



**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, December 12th, 2018, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Littrell called the meeting to order at 5:31 p.m.

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

2. Roll Call by Board Chair

Mr. Littrell proceeded with roll call.

Present:

Mr. Jacob Littrell
Mr. Jim MacDonald
Mr. Miguel Meneses
Mr. Luke Norris (via phone 5:47 p.m.)
Mr. Joe Richmond (via phone)
Dr. Joy Vann-Hamilton
Ms. Maria Salcedo (5:33 p.m. via phone; 5:46 in person)
Mr. Anthony Sealey (via phone)
Mrs. Johna Sutton (via phone)

Absent:

Mr. Littrell determined that with 7 of 9 – later 8 of 9, then 9 of 9 - Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Mr. Littrell proposed to moving up Closed Session from agenda item #8 to #6. Dr. Droege also noted that we can review financials from both October & November (in Finance Committee Report) – not just from October.

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

4. Public Comments

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

5. Review & Consideration of minutes from the November 14th, 2018 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the November 14th, 2018 Regular Meeting of the Board.

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

6. 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, & Mr. Brennan to stay.

Dr. Vann-Hamilton moved to go into Closed Session and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining.

7. 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. No action was taken that requires reporting.

8. Finance Committee Report (Mr. Joe Richmond)

Mr. Richmond highlighted that our end-of-year forecast is trending higher than budgeted. Our revenue is running \$53.5k short of projections, primarily due to local fund-raising receipts being delayed. Additionally, our enrollment shortfall is partially being mitigated by increased FRL revenue.

Mr. Richmond provided an overview of both October and November's financials by presenting the position as of November 30 (instead of October 31, as planned). Higher-than-budgeted academic supplies and building expenses are more than offset by lower-than-budgeted staff benefit utilization. From a revenue perspective, again, the SchoolSmartKC grant will be immensely beneficial for cash position, but the school will continue to have a need to fund-raise.

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

Mr. Richmond presented the October & November check registers.

Mr. Norris moved to approve the October register as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

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

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

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

Dr. Droege reported that diversity across the student body has remained fairly steady. Enrollment has held in the mid-280s; we are maintaining ethnic balance, but still skewing male. The distribution of FRL students has remained at 64% (higher than our goal, but stable month-to-month). In terms of attendance Dr. Droege reminded the Board that her team rolled out the approved attendance initiative across October and into November, and confirmed that the school is moving now into December's phase of more direct action. The whole school attendance rate is now at 93%, which represents good progress across the initiative, especially including a snowstorm, Thanksgiving Break, snow days, and the resulting seasonal sicknesses. We are soundly in the position that if we move have the families in the 80-90 range move up to the 90 benchmark, we'll hit our goal. She is specifically targeting chronic attendance outreach, but also targeting those just under 90%. Across the next month, the admin team will be targeting those in "red zone," and then supporting teachers in reaching out to the parents in 86-89 range to bring them up to 90+. Dr. Droege will then plan to reevaluate at end of January.

Dr. Droege reported that Special Education and ELL numbers also remain steady, but there are a number of additional SpEd qualifications in the pipeline that will be coming soon.

Lastly, Dr. Droege discussed the entrance/exit data and shared that the exit percentage has decreased every year and is currently at it's lowest point ever. At Mr. Littrell's request, Dr. Droege dove into the "Dissatisfied" area this month and as a result, created a new exit category of "Residency Issue" (which pulled from Dissatisfied and Transportation); this will be utilized when it becomes apparent (usually through a new school's records request) that a student has been living outside the KCPS boundaries.

Dr. Vann-Hamilton asked about including gender and ethnicity breakdown in the exit data; Dr. Droege confirmed she had worked on it over the past month, has that data, and will share that out to the Board.

Mr. Littrell stepped out of the meeting at 6:41pm.

Mr. Norris requested that enrollment projection/tracking data be included in the Board Packet. Dr. Droege affirmed that she will start that in January, in addition to the weekly reports emailed out by Mr. Brennan.

b. Understanding

Mr. Johnson distributed an Enrollment Outreach Update Report to the Board. The report outlined the school's 5 strategies and specifically discussed the activities taken in November, which focused on tours and personal follow-up with enrollment requests. He affirmed that the middle

school facility will be a part of those tours as soon as we are able. Lastly, Mr. Johnson highlighted a connection with Concorde Career College that he has established and plans to leverage.

Mr. Meneses asked if there are Hispanic/Latino families in our community that can provide personal testimonies that we can use in radio/newspaper ads. Mr. Johnson agreed that would be a great opportunity and pledged to reach out to them and re-connect back with Mr. Meneses.

Mr. Brennan gave an overview of the SchoolAppKC process since the enrollment period is now open. He shared that as a whole, 85+ applications were submitted on the first day with barely a handful of assistance requests. Outside of the initial strong response, Mr. Brennan is working on a few "tweaks" to the system (i.e. trying to ascertain how many schools an applicant family has submitted to). SchoolAppKC is also planning a major media push in January. Families can continue to add/modify their school choice up until – and even through – the lotteries held in early March. Response and feedback from participating schools has been strong.

Ms. Sutton stepped out of the meeting at 7:02pm.

c. Connection – Update on Middle School Discussion

Dr. Droege shared with the Board that they can anticipate Mrs. Gripp being present at Board meetings going forward. Job descriptions for the new middle school faculty positions have been posted and we are actively recruiting. Student recruiting has obviously started as well and will continue to be communicated weekly. There will be news going out tomorrow about facility and location.

10. Adjourn

Ms. Salcedo moved to adjourn and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:04 pm.

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