



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

Location: CWC Kansas City Primary Grades Campus
3435 Broadway Blvd
Kansas City, MO 64111

Date: Wednesday, November 14th, 2018, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Norris called the meeting to order at 5:30 p.m.

Mr. Norris welcomed the members of the public in attendance and gave an overview of the meeting order.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Mr. Jacob Littrell
Mr. Jim MacDonald (6:05 p.m.)
Mr. Miguel Meneses (5:32 p.m.)
Mr. Luke Norris
Mr. Joe Richmond (via phone)
Dr. Joy Vann-Hamilton (via phone)
Mr. Anthony Sealey (5:36 p.m.)
Mrs. Johna Sutton

Absent:

Ms. Maria Salcedo

Mr. Norris determined that with 5 of 9 – later 8 of 9 - Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Dr. Vann-Hamilton moved to approve the agenda as proposed and Mr. Littrell provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

Mr. Norris invited public comment. No public comment was made.

5. Review & Consideration of minutes from the October 17th, 2018 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the October 17th, 2018 Regular Meeting of the Board.

Mr. Littrell moved to approve the minutes as proposed and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining.

6. Finance Committee Report (Mr. Joe Richmond)

Mr. Norris informed the Board that there will be an updated pro-forma to discuss in Closed Session due to employee-specific staffing projections. He reminded the Board that although a pro-forma was recently approved during the October meeting, there have been a few changes that trigger the need to re-adopt a new one.

Mr. Richmond reminded the Board we reviewed the September financials in the October Board meeting. For this academic year, our meetings are scheduled such that we review financial data two months prior (i.e. normally at this November meeting, we would review September data). However, due to our October meeting being held later than usual in the month, the Board reviewed both August & September financials at that time. Moving forward, we will return to the two-month-prior schedule and the October financials will be ready for review at the December Board meetings.

a. Review & Consideration of Monthly Financials (September 2018), including Check Register

Mr. Richmond presented the September check register; Mr. Norris asked a question regarding a check payable to an employee. Dr. Droege clarified that payments to employees listed on the check register are always reimbursements that Mr. Brennan will have the backup reimbursement request and receipt(s) for. Mr. Brennan confirmed he would research if it would be possible to clearly label such payments as "reimbursements" on the check register.

Mr. Richmond moved to approve the September register as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

7. Executive Director's Report (Dr. Kristin Droege)

a. Diversity – Update on Enrollment & Outreach; Attendance Initiative

Dr. Droege gave an overview of current enrollment. The school continues to see consistent fluctuation of entering/exiting students and those overall percentages have held steady. Additionally, the basic demographic breakdowns have held firm since the beginning of the year. The school has seen another uptick in FRL qualifications – up to 64% (which is the highest to date).

Dr. Droege then recapped the Daily Attendance Initiative that the Board approved at the October meeting. She shared that over last 4 weeks, CWC Kansas City staff have engaged in a school-wide campaign about the importance of attendance and the impact on student learning, school funding and our public APR score. She led an effort to send letters of

encouragement to those students with a 90%+ attendance rate as well as sent targeted communication to those below 90%. Those communications have highlighted and extended support opportunities and staff has seen responsiveness from families to accept support. Over the 4 week period, the school has seen our 90/90 rate improve from 79.5% on 10/12 to 81.3% on 11/9 – a solid improvement over only 4 weeks, but we will need to continue building that momentum.

Dr. Droege shared that Mr. Johnson & Ms. Quance led a faculty-wide engagement activity to gauge and map the contact points between specific faculty members and families (i.e. identifying and charting which faculty specifically has connected with a family recently) – those connections/relationships can then be re-leveraged for individual outreach to boost attendance and support systems.

Mr. Littrell asked Dr. Droege to speak to the percentage of “Dissatisfied” – Mr. Littrell thought it seemed proportionally high among the exiting group. Dr. Droege stated that she defaults to “Dissatisfied” when we don’t 100% know another reason in order to present the data in the most conservative manner. She acknowledged that there are certainly some whose needs were not met and we continue to monitor that – especially around managing challenging student behavior. To that end, Dr. Droege shared that she has announced to the faculty some new staffing around our Teach-And-Protect Room – specifically welcome a full-time contract partner to support that room. She is additionally moving forward with hiring an on-site Social Worker and will share that with families by end of the week.

