



**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 21, 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:

Kristen Ellis Johnson
Jacob Littrell
Miguel Meneses
Luke Norris
Joy Vann-Hamilton (5:33 p.m.)

Absent:

Tonya Brown
Kaye Otten

Mr. Norris determined that with 4 of 7 [later 5 of 7] 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 Mrs. Ellis Johnson moved to approve the agenda as proposed. Mr. Littrell 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 August 17, 2016 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular August 17, 2016 meeting of the Board. Dr. Vann-Hamilton moved to approve the minutes as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

6. Finance Committee Report (Tonya Brown)

a. Review & Consideration of monthly financials

Mr. Greenwood shared that the school received state revenue of \$175,000 and recognized the achievement that the state was actually paying the school and everything was set up correctly. Monthly costs were slightly above revenue and should continue to increase as the building costs continue to come in. Revenue will continue to increase as well, including Federal revenue commencing at the end of September.

Mr. Greenwood also shared a personal perspective that he works for several schools and wanted to assure the Board that tight budgets are common and wanted to share confidence that we will work through the challenges. He and Dr. Droege meet weekly to update enrollment and project external funding goals. He has worked with schools in the recent past that has raised \$500-\$700,000 dollars and expressed confidence that our local fund-raising targets are also reasonable.

He said that the biggest perspective shift from last month's budget was the budget now reflects a reliance on external, local fund-raising.

Cash flow is manageable through the end of the year but does assume a \$90,000 influx from local sources. Continuing through the Spring semester, he believes our strategy is manageable and achievable. Expenses and revenues seem to be on track and the new focus is the local fund-raising efforts to bridge the gap.

Mr. Norris shared a quick report from last week's Finance Committee and confirmed the local strategy. He also shared that he and Dr. Droege have toured two major philanthropic donors through the school in the past two weeks and have asked for up to \$200,000 from them and toured another today that he will be proposing to. A pipeline of prospective funders has been created and our target is above the budget needs – at \$350,000. Additionally, these funders understand that our school will continue to grow and have capital needs and all – so far – can be re-approached in future years for additional funding.

Dr. Vann-Hamilton asked for the background story on how we are presenting the school to funders. Mr. Norris answered that we have invited people into the school, tour them around while highlighting the diversity we have achieved, meet Dr. Droege (who provides a perspective on what makes us unique – particularly our approach and curriculum). We then say that we have received start-up funding from other local sources and we give them the opportunity to join that effort. Dr. Droege also said she has been impressed that the people we have talked to have been very receptive to funding and aware of the “start-up” function of charter schools and the primary facility needs.

Mr. Norris extended the invitation to the Board to invite people in for tours as well.

Mr. Littrell moved to approve the check register as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining. Further, Mr. Norris provided an affirmation that he has been connected to all expenditures requiring a second signature.

b. Annual audit update

Mr. Greenwood shared that, as a public school, we are required to have an audit (to substantiate our Annual Secretary of the Board Report (ASBR) and to underscore our financial controls). The Finance Committee thought it would be best practice to have an audit completed on Year 0, for various reasons including becoming accustomed to the process and strengthening our position to funders.

Therefore, we put out an RFP to auditors and the response has been tepid since Year 0 audits are not typically done. Mr. Greenwood then asked the Board whether we should continue with a Year 0 audit, especially mindful of the expense and the lack of responsiveness.

Dr. Droege recommended that we continue to pursue an external audit; Mr. Norris and Mrs. Brown (at the Finance Committee) recommended that we leverage Mrs. Brown's experience and perform an internal audit. The Board decided to redirect the decision back to the Finance Committee to decide at their next meeting in October.

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

a. Review & Consideration of Board-Approved Special Education Local Compliance Plan

Dr. Droege introduced Mrs. Miah Lugrand (CWCKC staff – Special Education Coordinator) and asked her to review the proposed plan.

Mrs. Lugrand shared that one of her main priorities is ensuring that the school stays within state compliance. She shared that a school's LCP (local compliance plan) usually stays the same for 3-5 years, but this year some aspects of Early Childhood were changed at the state level, which mandated that each plan was changed at the district level.

She shared that we have three options: Adopt DESE's version, adapt their version to make our own, or create our own. Mrs. Lugrand recommended that we adopt DESE's version as our own.

Dr. Droege shared that Mrs. Lugrand previously shared this plan with Dr. Otten, who endorsed this recommendation. Further, Dr. Droege added her recommendation to endorse DESE's policy as our own.

Mr. Littrell moved to approve the motion to adopt DESE's version as proposed and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

b. Review & Discussion of adding Pre-K

Dr. Droege shared that information came to her in the last few months indicating that funding is available for charter schools to offer Pre-K programs. While more complex than she initially thought, we can receive state funding for Pre-K students who qualify for the NSLP, as long as the total number of students falls within a specific, defined ratio. This ratio does not allow us to fill and fund a full Pre-K classroom, but there is another option for combining a Pre-K/K classroom fully. There are additional questions (involving teacher credentialing, enrollment, etc.) but she believes there are possibilities worth exploring. CWC National, MCPSC (our sponsor), and Mr. Norris have all been initially receptive to the idea. Dr. Droege has enlisted Ms. Reed (CWC National) to assist us in navigating that policy to create a roadmap within the next month. Once we discover additional information, Dr. Droege will bring a recommendation to the Board for a material revision to our charter, then if approved, to MCPSC for final approval.

