



**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, December 14, 2016, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Littrell called the meeting to order at 5:33 p.m.

2. Roll Call by Board Chair

Mr. Littrell proceeded with roll call.

Present:

Tonya Brown
Kristen Ellis Johnson
Jacob Littrell
Miguel Meneses (5:40pm)
Joy Vann-Hamilton (via phone)

Absent:

Luke Norris
Kaye Otten

Mr. Littrell 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. Littrell invited public comment; no public comments were made.

5. Review & Consideration of minutes from the November 16, 2016 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular November 16, 2016 meeting of the Board. Mrs. Brown moved to approve the minutes as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

6. Finance Committee Report (Mrs. Tonya Brown)

a. Review & Consideration of monthly financials

Mrs. Brown provided an overview of the school's cash position. For the month of November, our actual income was a \$33k loss in comparison to an expected \$63k loss. This less-than-expected loss then puts us in a positive cash flow for the year. We are holding a positive \$73k cash position, which is exciting. Note however, that position does assume incoming donations \$180k from National and \$40k from H&R Block; these have been promised, just not received.

Mrs. Brown reported that the Finance Committee had a good discussion to ensure we are in place to receive the \$180k from National (there are enrollment benchmarks for next year we have to hit in order for that influx to be released to us).

Again, Mrs. Brown affirmed that we are in a positive cash position through the end of the year.

Mrs. Ellis Johnson motioned to approve the check register and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

b. Annual audit update

Mrs. Brown reported that the annual audit is moving forward. The Regional Office and EdOps have provided all requested information to the auditors and they are expecting to return full audit during the first week of January. Everything has been completed through email and we are also planning to begin the 2016-17 audit in July.

c. Development update

Mrs. Brown stated that we are in receipt of two strong contributions: \$100k and \$40k. We still have two other modest-to-strong proposals out (\$40k and \$75k) and expect to hear back in January. Additionally, there are 3-4 proposals in the pipeline that will be distributed in early Spring and those funds will be applied to the 2017-2018 budget, should we receive anything.

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

a. Review of Dashboard – Diversity, Understanding, Connection

Dr. Droege began with the Diversity aspect and reported that our student census is stable. We are planning on an additional student in January to put us at 123. Additionally, there are still no clear trends in exit data; Dr. Droege will plan to put together a redacted summary at school year-end for review and Board discussion. She illustrated that economic and work situations have a more profound impact on lower-income families. Mr. Littrell asked if any exit reasons were tied to transportation; Dr. Droege said 2-3 out of 14, but it's more related to family transience.

Our student ethnic makeup is fairly unchanged, and our charter goals related to this are now included in the dashboard report. We are slightly above goal with African-Americans and slightly below goal with Hispanics. Our outreach focus, led by Mr. Meneses, will be specific to the Hispanic community. The whole-school ADA is 94.5%, which is strong and supports our budget – in the short-term. Our long-term goal reflects our charter's (which will be reviewed in 4-5 years); that goal is 90% of students 90% of the time. We are slightly off that goal and Dr. Droege will work with Mr. Smith, Ms. Quance, and the faculty for strategies on family informational outreach.

Socio-economic status is highlighted on the report because we are slightly above goal. Looking ahead, sibling lottery priority means that we could continue to stay above goal, so this will influence our outreach efforts.

Moving to the Understanding section, Dr. Droege reported that she has been working with CWC National on a new data-collection system. It is advantageous to us working with them at the start-up instead of backfilling 5+ years worth of data. We will input NWEA, MAP, and Fountas & Pinnell reading data as well as customized math and literacy data. We are able to analyze data in a very sophisticated way through sub-group populations and more. There is a day of training in January coming up for key staff.

Dr. Droege moved to the Connection section and said the focus this month is on the connections we are building throughout our network. Dr. Droege just got back from the Executive Director retreat in Los Angeles. This retreat brought the CWC National team together to support the three Executive Directors in their unique regions and situations. Mr. Smith also joined the retreat and observed the Hollywood and Mar Vista campuses; he was struck by how pronounced social-emotional learning was carried all the way through the grade levels. He also shared it was reassuring to him that SEL can stay strong throughout our school. Next retreat is upcoming in February, here in Kansas City.

