



Crossroads Charter Schools

July 2018 Board Meeting

Date and Time

Monday July 23, 2018 at 4:15 PM CDT

Location

816 Broadway Street Kansas City, MO 64105

Posted Friday, July 20 2018 at 4:15 p.m.

Notice of Meeting

Board of Directors

Crossroads Charter Schools Monthly Board Meeting

Monday, July 23rd at 4:15 p.m.

Meeting Location:

Thayer Place
816 Broadway
Kansas City, MO 64105

This is an open public meeting.

Representatives of the media may obtain copies of this notice by contacting Crossroads Charter Schools at the address listed above, or by calling (816) 221-2600.

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes

Approve minutes for June Board Meeting on June 25, 2018

II. Finance

Finance

A. June Financials

B. June Register

C. Year-End Financial Update

III. Governance

A. UCM Annual Oversight Review

- B.** New Board Candidates
- C.** Executive Director Job Description
- D.** Conflict of Interest Policy
- E.** Check Signing Policy Update

IV. Operations

- A.** Updated Organization Chart
- B.** Updated Enrollment Policy

V. Facilities

- A.** Thayer Construction Update

VI. Closing Items

- A.** Adjourn Meeting

Coversheet

Call the Meeting to Order

Section: I. Opening Items
Item: B. Call the Meeting to Order
Purpose: FYI
Submitted by:
Related Material: Admin. Board Report - July 2018 (1).pdf



Crossroads Charter Schools

Administrative Board Report

Presented: July 23, 2018

Reporting on: June, 2018

2017 – 2018 SMART Goals

Goal	SMART GOAL	CURRENT STATUS
#1	Students will master 85% of targeted learning goals by June 2018	81.3%
#2	2018 MAP Test Proficiency/Advanced goal: ELA : 64% Math: 59% Science: 55%	2017 ELA score: 64% 2017 Math score: 42% 2017 Science score: 51%
#3	Students will maintain an attendance rate of 95% during the 2016-2017 school year	CACS - 398.98 (94.48%) CAQH - 216.33 (94.14%) CAHS - 32.99 (92.7%)
#4	Have a cash balance of \$137,000 on June 30, 2018	\$1,100,671
#5	Raise \$1,432,000 to fully fund Supplemental Operating Expenses by June 30, 2018	\$1,460,068

Academic Report

Academic Program

- We closed out the year with a lot of fun activities! Teachers held awards ceremonies where students received certificates for academic achievement, exhibiting scholar skills, attendance, and much more. Students showcased their creativity at talent shows and participated in our annual end of year field day.
- Crossroads High School students were invited by Medard Gabel, the author of Designing a World that Works for All, to participate in The Global Solutions Lab from June 17-25, 2018 at Chestnut Hill College in Philadelphia and at the United Nations in New York City. The Global Solutions Lab enabled twelve Crossroads High School students to creatively problem solve some of the globe's most pressing issues, such as extreme poverty. At the Global Solutions Lab, students collaborated with students and thought leaders from around the world. The Global Solutions Lab strengthened students' design thinking skills and helped them develop innovative solutions to issues that they are most passionate about solving. Through this authentic learning experience, students were briefed by the UN staff, presented their solutions at the UN, and will eventually have their solutions published. The Global Solutions Lab imparted on students with invaluable experiences as well as the skills and knowledge that will equip them to leave an indelible impact on their community and the world at large.

Operations Report

Student Enrollment	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
CACS: Goal 424	424	424	425	425	426	423	422	426	427	427	427
CAQH: Goal 230	229	228	231	231	232	231	231	232	231	231	231
CHS: Goal 35	34	34	35	38	38	36	36	36	35	35	34

INCOME	EXPENSES	Income/Expense
\$9,883,088	\$9,812,276	\$70,812

Facilities Updates

The construction team of MC Realty, BNIM and Turner Construction, are continuing to make good progress on the Thayer Building at 816 Broadway to serve as the permanent site for Crossroads Preparatory Academy. We are planning to begin moving into the building by July 27, with staff beginning to work in the building on July 30.

Enrollment

For the 18-19 school year there are currently 801 students enrolled across the campuses.

Human Resources

- Recruiting for the following academic positions for the 18/19 School Year
 - Reading teacher
 - STEM teacher
 - Instructional coach (elementary)
 - Teacher paraprofessional (middle school/high school)
- Recruiting for the following operational positions
 - Operations Administrative Assistant

Development Report

FY18 Development Report	Operational	Off Budget	CPA Capital	QH Capital	Future Operational Commitments	Future Capital Commitments
Grants Received FY18						
Sherman Family Foundation			\$250,000	\$250,000		\$475,000
DST (restricted-Tech)	\$127,000					
Oppenstein Brothers Foundation		\$57,339				
Kauffman Foundation	\$224,975				\$224,975	
SchoolSmartKC Phase I	\$230,000				\$970,000	
SchoolSmartKC Phase II					\$1,000,000	
Kirk Family Foundation	\$15,000					
Stanley H. Durwood Foundation	\$50,000					
George K. Baum Family Foundation	\$75,000					
McGowan Charitable Foundation	\$25,000					
Francis Family Foundation	\$5,000					
Francis Family (David Francis Discretionary)			\$100,000			\$150,000
Royals Charities		\$11,000				
Early Education Grant Fund (pace)	\$50,000				\$50,000	
Yoss Foundation		\$3,000				
Hall Family Foundation			\$600,000			
W.T.Kemper Family Foundation			\$500,000			\$500,000
Jedel Foundation			\$10,000			
11th St. Neighborhood TIF fund (FY 18 reimb)	\$143,941					
Gary Dickinson Family Foundation (CPA)			\$50,000			
H&R Block Foundation	\$52,000					
R and C Charitable Foundation			\$12,000.00			
Fundraisers						
Fall Fundraiser	\$154,993					
Spring Fundraiser	\$3,720					
Other Giving						
Individuals (non fundraiser)	\$30,195					
Totals	\$1,186,824	\$71,339	\$1,522,000	\$250,000	\$2,244,975	\$1,125,000
Pending Requests						
Stanley H. Durwood Foundation (CPA)			X		\$50,000	

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for June Board Meeting on June 25, 2018

APPROVED



Crossroads Charter Schools

Minutes

June Board Meeting

Date and Time

Monday June 25, 2018 at 4:15 PM

Location

Thayer Place 816 Broadway Kansas City, MO 64105

Posted Friday, June 22nd, 2018 at 4:15 p.m.

Notice of Meeting

Board of Directors

**Crossroads Charter Schools
Monthly Board Meeting**

Monday, June 25th at 4:15 p.m.

Meeting Location:

Thayer Place
816 Broadway
Kansas City, MO 64105

This is an open public meeting.

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Trustees Present

B. Sweetman, D. Charity, D. Francis, P. Crawford, R. Cattelino, R. Moore

Trustees Absent

None

Guests Present

A. Nichols, D. Johnson, Jennifer Overholtzer, MC Realty, Kristen Brown, EdOps, Paul Greenwood, EdOps, R. Uptergrove, Roxanna Shaffe, Parent

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

B. Sweetman called a meeting of the board of trustees of Crossroads Charter Schools to order on Monday Jun 25, 2018 at 4:28 PM.

C. Approve Minutes

R. Cattelino made a motion to approve minutes from the May Board Meeting on 05-21-18
May Board Meeting on 05-21-18.

D. Charity seconded the motion.

The board **VOTED** to approve the motion.

II. Finance

A. May Financials

B. May Register

P. Crawford made a motion to Approve.

D. Charity seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Final FY 19 Budget

Paul Greenwood, EdOps presented the year end budget for Crossroads. Overall the budget is good shape and Paul commended Crossroads for being strategic with use of funding with the addition of a new building along with decreasing funding from the state.

D. Francis made a motion to Approve.

R. Cattelino seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Education Excellence

A. Parent Involvement Committee Report

Roxanna Shaffe, Parent, discussed plan of action the goals of PIC which include: trauma informed care at the schools, addressing social media chatter, and properly informing families with concerns.

Dean Johnson, thanked Roxanna and the parents involved with PIC for becoming more and more robust each year and for being action oriented.

IV. Facilities

A. Thayer Construction Update

Representatives from Turner discussed the updates to the Thayer Building. Project is on schedule and crews are preparing for a project completion date of late July.

B. Loan Documents and Resolutions for Closing on Thayer Building

P. Crawford made a motion to Approve.

D. Charity seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Baker University

Dean Johnson discussed details on a partnership with Baker University and discussed the plan for Baker to offer classes at Crossroads Preparatory Academy this coming Fall. As of now, their schedule will include 2 classes on Mondays and Thursdays between the hours of 5 and 10 p.m.

Dean received permission from the Board to continue working towards a Use Agreement with Baker University.

V. Governance

A. DESE Breakfast Wavier

P. Crawford made a motion to Approve.

D. Charity seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Board Officer Elections

R. Cattelino made a motion to Approve Beth Sweetman as Preisident.

D. Francis seconded the motion.

The board **VOTED** unanimously to approve the motion.

Courtney Hughley resigned as Board President to pursue the postiion as the new Chief Operating Officer for Crossroads Charter Schools.

VI. Closing Items

A. Adjourn Meeting

R. Moore made a motion to adjourn the meeting.

D. Charity seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,

R. Uptergrove

Coversheet

June Financials

Section: II. Finance
Item: A. June Financials
Purpose: FYI
Submitted by:
Related Material: 2018 06 Dashboard.pdf

**Crossroads Academy Kansas City
As of 6/30/2018**

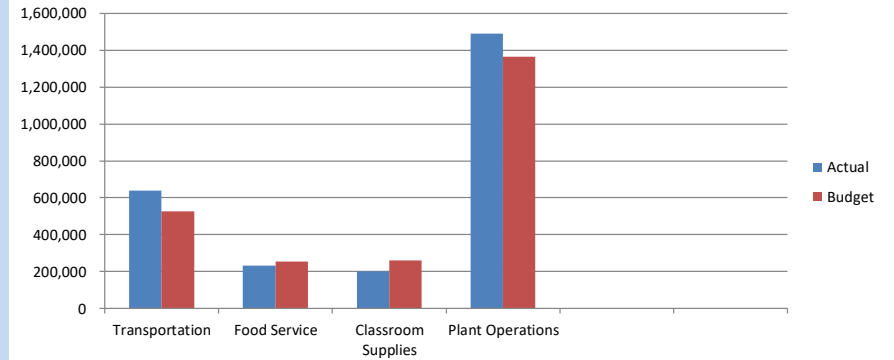
STATEMENT OF ACTIVITIES

	YTD		FY18		
	ACTUAL	BUDGET	FORECAST	BUDGET	VARIANCE
REVENUE					
5100 · Local Revenue	2,516,317	2,152,193	2,488,869	2,152,193	336,676
5300 · State Revenue	6,784,625	6,873,043	6,782,871	6,873,043	(90,172)
5400 · Federal Revenue	582,146	580,775	556,636	580,775	(24,139)
TOTAL REVENUE	9,883,088	9,606,011	9,828,376	9,606,011	222,365
EXPENSES					
6100 · Salaries	4,557,469	4,503,445	4,571,506	4,503,445	68,061
6200 · Benefits	1,251,464	1,384,325	1,247,018	1,384,325	(137,307)
6300 · Purchased Services	3,463,424	2,950,337	3,395,897	2,950,337	445,560
6400 · Supplies & Materials	539,919	630,310	529,748	630,310	(100,562)
6500 · Equipment	-	-	-	-	-
6600 · Debt Service and Other	-	-	-	-	0
TOTAL EXPENSE	9,812,276	9,468,416	9,744,169	9,468,416	275,752
NET CHANGE IN ASSETS	70,812	137,594	84,207	137,594	(53,387)
June 30, 2017 Cash Balance:	\$821,459				
June 30, 2018 Cash Balance:	\$1,100,671				
Capital Improvement Adjustments:	\$1,286,960				
Capital Improvement Donations:	\$1,522,000				
June 30, 2018 Cash Forecast:	\$1,140,706				

