



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, November 16, 2016, 5:30pm

Proposed Agenda

1. [3:30pm – 5:30pm] Work Session with the Board of Directors & CWC Schools National Staff

Mr. Norris reported that members of the Board (greater than a quorum) participated in a Work Session in which they observed a reflection and brainstorming meeting between MCSI (Midtown Community School Initiative; the original school founders) and CWCS National. He affirmed that no action was taken and no reports need to be given.

2. [5:30pm] Call to Order

Mr. Norris called the meeting to order at 5:30 p.m.

3. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Tonya Brown
Jacob Littrell
Miguel Meneses [5:41 p.m.]
Luke Norris
Kaye Otten
Joy Vann-Hamilton

Absent:

Kristen Ellis Johnson

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

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 to (816) 872-2944.

4. Review & Consideration of Proposed Agenda

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

5. Public Comments

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

6. Review & Consideration of minutes from the October 19, 2016 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular October 19, 2016 meeting of the Board. Dr. Otten moved to approve the minutes as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

7. Review of the Missouri Ethics Commission requirement to file a 2015 Personal Financial Disclosure (Mrs. Tonya Brown)

Mrs. Brown and Dr. Vann-Hamilton gave an overview of the filing requirements. The process takes about 20 minutes and asks basic information (not in-depth personal salary information).

Dr. Droege shared that there is urgency and this needs to be completed by the end of November.

8. Review & Consideration of CWC Kansas City Seclusion & Restraint Policy (Mrs. Miah Lugrand, CWCKC Special Education Coordinator)

Mrs. Lugrand shared that there is a requirement through Missouri Law to have a policy in place regarding the use of student seclusion and/or restraint. She assured that this policy is not a treatment nor an intervention, but rather strictly as a safety procedure.

Mrs. Lugrand gave an overview of the policy, discussing each point of the policy through the lens of school-wide, positive behavior, and social-emotional learning.

Mrs. Murphy (CWCKC SpEd Teacher) discussed the existing methods CWCKC already employs, including the "Student Culture Committee" which builds in positive-reward incentives ("shout-out board," positive feedback sent home to parents) and the "Behavior Committee" to better equip teachers for classroom management techniques. The overall goal is to prevent emergency situations that would lead to seclusion or restraint.

Dr. Droege shared that CWC National is providing support to our staff (at our staff's request) - specifically "Counsel in Schools" – a culture & management program that helps children with open communication.

Mrs. Lugrand again assured that we are promoting positive behavior and this policy is a last resort.

Dr. Otten shared that this came as a law several years ago and she was part of the process in the state of Missouri. She was involved in the tailoring it to CWCKC and she stated to the Board that she was comfortable in adopting the policy.

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

9. Review & Consideration of CWC Kansas City Homeless Student Policy

Dr. Droege shared that this policy is a separate, standard policy from DESE that needs to be Board-approved. It was not in the packet of umbrella policies the Board adopted earlier this year. Further, this is a boilerplate policy that CWCKC embraces and does not need to be customized further to the school.

Dr. Droege asked for questions; the Board had none.

Dr. Otten moved to approve the policy as proposed and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

10. Finance Committee Report (Mrs. Tonya Brown)

a. Review & Consideration of monthly financials

Mrs. Brown shared that the cash balance at the end of the month was approximately \$179k; this is slightly above (+\$6800) budget. It does not include local fundraising efforts that were deposited after the monthly cut-off as well.

Mr. Norris shared that we received a \$100k anonymous donation the day after the October books closed. He celebrated that organization and expressed gratitude. Mr. Norris also shared that Mr. Sallee has additional applications and other fund-raising efforts still in process that look very promising.

Mrs. Brown shared that this initial donation positioned the school to be in a positive cash flow through this school year and provided an updated cash forecast ending the year at \$72k, which is above the required 3% cushion. Dr. Droege did add that the cash flow is set up around an additional significant influx of money from our original donors that is stringently dependent on next year's enrollment numbers which she is comfortable ensuring that we will meet.

Mrs. Brown asked for additional questions regarding the check register; the Board had none.

