



**Citizens of the World Charter School – Kansas City
Board of Directors Meeting
Kauffman Foundation Conference Center
4800 Rockhill Road, Kansas City, MO 64110
August 17, 2015**

1. Call to Order 11:33 a.m.
2. Roll Call

The Board Chair proceeded with Roll Call and determined a quorum of the Board of Directors was present before the meeting proceeded.

Board Members Present:

Kristen Ellis Johnson
Brett Hembree
Jacob Littrell
Luke Norris
Kaye Otten
Joy Vann-Hamilton

Board Members Absent:

None

3. Approval of Minutes from July 20, 2015 meeting
Motion to approve by Ms. Vann Hamilton
Second by Mr. Hembree
Unanimous approval

4. Board Chair Report

Mr. Norris provided an update regarding the status of the Charter Application and the expected timeline for submission to DESE. CWC-KC is currently negotiating its contractual agreement with Missouri Public School Charter Commission (“Commission”). The Commission expects to receive informal feedback from DESE. The plan is to submit the charter application to DESE no later than August 27, which is 60 days prior to DESE’s next meeting on October 27. Prior to submission, CWC-KC will confer with the Commission to review the content of the contract, which will be submitted with the charter application to DESE.

Within the agreement, there are a number of reporting items the Commission may want and we are working to ensure there are not duplicative or slightly distinct requirements among the various parties to which we must report. The Chair and the Executive Director will work to ensure that all reporting requirements are uniform and can be covered under a single reporting form.

Mr. Norris also explained that during 2015-2016 (prior to opening the schools, the Board will use the goals set forth in the Executive Director's "Year Zero Timeline" as the evaluation tool for measuring the ED's progress.

5. Facilities Committee Update

Mr. Littrell discussed the progress of the Facilities Committee. The Committee has reached agreement on a final proposal with IFF for the scope of work. The kick-off meeting will be September 2 and will include strategic planning around facilities and the committee plus some representatives of CWC Schools will be present for that meeting. The Committee has considered three potential brokers and after interviewing and considering potential conflicts of interest among the brokers, it has chosen the Newmark Zimmer firm, specifically Joyce Murray and Susan Smith as our local brokers.

6. Board Development Update

The Board Development Committee has laid a foundation for what the strategy will be moving forward. Mr. Hembree provided a summary of highlights:

- Ideal number for growth of the board is seven members. However, question as to whether we can get the additional skill sets we are seeking with only one person. Maximum number would be nine and the Board plans to seek an odd number.
- Skills & experience needed: Finance & compliance, Advocate for communities east of Troost, Human Resources/Employee experience.
- Timeline – the Committee would like to bring everyone in at the same time, possibly January.
- Kristin Droege will lead the process, but will utilize the Board and the CWC Schools Network as needed to conduct interview conversations. The Board interview process will overlap with the time that the Executive Director will open up hiring. CWC Schools Chief of Schools will also work with the ED to develop relationships within the community and assist with interview process.

7. Executive Director Report

- a. ED Timeline for 2015-2016
- b. Community Outreach

Each month we will look to have an event, and the ED encourages each Board member to brainstorm types of events and possible circles within the community that can be reached by specific events. We believe it is possible to use these events for recruitment purposes as well.

Examples – additional living room meetings, an educational meeting (transitioning from preschool to Kindergarten) – helping people understand what participating in the school will feel like, family events at a park, fundraising, enrollment, open house, etc.

Late April, May, June, begin to gear events toward families that have enrolled their children as students. Ideas include meet the teachers, see the schools, etc.

Looking to encourage diverse demographic matrix. In upcoming meetings, we will explore what demographics are we using and what do they mean, what will our pool need to be in order to meet our goals, etc. This information will be presented at our September meeting – this will be included in our contract, so it is still in negotiation.

Enrollment Applications will be available Oct. 30 until late February.

Charter School non-profit is working on creating a common application for all charters in KC – this would have pros and cons especially regarding the ability to track meaningful applications. Tricia Johnson recently traveled to New Orleans

Note: Starting in September, Paul Greenwood will attend and provide a financial update to the Board.

- i. Recruiting Families
- ii. Educating about our mission
- iii. Building community support and connections
- iv. Developing Partnerships
- c. Planning for future meetings 2015-16

September 21 – Kaufman Center 11:30-2:30, will include onboarding session with Kriste Dragon and Christian Cutter of CWC Schools

October 21 – Wednesday 5:30-7

November 11 – Wednesday 5:30 -7

December 9 – Wednesday 5:30-7

January 13 – Wednesday 5:30-7

- d. CWC-KC Communications

- 8. Board Chair closing comments

In the Board Chair's absence, the Vice Chair, Mr. Litrell moved to adjourn the meeting at 1:00 p.m. The motion was seconded by Mr. Hembree and all unanimously approved the motion.