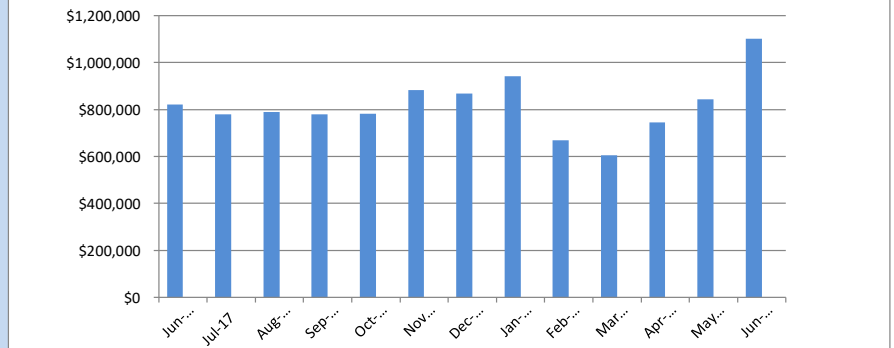
Fundraising Tracking

	FY18 Budget	YTD Budget	YTD Actual
Fall Fundraiser	175,000	175,000	151,004
Spring Event	25,000	25,000	3,643
Other Interest	-	-	46,545
Leverage Loan Interest	43,752	43,752	43,756
CAKC Real Estate Donation	172,697	172,697	175,010
CAKC Real Estate Maintenance Fund	41,200	41,200	-
Other Giving	20,000	20,000	120,546
Grants	986,000	986,000	919,564
Totals	1,463,649	1,463,649	1,460,068

YTD EXPENSES - ACTUAL vs BUDGET BREAKOUT FOR PRIORITY ITEMS



PROJECTED MONTH-END CASH



PRIMARY REVENUE DRIVERS

	FORECAST	BUDGETED	VARIANCE
Enrollment	689.00	687.00	2
Regular Term ADA	649.00	649.00	
Summer ADA	45.34	46.08	(1)
Remedial ADA	40.69	40.69	-
FRL	27.60	34.86	(7)
LEP	34.64	28.71	6
Total Wada	797.27	799.34	(2)
Per Wada Payment	8,599	8,670	(71)
Prior Year Adjustment	(32,434)		
State Revenue Projection	\$ 6,720,782	\$ 6,826,324	(105,542)

Coversheet

June Register

Section: II. Finance
Item: B. June Register
Purpose: Vote
Submitted by:
Related Material: 2018 06 Check Register.pdf

Crossroads Academy of Kansas City, Inc.
07/18/2018 4:08 PM

Check Register by Type

Page: 1
User ID: SAS

Payee Type: Vendor		Check Type: Automatic Payment			Checking Account ID: 1		
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1603604	06/26/2018	X			ATT	AT&T	755.17
1603605	06/04/2018	X			UHCBS	UHCBS REIMBURSEMENT	1,905.26
1603606	06/29/2018	X			UNITED	UNITED HEALTH CARE INSURANCE COMPANY	580.06
1603607	06/29/2018	X			BCBS	BLUE CROSS AND BLUE SHELDF OF KANSAS CITY	0.00
1603608	06/04/2018	X			UNUM	UNUM LIFE INSURANCE COMPANY OF AMERICA	0.00
1603609	06/03/2018	X			HVH	HISTORIC VIRGINIA HOTEL	16,667.67
1603610	06/02/2018	X			KCPL	KCP&L	13,450.27
1603611	06/21/2018	X			HARTFORD	THE HARTFORD INSURANCE COMPANY	2,713.20
1603612	06/10/2018	X			HANOVER	THE HANOVER INSURANCE CO	0.00
1603613	06/07/2018	X			AFLAC	AFLAC	0.00
1603614	06/04/2018	X			REPUBLIC	REPUBLIC SERVICES #468	880.00
1603615	06/01/2018	X			CAKCESTAT	CROSSROADS REAL ESTATE COMPANY	27,899.00
1603629	06/27/2018	X			COMMERCECC	COMMERCE BANK - COMMERCIAL CARDS	51,786.77
1603630	06/14/2018	X			GOOGLEF	GOOGLE FIBER	138.67
1603631	06/28/2018	X			FIRSTAMERI	FIRST AMERICAN TITLE INSURANCE	908,848.44
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 1,025,624.51
Check Type Total: Automatic Payment					Void Total:	0.00	Total without Voids: 1,025,624.51

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12262	06/05/2018	X			USPS	USPS	500.00
12263	06/12/2018	X			FAST	FAST-N-FUN	1,085.00
12267	06/13/2018	X			SCHUKAR	KARA SCHUMACHER	176.00
12269	06/14/2018	X			PARKDAN	DANIELLE PARKER	288.00
12274	06/19/2018	X			SOSASAN	SANDRA SOSA	1,250.00
71670688	06/05/2018	X			PARALLEL	Parallel Employment Group	164.22
71670689	06/05/2018	X			PROGRESSIV	PROGRESSIVE ELECTRONICS, INC.	770.00
71670690	06/05/2018	X			TSIGEO	TSI Geotechnical Inc	2,225.00
71670691	06/05/2018	X			VICSCHINN	Victor Schinnerer & Company	625.00
71670986	06/05/2018	X			INFORMED	INFORMED IMPROVEMENT LLC INC	1,224.75
71670987	06/05/2018	X			CONCENTRA	CONCENTRA	59.00
71670988	06/05/2018	X			QHA	QUALITY HILL ASSOCIATES LLC	440.00
71670989	06/05/2018	X			AMMICRO	American Micro Digital Document Management	45.00
71670990	06/05/2018	X			YARDI	YARDI MARKETPLACE	1,690.40
71670991	06/05/2018	X			AMERDINING	AMERICAN FOOD & VENDING CORP	6,418.97
71671224	06/05/2018	X			TIERNEY	TIERNEY OFFICE PRODUCTS	327.90
71671225	06/05/2018	X			DATAMAX	DATAMAX, INC	1,808.40
71671226	06/05/2018	X			COMMSCHLMA	Communities in Schools of Mid-America	3,187.50
71671227	06/05/2018	X			HIGENE	HI-GENE'S JANITORIAL	7,738.43
71671228	06/05/2018	X			MIDCON	MID-CON MANAGEMENT-DST	2,069.00
71671229	06/05/2018	X			HIGENE	HI-GENE'S JANITORIAL	5,339.60
71671230	06/05/2018	X			KELLY	KELLY SERVICES, INC	3,074.00
71680507	06/12/2018	X			OPAWARDS	OVERLAND PARK AWARDS	136.00
71680508	06/12/2018	X			ISS	ISS FACILITY SERVICES - KC	960.21
71680509	06/12/2018	X			ISS	ISS FACILITY SERVICES - KC	533.54
71680510	06/12/2018	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
71680511	06/12/2018	X			PLAZAACADE	THE PLAZA ACADEMY	50.00
71680512	06/12/2018	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
71680513	06/12/2018	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
71680514	06/12/2018	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
71680515	06/12/2018	X			GENERALFIR	GENERAL FIRE SPRINKLER COMPANY, LLC	190.00
71680516	06/12/2018	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	7.05
71680517	06/12/2018	X			GREAZAC	ZAC GREASON	250.00
71680518	06/12/2018	X			PARALLEL	Parallel Employment Group	357.42
71680519	06/12/2018	X			TOWNER	Towner Communications	165.00
71680520	06/12/2018	X			OGLETREE	OGLETREE, DEAKINS, NASH, SMOAK & STEWART, P.C.	2,145.60

Crossroads Academy of Kansas City, Inc.
07/18/2018 4:08 PM

Check Register by Type

Page: 2
User ID: SAS

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71680521	06/12/2018	X			SUPERIOR	SUPERIOR MOVING AND STORAGE	500.00
71680522	06/12/2018	X			SUPERIOR	SUPERIOR MOVING AND STORAGE	963.00
71680523	06/12/2018	X			THERMAL	THERMAL MECHANICS, INC.	840.00
71680524	06/12/2018	X			THERMAL	THERMAL MECHANICS, INC.	287.50
71680525	06/12/2018	X			21STCENT	21ST CENTURY THERAPY, P.C.	2,607.50
71680526	06/12/2018	X			UNBOUND	UNBOUNDED LEARNING INC	13,500.00
71680691	06/12/2018	X			SCHOLASTIC	SCHOLASTIC INC.	117.13
71681073	06/12/2018	X			KCTG	DBA KANSAS CITY TRANSPORTATION GROUP INC	6,702.00
71681074	06/12/2018	X			FOLLY	FOLLY THEATER BUSINESS OFFICE	459.16
71681075	06/12/2018	X			OTIS	OTIS ELEVATOR	499.83
71681076	06/12/2018	X			CONCENTRA	CONCENTRA	59.00
71681077	06/12/2018	X			MEDELLIN	Medellin Landscaping & Gardening	109.00
71681078	06/12/2018	X			QHA	QUALITY HILL ASSOCIATES LLC	1,200.00
71681079	06/12/2018	X			ATT	AT&T	172.54
71681080	06/12/2018	X			PREPKC	PREP-KC	7,150.00
71681081	06/12/2018	X			STASON	STASON, LLC	391.59
71681082	06/12/2018	X			SOLI	SOLI AND SOLI INC	2,920.00
71681083	06/12/2018	X			CONCENTRA	CONCENTRA	177.00
71681084	06/12/2018	X			AMERDINING	AMERICAN FOOD & VENDING CORP	12,668.43
71681085	06/12/2018	X			DOS	DOS MUNDOS	1,800.00
71681086	06/12/2018	X			IRESQ	IResQ	2,228.36
71681440	06/12/2018	X			ATRONIC	ATRONIC ALARMS INC	94.67
71681441	06/12/2018	X			DATAMAX	DATAMAX, INC	1,342.28
71681442	06/12/2018	X			EDOPS	EdOps	10,750.00
71681443	06/12/2018	X			DONALD	DONALD E MAXWELL, LLC	11,928.00
71681444	06/12/2018	X			KELLY	KELLY SERVICES, INC	8,410.00
71724351	06/19/2018	X			ISS	ISS FACILITY SERVICES - KC	768.74
71724352	06/19/2018	X			ISS	ISS FACILITY SERVICES - KC	591.62
71724353	06/19/2018	X			PARALLEL	Parallel Employment Group	405.72
71724354	06/19/2018	X			PARADISE	PARADISE PARK	2,249.00
71724355	06/19/2018	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	296.86
71724356	06/19/2018	X			K12ITC	K12 ITC, INC.	3,903.74
71724357	06/19/2018	X			BRIDGGI	Bridging the Gap Interpreting	147.76
71724358	06/19/2018	X			VEOLIA	VEOLIA ENERGY	321.97
71724359	06/19/2018	X			EDMUNDS	EDMINUDS & ASSOCIATES	319.05
71724360	06/19/2018	X			BIGPICSW	BigPictureSmallWorld	9,150.00
71724361	06/19/2018	X			GAGE	GAGE CENTER	740.00
71724362	06/19/2018	X			TOWNER	Towner Communications	165.00
71724363	06/19/2018	X			MCREALTY	MC REALTY GROUP, LLC	4,750.00
71724364	06/19/2018	X			BHCRHODES	BHC Rhodes	400.00
71724365	06/19/2018	X			BNIM	BNIM, INC	9,986.30
71724366	06/19/2018	X			BNIM	BNIM, INC	3,075.00
71724367	06/19/2018	X			PARADISE	PARADISE PARK	1,699.25
71724368	06/19/2018	X			BISTCOR	BIST / Cornerstones of Care	765.00
71724369	06/19/2018	X			BISTCOR	BIST / Cornerstones of Care	425.00
71724370	06/19/2018	X			KCFENCE	KANSAS CITY FENCE & GUARDRAIL	850.00
71724371	06/19/2018	X			THYSSELEV	THYSSENKRUPP ELEVATOR CORP	321.06
71724372	06/19/2018	X			21STCENT	21ST CENTURY THERAPY, P.C.	1,088.75
71724373	06/19/2018	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	556.96
71724374	06/19/2018	X			K12ITC	K12 ITC, INC.	4,502.21
71724983	06/19/2018	X			MSBA	MISSOURI SCHOOL BOARDS ASSOCIATION	1,092.19
71724984	06/19/2018	X			CONCENTRA	CONCENTRA	59.00
71724985	06/19/2018	X			CONCENTRA	CONCENTRA	59.00
71724986	06/19/2018	X			WALSWORTH	WALSWORTH	1,739.56
71724987	06/19/2018	X			AMERDINING	AMERICAN FOOD & VENDING CORP	4,635.52
71724988	06/19/2018	X			IRESQ	IResQ	298.00
71725261	06/19/2018	X			STEIKAI	KAITLYN STEINACHER	500.00
71725262	06/19/2018	X			NEWHORIZON	NEW HORIZONS	555.00