Dr. Otten moved to approve the policy as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

b. Annual audit update

Mrs. Brown shared the Finance Committee had a great discussion with an auditor – KPM. They have experience specifically with charter schools and while their bid is slightly higher, their scope is wider and they address all of the specific requirements of a charter school – even in Year 0. They believe it is a requirement for us to have a full audit and it would be beneficial from a fund-raising perspective. The Finance Committee recommends we move forward with a full Year 0 audit and our National team concurs.

This year, the audit fee would be \$450, plus another \$1500 for the 990 (it's a full audit). Going forward, it would be a flat \$10k plus \$2k for the 990.

c. Development update (Mr. Luke Norris)

Mr. Norris introduced Mr. Sallee, our fundraising consultant. Mr. Sallee shared congratulations on the \$100k donation and reiterated that we have additional proposals out. He also shared a perspective that the reactions from potential donors are amazing and the reviews are strong. He believes from a philanthropic perspective, we are positioned well. He also believes that there is a strong potential for additional proposals after the turn of the year.

Dr. Droege shared that she would like to begin earmarking those additional funds for the 17-18 year and begin a pattern of fund-raising in advance for the upcoming year.

Mr. Norris shared a focus going forward is to underscore that our program is self-funded from the state and to be clear any additional funding would be capital/facility-focused. We are planning to finish the third floor next year, then look at a lease option for a second location in 2018-19. Right now, we need to focus on making sure this building is excellent, then shifting focus on next year. Dr. Droege shared that conversations have started regarding the build-out budget, timeline, and rent impact. She will have additional clarity possibly in January.

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

a. Review of Dashboard – Diversity, Understanding, Connection

Dr. Droege shared the “understanding” highlight is that we finished our first trimester. The first progress reports have been distributed to families and they reflected a strong team focus of bringing different educator perspectives together to provide feedback to parents. Additionally, student-led conferences are occurring now. These are intentionally set up to be led by students – this creates a high degree of ownership in their learning and being able to share that with their parents. The initial feedback from parents has been powerful.

Dr. Droege introduced Ms. Quance to discuss an upcoming “connection” opportunity. The Family Council's November meeting will be a potluck dinner to all families and invitations have been given to our partners and neighborhood resources to come and set up informational tables. For example, educational partners (Art curriculum and others) and community/family resources (KC care clinic to assist in health insurance enrollment) will be on hand.

Dr. Droege extended an invitation to the Board to attend.

Mr. Norris shared an isolated concern he heard about “low parent engagement.” Dr. Droege said she was startled by the comment and the feedback she has received has been contrary to that. Dr. Otten asked if we will do parent surveys; Dr. Droege affirmed that we do mid-year surveys. Dr. Otten suggested that we wait to act on the concern Mr. Norris heard to see if survey feedback supported it. Dr. Droege also reiterated the Family Council structure and reminded the Board that every parent is actually a member of the Council. She shared an overview of different parent engagement

avenues and highlighted that the student-led conferences have reflected a 90% family participation rate.

i. Diversity – Plans for enrollment and staffing for 2017-2018

In looking at our enrollment diversity, our total student census has remained flat, but looking deeper, we have gained 13 and lost 14. In tracking entrance/exit data, no trends are emerging – exit reasons are evenly distributed on other wait list openings, parent's work location/schedule has changed, parents have moved, or not a fit with the school.

Throughout that, ethnicity breakdown has remained fairly steady. Our ADA is maintaining year-to-date a 90.4% attendance rate. Dr. Droege monitors this closely as one of our charter goals is "90% of children will attend 90% of the time." Currently, we are close to that, but are slightly lagging. Very few students are chronically absent, but the 14% that are in the 80% range needed to strategically be looked at for targeted programming or outreach. Dr. Droege and Mr. Smith will be meeting on that and Dr. Droege will report each month.

