



**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, April 19, 2017, 4:00pm (5:30pm Public)

Proposed Minutes

1. [4:00pm] Call to Order
2. Board of Directors Working Session – Board Focus Group with MCPSC
3. [5:30pm] Re-Call to Order

Mr. Norris called the meeting to order at 5:30 p.m. He reported that Board had a working session with our sponsor (MCPSC); there were no business needs or action was taken to be reported.

4. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Kristen Ellis Johnson
Jacob Littrell
Miguel Meneses
Luke Norris
Kaye Otten
Joy Vann-Hamilton

Absent:

Tonya Brown

Mr. Norris determined that with 6 of 7 Board Members present, a quorum is established for purposes of holding the meeting and voting.

5. Review & Consideration of Proposed Agenda

Dr. Droege shared that Mr. Joe Richmond (Finance Committee member) will be presenting the Finance Committee Report instead of Mrs. Brown. Dr. Vann-Hamilton moved to approve the agenda as modified; Mrs. Ellis Johnson provided a second to the motion. The motion was unanimously approved with none abstaining.

6. Public Comments

Mr. Norris invited public comment; no public comments were made.

7. Review & Consideration of minutes from the March 22, 2017 regular meeting of the Board

Regarding the proposed minutes from the regular March 22, 2017 meeting of the Board, Dr. Droege requested that the minutes be modified, specifically changing Section 8a (regarding the discussion of the IFF refund deposit) to read "it has been proposed, not confirmed." Mr. Littrell moved to approve the minutes as modified and Dr. Otten provided a second. The motion was unanimously approved with none abstaining.

8. Finance Committee Report (Mr. Joe Richmond, Finance Committee Member)

a. Review & Consideration of Monthly Financials, including Check Register

Mr. Richmond reminded the Board that the Committee meets once per month, compares budget vs. actual, reviews the check register, and discusses any issues or one-time issues. Mr. Richmond also reminded the Board that this year we completed an "external review" that will become an external audit next year.

Mr. Richmond reported three key points of interest:

- Revenue is in line with projections and should finish the year as expected.
- Utility bills are decreasing and beginning to come into line with projections.
- Cash flow is projected – as is - to come in just shy of the state required on-hand percentage. However, there are several variable factors that the Finance Committee is confident will occur, that will bring cash flow over this threshold. There is no significant cause for concern at this point.

Mr. Norris briefly reviewed the check register.

Dr. Vann-Hamilton motioned to approve the check register and Mrs. Ellis Johnson provided a second. The motion was unanimously approved with none abstaining.

Mr. Norris also expanded on potential local fund-raising opportunities. He shared that there are several funders that will be touring the school in the next month and he believes there is good potential for those to bear fruit.

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

a. Review of Dashboard

i. Diversity

1. Student Enrollment Update

Focusing on student enrollment, Dr. Droege shared that things are continuing as we have seen throughout the year – we continue to see small entrance/exit transience: 20-21 in, 20-21 out. This is consistent with other local charter schools. Our demographics continue to be unchanged and our enrollment holds steady in the 120-125 range. There are no trends that cause concern among exit data (i.e. half are moving out of our area). Among entrance data, a strong trend is dissatisfaction with current school and specifically choosing us). Mr. Norris asked if referrals are playing a role in entrance data; Dr. Droege shared that is some – other reasons include drive-by as well as partners (especially preschools) are pointing families towards us too. Demographics have shifted a little in the area of FRL status, which has crept up – now to 63%. This is higher than planned-for and budgeted-for, and as registration data comes in for 2017-18, we will monitor and plan accordingly.

Mr. Norris asked about an update on strategies/plans on increasing attendance to achieve the 90/90 goal. Dr. Droege shared that we saw an increase around YTD attendance data this month (up to 95.8% - really strong), but on an individual level, there is a group close to 100%, a group lower than 90%, and a gap between. Mr. Smith and the faculty is working toward targeted strategies on a school-wide scale; Dr. Droege is looking into relationships with individual families to provide assistance on a student level.

Enrollment for next year is holding steady at 225-230 students actively in process of completing their registration; about 50/50 returning/new. Therefore, we are moving forward on actively filling about 60 remaining seats – primarily at the Kindergarten level. Our outreach moving forward will target Kindergarten, with the goal of filling in 1st/2nd grade. We are actively preparing a mailer (it seemed to be most effective in last year's recruiting) to be sent out in the next 1-2 weeks in a very targeted area to look in our geographic preference area. Focusing on this area primarily because of cost, but also to avoid challenges with families wanting door-to-door transportation. Dr. Droege believes the mailer will produce an immediate result of 20-25 new applications; she will supplement this with targeted preschool outreach to incoming K'ers.

Mr. Norris shared that the mailer will hit all residences, not just residences with children in order to take advantage of their "sphere of influences."

2. Staff Hiring Update

Transitioning to faculty hiring for next year, Dr. Droege highlighted that we are nearly done with filling all FT positions. We are expanding from 22 full-time faculty/staff to 33 full-time positions + 3 part-time staff positions + at least 4 part-time roles in ACE. Offers are adding to our staff in gender (significant increase with males), culture, ethnicity, and age range. Specifically looking at a wide age-range, this dynamic is giving rise to “Multi-generationalism” in our workplace – the faculty has requested assistance with learning about this dynamic and training will be provided. The Teaching Associates are the positions we are still looking for and will now begin focusing on.

