



**Proposed Minutes of Meeting of the
Board of Directors of Citizens of the World Kansas City**

Location: Ivanhoe Neighborhood Council, 3700 Woodland Avenue, Kansas City, MO 64109

Date: January 20, 2016, 5:30 pm

1. Call to Order – Mr. Littrell called the meeting to order at 5:38 pm.
2. Roll Call – Mrs. Ellis Johnson proceeded with the roll call.

Present:

Jacob Littrell
Kristen Ellis Johnson
Tonya Brown
By telephone: Luke Norris

Absent:

Kay Otten
Joy Vann-Hamilton

Mr. Littrell determined that with 4 of 6 board members present, a quorum is present for purposes of holding the meeting and voting.

3. Approval of the Agenda
One change was made to the order of the agenda to move Mr. Greenwood's finance report into the Finance committee section. Mrs. Ellis Johnson moved to approve agenda as revised. Ms. Brown seconded the motion and those present unanimously approved the motion.
4. Public Comments – No public comments were made.
5. Board Action
 - a. Review and consideration of minutes from December 9, 2015 meeting of the Board.

All members have reviewed the minutes. Mr. Littrell moved to approve the minutes and Mr. Norris seconded the motion. The motion was approved unanimously with none abstaining.
 - b. Review and consideration of School Year 2016-2017 Calendar

Dr. Droege discussed the calendar with the board, giving an overview of her process and thoughts in developing the school calendar. Dr. Droege worked from information built into CWCKC's charter, considered KCPS' and peer charters' calendars for comparison, while also considering what is unique about our charter and the Citizens of the World model. We will have 176 days of students in attendance at school (as stated in the Charter), with key dates aligning with the Kansas City Public School District (KCPS) – for example, first day of school, winter break, Thanksgiving and Spring break are the same, and we have allotted for the same number of snow days as the District.

CWCKC will also have 21 days of Professional Development built into the calendar. This number is likely higher than a typical year since this is our start-up year, to allow for preparing a brand new faculty. Professional Development will occur for 15 full days prior to the first day of school, though some may be shifted around orientation and families visiting the facility, 4 days surrounding the end of trimesters, and 2 at the end of the year for wrap-up. Dr. Droege chose not to do a weekly shortened day for Professional Development based on prior experience that the most difficult burden on shortened days during the week is on low income families. CWCKC will also have student-led conferences 4 days in a row twice during the school year, to occur shortly after trimester ends when faculty progress reports go home.

The Board discussed the approach. Mrs. Ellis Johnson commented that she appreciated the thoughtful approach to professional development and is glad not to have an "extended year." Mr. Littrell commented that some schools do extended year to allow students time to catch up. Dr. Droege responded that there are other means through which to address the summer learning gap.

Mr. Littrell moved to approve the calendar as proposed and Mrs. Ellis Johnson seconded the motion. Those present unanimously approved the motion with none abstaining.

6. General Business

a. Review & Discuss Annual Board Calendar Agenda Items for Fiscal Year 2016-2017

Dr. Droege provided context for the advanced planning and explained she wants to ensure we are planning ahead to cover all necessary topics. The calendar is not something that is binding or restricting in any way – we can add topics or shift as needed. At a later time, we will add the date the Board will conduct its necessary audit.

Questions from the Board were heard regarding selection of key vendor services including: food service, information systems, and student transportation. Dr. Droege responded that selection of vendors may not require board approval, however Dr. Droege indicated that for some, student transportation as an example, she may seek recommendations and discussion with the board, this in addition to meeting the requirements of the organization's fiscal policies.

b. Finance Committee Update (Tonya Brown)

1. Review and consideration of monthly financials (Paul Greenwood, EdOps)

Mr. Greenwood discussed the first Finance committee meeting last week. The Committee consists of Dr. Droege, Ms. Brown, Joe Richmond, and Mr. Greenwood. There was an uptick in spending in December due to progress toward school opening activities. \$800,000 delivered since the report (\$880k in the process to allow us to start moving forward on the necessary items that will occur over the coming months). The Finance Committee basically held a "MO Finance 101" training, covering revenue projections and an overview of expenditures timing and where they fall in the budget. The role of the committee will be to dive into the weeds and make recommendations to the Board.

Mr. Greenwood presented the check register to the Board for review and consideration. He explained that the Daniel Henry charge is the Worker's Comp coverage for the year,

Mrs. Ellis Johnson moved to approve the check register and Mr. Littrell seconded the motion. There was unanimous approval of the motion with none abstaining.

2. Strategic Thinking regarding Fundraising Principles

Ms. Brown and Dr. Droege gave an update about fundraising. As we are thinking through how to structure our fundraising plan we want to allow opportunity to voice ideas, concerns, etc. Would like for fundraising to be mission-focused and educated by our budgetary needs, and being careful about mission creep. Dr. Droege shared that we should consider fundraising as part community-building – and should be cognizant of where the funds are allocated (i.e., General fund, specific purpose, etc.) Dr. Droege explained her view of 3 basic categories in fundraising:

- 1) Grant writing (larger scale, Board or CWCS & smaller scale i.e. teachers in classroom)
- 2) Annual fund or pledge drive (targets primarily families enrolled in the school – will this be needed? Is it beneficial?)
- 3) Parent Facing and Community Events – can motivate community or wear them out depending on approach – how can we use these to move forward toward goals while minimizing any negative impact.

