



**PUBLIC NOTICE**  
**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, August 17, 2016, 5:30pm

**Proposed Minutes**

1. Call to Order

Mr. Norris called the meeting to order at 5:32 p.m.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Tonya Brown (via phone)  
Kristen Ellis Johnson (5:34 p.m.)  
Jacob Littrell  
Miguel Meneses  
Luke Norris  
Joy Vann-Hamilton

Absent:

Kaye Otten

Mr. Norris determined that with 5 of 7 (later, 6) Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

No comments regarding the proposed agenda were made and Dr. Vann-Hamilton moved to approve the agenda as proposed. Mr. Meneses provided a second to the motion. The motion was unanimously approved with none abstaining.

#### 4. Public Comments

Mr. Norris invited public comment. No public comments were made.

#### 5. Review & Consideration of minutes from the July 20, 2016 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular July 20, 2016 meeting of the Board. Dr. Vann-Hamilton moved to approve the minutes as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

#### 6. Review & Consideration of minutes from the August 1, 2016 special meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular August 1, 2016 meeting of the Board. Mr. Littrell moved to approve the minutes as proposed and Mrs. Brown provided a second. The motion was unanimously approved with none abstaining.

#### 7. Finance Committee Update (Tonya Brown)

##### a. Review & Consideration of monthly financials

Mrs. Brown commended EdOps on their new dashboard reporting system. Mrs. Brown presented the cash flow and cash balance for the month. Mrs. Brown also highlighted that staffing expense was lower than anticipated and asked why that was.

Dr. Droege clarified that, at EdOps' recommendation, we are paying our 10-month employees across 12 months, which pushes the final payroll payments into next fiscal year, making this year's line item appear lower than anticipated.

Mr. Greenwood (EdOps) reviewed the Financial Overview and walked through how the finances will be reported moving forward. July only reflected local fund-raised income since state/federal income will not begin until August. Mr. Greenwood clarified that the presented financials reflected the "8 classroom" contingency budget and future months will change based upon enrollment each month.

Mr. Norris asked if Mr. Greenwood could add a fund balance line on the report; Mr. Greenwood agreed.

Mr. Greenwood continued on the report, illustrating Federal income (which includes Title and SpEd Part B). Additionally, Mr. Greenwood walked through the graphic analysis of budget vs actual on the key budget areas of the school. Lastly, Mr. Greenwood explained the revenue projections and illustrated that revenue is enrollment-driven and would be clarified as we move through the school year.

Dr. Droege explained the process of reviewing financials: she and Mr. Smith (CWCKC Principal) will receive the expense report first in order to review and discuss; the Finance Committee will review – especially on line items with a variance more than 5%; and the Board will receive the financials with their comments and analysis.

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

#### 8. Executive Director's Report (Dr. Kristin Droege)

Dr. Droege proudly announced that we started a school this week! She acknowledged that we are now meeting (both as a Board and as a school) in the building we have been waiting so long to do; this has been a very positive beginning for both families and press.

Mr. Norris congratulated Dr. Droege on the opening.

##### a. Review & Consideration of Board-Appointed Homeless Coordinator Position

Dr. Droege explained that the Homeless Coordinator position is a required position from DESE to be filled; she recommended Amanda Quance (CWCKC Staff) for the role.

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

Dr. Vann-Hamilton asked Dr. Droege to clarify the impact this appointment would have on Mrs. Quance's salary; Dr. Droege confirmed this does not impact salary and would become part of her daily duties.

##### b. Review & Consideration of Board-Appointed ELL Coordinator Position

Dr. Droege explained that the ELL Coordinator position is a required position from DESE to be filled; she explained the position would oversee ELL testing, ELL coordination, and assessments to ensure we are meeting the needs of English language learners and are moving them forward. Dr. Droege recommended Ms. Catherine Queen (CWCKC Staff), who already has ELL qualifications and certifications.

Mrs. Ellis Johnson moved to approve the appointment as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

##### c. Student Recruitment & Enrollment

Across the past three days, the CWCKC staff, in conjunction with Ms. Jana Reed (CWC National) and her recruiting team, has worked through which students/families actually arrived on campus for classes, and who does not intend to be a part of the student community.

Dr. Droege reported that we have 125 students actually attending with five others in process that are working through the registration process. Dr. Droege said she is delighted with the resulting diversity balance (approximately 54% African-American, 6% Mixed Race, and 40% Caucasian).

Additionally, she reported that approximately 1/3 of enrolled families have submitted applications for the National School Lunch program, which results in free breakfast/lunch as well as free after school clubs. We are still pushing toward 50%, which was our original goal.

Mr. Norris asked how many required transportation to the school. Dr. Droege responded that we have struggled with this issue. Dr. Droege stated that our charter allows us to not provide transportation, but she felt our mission would be hampered without providing it. She said she has spent several months researching transportation options and meeting with different providers and designing different scenarios, options, and partnerships. The range of costs for a single bus route from one round-trip, 1.5 mile, for 10 students was from \$28-77k. The Board expressed great surprise at that cost. Dr. Droege shared that immediately prior to school starting, she made the decision to not offer transportation. She believes we lost a handful of families that we lost directly because of this decision, a few that are attending that would benefit from transportation, and a few that are still attending that still need an option. She said we have come up with a different plan in that we will offer a bus pass program in that for a \$410/family/year, we can provide an adult pass to escort any number of children on the bus. In partnership with Mrs. Quance (as the liaison), this will be a partnership based upon distance from the school, attendance, and need. She has gotten great feedback from the specific families. The contrast on the bus route (serving 10 families), the bus pass can serve 50 families for the same budget and free up additional budget items.