Crossroads Academy of Kansas City, Inc.
07/18/2018 4:08 PM

Check Register by Type

Page: 3
User ID: SAS

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
71725263	06/19/2018	X			ATRONIC	ATRONIC ALARMS INC	815.00
71725264	06/19/2018	X			HIGENE	HI-GENE'S JANITORIAL	5,189.60
71725265	06/19/2018	X			HIGENE	HI-GENE'S JANITORIAL	7,771.43
71725266	06/19/2018	X			TURNER	TURNER CONSTRUCTION	52,805.08
71725267	06/19/2018	X			APPLEBUS	APPLE BUS COMPANY	71,036.09
71725268	06/19/2018	X			ATRONIC	ATRONIC ALARMS INC	19,292.06
71725269	06/19/2018	X			TIERNEY	TIERNEY OFFICE PRODUCTS	458.02
71725270	06/19/2018	X			KELLY	KELLY SERVICES, INC	5,942.08
71742225	06/26/2018	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	11.88
71742226	06/26/2018	X			SCRATCH	SCRATCH OFF CATERING	520.00
71742227	06/26/2018	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	7.75
71742228	06/26/2018	X			UNIVERSITY	UNIVERSITY OF MISSOURI-COLUMBIA AR	80.00
71742229	06/26/2018	X			HERTZ	HERTZ FURNITURE	1,960.40
71742230	06/26/2018	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	42.05
71742231	06/26/2018	X			DESIGN	DESIGN MECHANICAL	12,747.00
71742232	06/26/2018	X			ISS	ISS FACILITY SERVICES - KC	502.05
71742233	06/26/2018	X			FIRE	CITY TREASURER	125.00
71742234	06/26/2018	X			STRASSER	STRASSER TRUE VALUE	26.65
71742235	06/26/2018	X			STRASSER	STRASSER TRUE VALUE	30.00
71742236	06/26/2018	X			KJETT	K JETT SERVICES	268.00
71742237	06/26/2018	X			ISS	ISS FACILITY SERVICES - KC	878.51
71742238	06/26/2018	X			THYSSELEV	THYSSENKRUPP ELEVATOR CORP	321.06
71742239	06/26/2018	X			LIFEWRK	LifeWorks US	1,968.75
71742240	06/26/2018	X			YARDI	YARDI MARKETPLACE	1,037.02
71742241	06/26/2018	X			ISS	ISS FACILITY SERVICES - KC	916.99
71742242	06/26/2018	X			ISS	ISS FACILITY SERVICES - KC	398.91
71742243	06/26/2018	X			PARALLEL	Parallel Employment Group	589.26
71742766	06/26/2018	X			KCTG	DBA KANSAS CITY TRANSPORTATION GROUP INC	6,367.00
71742767	06/26/2018	X			MEDELLIN	Medellin Landscaping & Gardening	140.00
71742768	06/26/2018	X			STASON	STASON, LLC	480.42
71742769	06/26/2018	X			AMMICRO	American Micro Digital Document Management	45.00
71742770	06/26/2018	X			AMERDINING	AMERICAN FOOD & VENDING CORP	6,048.80
71742771	06/26/2018	X			YARDI	YARDI MARKETPLACE	605.85
71742772	06/26/2018	X			KCAV	KANSAS CITY AUDIO-VISUAL	7,304.00
71743071	06/26/2018	X			TIERNEY	TIERNEY OFFICE PRODUCTS	6.67
71743072	06/26/2018	X			SCHUKAR	KARA SCHUMACHER	899.82
71743073	06/26/2018	X			DATAMAX	DATAMAX, INC	1,773.20
71743074	06/26/2018	X			APPLEBUS	APPLE BUS COMPANY	19,969.58
71744231	06/27/2018	X			LACYJEN	JENNIFER LACY	2,000.00
71744232	06/27/2018	X			JACKMAR	MARISA JACK	2,000.00
71744233	06/27/2018	X			RAYTYSI	Tysie MDowell-Ray	2,000.00
71745129	06/27/2018	X			SMITALY	ALYSE SMITH	2,000.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 430,376.22
Check Type Total: Check					Void Total:	0.00	Total without Voids: 430,376.22
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 1,456,000.73
Grand Total:					Void Total:	0.00	Total without Voids: 1,456,000.73

Coversheet

UCM Annual Oversight Review

Section: III. Governance
Item: A. UCM Annual Oversight Review
Purpose: FYI
Submitted by:
Related Material: 2017-2018 CCS AOR DRAFT.pdf

**Crossroads Academy of Kansas City
2017-2018 Annual Oversight Report
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Background and Purpose

According to charter school law RSMo. 160.405.6, “The sponsor and the governing board and staff of the charter school shall jointly review the school’s performance, management and operations” every year. The University of Central Missouri (UCM) Office of Charter Schools conducts annual oversight reviews for each of the charter schools sponsored by the university. (RSMo. 160.405.7) Site visits are conducted regularly to provide oversight in the school’s academic performance, school governance, financial operations, and the administration and operation of the school. Each school’s autonomy and its adherence to the mission and goals stated in the original charter are essential to the stability of the school.

The purpose of the Annual Oversight Report is two-fold. The first purpose is to provide the results of the oversight conducted throughout the year, as a progress report, for the governing board to compare the school’s academic achievement and overall school operations from year to year. The second purpose of the report is to provide the governing board and school administrators with a tool in making instructional decisions based on annual data with specific and reliable recommendations.

The oversight process begins with staff members visiting schools and collaborating with school officials. Persons responsible for compiling and reviewing data included in the Annual Oversight Report are: Lynne Beachner, Katrina Coggin, Vici Hughes, and Doug Thomas. Additional consultants also assisted with reviews and are named on the reviews they conducted.

Following each site visit, a report of key findings and applicable recommendations was compiled. All reports were forwarded to school officials with the date of review and the name of the reviewer. Site visit reports presented to the school administrator are included in this report.

The Annual Oversight Report was prepared by a review team from the UCM Office of Charter Schools. The team re-examined the school’s Annual Oversight Report from the previous year, specifically looking at the recommendations, and reviewed all of the 2017-2018 site reviews included in this report. If any part of the Annual Oversight Report contains inaccurate data, the school lead administrator should contact the UCM Office of Charter Schools explaining the need for revision. The correction and any documentation from the school supporting the correction will be included in the Annual Oversight Report prior to sending the completed report to the Missouri Department of Elementary and Secondary Education.

Annual Oversight Review Summary

The summary provides an immediate evaluation of each part of the oversight report. The number of standards for each section is listed in parentheses. Standards describing performance expectations have been written for all areas and are assessed as: Met, Partially Met, or Not Met. If a standard is not applicable, a mark of N/A will be listed.

Parts 1-4: Academic Performance

Results of the Accountability Plan found in the school's charter in Section A.7 (or Section G, depending on the initial date of the charter's term) are summarized. The school's procedures for data collection and analyses are reviewed.

Parts 5-6: School Governance

The monitoring plan in the school's charter is used to review the school's governing board operations and development and maintenance of board policies. Monitoring attendance at board training sessions will be a priority focus again in 2018-2019. It is each school's responsibility to keep track of the school board members' attendance at training sessions.

Part 7: Financial Operations

The monitoring plan in the school's charter is used to review the school's financial operations. Fiscal records, operations, and reports are reviewed.

Parts 8-12: School Administration and Operations

The monitoring plan in the school's charter is used to review the school's administrative procedures and operations. Site reviews document: facilities and safety procedures, personnel and payroll procedures, required staff training, student enrollment and records, and special education requirements.

**2017-2018 University of Central Missouri
Annual Oversight Review Summary
Crossroads Academy of Kansas City**

Academic Performance PART 1 Academic Achievement	Not Met	Partially Met	Met
1.1 The school meets or exceeds 50% of the MSIP 5 performance indicators. (Annual Performance Report)			1
1.2 Student Achievement over time – Status (4)			4
1.3 Student Achievement over time – Progress (1)	1		
1.4 Student Achievement over time - Growth (3)		1	2
1.5 Student Engagement (2)			2
PART 2 Data Collection, Analysis, and Maintenance	Not Met	Partially Met	Met
2.1 The school effectively collects, analyzes and stores data. (7)			7
Part 3 Curriculum	Not Met	Partially Met	Met
3.1 Vertical Curriculum Continuity (6)		1	5
3.2 Horizontal Curriculum Continuity (8)		1	7
3.3 Instruction Based on Curriculum (10)		2	8
3.4 Curriculum Priority (4)			4
3.5 Positive Human Relations (6)		1	5
3.6 Theory-Into-Practice Approach (6)			6
3.7 Planned Change (4)		1	3
Part 4 Plans for Student Success	Not Met	Partially Met	Met
4.1 Has plans available for review. (5)	2		3

School Governance Part 5 Board Governance	Not Met	Partially Met	Met
5.1 The School Board operates legitimately and in the best interest of its students and mission. (8)	1	1	6
5.2 Meetings are regularly scheduled and appropriately conducted. (9)		1	8
5.3 Governance records and documentation are appropriately kept and maintained. (7)		1	6
5.4 School business is conducted in a transparent manner, free of conflict of interest, and models best practices regarding governance roles and responsibilities. (7)		1	7
Part 6 Board Policy	Not Met	Partially Met	Met
6. Appropriate Board Policies are developed, revised as needed and followed. (25)		1	24
Financial Operations Part 7 Financial Operations	Not Met	Partially Met	Met
7.1 Fiscal records are appropriately maintained. (6)			6
7.2 The school operates in a fiscally sound and appropriate manner. (8)		1	7
7.3 Required fiscal reports and audits are completed appropriately and timely submitted. (6)			6
7.4 School business and expenses, including personnel, are made free of conflict of interest and directed toward meeting the mission of the school. (7)		1	6
School Administration and Operations Part 8 Facilities	Not Met	Partially Met	Met
8.1 Proper planning and inspections are in place to insure long-term safety and functionality. (7)			7
8.2 The interior of the building is clean, properly maintained and designed in an effort to support the instructional process. (15)			15
8.3 The exterior of the building is easily recognizable, free of clutter and properly maintained in an effort to promote safety for students and the community. (7)			8
8.4 Procedures are in place to insure safety. (12)			12

Part 9 Personnel and Payroll	Not Met	Partially Met	Met
9. Personnel policies and procedures are appropriately conducted in a manner that promotes the recruitment and retention of an effective instructional staff. (12)		4	8
Part 10 Required Training and Drills	Not Met	Partially Met	Met
10. Students and/or staff participate in appropriate drills and training. (12)	1	4	7
Part 11 Student Enrollment and Records	Not Met	Partially Met	Met
11. Student enrollment procedures and recording keeping are appropriately conducted and maintained. (21)		2	19
Part 12 Special Education	Not Met	Partially Met	Met
12.1 Initial File Review (12)		2	9
12.2 Reevaluation File Review (7)			7
12.3 Individual Education Plan (IEP) (16)		1	13
12.4 Transfer File Review (6)			6
12.5 Transition (9) No students enrolled at Crossroads who were age 16 years or older.		N/A	
12.6 Discipline (3) No students with Individual Educational Plans were suspended 10 consecutive or 10 cumulative days.		N/A	

Crossroads Academy of Kansas City
Academic Performance
Part 1: Academic Achievement Review
Reviewer: Doug Thomas
November 14, 2017

PART 1				
Section 1: Annual Performance Report (APR)	Not Met	Partially Met	Met	
1.1 The school meets MSIP 5 performance indicators (APR)			X	87.1%. Solid APR. Note-DESE has embedded a number of “grandfathered” data sets into the APR calculations. CAKC earned 39 or its 41 points in 2017, which is a strong indicator of an effective instructional program.
Section 2: Student Achievement Levels Over Time - Status	Not Met	Partially Met	Met	
1.2.1 Students will generate a higher MAP Index score than the KCPS on a majority of the required assessments.			X	CAKC significantly outperformed KCPS (same grade configurations) on three of three comparable content areas—ELA, Math, and Science.
1.2.2 Students will generate a higher MAP Index score than KCPS peer schools on a majority of the required assessments.			N/A	Building level data not yet available.
1.2.3a Students will show proficiency in MAP ELA .			X	63.6% of the students scored Proficient or Advanced in ELA, a slight increase from the previous year. Excellent!!
1.2.3b Students will show proficiency in MAP Mathematics .			X	41.9% of the students scored Proficient or Advanced in Math, a slight increase from 2016.
1.2.3c Students will show proficiency in MAP Science .			X	50.7% of the students scored Proficient or Advanced in Science, a significant increase from 2016.
1.2.3d Students will show proficiency in MAP Social Studies .			N/A	NA—No scores in Social Studies for K-8 districts.