Dr. Vann-Hamilton requested that the exit data be broken down further by race/gender.

Mr. Littrell asked if it makes sense to create an “Unknown” category so that the “Dissatisfied” truly reflects those who have expressed dissatisfaction. Dr. Droege responded that she would like to keep that category conservatively broad, but can be sure to track when we receive a student records request, she can go back and adjust if “relocation” is the true reason.

b. Understanding – Academic Excellence Committee

Dr. Droege presented the Trimester 1 Fountas & Pinnell data and expressed gratitude to the CWCS team in their preparation efforts. She reminded the Board that this is the 2nd half of the Trimester 1 presentation we started last month and pairs with the NWEA data already shared.

As an overview, she shared that we come in “right on par” (very close to the 50% percentile) with the national data in NWEA. In Dr. Droege’s experience, the Fountas & Pinnell data has consistently correlated with the state scores. The school as a whole is seeing 52% on/above reading grade level with 48% below. Again, right around the 50% mark, which echoes NWEA. This is encouraging to her and speaks that we can trust our internal data and that Fountas & Pinnell is as beneficial to us as we hoped it would be.

Looking at overall Student Achievement Distribution, 48% of students are above grade level and 43% below. However, when looked at by grade level, a strong narrative emerges. As students move from 1st to 2nd to 3rd grade, the higher percentage is above grade level and a lower percentage is below - steady and consistent. She believes this shows a very positive correlation to being a part of this program.

Mr. Sealey asked if we studied whether there was a correlation between attendance and data as well as a correlation between FRL/Ethnicity and data? Dr. Droege affirmed that future slides in this presentation underscore that.

Dr. Droege then moved beyond “above” and “below” and presented on “how far above” and “how far below.” She again saw correlation that as students progress through the program, 3rd graders have a growing percentage strongly above level and a declining percentage strongly below. While she said pushing higher and higher above grade level is not a focus of the program (but rather instead keeping that comprehension and leveraging it across the breadth of programs), she is encouraged by the data. She also presented that the data strongly shows students are not more than 1 grade level below – solid “catch up” is occurring.

Mr. Sealey asked if an analysis on summer school attendance had an impact on this data? Dr. Droege responded that we didn't do that this year because of a small summer school cohort and a significant chunk of that cohort being Kindergarten – the data set would not be large enough. She did affirm that the school is tracking work done with our on-campus Literacy Lab partners and the growth of those students who are a part of their caseload.

Returning to the data presentation, Dr. Droege then discussed that in terms of ethnic groupings, we are seeing difference on who is on/above based on that demographic variable. In particular, our BAA and HL groups are not a similar level to our C group. She stated that the team will begin to be doing multi-variable analysis based on FRL status and ethnicity to identify key variables.

Ms. Kerr (CWCS) affirmed that the Academic Excellence Board Committee has worked closely with CWCS' team to ensure strategy alignment on our academic performance data. They have identified “next step recommendations” and Ms. Kerr underscored that they are not granular recommendations, but rather broad strokes that look at how the school can support grade-level teams and individual teachers to create ownership and leverage their expertise. Specifically, how can this data be brought into the classroom daily to inform instruction, and how can the school broaden expertise and increase skillsets through Professional Development and training.

Dr. Droege reiterated that she will strategically be rolling this data out to teachers to ensure that they do not experience “data overload” and reflexively jumping into triage mode and abandon the groundwork already laid. She wants to continue to build on the school's successes, but also remember that time teachers spend collecting data is time teachers do not spend teaching.

c. Connection – Update on Middle School Discussion

Mr. Norris shared that we have made significant Middle School progress and that there are several updates that will be covered in Closed Session, specifically:

- Approving a Memorandum Of Understanding for a potential leased space to house Middle School for 3+ years.
- That approval will lead to the need to update our 5-year pro-forma financial projections.
- This leased space is a co-location with another school to share space in their current location. There are significant and varied benefits to our families, there are significant financial benefits to the school (a lower rent rate, an already furnished space, etc.), and there are significant future benefits to the Board due to increased projected cash reserves that we can leverage into a long-term facility decision from a more financially strong position.