Mrs. Ellis Johnson affirmed the decision and asked about the families we believe we lost because of transportation. Dr. Droege confirmed that we will be reaching back out to those specific families.

Moving forward, we have until September 28 to solidify what our size for the year will be. Dr. Droege said she made a judgment call on how to staff for opening day, we moved forward with the "8-Classroom" model. Across the next week, Dr. Droege will meet with Mr. Greenwood to take a clear look at the projected budget (with transportation changes and possible recruitment goals). Dr. Droege received a thorough review from Ms. Reed as Ms. Reed finished the pre-opening work; Dr. Droege will move forward with all recommendations with the exception of hiring a support person to facilitate that – we will use our current staff. Strategies include reaching out to our enrolled families for a "Bring a Buddy!" day, daily tours and leadership meetings, another possible mailer with pictures of our classrooms. By next week, Dr. Droege hopes to share definitive benchmarks and goals to get us to September 28<sup>th</sup> and the projected numbers of classrooms.

Mrs. Ellis Johnson asked about the first day of school – specifically, how many families showed up that we did not expect. Dr. Droege shared that very few unexpectedly walked in, but we did receive enrollment requests throughout the launch weekend and this week.

Mr. Littrell asked if the recruitment plan will be used just up to count day or beyond. Dr. Droege said we will go through count day and then immediately shift to lottery enrollment for 2017-2018.

Mr. Littrell asked if we are capping our enrollment on count day or if that is still a fluid enrollment. Mr. Norris and Mr. Greenwood clarified that we will continue allowing enrollment and also stated that there have been intentional decisions to allow new students into multiple classrooms, rather than having a designated "new student" classroom. Dr. Droege confirmed that count day secures the number of classrooms that we will have for the year (including growth potential) – not the number of students that we will have.

Mr. Norris said that we need to remember the massive amount of work that has gone into enrollment and recognized the diversity outcome has been huge. Mr. Norris applauded the efforts.

Mrs. Ellis Johnson affirmed that from a parent perspective, this first week has surpassed expectations. She has heard from numerous parents across the grade levels on what a good experience the first week has been. She also recognized and applauded the volunteers and partners in the pre-opening work. She affirmed the sense of community that Kansas City has pulled together. Mr. Norris extended that and shared that we need to celebrate this in a community-wide public manner.

Mrs. Ellis Johnson also stated that Kristen Littrell (MCSI member) shared with her that other strong charter schools started with 40 students their first year and we tripled that, so we should celebrate that.

#### d. Student Achievement

Dr. Droege restated from last month that she would like to take time each meeting to refocus on curriculum and education, rather than just the financial aspects of the school. This month, Mr. Smith (CWCKC Staff) will present.

Mr. Smith gave an overview of 2 assessments. One is the reading assessment – it will happen 3 times per year and is highly interactive between a student and a reading specialist. The results will determine which of 11 reading levels are “just right” for the student to become most engaged and successful in their reading growth. Second is the Northwest Evaluation Program (which administers the MAP exam – Missouri Assessment Program). It is an authentic (to Missouri) and interactive exam – one for Language Arts and one for Mathematics. It provides a baseline for where a student is at a point in time and it helps us identify potentially at-risk students so we can intervene appropriately. Additionally, another feature of the NWEA is the “growth line” so future tests can project back to the growth line to determine if the student is continuing to learn appropriately. The first test will occur in September. Dr. Droege also shared that NWEA is supported by our national network, which allows us to become a part of and use national data.

Dr. Vann-Hamilton asked about future testing dates and specifically, times of the day. Dr. Droege answered that we are given a three-week window to test and the exams are proctored by the classroom teachers. We have a lot of flexibility on timing (splitting the test into two sessions, etc.) and exposing students to practice tests early.

Mr. Norris asked if classroom assignments would be re-shuffled based on class results. Dr. Droege said no; leveled reading and math groups already differentiate across learning levels.

Dr. Vann-Hamilton asked what the plan is for students that enroll late to ensure they are placed correctly. Mr. Smith shared that the reading assessment will be completed immediately and the student would simply take the next NWEA testing.

Mr. Norris asked the status of what is still ongoing with construction. Dr. Droege shared that our main contractors (McGown Gordon and Converged) will continue to be onsite. Pretend play materials, some reading bookshelves, and small supplies are still being shipped. The playground

is also certainly in process. The storage shed will be installed on Friday and volunteers will transform that into a pretend "tricycle drive-through" space. Work will continue more on a moveable, creative environment rather than a structure. We are primarily working on the basics, then expanding to the customizable equipment.

9. Adjourn

JL moved that the meeting be adjourned and Mrs. Brown seconded the motion. The Board unanimously approved the motion with none abstaining.

The meeting was adjourned at 6:36 p.m.

Proposed