1.2.4 Students met benchmark on in-house measures of achievement as per contract goals.			N/A	No additional in-house status measures are included in the CAKC contract.
Section 3: School Improvement Over Time - Progress	Not Met	Partially Met	Met	
1.3.1a Student cohort groups will increase the MAP Index scores in ELA			N/A	Due to changes in the MAP in 2015-2017, comparisons of MAP Index scores are not statistically appropriate. Mixed results were generated, with two cohorts showing marked improvement, and two showing declines.
1.3.1b Student cohort groups will increase the MAP Index scores in Math			N/A	Due to changes in the MAP in 2015-2017, comparisons of MAP Index scores are not statistically appropriate. The 2017 results indicated two cohorts with significant declines, and two with minor changes.
1.3.2 Students will generate “Progress Points” within the building APR calculations.	X			CAKC generated 0% of its possible <i>progress</i> points, 0/12 for ELA, 0/12 for Math, and 0/12 for Science. <i>Progress</i> points indicate overall improvement from previous years’ performance. CAKC had strong scores in 2015, making “progress” more difficult in 2017. Overall, MAP scores are not a concern.
Section 4: Student Achievement Over Time - Growth	Not Met	Partially Met	Met	
1.4.1 School will earn “Growth” points as calculated for MSIP 5 APR.		X		CAKC generated 50% of the possibly <i>growth</i> points for the APR calculation. Met Benchmark for this indicator. <i>Growth</i> points indicate students performed higher than statistically projected. This level of “growth” is “on track”, indicating the appropriate level of growth was generated by the CA students.
1.4.2a Students will improve in ELA as measured by nationally-normed assessment.			X	NWEA Reading: Changing this indicator to represent the percentage of students generating one or more years growth per each year of instruction. 67%
1.4.2b Students will improve in Math as measured by nationally-normed assessment.			X	NWEA Math: Changing this indicator to represent the percentage of students generating one or more years growth per each year of instruction. 61%

Section 5: Student Engagement	Not Met	Partially Met	Met	
1.5.1 Students will meet established attendance goals.			X	ADA was 94.7%, achieving Target goal of 94%. Proportional ADA was 89.2%, just under the state expectation of 90% in attendance 90% of the time.
1.5.2 School will meet established retention goals.			X	CAKC retained 81% of its 20176 students, exceeding its target goal of 80%.
1.5.3 School will meet established Graduation Rate			N/A	N/A for elementary schools.
1.5.4 School will meet established goals for post-secondary indicators.			N/A	N/A for elementary schools.

Crossroads Academy of Kansas City
Academic Performance
Part 2: Data Collection, Analysis, and Maintenance
Reviewer: Doug Thomas
November 14, 2017

2. 1. The school has effectively and systematically gathered student achievement data applicable to the academic performance indicators outlined in the agreement.

Criteria	Status	Comments / Notes
2.1.1 Are the data appropriately disaggregated and analyzed to determine the degree the school has achieved the academic performance indicators outlined in the charter agreement?	Met	<ul style="list-style-type: none"> • MAP and NWEA achievement data were readily available, as were student retention and attendance data. • Satisfaction survey of parents had been administered and disaggregated.
2.1.2. What longitudinal data are being collected, analyzed, and maintained?	Met	<ul style="list-style-type: none"> • MAP, NWEA, attendance, retention, Deambox (math assessment), Lexia (Reading assessment), Anet (grades 2 to 9, tracking math and reading over multiple years).
2.1.3. Provide evidence that cohort and student specific data are being collected, analyzed, and maintained.	Met	<ul style="list-style-type: none"> • Teachers are provided with student specific MAP and NWEA data. • Data teams meet every month with school leaders to review tracking information. • Teams review formative assessments, NWEA, MAP, and check-ins (Mastery Connect) on a regular basis. • Teachers generate instructional targets for each student.
2.1.4. Provide evidence that academic performance data and results are presented in a straightforward and logical manner.	Met	<ul style="list-style-type: none"> • Teachers are provided with student specific data. • Data teams meet regularly, 2 to 3 times per month. • Instructional coaches (1 at each school, one shared) provide support for the data teams, and meet with the team.

		Process is led by Principal, who meets with the IC and Chief Academic Officer weekly.
2.1.5. Describe the process that performance data are shared with staff.	Met	<ul style="list-style-type: none"> • Content specific goals are established / shared by the staff • Data teams meet regularly, review student performance data. • Data teams also meet with the principal, instructional coaches, and Chief Academic Officer. • Mastery connects—list by student / competency are generated, routinely provided to the instructional staff.
2.1.6. What curriculum or instructional revisions have been made over the past year due to the school’s performance data?	Met	<ul style="list-style-type: none"> • Staff includes data consultant, collects and presents the data to instructional teams. • Full time coaches for Communication Arts. Split time coaches for Math and Science. • Immediate efforts are geared toward improving math • Teachers review scores, creating small group activities to work on identified skill sets • Individual lesson plans are developed for students scoring below acceptable benchmark scores. • School leadership team focus on providing ongoing professional development geared toward addressing identified student needs.
2.1.7. Provide evidence the data are collected and maintained as institutional data for the school. a. Data collection and analysis are	Met	<ul style="list-style-type: none"> • The leadership team has continued to grow, expanded with the growth of the school. • Tracker is webbased, secured, google web sheet. • Instructional staff sets specific goals for classrooms, grade

<p>components of a board approved position with written job description.</p> <p>b. Data collection is maintained on an institutional computer with appropriate backup and security components in place</p> <p>c. Data analyses are regularly submitted to and reviewed by the governing board</p>		<p>levels, and overall school.</p> <ul style="list-style-type: none"> • School leaders are committed to maintaining a data driven school improvement process at all levels. • School officials and staff demonstrated appropriate knowledge and skills relative to data collection and utilization. • Student achievement data are provided to the board at each board meeting (monthly).
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Recommendations / Comments:

- Crossroad Academy has effectively and systematically gathered student achievement data applicable to the academic performance indicators outlined in the agreement. No concerns or recommendations.
- Crossroads Academy of Kansas City has generated an exemplary APR score, ranking as one of the top performing schools in the KC metro area.
- School officials have developed effective data-driven school improvement processes. The school has devoted time, personnel, and processes to the appropriate collection and utilization of achievement data to support and drive its academic program.

Crossroads Academy of Kansas City
Academic Performance
Part 3: Curriculum Review

3.1 Vertical Curriculum Continuity				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.1.1 Curriculum Housing			X	
3.1.2 Curriculum Map			X	
3.1.3 Vertical Articulation		X		
3.1.4 Curriculum Overlap and Gaps			X	
3.1.5 Missouri Learning Standards			X	
3.1.6 Unpacking Standards			X	
3.2 Horizontal Curriculum Continuity				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.2.1 Curriculum Appropriateness			X	
3.2.2 Alignment of Curriculum, Assessment and Pedagogy			X	
3.2.3 Depth of Knowledge			X	
3.2.4 Lesson Objectives (I Can Statements)			X	
3.2.5 Student Skills			X	
3.2.6 Rigor of Assessments			X	
3.2.7 Use of Data			X	
3.2.8 Cross-Curricular Components		X		
3.3 Instruction Based on Curriculum				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.3.1 Lesson Planning		X		
3.3.2 Lesson Structure			X	
3.3.3 Lesson Alignment to Skills and/or			X	

Standards				
3.3.4 Demonstrations of Learning (DOLs)			X	
3.3.5 Quality of Learning Experiences			X	
3.3.6 Activities and Materials			X	
3.3.7 Differentiation			X	
3.3.8 Cultural Awareness		X		
3.3.9 Instructional Grouping			X	
3.3.10 Technology Integration			X	
3.4 Curriculum Priority				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.4.1 Providing Resources			X	The review indicated the ALL Schools scored at the “Exceeds Expectations” level for this criterion.
3.4.2 Resource Training			X	
3.4.3 Budget Allocation for Instructional Resources			X	
3.4.4 Curriculum Development			X	
3.5 Positive Human Relations				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.5.1 Internal Feedback to Staff		X		
3.5.2 Stakeholder Engagement			X	
3.5.3 Staff Collaboration			X	
3.5.4 Staff Collaboration Expectations			X	The review indicated the ALL Schools scored at the “Exceeds Expectations” level for this criterion.
3.5.5 School Professional Development Plans			X	
3.5.6 Teacher Professional Development Plans			X	
3.6 Theory-Into-Practice Approach				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.6.1 High Expectations			X	The review indicated the ALL Schools scored at the “Exceeds Expectations” level for this criterion.

3.6.2 Priority Standards			X	
3.6.3 Assessment Production			X	
3.6.4 Data-Driven Decision Making			X	
3.6.5 Post-Secondary Connections			X	
3.6.6 Community Connections			X	The review indicated the ALL Schools scored at the “Exceeds Expectations” level for this criterion.
3.7 Planned Change				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
3.7.1 School/LEA Improvement Plan or Action Plan with Goals			X	
3.7.2 Reflective Practices and Professional Growth			X	
3.7.3 Alignment Across LEA		X		
3.7.4 Monitoring of Curriculum at Site Level			X	The review indicated the ALL Schools scored at the “Exceeds Expectations” level for this criterion.

Crossroads Academy of Kansas City
Academic Achievement
Part 4: Plans for Student Success
February 7, 2018

Planning for Student Success	Not Met	Partially Met	Met	* School has a workable plan
4.1 Strategic / CSIP Plan			X	Strategic Plan was built with the intention of continuous updating. The Administrative Team meets monthly to check on progress toward goals. The five main goals center around academic rigor, cultural competence, high quality team, planning and fiscal responsibility.
4.2 Professional Development			X	PD Plan complete with goals that complement the strategic plan.
4.3 Technology Plan	X			<u>Recommendation:</u> Include in your Strategic Plan or in a stand-alone plan the goals for technology in your school. Include an evaluation/ replacement schedule.
4.4 Title Plan(s)			N/A	Not available online this year.
4.5 Facilities Maintenance Plan	X			<u>Recommendation:</u> Evaluate each building for major and minor improvements that may be required over the next 10 years. Plot out an update/replacement schedule.
4.6 Assessment Plan			X	Assessment Plan is in line with their academic goals and their standards- based grading system. Quarterly standards assessments are conducted and analyzed by grade level. Individual and/or group student conferences are done to give students feedback and to motivate them. The following testing instruments are used: Teachers College Running Records, Anet Assessments (standards-based), MAP/EOC and NWEA.

Recommendations:

- Include in your Strategic Plan or in a stand-alone plan the goals for technology in your school. Include an evaluation/ replacement schedule.
- Evaluate each building for major and minor improvements that may be required over the next 10 years. Plot out an update/replacement schedule.

Crossroads Academy of Kansas City
School Governance
Part 5: Board Governance
Reviewers: Mike Ringen and Julie Brunner
January 22 and February 16, 2018

5.1 The School Board operates legitimately and in the best interest of its students and mission.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
5.1.1 Throughout the year Board composition meets all requirements of its bylaws and appropriate state regulations regarding governance. (Proactive recruiting) (Board Minutes Attendance)			X	Review of Bylaws at September meeting. Revisions made concerning items about board members.
5.1.2 The proper number of members are on the Board as noted in the By-Laws/ policies/ contract with the University of Central Missouri.			X	7-15 board members (By-Laws) There are currently 7 Board Members.
5.1.3 The Board participates in long range strategic planning and there is a process in place for plans to be evaluated yearly (i.e., student performance, facility, growth, budget, school improvement, etc.). (Review student, teacher and parent surveys, Board minutes on strategic planning...)			X	Plan development began in January, 2017 and was completed and approved by the board in August. Appropriate topics are included. Also refer to Part 4: Plans for Student Success Review.
5.1.4 The school is in material compliance with applicable law (IDEA, NCLB, SPED, Title I, Title VI, FERPA, etc.). (Policies in place, no DESE investigations, any letters stating noncompliance, etc.)			X	Just completed a food audit No reported compliance issues.
5.1.5 There is a practice in place for Board member induction and continuous training. (16 hours first year, 4 hour per year all others - agendas/ procedures from induction sessions)		X		Board Governance Policy Appendix B 8 hours annually training for each board member according to 2.1 in Appendix B 2 board members went to MCPSA training.
5.1.6 Board actively seeks and includes parental and community involvement in its governance according to			X	Town Hall style board meeting in August.

