



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, September 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 Vice-Chair

Mr. Littrell proceeded with roll call.

Present:

Mr. Jacob Littrell
Mr. Jim MacDonald (5:32 p.m.)
Mr. Luke Norris (via phone)
Mr. Joe Richmond (via phone)
Ms. Maria Salcedo (via phone)
Mr. Anthony Sealey
Mrs. Johna Sutton
Dr. Joy Vann-Hamilton (via phone)

Absent:

Mr. Miguel Meneses

Mr. Norris determined that with 8 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 moved to approve the agenda as proposed and Mr. Sealey 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 August 8th, 2018 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the August 8th, 2018 Strategic Planning Retreat of the Board. Mr. Sealey 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)

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

Mr. Richmond highlighted that enrollment came in below projection and the Finance Committee is discussing budget strategies (revising enrollment projection and/or decreasing various budget items). Additionally, there is a new pending grant that may offset this shortage – a clearer picture will be presented by next month's meeting.

Otherwise, July's revenue and expenses were in line with projections.

Mr. Norris and Mrs. Sutton asked questions about specific expenses; Dr. Droege & Mr. Brennan answered.

Mr. MacDonald moved to approve the July register as proposed and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

b. Board awareness of credit card vendor change and cardholders (Dr. Droege & Mr. Brennan)

Dr. Droege shared that paralleling the bank change, the school also secured a Country Club credit card account with 2 card holders: Dr. Droege & Mr. Brennan. Dr. Droege also affirmed that the MoBank credit card account is in process of being closed, pending reward point payout.

7. Review of Board Conflict of Interest Policy

a. Submit signed copies to Mr. Brennan

Mr. Brennan shared that our policy is to have every board member annually sign our Conflict of Interest Policy. Mr. Brennan distributed copies to those in attendance and asked those members on the phone to print, sign, and return copies to him.

8. Review & Consideration of annual appointment of Ms. Amanda Quance to serve as the Homeless Coordinator

Dr. Droege reminded the Board that Ms. Quance has served as the school's Homeless Coordinator for the past two years and affirmed that Ms. Quance is willing to serve again. As required by the state, this is a Board-appointed annual position and she summarized Ms. Quance's additional duties as the Homeless Coordinator.

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

9. Review & Consideration of annual appointment of Mrs. Catherine Bett to serve as the ELL Coordinator

Dr. Droege reminded the Board that Mrs. Bett has served as the school's ELL Coordinator for the past two years and affirmed that Mrs. Bett is willing to serve again. As required by the state, this is a Board-appointed annual position and she summarized Mrs. Bett's additional duties as the ELL Coordinator.

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

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

a. Diversity

Dr. Droege gave an overview of enrollment, along with entrance/exit summary data. Gender has shifted slightly from an even split to a bit heavier on boys; our ethnic balance has stayed consistent throughout all of our years and continued to our 3rd year as well. FRL data is trending similarly to past years as well.

Mr. MacDonald asked if an FRL report by grade level could be provided. Mr. Norris asked if a plotted map of students that did not return and/or have withdrawn could be provided. Dr. Droege said both would be provided to the Board before next report.

Regarding the ADA number, Dr. Droege said the "whole school number" is incorrect; it is actually 95%. The per-pupil is correct and reflects the ongoing trend of 80% attending above 90% (which is below goal of 90%/90%). Dr. Droege led a further discussion regarding tactics and strategies the school is employing to address chronic tardiness. This discussion included the newly-introduced "tardy compact" that parents sign each time a student arrives late – this is a first step. The discussion covered additional steps, including a Board meeting and reporting to the state as educational neglect.

Mrs. Sutton advised that we reach out to peer schools (especially AL, KCAI, SVN, & Brookside; the latter three because they do not provide transportation either) as well as KCPS for their policy.

Mr. MacDonald further suggested that we employ a stair-step communication with parents (compact signing, administrative meeting, state reporting); Mr. Sealey dovetailed that with identifying additional positive family engagement steps. Mrs. Sutton suggested we look at attendance impacting retention/promotion of grade levels.

Dr. Droege agreed that she, Mr. Brennan, & Mr. Johnson would be the team to lead that research to support the Board in creating this policy; she hoped to provide this research within the next week. Dr. Droege also stated that she would like to research whether our SIS can automate the follow-up emails/letters when attendance milestones are hit.

b. Understanding

Dr. Droege shared a summary of the TenSquare Report (commissioned by SchoolSmart to ensure we were prepared for the growth into our Middle School); the report showed that they believed the school was ready for that growth while also highlighting some areas to address. In response to those concerns, Dr. Droege modified her annual strategic plan, which she also shared with the Board.

Dr. Droege believed the TenSquare report not only met SchoolSmart's objective, but it also confirmed the feedback our team has received and growth areas we had already identified.

Additionally, Dr. Droege shared that the Kauffman Foundation may be offering an educational consultant to assist us in the broad operational scope (i.e. transportation cost/benefit analysis).

c. Connection

Dr. Droege shared that the school has had some growth in the way we have been challenged with student behavior in the area of Special Education and trauma. Mrs. Murphy assisted in the creation of the Tiers of Support document. She illustrated that 80% of the needs that all of our students may have will be addressed in the classroom and general school environment. However, 15% of the needs may require targeted intervention at a personalized level. A further 5% (approximate) needs may require intensive personal intervention.

Dr. Droege shared that the Special Education team is implementing a "transition room" to address the varied student needs in a way that allows staff to support without the faculty responding throughout the building. Additionally, we are working closely with an almost-full-time contract staff member.

Dr. Droege also shared that for the first time, we have a student that was not responding to our intervention efforts and beyond our capability to effectively serve. Mrs. Murphy identified several facility options, with Dr. Otten's direct input, to partner with. That team toured those facilities with the parent, selected one, and we have begun that transition with the goal of having the family/student return to the school.

The Board had further discussion regarding behavioral support within the school.

Mr. Littrell asked what the budget impact was for our current under-enrollment. Dr. Droege advised the Board that she, Mr. Brennan, and Mr. Greenwood have isolated key areas of the budget (not filling open staff positions and reducing "buffer" in some line items being primary); the remainder of the shortfall will be added to the needed development budget line item.

Mr. Littrell also asked what strategies are in place to increase enrollment for this year (in the next month). Dr. Droege responded that she, Mr. Brennan, & Mr. Johnson have worked with CWCS to strategize effective strategies. Moving forward, Mr. Johnson (for the Primary campus) and Mrs. Gripp (for the Middle School) – supported by Mr. Brennan for data/processes – will own the strategy creation and

individual tactics. Dr. Droege will provide Mr. Johnson's enrollment plan to the Board at the next meeting.

11. Closed Session

Pursuant to § 610.021 (2) RSMo, the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to facilities.

Mr. Littrell invited Ms. Rodriguez & Mr. Brennan to stay. Dr. Vann-Hamilton moved to go into Closed Session and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

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

Mr. Littrell reported that the Board came out of Closed Session and returned to Open Session. He reported that matters discussed all related to personnel and facilities. No action was taken that requires reporting.

13. Adjourn

Mr. Sealey moved to adjourn and Mrs. Sutton provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 8:13 pm.

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