- All of the above also needs to be packaged together into a proposal to the Missouri Charter Public School Commission to approve our early start to Middle School.

Mr. Norris also underscored that this proposed Memorandum Of Understanding allows CWC Kansas City early access (before the lease starts) to the school site to begin introducing it to our school community.

Dr. Droege realized that the meeting conversation inadvertently skipped over the monthly recruitment/enrollment update and she asked Mr. Johnson to provide that update. Mr. Johnson reminded the Board that, at the October meeting, the Board asked Mr. Johnson to provide a monthly update on the recruitment strategy, as well as more detail to the bullet points under each of the 5 recruitment broad strategies. Mr. Johnson provided a handout to the Board that summarized the action items already taken (which included reaching out to parents to provide social media support, hosting the October Open House, and reaching out to over 40 area preschools) as well as detailing the upcoming tactics. He further specifically highlighted our sponsorship of the upcoming Pilgrim Run in Midtown.

Mr. Sealey asked if there are “Kansas City Education Influencers” that we can connect with and leverage their networks? Mrs. Sutton affirmed there are and strongly recommended utilizing Twitter and those influencers’ Professional Learning Networks. Mr. Johnson asked for and would welcome help utilizing that social media outlet.

Mr. Norris then asked Mr. Brennan to provide a summary overview of SchoolAppKC to remind the Board of the new collaborative charter application process. Both he and the Board expressed excitement to see the working impact of that collaborative system on our enrollment projection accuracy as well as the aid it will provide to families across the city.

8. Closed Session

Pursuant to § 610.021 (2) & § 610.021 (3) RSMo, the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to real estate/facilities and personnel.

Mr. Norris invited Ms. Rodriguez, Ms. Kerr, & Mr. Brennan to stay.

Mr. Littrell moved to go into Closed Session and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

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

Mr. Norris reported that the Board came out of Closed Session and returned to Open Session.

Mr. Norris reported that all discussion related to real estate/facilities and identifiable personnel. Further, one vote was taken that requires reporting.

Mr. Norris gave a reminder that during the September 21st Special Meeting of the Board, the Board approved a letter to be sent to the Missouri Charter Public School Commission asking for a material revision to CWC Kansas City’s Charter. This revision would allow the school to open our Sixth Grade at the same time as our Fourth Grade – in 2019-2020. The Commission responded to that letter with a detailed request for further information. In response to that request, the Board, CWCS, and CWC Kansas City staff compiled a packet of further information.

Mr. Norris reported that the Board held in-depth discussion regarding each point of information in the packet and that he received the following motion:

- Mr. Sealey motioned that the response packet be approved to send to the Commission, as follows:
- The packet be approved as presented, with the specific clarifications and modifications to be made as discussed and noted, AND
 - The included Pro-Forma be approved as a submission to our sponsor and funders, AND
 - The included Memorandum of Understanding of a potential lease of a co-location at a peer charter school be approved as stated with the additional provision that the Board Chair and Executive Director be granted latitude to make any modifications to the benefit of CWC Kansas City.

Mr. Littrell provided a second. Mr. Norris took a roll call vote with the results as follows:

- Mr. Littrell: Aye
- Mr. Richmond: Aye
- Mr. Sealey: Aye
- Mr. Meneses: Aye
- Mr. MacDonald: Aye
- Mrs. Sutton: Aye
- Dr. Vann-Hamilton: Aye
- Mr. Norris: Aye

Mr. Norris also shared an email of support from Ms. Salcedo (absent and could not vote).

The motion was unanimously approved with none abstaining and the absent Board Member writing in to bolster unanimity.

10. Adjourn

Mr. Sealey moved to adjourn and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:52 pm.

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