charter (Parent representation on Board, have input into strategic planning, PTO, etc.) (Board Agenda/Minutes - Open Forum)				Several guests present. Report provided from Parent Involvement Committee. They have a PAC in each building, and are adding a Middle School PAC on Central Street. Board meetings are always open, and parents attend nearly all meetings. Two annually are designated as Town Hall meetings with 15-20 attending.
5.1.7 Attendance at Board Meetings (July 1 – June 30) never falls below 75%.	X			4 meetings of below 75% attendance. 2 meetings no quorum
5.1.8 School Board members’ Family Care Safety Registry reports and Background Checks are complete and kept on file.			X	
5.2 Meetings are regularly scheduled and appropriately conducted.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
5.2.1 There are at least 10 regular meetings of the Board.			X	
5.2.2 Board meeting are posted in sufficient time and include a tentative agenda.			X	Excellent notice of agenda format.
5.2.3 The president of the Board and the Executive are both involved in Board meeting planning.			X	
5.2.4 Minutes include a record of Board members attending and those absent.			X	
5.2.5 Action is taken with motions, seconds and votes.			X	
5.2.6 There is a roll-call vote to enter a closed session.			X	
5.2.7 Confidential minutes are developed for closed sessions and securely maintained.			X	Name of person maintaining closed session minutes: Janet Location of stored minutes: third floor office area, locked area
5.2.8 Business is conducted in compliance with Missouri open meeting laws.			X	
5.2.9 A quorum is present for all Board Meetings. (No				2 meetings of No Quorum, no votes.

meeting was cancelled for lack of a quorum.)		X		
5.3 Governance records and documentation are appropriately kept and maintained.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
5.3.1 Board minutes are available to the public upon request.			X	
5.3.2 Board minutes are properly maintained (Kept in one place, one person oversees, easily accessible, etc.).			X	Board on track – well written, information easily found and very efficient.
5.3.3 Board minutes are current.			X	
5.3.4 Board minutes are complete.			X	
5.3.5 The Notice of Meeting is included in the documentation of monthly meeting.			X	
5.3.6 Governance records are developed and maintained by staff or consultants – not Board members.			X	
5.3.7 Deficient findings from last years’ UCM review have been corrected. Board Member Training		X		
5.4 School business is conducted in a transparent manner, free of conflict of interest, and models best practices regarding governance roles and responsibilities.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
5.4.1 There are indications that the Board knows and sustains the difference between administration (management of the school) and governance (policy, outcome setting, monitoring outcomes, evaluation of the top executive, etc.)		X		Administrative staff and teachers are evaluated annually. Proper reports provided. Discussion on appropriate topics. Evidence of monitoring bylaws, finance and planning. MAP, APR results provided. *Ms. Nichols reports that Courtney Hughley, Board Chair, told her that Mr. Johnson’s performance was usually reviewed at the completion of the fiscal year, but there is no documentation that this occurred this year.
5.4.2 Decision-making is free of conflicts of interest and				Reviewed conflict of interest.

decision makers act in the best interest of the children in the school. (Policy, awarding of contracts...)			X	Proper votes on items that are under the board's responsibilities.
5.4.3 Finance reports are included on the regular agenda			X	
5.4.4 The annual audit is reviewed by the Board, accepted by motion and recorded in Board minutes.			X	December minutes, 2017
5.4.5 The Board minutes reflect approval of an annual budget.			X	June board meeting
5.4.6 The Board is aware of school staffing and staff salaries.			X	New employee job descriptions provided Reviewed health insurance package and vacation benefits. Wellness policy adopted.
5.4.7 There is some type of appropriate Board oversight on payment of the bills.			X	Monthly check registry available and approved.

Crossroads Academy of Kansas City
School Governance
Part 6: Board Policy Review
Reviewers: Mike Ringen and Julie Brunner
January 22 and February 16, 2018

6. Appropriate Board Policies are developed, revised as needed and followed.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
6.1 Required state, federal, and contractual, policies are approved, on file, available for review.			X	
6.2 There is a written procedure/policy for Board member recruitment. (Could be in bylaws.)			X	They signed a contract with Charter Board Partners
6.3 Board approved job descriptions are in place for all positions listed on the organizational chart.			X	
6.4 The term of office for Board members is clearly defined in bylaws or policy.			X	Bylaws – 2 year terms, 3 consecutive terms unless this is extended to 4 by unanimous approval of the Board, and then a mandatory 1 year off before the board member can return, if elected.
6.5 All policy deficits from last year have been reviewed and voted on by the Board. (List in the Strengths/Recommendations cell any policies that still need updates from last year.)			X	Board Member Recruitment procedures have been established with the new contract with Charter Board Partners.
6.6 Any required policies related to changes in statutes have been identified and voted on by the Board. List of required policies from 2016-2017 MO statute revisions: Dyslexia Screening, Cardiopulmonary Resuscitation Instruction, English Language Learners, Program for Homeless Students, LEA and School Title 1.A Parent Involvement. Suggested policy: Age Criteria for Kindergarten Admission		X		Before your first group graduates from high school, adopt a policy and provide training in CPR and Heimlich Maneuver. They have received the model policies from MCPSA and they are in the approval process.

6.7 There is a written process/policy in place for an annual review of policies by administration/board. (Suggested)			X	Board Governance Section 4.1, Page 8
6.8.1 A policy exists for discrimination and harassment. (Required by MO statutes.)			X	
6.8.2 A policy exists for school board duties. (Could be listed in bylaws.) (Required by UCM)			X	Bylaws Article IV Governance
6.8.3 A policy exists for superintendent evaluations. (Required by UCM)			X	Executive Director evaluation policy in Human Resource Policy, Appendix H
6.8.4 A policy exists for annual budget approval. (Required by MO statutes)			X	Finance policies, Appendix A, Section 1.4 By June 30 as required
6.8.5 A policy exists for bidding and purchasing procedures. (Required by MO statutes)			X	Finance policies, Appendix H Section 5.3
6.8.6 A policy exists for student safety and safety plans. (Required by MO statutes)			X	Operational Policy, Appendix QQ states that they are “to develop and implement” the plan. There are red printed folders on display that include safety procedures.
6.8.7 A policy exists for instructional plans. (Required by MO statutes)			X	This is in Operational Policies
6.8.8 A policy exists for academic calendar. (Required by MO statutes)			X	Operational Policies, Appendix B
6.8.9 A policy exists for student discipline. (Required by MO statutes)			X	Operational Policies, Appendix MM
6.8.10 A policy exists for student enrollment/lottery procedures. (Suggested)			X	Operational Policies, Appendix CC, Section 6
6.8.11 A policy exists for public right to know procedures. (Suggested)			X	APPENDIX E of Operational Policy lists items that are available for Public Inspection. Recommendation: Change to “background check performed, and person deemed appropriate for service” rather than specific results found in background checks.
6.8.12 A policy exists for custodial/non-custodial parents. (Suggested)			X	The words “parent” and “guardian” are used.

6.8.13 A policy exists for whistleblowers. (Required by UCM)			X	In the employee handbook, we found “Reports may be made without fear of reprisal and, where practical, confidentiality will be maintained.”
6.8.14 A policy exists for thresholds for board approval on expenditures. (Required by MO statutes)			X	\$150,000 or more requires board approval. This is in the Financial Policies, Appendix D, Section 2.1
6.8.15 A policy exists for hiring and recruitment procedures. (Required by MO statutes)			X	
6.8.16 A policy exists for terminations and appeals. (Suggested)			X	Termination is covered in the employee handbook. Appeal process is in HR Policies. It is called Staff Complaints and Grievance Policy.
6.8.17 A policy exists for compliance with the MO Sunshine Law. (Could be in bylaws) (Required by MO statutes)			X	Governance Policies, Appendix A
6.8.18 A policy exists for board member Conflict of Interest. (Required by MO statutes)			X	Governance Policies, Appendix E

Crossroads Academy of Kansas City
Financial Operations
Part 7: Financial Operations Review
Reviewers: Mike Ringen and Julie Brunner
January 22 and February 16, 2018

7.1 Fiscal records are appropriately maintained.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
7.1.1 Financial reports are complete (no blank spaces for important information).			X	
7.1.2. Financial reports are comprehensible (understandable, user friendly, include dates).			X	
7.1.3. Financial records are organized by date and easily accessible.			X	
7.1.4. The school's personnel uses Missouri's Financial Accounting practices and stays current on changes.			X	
7.1.5. Separate records are kept for federal programs (If not a school-wide pool).			X	School wide Title I
7.1.6 Receipts/invoices are easily accessed. (Randomly checked at least 6)			X	
7.2 The school operates in a fiscally sound and appropriate manner.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
7.2.1 The annual independent audit is available for review and is free of findings. (Findings local admin/state – transportation or attendance.)			X	The auditing firm did provide several recommendations identified as “additional matters to bring to your attention.”
7.2.2 Three to five year budget planning is complete with anticipated revenue and expenditures. A five-year plan is available at the Charter's Renewal.			X	9-year plan approved by the board

7.2.3 Unencumbered reserves as reported in the past audit meet or exceed 10% of the total expenditures for the same period.		X		9.48% from DESE ASBR for 2016-17 school year (most recent available today)
7.2.4 The school participates in the E-Rate program.			X	Documented on Schools and Libraries website
7.2.5 The school receives Medicaid funds.			X	Switched to MSBA Medicaid from Accelify.
7.2.6 The school has adequate insurance coverage and it is reviewed annually. (10% of Budget)			X	Marsh McClennan is the broker. July 1 renewal date. Hanover provides property and crime. Workers Comp is with The Hartford. D&O Indian Harbor Insurance Company. Component policies increased according to risks and needs.
7.2.7 There is a monthly financial review process where the check register is reviewed and approved by the board. If reviewed by the finance committee it must be reported in the monthly minutes and approved by the entire board. (Administration and Board Committee)			X	In Board Minutes
7.2.8 The school participates in the Kansas City School District Retirement System.			X	
7.3 Required fiscal reports and audits are completed appropriately and timely submitted.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
7.3.1 Financial reports to the Board are timely (within one month of actual deposits or expenditures).			X	Provided by Ed-Ops
7.3.2 Financial reports include a balance sheet showing the net worth of the school at a single point in time (i.e., assets, liabilities).			X	
7.3.3 Financial reports include an Income and Expense Statement (may include income and expenses that have not cleared).			X	
7.3.4 Financial reports include a budget versus actual report that may include percent of budget available or consumed.			X	

7.3.5 Audit prepared by an independent company was sent to UCM and DESE and was published in a local paper. (copy of emails or copy of what was sent)			X	Northeast News
7.3.6 The audit was accepted by the Board (in minutes with related vote).			X	December 2017 Board Minutes
7.3.7 If audit exceptions were identified, they have been addressed. (This may be N/A)			N/A	
7.3.8 If ASBR report had exceptions from DESE they were corrected in a timely manner.			N/A	
7.4 School business and expenses are made free of conflict of interest and directed toward meeting the mission of the school.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
7.4.1 Written procedures/internal controls for the handling of charitable gifts and incoming monies are clear. (Procedures for mail, events, cafeteria, uniforms, etc.)			X	Finance Policy Appendix C
7.4.2 The Board has established a whistleblower policy and it is available to staff.			X	In the Employee Handbook: <i>Reports may be made without fear of reprisal and, where practical, confidentiality will be maintained.</i>
7.4.3 Budget development is based on needs as defined by appropriate stakeholders.			X	Several drafts presented prior to the month of approval
7.4.4 Salary guidelines are available.		X		Before assigning salaries, comparisons were made to KCPS and suburban schools, per admin conversation.
7.4.5 The Board has thresholds for who must approve contracts of various dollar amounts.			X	\$150,000 requires board approval
7.4.6 The Board has established a bidding process for expenditures over a predetermined amount.			X	Multiple bids on anything over \$3500. Lunch and transportation had RFPs. DESE has specific ways to manage the food contracts.
7.4.7 Policies are in place that avoid nepotism in hiring and in the awarding of contracts.			X	December 2017 Board Meeting – Governance Committee chair reviewed Conflict of Interest statement.
7.4.8 Amount spent annually by LEA on professional			N/A	Currently tracked using function code 2213,

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development.			which combines with codes 2211, 2212, and 2219 to record funds spent for improvement of instruction. \$165,480.92 recorded as PD funding for FY 2017. They will begin using function code 2214 next FY.
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**Crossroads Academy of Kansas City
School Administration and Operations
Part 8: Facility and Safety Review
Reviewer: Lynne Beachner
September 18, 2017**

8.1 Proper planning and inspections are in place to insure long-term safety and functionality.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
8.1.1 There is a clear procedure for initiating a work order request for building and/or equipment. (i.e., examples of what has been repaired this month from a work order)			X	
8.1.2 Current Fire Department Safety Certificate is posted			X	Crossroads 3, 2017 Multi-purpose room & Gym Quality Hill
8.1.3 Current Health Department Food Service Certificate is posted			X	December 31, 2017
8.1.4 Deficiencies on Food Services Audits have been addressed as per the required corrective actions.			X	Name of school’s Food Services Authorized Representative: Rachel Uptergrove
8.1.5 Fire extinguisher inspections are posted and up-to-date.			X	Fire Extinguishers are up to date in all buildings but the high school where they are due for an update this month. Sept. 2017 & Sept 2016 (HS)
8.1.6 Elevator is available and inspection is posted			X	I was able to verify the elevators has been inspected at the Crossroads and Quality Hill buildings but the management office at the High School is checking on it. (QH – 9-1-17, Cen. 2-1-18, Lift – 2-1-18) Quality Hill will need updating this month.
8.1.7 HVAC is in good repair			X	
8.2 The interior of the building is clean, properly maintained and designed in an effort to support the instructional process.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations

8.2.1 GFCI are installed where an electrical source is within 6 feet of a water source			X	
8.2.2 All observed electrical boxes/switches are covered			X	
8.2.3 EXIT signs are prominent and lighted			X	
8.2.4 Stair treads and railings are secure and safe			X	
8.2.5 Classrooms are of adequate size for their purpose			X	
8.2.6 Bathrooms are clean			X	
8.2.7 Toilets are operational			X	
8.2.8 Bathrooms have sinks with hot and cold water.			X	
8.2.9 Bathrooms provide soap and towels for hand washing			X	
8.2.10 Hallways have an unobstructed clearance of 8 feet			X	
8.2.11 Storage areas are in good order			X	
8.2.12 Schools maintain appropriate entrance signs and directions. (need to check into the office and how to get there)			X	
8.2.13 All classroom doors can be locked/secured from the inside.			X	Magnetic strips help in the Crossroads' building Bolt locks at High Schools
8.2.14 First floor classrooms should have a means to block sight from those outside the building.			X	
8.2.15 Paper artwork and teaching materials cover less than 20% of a wall area			X	
8.3 The exterior of the building is easily recognizable, free of clutter and properly maintained in an effort to promote safety for students and the community.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
8.3.1 Handicapped parking is provided and marked			X	

8.3.2 Curb cuts are in an appropriate proximity to handicapped parking			X	
8.3.3 Exterior signage is prominent and adequate for emergency vehicles to identify the school			X	
8.3.4 Exterior door security is in place at every entry while allowing people to exit whenever the building is occupied.			X	
8.3.5 Playground equipment is inspected on a regular schedule and a written process is in place to denote possible safety problems. (Must be documented- checklist)			X	A new playground has just been installed. It will have regular monitoring through an outside source.
8.3.6 The main entrance to the school has an electronic system that controls entry to visitors.			X	
8.3.7 Shrubs around the building are trimmed within 3' to allow for a good line of sight.			X	
8.3.8 Exterior lighting is appropriate around entrances, parking and walkways.			X	
8.4 Procedures are in place to insure safety.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
8.4.1 Emergency exit maps are posted in every occupied room			X	The signs are being prepared now and will go up soon.
8.4.2 Breaker boxes are kept locked and do not allow child access			X	There are several breaker boxes in the Quality Hill building that need to be locked.
8.4.3 Material Safety Data Sheets are posted where chemicals are stored.			X	MSDS – Located in janitor closets.
8.4.4 There were no observed permanent extension cords			X	
8.4.5 There is a working system of communication between classrooms and the office.			X	Walkies & Phones
8.4.6 There is an appointed district Safety Coordinator			X	Anne Nichols is the appointed district Coordinator.

8.4.7A safety committee meets at least two times each year (administrator(s), teacher(s), nurse, parent(s), etc.)			X	April 19, 2018 – Are in the process of updating plan to include High School. Will meet throughout the spring and summer
8.4.8 Administrative procedures encourage staff to report suspected child abuse and neglect			X	
8.4.9 A student code of conduct is made available to students, staff and parents			X	
8.4.10 A copy of the floor plan is on file with the local police department			X	Add the High School to the MO 1 Plan.
8.4.11 An alternate building evacuation site is known to adults and parents			X	Clarify the building evacuation plan for the HS
8.4.12 Visitors are required to check in at the office and receive a visitor name badge			X	
8.4.13 Science teachers and administrators are aware of the special safety requirements of science labs and the proper safety equipment is in place			N/A	

Comments:

- Look for another location that can be locked for cleaning supplies in the exit.
- The portable desk/blackboard at the east side of the hall near the elevator needs the hook fixed.

Crossroads Academy of Kansas City
School Administration and Operations
Part 9: Personnel and Payroll Review
Reviewer: Doug Thomas
February 23, 2018

9. Personnel policies and procedures are appropriately conducted in a manner that promotes the recruitment and retention of an effective instructional staff.				
Indicators	Not Met	Partially Met	Met	Findings
9.1 A Teacher Salary Schedule is in place or a process that uses experience and degrees, with consideration given to other charter schools' salary structures to determine salary.		X		CCS does not utilize a salary schedule. Director assesses area market conditions to establish compensation. Salary of newly hired teachers ranged from \$44,500 to \$65,000 for the 2017-18 school year. There is no written documentation or policy to support how individual salaries are determined.
9.2 Yearly board approved contracts are provided.		X		Yearly contracts are provided. Board does not approve individual contracts – school officials do not view approval of contracts as a governance function, rather consider it operations. Lead administrator did not have current contract or letter of employment documenting salary, however there is now a letter of employment for lead administrator for next year.
9.3 Classified/Support Staff Salary Schedules or a written letter of employment that includes salary and benefits is provided at time of employment.		X		Letters of employment were not provided annually for all support staff, just with first employment.
9.4 The school demonstrates proactive staff recruitment that promotes quality instruction.			X	School officials utilize MOREAP, Teacher Talent, NEMNET, and the school web site to announce job vacancies and support recruitment efforts. Admin NP Connect for office staff school officials, School leaders attend job fairs.
9.5 At least 80% Position Code 60 educators are certified. All			X	Crossroads staff includes 63.5 FTE designated as classroom teachers. 100% of the teachers are appropriately certified. No

employees paid with federal funds are certified.				concerns. Excellent commitment to a fully credentialed and highly qualified instructional staff.
9.6 A master schedule is in place and available.			X	A master schedule with specific assignments was available; assignments are designated as QH K-4 and CAKC K-8. The schedule is well organized, providing clarity to the specific position and teaching assignments.
9.7 Family Care Safety Registry reports and Background Checks are complete, less than five years old, and kept on file.			X	Eight personnel files were reviewed, including administrator, support staff, teachers, and extra duty assignments. The information is all organized and saved electronically. All files contained background checks, FCSR, contracts, and certification. Drug testing results. Confirmation documentation for background checks and FCSR documents were on file for all board members.
9.8 Payroll summaries and personnel rosters were compatible.			X	Salaries from two different payroll periods were cross referenced with contracts on file for five educators, two administrators, and one support staff. All payroll summaries aligned with contracted amount. No discrepancies, no concerns.
9.9 Administrators have appropriate certifications for their roles.			X	Principal, assistant principals, and special ed director possess the appropriate administrative certification. Director is not certified.
9.10 School demonstrates stability with its instructional staff (recruitment, hiring, salary and benefits, and mentoring practices). For two out of the last three years the school has met: (85-100%=Met, 70-84%=Partially Met, <70%=Not Met)			X	Of the 59 instructional staff members with the school in Sept. 2016, 49 returned for 2017-2018 school year; generating a one-year retention rate of 83%. CCS had retention rates of 75% for the previous two years.
9.11 The school uses a teacher evaluation system based on the 7 Essential Principles of the Missouri Teacher Evaluation System.			X	School officials use the Missouri (DESE) evaluation model for staff evaluations. All teachers are evaluated each year. Copies of the annual evaluations are maintained within the principal teacher files (electronic).
9.12 Current and historic H. R. records are maintained in a secure			X	Personnel records are secured within a locked cabinet, with controlled access. Files are maintained electronically. Files are in

location.			good order. School personnel are continuing efforts to move to a fully electronic system.
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Summary:

- CCS maintains personnel files in appropriate manner, providing documentation of background checks, salaries and benefits, and annual evaluations.
- The electronic filing system being implemented at the school appears to be efficient and effective.
- CCS recruits and employs appropriately credentialed professionals, with 100% of its instructional staff certified by the State of MO.
- School officials and office personnel were organized and cooperative for the operational review.

Recommendations (repeat from previous reports)

- School does not utilize a salary schedule per se. It is recommended the school board provide policies or perimeters to guide school leaders when establishing salaries of new hires.
- School board should consider the benefits of approving all contracts. Approval of these contracts, as an ongoing governance aspect of the school, provides a forum for the communication, discussion, and documentation of these important issues.

Crossroads Academy of Kansas City
School Administration and Operations
Part 10: Required Training and Drills Review
Reviewer: Lynne Beachner
May 1, 2018

10. Students and/or staff participate in appropriate drills and training.				
Indicators	Not Met	Partially Met	Met	Comments
10.1 Staff is trained in bullying and harassment.		X		One person didn't complete any of the Safe Schools courses
10.2 All Staff is trained in FERPA/HIPPA.		X		One person didn't complete any of the Safe Schools courses
10.3 There is annual training for all staff on bloodborne pathogens.		X		One person didn't complete any of the Safe Schools courses
10.4 Appropriate personnel are trained in how to respond to bomb threats.			X	Yes
10.5 Persons responsible for first aid are trained and given proper equipment and supplies.			X	Nurse – Music Teacher – Counselor ... 21 Teachers have current First Aide & CPR
10.6 Regular fire drills are held with a record of date, time, and observations (min 5).			X	CAQH: 10/30/17, 1/23/18, 2/23/18, 3/12/18 and 5/22 scheduled at the time of the review CACs: 8/11/17, 10/5/17, 1/26/18, 4/26/18, May 22 scheduled at the time of the review CHS: 11/8/17, 1/31/18, 2/15/18, 4/24/18, 5/22/18 scheduled at the time of the review
10.7 Regular tornado drills are held with a record of date, time, and observations (a minimum of 2).			X	CAQH: 3/15/18, 4/18/18 CACs: 11/15/17, 4/27/18 CHS: 4/17/18, 5/2/18 scheduled at the time of the review
10.8 Regular intruder drills are held with a record of date, time, and observations.(at least 1/yr.)			X	CAQH: 1/31/18 CACs: 11/7/17
10.9 All staff participated in active shooter training. (In person/ online every other year)		X		Just one person didn't complete the Safe Schools courses

10.10 Bus evacuation drills for students K – 6 are conducted at least once each semester.			X	CAQH: October 26 & May 3, 2018 CACs: 10/25/17, 5/3/18 CHS:10/23/17, 5/3/18 scheduled at the time of the review
10.11 Students receive biennial training in fire safety.	X			No
10.12 Appropriate school personnel attend meetings offer by DESE and other resources to keep up-to-date on Federal programs (i.e., Title, SPED, 504, Homeless, ELL, Food Service, etc.).			X	<p>Title/ Federal Program – Anne Nichols – Columbia Dese Finance Training</p> <p>SPED – Connie Kenyon – Director’s Conference in Jefferson City in July – Quarterly SPED UCM Meetings – Introduction to Ed. for students’ w/autism in Springfield 2/7/17</p> <p>504- Nia High: Legal Updates 504 & More. 10.12.17 Suzanne Welde: Legal Updates 504 & More. 10.12.17</p> <p>Homeless – Suzanne Welde – MO MV Prof. Dev. Training Basic Level – April 25, 2018</p> <p>ELL – Maria: -November 8 & 9 2-day training in Jefferson City in the fall, it was called The Go-to Strategies: Scaffolding Options for teachers of ELL K-12.</p> <p>-March 13: There was also a full day seminar on teacher coaching and co-teaching (though I can't remember the name of it off the top of my head).</p> <p>-I also attended the recent additional workshop on the same topic here at Union Station about a month and a half ago.</p> <p>I'm also signed up to attend DESE's ELD Induction conference in July.</p> <p>Food Service – Anne Nichols (has Food Handlers Certificate)– DESE – Food Training 2-day workshop – Civil Rights training and most of the teachers – powerpoint online – Meal counting and training – all</p>

				staff who do point of sale
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Commendations:

- Earthquake Drill: CAQH: 10/19/17, CACS: 10/19/17,
- Working on a Board policy for Suicide Prevention

Recommendations:

- Encourage all employees to complete the online training with Safe Schools.