Looking strategically at enrollment and staffing for 2017-2018, that's another area to intentionally spread our diversity. Dr. Droege, Mr. Smith, and Mr. Brennan are the hiring team. Mr. Brennan will provide back-office support and initial screening, Mr. Smith will carry hiring process and decision, and Dr. Droege will support as needed. Additional staff input is being looked at as well. During November/December, the team will identify new positions (projecting around a modest enrollment size, then as we grow through enrollment benchmarks, add additional benchmarks), and look at target audiences for recruitment – especially increasing our BAA, HL, and male teachers. During early January, Mr. Smith will reach out to current faculty/staff for an intent to return and determine if an interest is in their current position or any other open positions; based on responses, Mr. Brennan will refine posted positions. Mr. Smith will conduct first-round interviews in Jan/Feb and a second-round on-site teaching demonstration (observed by small groups of staff) during Feb/Mar. The goal is to have the first set of offers completed in Mar/Apr.

Dr. Droege believes we will likely grow by 5-7 classroom teachers, 2-3 Kindergarten teaching associates, 1 reading specialist, and 1 after school director/asst office manager. Dr. Droege asked the Board for questions. Mr. Meneses asked if there was a specific social media outreach strategy – Dr. Droege said she was happy to learn. She is reviewing last year's strategies and affirmed that the most successful one was with Mrs. Rodriguez (CWC National Team) reaching out to obtain personal recommendations and word-of-mouth. Dr. Droege welcomed Mr. Meneses' input on more than this approach. Mr. Norris offered that we do a "teacher testimonial," similar to the parent testimonials and connect with Historically Black Colleges/Universities.

Dr. Droege shared the enrollment outreach plan. Her first focus is on brand development (who we are, mission of the school, etc.) – we have utilized Facebook extensively and feedback has been strong. Mr. Meneses encouraged LinkedIn. Secondly, she has a targeted preschool outreach plan. So far, 5 diverse (cultural/racial/ethnic) preschools have been identified, with a combined preK class of 400+. She distributed "parent liaison letters" and personalized invitations to tour the school. The team will be reaching back

out to those schools to set up individual tours for preschool leadership and teachers. Dr. Vann-Hamilton asked for a roster of those schools so she could provide assistance. Thirdly, we are maintaining a strong partnership with ShowMe KC schools and they are a strong advocate for us to the families they work with.

Mr. Smith shared an overview of last weekend's Show Me KC school fair. He stated that our table was the most popular, had the most parents waiting to connect to our table, and had a strong public buzz. Our parent volunteers were powerful vocal advocates for us. They distributed 94 information/enrollment folders to parents at the table. The response has been strong as we have multiple tour groups scheduled.

Dr. Droege also reported that we now have established a strong relationship with Operation Breakthrough. They came to our ribbon cutting and tour and were so excited that the next day, they scheduled an enrollment meeting for 3 students. Additionally, they have changed their perspective about offering a shuttle service (that they are providing) and additional student families have expressed a high interest in enrolling.

Dr. Droege said we will continue to participate in the "preschool roundup" events hosted by individual preschools. She is also hosting open twice-a-week tours (via website signups) from now through the lottery. These have been consistently attended. We are also part of MCPSA's "KC Common Application" this year and Dr. Droege acknowledged Mr. Brennan's leadership and guidance in that process. We have received feedback that parents have used it and heard about us through it. The joint program also features a direct mail campaign (jointly with the other 6 schools) over 5,000 homes to be mailed in January.

Dr. Droege asked if entire Board wanted to receive the weekly enrollment report; the Board responded with a strong yes. Mr. Norris reminded the Board that the report is for informational purposes only, not for further discussion – please save that for a public Board meeting.

Mr. Norris shared that he has asked Mr. Meneses to lead specific outreach over the next three months reaching out to the Hispanic/Latino community and Dr. Vann-Hamilton & Mrs. Brown to the Black/African-American community. The goal is continuing to build trust with key centers in each of those communities. Dr. Droege underscored that this outreach is not just to each cultural group, but also intentional outreach to a breadth of socio-economic status within each of those cultural groups.

Mr. Norris encouraged the Board that if they have any additional thoughts or suggestions over the next few weeks, to bring those to Dr. Droege sooner rather than later. It's helpful to get them in the pipeline now rather than being reactive.

12. Adjourn

Dr. Vann-Hamilton moved that the meeting be adjourned and Mrs. Brown seconded the motion. The motion was unanimously approved with none abstaining.

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