Dr. Droege then asked the Board what they would like her for to include in that report for next month. Dr. Vann-Hamilton asked if it would change capacity across the building, and asked if we could look at the market and define a need and demand. Mr. Norris asked if there was a possibility to run a mixed-funding source classroom (state funding, plus family funded) or state-only. Mr. Littrell encouraged us to research as he believes it supports our model, but was cautious at the financial implications and impact. Mr. Norris specifically addressed that in conversations with funders, a Pre-K early childhood program has been specifically received well as a future funded project. Mr. Norris also asked for confirmation that the Pre-K program would remain mission-aligned. Mrs. Ellis Johnson asked about the parent perspective and potential concern about parents of K students in the mixed-Pre-K classrooms – namely, how will their experience be different, and how K students would be selected/enrolled into it. Mr. Littrell asked for clarification that Pre-K enrollment will guarantee admission into K, instead of lotteried in to K.

Mr. Norris summarized that there is a lot of support for this potential program; Dr. Vann-Hamilton confirmed that from her experience in canvassing the neighborhood. He encouraged Dr. Droege to continue research and looks forward to the report.

Dr. Droege thanked the Board for the direction and will provide a report in October.

c. Review of Dashboard – Diversity, Understanding, Connection

Dr. Droege reviewed the diversity section of her report. She said during the first week, we landed at an enrollment of 123 students. We have since gained 7 and lost 5, and are currently now at 125. She confirmed that she has specifically researched those that we have transitioned out and there are no trends – each are specifically personal (moving, another school offered, etc).

Mrs. Ellis Johnson asked about the parent ambassador program. Dr. Droege said that interest has been strong, but the actual response has been slower than expected. Dr. Droege continued that our enrollment also has shown no trends, but we have two prospective students and she strongly suspects that we are getting to the point in the school year where families are unhappy where they are at and exploring options.

Among those enrolled, our ADA (average daily attendance) is strong.

Dr. Droege then affirmed that she is delighted at the student diversity – she could not be happier and is committed to keeping that a high priority as popularity increases and growth continues. She also stated that the FRL population is at 56%, which is slightly higher than projected, but she is happy with it.

Mr. Norris asked if the 6% IEP population was lower-than-expected; Dr. Droege said it was, but she expects that to grow both throughout the year as needs are discovered and year-to-year as word spreads that we serve children appropriately.

Mr. Littrell asked if the goal/benchmark on various data points could be included in the dashboard. Beyond that, he wanted to stop and celebrate that our enrollment and diversity turned out the way they have. Mr. Norris expanded to affirm the enrollment numbers are strong.

Dr. Droege moved toward the center section of “understanding” and introduced Mr. Smith (CWCKC Principal) to discuss the data results.

Mr. Smith referenced last month's discussion of the individual reading assessments that are given by school staff. Mr. Smith walked the Board through the assessment, reminding them that individual attention is given to each student for between 20-60 minutes. Mr. Smith then illustrated that, based upon those results, we have formed 10 reading groups of about 14 students each. Our results range from pre-kindergarten to the end of Second Grade. He shared that we have a lower percentage of students at the “low” end of the scale and both Reading Specialists had a high degree of confidence that most/all of our students will perform at/above grade level at the end of the year.

Mr. Smith shared that these results will allow us to differentiate the learning experience for our students and have a strong positive impact on learning.

Dr. Droege reminded the Board that the level of detail that these results are showing is a direct result of the amount of time spent knowing the student and assessing one-on-one. When we focus on the process of determining understanding, the results are much richer and she is excited to see that our students are where they should be and ready to learn.

Mr. Norris asked how quickly new incoming students are assessed in this manner. Dr. Droege said that generally two weeks after their first day – after a time to create comfort and settle in.

Dr. Droege then moved to the third section of the dashboard – connection. She asked Ms. Quance (CWCKC staff) to share these educational and curriculum partnerships.

Ms. Quance highlighted that the Nelson-Atkins Art Museum comes in every two weeks for 30-45 minute lessons on exploring and discussing art. Ms. Quance shared that Ms. Moore (Art Teacher) and our First Grade teaching team are integrating these lessons throughout the interim two-week period as well.

The Discover Nature Science Center will provide us curriculum support, student supplies, training, and a nature field trip and she is excited about the science-based, outdoor experiences.

Take-The-Stage also started today as a supplemental P.E. program. They are very movement-based and are here every Wednesday for first grade.

Junior Achievement offers social studies content around entrepreneurship, business, and social students. They partner corporate leaders/workers together in the classroom to make real-world connections.

Dr. Droege affirmed that these are not "neat things on the side;" they are meaningful, intentional, and connected throughout our curriculum. They support staff development, enhance existing learning, and provide great opportunities for our students.

8. Closed Session

Pursuant to § 610.021 (3), RSMo the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to personnel.

Dr. Vann-Hamilton voted to move into closed session as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

9. Adjourn from Closed Session; report on any action taken as required.

Mr. Norris reopened the meeting and reported that the Board discussed a personnel change matter and no action was taken that requires reporting.

Mr. Norris reminded the Board to keep October 21 open for our campus' official ribbon cutting ceremony at 7:30am.

10. Adjourn

Mrs. Ellis Johnson moved that the meeting be adjourned and Mr. Meneses seconded the motion. The motion was unanimously approved with none abstaining.

The meeting was adjourned at 6:52 p.m.