Crossroads Academy of Kansas City
School Administration and Operations
Part 11: Student Enrollment and Records Review
Reviewer: Lynne Beachner
October 31, 2017

11. Student enrollment procedures and record keeping are appropriately conducted and maintained.				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
11.1 The school has enrollment policies and practices which include a stated open enrollment period, grade level capacities, lottery process, and waiting list.			X	On website, handbooks and flyers.
11.2 Efforts to recruit and serve a diverse population are evident.			X	A recruitment plan has been developed.
11.3 The school is at or above 90% of enrollment targets (State % of capacity).			X	694/690 = 101%
11.4 Lotteries are conducted appropriately and school requests attendance by UCM personnel.			X	
11.5 Waiting lists are maintained by grade level and appropriate documentation is readily available.			X	Maintained online by Rodney Thompson
11.6 MOSIS number is on file on all records (permanent, Special Ed, 504, etc.).			X	Observed online/ Tyler
11.7 Birth Certificate is on file for kindergarten and first grade.			X	Observed online/SchoolMints
11.8 A completed student application is on file.			X	Observed online/SchoolMints
11.9 The date of admission is noted.			X	Observed online/SchoolMints
11.10 Records/transcripts from previous school are on file.		X		A spreadsheet is kept on missing transcripts and these are being handled separately. Recommendation: Continue contacting schools to get missing student records

11.11 There is proof of residence for the current year (i.e., lease, utilities, etc.).		X		Recommendation: Make sure that when enrolling parents, that they know the date on the proof of residence must coincide with the year they are enrolling.
11.12 Immunization records are on file			X	Observed online/SchoolMints
11.13 Parent and emergency contact information is on file			X	Observed online/SchoolMints
11.14 A clear process is in place to up-date parent contact information.			X	Anyone who gets the information can update Tyler. Parents can even go online and update their information.
11.15 There is a record of grades earned			X	Mastery Connect/Tyler observed
11.16 Discipline records are on file			X	Tyler – This is in flux as some of these records are on a google doc.
11.17 There is a cumulative record of test results			X	
11.18 Attendance records are on file			X	
11.19 Records are well organized and consistently updated.			X	
11.20 Schools keep student records in accordance with the general record retention schedule.			X	
11.21 Requests for records are dealt with by one person and are sent in a timely manner.			X	

Commendation:

- Crossroads is the first district to put all their records online! Although there are some issues because of a new Student Information System, everything seems to be there! Congrats!

Recommendations:

- Continue to work on getting everyone comfortable using Tyler and as much information into this one system.

**Crossroads Academy of Kansas City
School Administration and Operations
Part 12: Special Education Review
Reviewer: Mary Gage
April 18, 2018**

**This review is for the purpose of the Annual University of Central Missouri Special Education Site Review and does NOT address all Standards and Indicators required to be met during the Special Education Tiered Monitoring Process conducted every three years by the Department of Elementary and Secondary Education/Special Education.
(*Revised 5/01/17)**

12.1 Initial File Review (11 Indicators)				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
12.1.1 Referral form is present and dated.		X		DISCUSSED PROCESS TO CHECK THAT ALL REQUIRED DOCUMENTS ARE INCLUDED IN STUDENT FILES (DOCUMENTS ARE IN THE COMPUTER BUT NO HARD COPY IS IN THE FILE)
12.1.2 Reason(s) for referral and description of concern(s) is present.			X	
12.1.3 Date when Procedural Safeguards were presented to parents is present. (5 school days)		X		DISCUSSED PROCESS TO CHECK THAT ALL REQUIRED DOCUMENTS ARE INCLUDED IN STUDENT FILES (DOCUMENTS ARE IN THE COMPUTER BUT NO HARD COPY IS IN THE FILE)
12.1.4 Review of Existing Data form is in file and dated.			X	
12.1.5 Notice of Action (NOA) for evaluation was provided with date of delivery documented.			X	
12.1.6 Parent(s) was/were notified of the Eligibility Staffing (Notification of Meeting) with			X	

date notified documented.				
12.1.7 Evaluation was completed within 60 calendar days of NOA. (Date documented)			X	
12.1.8 Evaluation report contains the names and roles of the individuals making the eligibility determination.			X	
12.1.9 Statements including exclusionary factor specific to -SLD, Autism, SSD, LI-are documented			X	
12.1.10 Notice of Action for initial services is present and dated.			X	
12.1.11 Date a copy of the evaluation report was provided to parent is documented.			X	
12.2 Reevaluation File Review (7 Indicators)				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
12.2.1 Review of Existing Data (RED) form is present and dated.			X	
12.2.2 Reevaluation is within three years of the last Evaluation Report (ER).			X	
12.2.3 Written Notice, when no additional assessment is needed, is completed, dated and provided to parents.			X	
12.2.4 Date when the parent(s) was/were notified of the Eligibility Staffing is present when additional data was collected.			X	
12.2.5 Evaluation report is present, if additional data were collected, and contains the names and roles of the individuals making the continued eligibility determination.			X	
12.2.6 Statement including exclusionary factor specific to-SLD, Autism, SSD, LI-are documented			X	

12.2.7 Dated copy of the evaluation report was provided to the parent(s). (Not applicable if no assessments required and eligibility category remains the same as previous eligibility determination)			X	
12.3 Individual Education Plan (IEP) (14 Indicators)				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
12.3.1 IEP is current.			X	
12.3.2 Initial IEP meeting is held within 30 days of the eligibility determination staffing.			X	
12.3.3 The IEP team meets to review/revise, if necessary, the IEP at least on an annual basis (meetings no more than 365 calendar days apart).			X	
12.3.4 Present Level contains all required components.			X	WELL WRITTEN
12.3.5 The IEP team considered all special factors and determined services, strategies, supports or devices, as appropriate (communication needs, assistive technology and/or devices, limited English proficiency and behaviors that impede the learning of the child or others).			X	
12.3.6 Present Level drives the goals			X	
12.3.7 IEP includes goals that are written in terms that are in SMART format (Specific, measurable, attainable, results oriented and time bound).			X	DISCUSSED INCORPORATING BASELINE DATA
12.3.8 Specific Special Education Services are listed and location of services is documented.			X	
12.3.9 If student receives related services, they are listed			X	
12.3.10 If student requires accommodations and/or modifications, they are noted on the IEP			X	DISCUSSED NECESSITY FOR SPECIFICITY OF IMPLEMENTATION OF ACCOMMODATIONS

with frequency and location noted.				AND/OR MODIFICATIONS
12.3.11 IEP addresses the extent of non-participation in regular education and for any child not participating 100% in the regular education environment, including a description of the extent that the student will not participate and why full participation is not appropriate.		X		DESCRIPTION OF WHY FULL PARTICIPATION IS NOT APPROPRIATE. NEEDS MORE SPECIFIC DETAILS
12.3.12 Selected placement is noted.			X	
12.3.13. Parent provided a dated copy of the IEP (generally 20 days).			X	
12.3.14 Special education services and goals match.			X	
12.4 Transfer File Review (6 Indicators)				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
12.4.1 Enrollment date is noted.			X	
12.4.2 Documentation, if appropriate, is present and dated that Agency Officials conducted interviews with sending school.			X	
12.4.3 Agency acceptance or rejection of the IEP is noted.			X	
12.4.4 If IEP was rejected; the date new IEP was developed is documented.			X	
12.4.5 Agency acceptance or rejection of the Evaluation Report is noted.			X	
12.4.6 If Evaluation Report was rejected date of initiation of new evaluation and date completed is documented.			X	
12.5 Transition (Students 16 or older or turn 16 during the current IEP) (9 Indicators) (NO STUDENT(S) 16 OR OLDER OR TURNING 16 DURING THE CURRENT IEP)				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations

12.5.1 Notification of meeting includes post-secondary transition as one of the purposes.			N/A	
12.5.2 Evidence exists that the student was invited to the IEP Team meeting where transition services were discussed.			N/A	
12.5.3 Evidence exists, where appropriate, that a representative of any participating agency was invited to attend the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority.			N/A	
12.5.4 Appropriate measurable post-secondary goals are noted.			N/A	
12.5.5 Post-secondary goals are updated annually.			N/A	
12.5.6 Evidence exists that measurable post-secondary goals were based on age appropriate transition assessment.			N/A	
12.5.7 Transition services in the IEP reasonably enable the student to meet his/her postsecondary goals.			N/A	
12.5.8. IEP includes multiple year courses of study that will reasonably enable the student to meet his/her post-secondary goals.			N/A	
12.5.9 Annual IEP goals relate to the student's post-secondary transition goals.			N/A	
12.6 Discipline (3 Indicators) (NO STUDENT(S) SUSPENDED IN EXCESS OF 10 CONSECUTIVE OR CUMULATIVE DAYS OF SCHOOL)				
Indicators	Not Met	Partially Met	Met	Strengths /Recommendations
12.6.1 Documentation exists within the file that the student was suspended in excess of 10 consecutive school days or 10 cumulative school days where a pattern of suspension is created.			N/A	
12.6.2 Documentation is present that indicates			N/A	

appropriate disciplinary procedures were followed.				
12.6.3 Notice of Action was provided if a disciplinary change of placement was determined.			N/A	

Other:

Crossroads Academy participated in an Initial Program Review as an agency (Crossroads) required by the Office of Special Education (Missouri Department of Elementary and Secondary Education-MODESE) during the FY17 school year. First, the agency conducted a Special Education Self-Assessment Review by reviewing their files using the Missouri Standards and Indicators. The information was then sent to DESE. The next step in the self-assessment process was to provide documentation from specific student files to the Office of Special Education –Compliance for verification of the results of the self-assessment review. In the fall of FY 18, the agency received the Special Education Monitoring Report, which stated there was no systemic noncompliance identified for the agency. The agency was considered in compliance with all state and federal regulations and no corrective actions were required. Crossroads did not require a Tiered Monitoring Onsite Review for Special Education Compliance.

Throughout the current school year, FY18, various student special education files were reviewed during three special education review visits (fall, winter and spring) for the University of Central Missouri (UCM) Annual Site Review. At this time, there are no concerns with the special education process or student files. The Special Education staff monitors the files closely and keep current on changes regarding Special Education.

Special Education files are well organized and kept in a locked file in the Special Education office.

Crossroads currently employees the following Special Education personnel:

- 1 Full time Special Education Coordinator
- 1 Full time Special Education Teacher-Central Street Middle School and High School
- 1 Full time Special Education Teacher-Central Street Elementary
- 1 Full time Special Education Teacher-Quality Hill Elementary
- 1 Full time Speech and Language Pathologist-Central Street and Quality Hill
- 1 Part time contracted Occupational Therapist (1.5 days per week)

Currently 56 students qualify for special education services. Students are identified in the following categories:

FY18

FY17

Specific Learning Disability	18	14
Other Health Impaired	9	6
Sound System Disorder	10	11
Emotional Disturbed	2	3
Autism	5	4
Language Impairment	8	6
Intellectual Disability	3	1
Hearing Impaired	1	1
Orthopedic Impaired	0	1

Nine students were referred for formal evaluation to assess eligibility for special education services. Five students were parental referrals and the agency referred four students. Of these nine students, eight students were found eligible for special education services.

The staff completed six reevaluations within the timelines required.

There are no students participating on the Missouri Assessment Program-Alternative (MAP-A).

Resources accessed by staff:

- Mary Gage, Special Education Consultant, University of Central Missouri, Charter School Office
- Susan Borgmeyer, Special Education Compliance Consultant, Kansas City Regional Professional Development Center
- Speech & Language Pathologist – Curriculum based language assessments
- Crossroads uses various curriculums to inform teaching and align IEP goals with standards. Currently, they use Envision Math, Engage NY, Reading A – Z and various online platforms (Reading Plus, Lexia) to inform instruction. They also incorporate grade level curriculum into the classroom. Many of the students are so far below grade level they cannot read material used within the General Education classroom. Reading progress is being made but fluency is very low. Teachers are asked what topics are being discussed in class and Special Education teachers integrate those topics into reading comprehension lessons or writing prompts even when they are copying sentences.
- BIST

Training or assistance suggested by staff needed to make the referral/evaluation process and student services more effective:

- More SpedTrack training

- Orton-Gillingham training for reading instruction,
- Ensuring adequate plan time in schedule to meet paperwork requirements and collaboration expectations with grade level teachers
- Co-teaching Training
- Middle School Pragmatic Training

Areas of Strength:

- Supportive Administration
- Well organized Special Education files
- Staff members seek information, trainings, etc. that will enhance their work with students with disabilities

There are no areas of concern at this time.



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Kansas City, MO 64110
816.472.5800
www.kcpsrs.org

KANSAS CITY PUBLIC SCHOOL RETIREMENT SYSTEM

June 21, 2018

Dr. Victoria Hughes
Charter Schools, Lovinger 2250
University of Central Missouri
Warrensburg, Mo. 64093

Dear Dr. Hughes:

Please let this letter serve as confirmation Crossroads Academy of Kansas City has reported contribution data through December 31, 2017 to The Public School Retirement System of the School District of Kansas City, Missouri (KCPSRS). In addition KCPSRS has received from Crossroads Academy of Kansas City employee and employer payments for those reported periods and Crossroads Academy of Kansas City is considered current in its obligations to KCPSRS.