Dr. Droege further noted that CWCKC's general fund is not dependent on fundraising for first 5 years, some fundraising built into Year Zero, but will not be required to meet the school's budget. Dr. Droege requested some fundraising as a placeholder because it is good to have money in the fund ahead of the need for the money to be spent. Our model welcomes and attracts parent involvement that can provide great benefits as well as challenges. Fundraising gives parents immediate buy-in and something to do and the funds available to do something constructive toward something they care about. If we can cover budget expenses without fundraising, it is healthy, and we can do that with some significant grant money. We are working to fit the program within our budgetary needs.

Fundraising doesn't change the mission of the school, staffing structure, curriculum, but it can enhance the school experience, culture, after-school activities, and enhance things on a concrete basis.

c. Board Development Committee Update (Dr. Droege)

1. Board member recruitment

Dr. Droege provided an update on board recruitment. The Board Development Committee is moving forward with focus to recruit a seventh member with an eye toward filling in professional expertise in business and human resources, and expanding of the board diversity. The Committee is working with three candidates: two members recommended by CiCi Rojas, engaged at local hospitals and active in the Hispanic Chamber. The third candidate was recommended by Dr. Vann-Hamilton. Luke Norris identified a 4th potential member.

2. CWCKC Strategic Plan Preparation Discussion

Over next 6 months, we are laying the groundwork for two approaches to strategic planning:

- Board planning for itself to get up and running (e.g., identify timing of Board retreat, and work with Christian Cutter of CWCS to establish mission next 5 years and goals)
- Shortly after enrollment, strategic planning process for the community (across 5-year charter period, we have a committee to include board members, site administrator, parents, faculty, that will establish priorities, establish community engagement plan for achieving, and review and evaluation structure).

d. Facilities Committee Update (Jacob Littrell)

We have made great forward movement around one facility, narrowed from original two options. We are currently in lease negotiations regarding the building. Ownership may be changing, and we have solid relationship with the new owner. We are slowly communicating with the community as much as possible, though at this time unable to disclose the location due to current negotiations.

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

1. Student Recruitment and Enrollment

Dr. Droege provided an overview of current student recruitment report, as well as discussed with the board, the layout and function of the tracking system, SchoolMint.

Current applications for the lottery are:

22 Kindergarten (15% of seats)
8 1st Grade (5% of seats)

During January and February Dr. Droege has a full calendar regarding information sessions and outreach events (neighborhood associations, living room meetings, more public meetings (Pilgrim Chapel), preschools – Operation Breakthrough Kindergarten transition, delivering enrollment packets to 9 child care facilities (120 packets) 7 of which are on Troost or further east, 10 other child care centers, Feb. YMCA head start at 39th & Troost for 70 families. She explained that these are some of the most pointed contact we can make to families that have not yet explored all of the options. Additionally, we are starting to do some press and Public Relations. At least monthly we will make an announcement - enrollment, selection of principal (Feb. 1), selection of facility (Mar. 1), volunteer opportunities, fundraisers, ribbon cutting, etc.

Dr. Droege shared a summary of her experiences with student recruitment and lotteries, and the timing of each.

Mr. Norris comments to thank Dr. Droege for establishing expectations for CWCKC enrollment.

2. Staff Recruitment and Hiring

Broad view: Between now and start of school, we will fill 32 positions, 13 different job descriptions (all are now written except for Office Clerk and Library/Instructional Tech teacher), and all will be posted fairly extensively through options to pull highly qualified and diverse applicants. Timeline for moving through – we are in the final phase of Principal search – hoping to offer out by end of January and have acceptance. Next will be the secondary administrator (Director of Curriculum Integration and Educational Partnerships) – currently narrowed down but waiting for Principal hire to allow input. Next two will be Elementary Office Manager and Special Ed Coordinator – hoping to make decisions by March 1. This will constitute the major administrative team. Will hire 12 lead teachers, very heavy recruitment during this season at education fairs (Feb – late March) typical for teachers to be in the market during this time period. Teachers in enrichment (Reading, Special Ed., and Assistant Teachers for Kindergarten).

Principal Position – posted the job description extensively locally, regionally, and nationally with eye toward identifying diverse professional communities.

Dr. Droege shared a comprehensive summary of the principal search and selection process. Members of the Kansas City community provided their feedback during day of panel of interviews that focused on three areas : 1) mission, vision, leadership style; 2) curriculum instruction and data; and 3) operations and finance/resource management. Each group of community-led panels debriefed their observations and key take-aways with Dr. Droege. She followed up with individual meetings with the candidates.

7. 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 real estate purchase, lease, or sale.

Mr. Littrell invited Paul Greenwood & Jana L Reed to stay and announced the closed session to discuss real estate matters. Mr. Littrell made a motion to move into closed session and Ms. Brown seconded the motion. Those present unanimously approved the motion with none abstaining.

8. Adjourn from Closed Session; report on any action taken as necessary.

The Board returned from closed session and Mr. Littrell reported there was no action taken during closed session.

9. Adjourn

Mr. Littrell then moved to adjourn the meeting and Mrs. Ellis Johnson seconded the motion. All present unanimously approved the motion and the meeting was adjourned at 7:13 p.m.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Citizens of the World Kansas City Board may request assistance by contacting Dr. Kristin Droege at kristin.droege@cwckansascity.org, or by phone at (816) 550-5276 or (310) 849-0424.