Dr. Droege asked the Board for any questions. Mrs. Ellis Johnson asked if the full staffing plan reflects a 12-classroom model? Dr. Droege affirmed it does: 3 Reading Specialists, 2 Special Education staff, 3 Enrichment teachers, 12 Classroom teachers, 6 Teaching Associates, and other staff. Dr. Droege also shared that on May 18th we will host a “State of the School Address” instead of Family Council meeting. This will be a potluck dinner and we will invite all newly accepted families as well as our current community. The goal is to share information about school growth, staffing, build community, and get everyone on same page before summer.

ii. Understanding – Planning for end of year and summer institute (Mr. Doug Smith)

Dr. Droege asked Mr. Smith to share about the professional development opportunity he will lead before school resumes in August. Mr. Smith gave brief overview of the late July summer institute and said it would encompass general onboarding, curriculum review, and class assignments. He is also looking into renting a bus and travelling throughout our district to tour the diversity of neighborhoods and see the personal challenges our families face. He is planning internal and external presentations to focus on curriculum, CWCS-targeted training, and software training, and leaving a few days for teachers to work in their classrooms.

iii. Connection – Considering evaluation process for partnerships (Ms. Amanda Quance)

Dr. Droege asked Ms. Quance to share the evaluation process she is now going through to evaluate our school partnerships. Ms. Quance shared that she is evaluating the effectiveness of our community partnerships: which to move forward with, and which new ones to strategically target. Currently, she targets two categories: Educational partners that support curriculum & instruction (9 of those) and Family Support partnerships (4 of those).

Ms. Quance stated that she is working on creating an assessment for stakeholders to review the effectiveness and fit of each partnership – faculty, family, student (anecdotally), and the partners themselves. Her goal is to complete the assessment by end of May.

Looking ahead to next year, Ms. Quance shared that she is developing a tool to initially evaluate “do we want to enter this partnership?” This tool will fit with national graduate dispositions and the CWCKC values; a key part of it will be whether the partnership fits with a student's developmental needs and can it adapt as our grade levels grow and our school changes.

b. Review & Consideration of 2017-2018 Board of Directors Regular Meeting dates

Dr. Droege presented the proposed 2017-2018 meeting dates (and noted that January onwards is 2018, not 2017 as listed). She proposed we continue using the 3rd Wednesday of each month, with exception of July shifting to become a planning meeting.

Dr. Otten motioned to approve the meeting dates and Mrs. Ellis Johnson provided a second. The motion was unanimously approved with none abstaining.

10. Board of Directors Membership (Mr. Luke Norris)

a. Renewal of Terms, 4/19/2017 – 3/31/2020

Mr. Norris informed the Board that two Board members had terms expire:

- i. Mr. Luke Norris – founding member, 2-year initial staggered term.
- ii. Mrs. Tonya Brown – replacement of initial member's 2-year initial staggered term.

Both Mr. Norris and Mrs. Brown have indicated a desire to remain on the Board and begin a new, three-year term, expiring 3/31/2020. Mr. Norris recommended renewal of both members.

Mr. Littrell motioned to approve the renewal of both Mr. Norris and Mrs. Brown; Mrs. Ellis Johnson provided a second. The motion was unanimously approved with none abstaining.

b. Resignation of Term, Mrs. Kristen Ellis Johnson

Mr. Norris informed the Board that Mr. Andrew Johnson will be joining the CWCKC staff as the “Family Engagement Coordinator,” effective July 1, 2017. Mr. Norris shared that Mr. Johnson will be a wonderful and strategic addition to the staff, but the hire unfortunately creates a conflict with Mrs. Ellis Johnson serving as a Board Member. Therefore, Mr. Norris shared that he was saddened to accept Mrs. Ellis Johnson's resignation from the Board, effective at the close of this meeting. Mr. Norris gratefully acknowledged her many hours and service in founding the school.

Mr. Norris affirmed that Mrs. Ellis Johnson's seat and term would remain vacant for the short-term and a new member would be appointed to fulfill her remaining term.

c. Update on replacement member and/or expansion of the Board to 9 members

Mr. Norris further shared that in addition to seeking a replacement member, the Board is taking the opportunity to expand to nine members, with the intentional goal of deepening the breadth of expertise represented. Dr. Droege affirmed the Board expansion would be aligned with the rapid growth that is projected for the school over the next few years.

Mr. Norris continued that we are in active conversation with 8-9 potential members, with goal of deepening Board diversity and skillset (especially communication/public relations, community engagement, and fund-raising/development). Mr. Norris' goal is to bring nominees to the June board meeting, have them appointed in June, and allow them to participate in the July planning session. Mr. Norris illustrated the progression potential members will journey through: Mr. Meneses and Dr. Vann-Hamilton will have an initial interview, Mr. Norris will have an interview/conversation, Dr. Droege and Mrs. Rodriguez (CWCS) will have an interview/conversation, and Mrs. Rodriguez will have a final conversation to review bylaws and vision and ensure the potential member(s) is/are mission-aligned.

Lastly, Mr. Norris acknowledged Mr. Cutter's service, insight, and contributions to the school and expressed the Board's gratitude.

11. Adjourn

Dr. Vann-Hamilton gave a motion to adjourn and Dr. Otten provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 6:03 pm.

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