In addition, our independent audit for 2017 which was conducted earlier this year did not show any discrepancies or irregularities with regards to Crossroads Academy of Kansas City's adherence to reporting and contribution requirements as defined by Missouri State Statutes.

If you need anything further, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Lewallen", written over a white background.

Jim Lewallen
Administrative Manager

Coversheet

Executive Director Job Description

Section: III. Governance
Item: C. Executive Director Job Description
Purpose: Vote
Submitted by:
Related Material: Executive Director jd.pdf

Crossroads Academy of Kansas City
Job Description: Executive Director
Direct Supervisor: Board of Directors

Position Summary:

The Executive Director is the senior executive of the staff and reports directly to the Board of Directors. The ED establishes school-wide goals, manages the schools' finances and operations, negotiates and signs contracts, is responsible for fundraising and reports progress and challenges to the board of directors on a monthly basis. The ED is the school's primary liaison with its sponsor, DESE, donors, partners, the media and the broader community. The ED ensures that all programs are in support of student academic achievement.

Position Responsibilities:

- The ED is responsible for presenting a strategic plan to the board of directors and implementing the plan which the board approves.
- The ED directly supervises the Principal, Business Manager and Building Manager, and co-supervises the Community Outreach Coordinator and Office Manager.
- Initiates relationships with new funders and helps sustain relationship with current funders
- Manages the capital improvement and major maintenance of the building and grounds
- Presents a monthly status report on school goals, operations, and finances to the Board
- Performs other duties and responsibilities as assigned by their supervisor.
All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- Bachelor's or Master's in education, management or related field
- Minimum 5 years of experience in a management position
- Demonstrated success in the areas of executive leadership, urban education, budgeting and financial management, human resources, strategic planning and fundraising
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Principal

Coversheet

Conflict of Interest Policy

Section:	III. Governance
Item:	D. Conflict of Interest Policy
Purpose:	Discuss
Submitted by:	
Related Material:	Conflict of Interest - Appendix F.pdf

APPENDIX F

CONFLICT OF INTEREST POLICY

This policy establishes expectations for governing board member conflicts of interest.

ARTICLE I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. As a charter school, certain special state conflicts of interest policies apply as discussed herein.

ARTICLE II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Adopted by the Board on June 27, 2016

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the board unless they meet the following requirements. Any board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

- a. No member of the Board shall hold any other office or employment from the board while serving as a member of the board.
- b. No member of the board shall have any substantial interest (see section 105.450 RSMo for a definition) in any entity employed by or contracting with the board.
- c. No member of the board shall be an employee of a company that provides substantial services to the charter school.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

Adopted by the Board on June 27, 2016

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Adopted by the Board on June 27, 2016

ARTICLE V

Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

Adopted by the Board on June 27, 2016

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted by the Board on June 27, 2016

Coversheet

Check Signing Policy Update

Section: III. Governance
Item: E. Check Signing Policy Update
Purpose: Vote
Submitted by:
Related Material: Finance Policies Appendix B - Checks (5).pdf

APPENDIX B

BANK PROCEDURES POLICY

SECTION 1. Bank Accounts

SECTION 1.1. The Executive Director, Chief Academic Officer, Chief Operating Officer and Treasurer of Crossroads have the authority to open a business checking account, a business operating account and such other banking accounts the Board deems necessary and appropriate on behalf of Crossroads to be used to hold the school's assets.

SECTION 1.2. The Executive Director has the authority to enter into an agreement with a bank or other Federally insured financial institution once the Board has adopted a formal resolution at a board meeting held in accordance with its Bylaws designating the bank for the school to use for its financial transactions. Once the resolution has been adopted, the Executive Director has the authority to enter into an agreement with the selected financial institution. This agreement should be signed by Executive Director and a current member of the Board.

SECTION 2. Checks

SECTION 2.1. Any authorized manual checks drafted on the school's designated bank account shall require two signatures, unless such transaction was adopted or otherwise approved by the Board prior to entering into the transaction. The following officers are authorized to sign checks from the bank account on behalf of Crossroads: President, Treasurer, Executive Director and Chief Academic Officer. Each check must be completed in its entirety before it is signed by either party.

SECTION 2.2. Checks Received. Checks received shall be endorsed "for deposit only" and deposits should be made in a timely fashion by someone other than the person who prepared the deposit.

SECTION 2.3. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. An Expense Form must be completed by the requestor and approved with a signature by the Executive Director or designee. The Expense Form shall contain the name of the vendor or payee, date expense incurred, location, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. The check request shall then be submitted to the Operations Manager for processing. All check request forms shall be maintained by the Operations Manager.

SECTION 2.4. Checks payable to cash for any reason are prohibited.

Coversheet

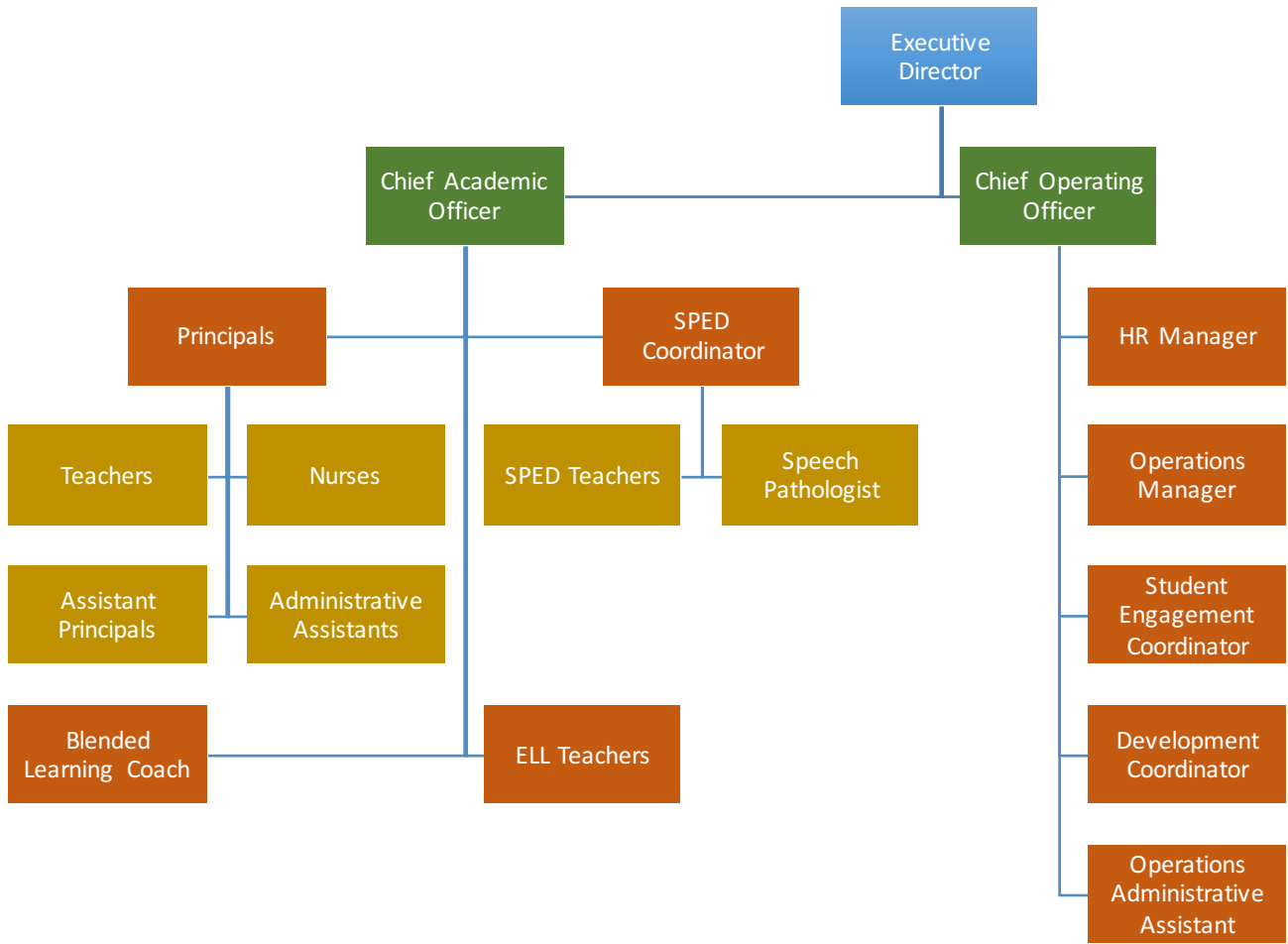
Updated Organization Chart

Section:	IV. Operations
Item:	A. Updated Organization Chart
Purpose:	Discuss
Submitted by:	
Related Material:	SY 18 19 Org Chart.pdf



Crossroads Charter Schools

Organization Chart



Coversheet

Updated Enrollment Policy

Section: IV. Operations
Item: B. Updated Enrollment Policy
Purpose: FYI
Submitted by:
Related Material: Operational Policy Appendix CC - Enrollment (1).pdf

APPENDIX CC

School Admissions

SECTION 1. Crossroads shall enroll only students that reside in the Kansas City Public Schools district boundaries or students eligible to attend under an urban voluntary transfer program. This Charter School does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

Section 2. Students applying to enroll in Crossroads not otherwise part of any preference group will be admitted to Crossroads to the extent Crossroads has the capacity to enroll those students. Preferential enrollment will be given to, 1) Currently enrolled Crossroads students, 2) Children of Crossroads' staff members, 3) Siblings of current Crossroads' students, and 4) Children who live or have a parent who works in Crossroads' priority enrollment area: State Line Road on the west to Prospect Ave. on the east and the Missouri river on the north to 39th Street on the south.

SECTION 3. If the capacity of Crossroads is insufficient to enroll all students who submit an application during the open enrollment period, Crossroads will use a lottery admissions process in order to assure all applicants a fair chance of gaining admission. Students who are not admitted either upon application for enrollment or during the lottery admissions process will be placed on a waiting list. To the extent a slot becomes available, then students will be enrolled to fill the vacant slot in the order the student's name appears on the waiting list.

SECTION 4. Students will not be required to complete any test or measure in order to be admitted to Crossroads. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 5. Registration.

SECTION 5.1. In order to be considered in the admissions lottery for the subsequent school year, all enrollment applications for Crossroads must be completed in SchoolMint no later than March 1. In the event Crossroads is closed on March 1, this deadline will shift until the first day after March 1 that Crossroads is open.

SECTION 5.2. All applications must be complete. Regardless of reason, failure to have a completed enrollment application in SchoolMint by the deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 5.3. A completed Crossroads enrollment application includes the following: completed enrollment application, including the release of records and all required supporting documentation such as proof of residency, immunizations. Applications timely received but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Executive Director with a right of appeal to the Board.

SECTION 5.4. Any application not completed in SchoolMint by the deadline will be deemed to have waived participation in the lottery regardless of reason.

SECTION 5.5. Crossroads' admission procedures will be published annually.

SECTION 5.6. A register of all complete applications will be maintained by Crossroads for review by applicants. Applicants will only be allowed to review the application of their student and will not be allowed to review the application(s) of any other students. To be included in the admissions lottery, applicants must assure their application is completed in SchoolMint prior to the deadline.

SECTION 5.7. Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED CROSSROADS STUDENTS
2. CHILDREN OF CROSSROADS' STAFF MEMBERS *
3. SIBLINGS OF CURRENT CROSSROADS STUDENTS
4. PRIORITY ENROLLMENT AREA: Children who reside in or have a parent who works in the priority enrollment area described in Section 2 above.
5. OTHERS: All other eligible children.

SECTION 6. Lottery.

SECTION 6.1. Within one week of the admissions lottery deadline described in Section 4.6 above, an admissions lottery will be held for every grade level in which there are more admissions lottery eligible applications than there are seats.

SECTION 6.2. The lottery date and process shall be published and articulated prior to admissions lottery deadline.

SECTION 6.3. The lottery shall be observed by Crossroads' charter sponsor, or the sponsor's delegate.

SECTION 6.4. Parents/Guardians will receive notification of their child's lottery admissions outcome within one week of the lottery date. In this same notification, parents/guardians will receive more detailed information and deadlines that are required to complete the child's registration as a Crossroads student for the subsequent school year. Failure to meet any of these registration deadlines may result in the student losing his or her seat at Crossroads.

SECTION 7. Wait List.

SECTION 7.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have seven calendar days to accept the position and complete the entire registration process before the opening will be offered to the next student on the Wait List. If the seat being offered is for the current school year, the student must also begin attending school within the 7 calendar day time limit.

SECTION 7.2. It is the responsibility of the wait listed parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

SECTION 7.3. Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

SECTION 7.4. A school designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.