ability by 48 and has flexible space for four potential identified uses:

- Comprehensive Special Education (OT, PT, Sensory/Nonverbal, Therapy)
- Early Childhood Space (either Pre-Kindergarten or Kindergarten)
- Upper Grades (i.e. 5th)
- Specials (Art & Music)

Either way, the vision is to maximize flexibility; the classrooms/grade level assignments at Broadway have shifted every year and leadership expects that to continue.

Dr. Foster discouraged Early Childhood usage unless there is significant sound dampening, and the space is specifically developmentally appropriate.

Mr. Phillips requested a limit of \$25k to be approved for leadership to spend on investigation, then additional \$25k increments could be approved in the future based on deliverables and Board approval.

Dr. Hicks moved to approve the expenditure level as proposed and Dr. Foster provided a second. The motion was unanimously approved with none abstaining.

ii. Review of Broadway Renovation Plans, including Playground Area [Board Action]

Dr. Miles reviewed the “Minimum Tier” of Broadway investments that was approved during the November Board meeting and noted that the Board needed to additionally approve that into the budget.

Dr. Hicks moved to approve the expenditure as proposed and Mr. Phillips provided a second. The motion was unanimously approved with none abstaining.

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

a. Student Recruitment Update (Ms. Katy Lineberry)

Mrs. Lineberry reported that current enrollment has held steady. There are 4-5 additional students in the pipeline, with one starting tomorrow and another starting right after Winter Break.

She stated that 2023-24 enrollment is slow and steady with an expected lull between the holidays. The push is on though: she is coordinating a social media campaign, hosting school tours twice a week, planning for School Saturday (Jan. 28), and working through targeted outreach to this year’s PK waitlist for next year’s Kindergarten seats. Additionally, she is planning to utilize the upcoming PK school fair for increasing school awareness and starting relationships for that Kindergarten pipeline.

b. Summer School Update

Dr. Miles reminded the Board that the school did not hold Summer School in 2022, owing to a needed rebound from a rough year. However, the Board directed her to plan for a Summer School program in 2023.

A Director of Summer School position is posted; Dr. Miles plans to finalize that selection in January. Additionally, she is planning for an Assistant Director along with Curriculum Writers to create four Units of Study (math, ELA, projects, electives) per grade level (teachers will be paid \$100 per unit, due in March).

Overall, her plan is for 2 sections per grade level with 18 students per section. The program will hopefully feature one field trip per week and curriculum will be provided to the teachers. Teachers will be paid before July 31st (as opposed to having that payment stretched out, as in previous years). Additionally, recess and lunch aides will be hired to provide teachers duty-free time.

Dr. Hicks asked what the summer hours would be; Dr. Miles replied they would be the same as the regular school day, without ACE.

Mr. Norris asked what total enrollment is projected to be. Dr. Miles answered 324 students max. Mr. Norris noted that summer school advances equity, stabilizes learning, and even if it's "break even," the program is 100% the right thing to do.

Mr. Norris asked how technology be utilized. Dr. Miles said that the plan is for students to have plenty to do hands-on and tactile; higher grade levels will utilize technology for research.

Dr. Foster noted that electives are opportunities to add to curriculum creatively that don't have space during regular school year. She encouraged them being embedded in the summer community.

Mr. Norris suggested KCYA for electives and offered a connection.

9. Adjourn *[Board Action]*

Dr. Foster moved to adjourn and Mr. Norris provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 6:55 pm.

[/rb]