Dr. Droege provided a student enrollment update. The provided report shows 54 submitted enrollment requests; we are currently actually at 56. Approximately 50% of them have come from the Kansas City Common App. Mr. Littrell asked if that was a concern; Dr. Droege said it possibly could be. However, we have no way of knowing how many of those to expect to carry through; we will track this year to have better data next year. Additionally, ethnicity and priority breakdowns are trending as expected. Dr. Droege showed a plotted map as well as a year-over-year comparison to support this data.

The Board discussed next year's classroom and lottery needs. Dr. Droege shared that the lottery planning is for 5 Kindergarten rooms, 5 First Grade, and 2 Second Grade. Mrs. Ellis Johnson asked if hiring decisions will be concurrent with lottery; Dr. Droege answered that only a few hiring decisions will be made before lottery and no final number decisions will be made until after lottery.

Dr. Droege gave an overview of ongoing enrollment efforts from now through end of February. In person tours (twice per week) will continue; usually 2-8 adults arrive on each tour. They are somewhat diverse, but well attended. She continues to work closely with ShowMeKC schools. We were at their school fair and they continue to bring through varied community and preschool tours. YMCA Head Starts will come through in January, too. We will continue our own preschool outreach; 456 folders have been distributed to 26 preschools throughout midtown. Starting in January, Dr. Droege and others will be returning to preschools to set up tables in their lobbies and provide personal outreach. We will also target community centers (currently 2 on the docket) and we have plans for 8 others. At Mr. Benton's recommendation, we are reaching out to predominately African-American neighborhood associations by giving a presentation at their community meeting followed by a specific date for a neighborhood-focused tour. We are also looking into faith-based outreach – specifically St. James and Paseo Baptist. We will leverage the KC Common App in that they will send out a mailer to 5000+ households in January (received 1/12-1/15). Continuing families will get "Intent to Return" and "Sibling Applications." Also, last week in January is "School Choice Week" – a highly involved event-based week. On our Friday-morning sing, we'll do a special performance, and distribute that video. We will also promote that day as an "open house" day so our enrolled families can bring family friends.

Mr. Menese shared that he has made contact with the Hispanic Chamber of Commerce, Donnolly College, a liaison from Rep. Emmanuel Cleaver's office, and a possible contact with the consulate to Mexico and other media members. He has invited this group to this Friday Sing and continue outreach efforts throughout January.

Dr. Vann-Hamilton reported that she and Mrs. Brown are focusing on the African-American community by personally inviting community leaders for a school tour. They are also working on a focus group of enrolled parents/grandparents to discover what their decision process was and then using that information to craft language and outreach based on that. Hopefully first group is this Friday of parents; then another in January for teachers.

Dr. Droege opened the floor to the Board and asked for any other ideas, avenues, and/or people. She stated if ideas are not shared now, to please let her know at any time. Mr. Littrell has seen success with families immediately filling out the application upon hearing about the school and asked if there is a way we can better connect the dots between learning about the school and actually filling out the application. Mrs. Brown provided contact info for an advocacy director she works with; Dr. Droege assured she will follow up. Mrs. Ellis Johnson suggested a continued push amongst the enrolled families to use them as advocates; Dr. Droege valued that and welcomes ideas on how to leverage those (over and above Facebook testimony). Mrs. Ellis Johnson suggested returning to the "living room session" meetings.

Dr. Droege provided an update on staffing. She anticipates hiring 5-7 lead teachers throughout K-2. This is preceded by Mr. Smith reaching out to staff for their intent to return. Mr. Smith will work with faculty to create hiring committees and feedback committees. Mr. Brennan will post the

jobs and screen all applicants, Dr. Droege will review and complete a 1st interview, and Mr. Smith will receive the highest-quality applicants. Dr. Droege shared the hiring process is beneficial for current staff – strong teambuilding as they consider who to bring into “their group;” it is powerful. These deadlines are soft and flexible – we will be responsive to strong applicants and not hire to meet a deadline. Dr. Droege shared Mr. Brennan’s tentative staff recruiting plan, including websites and university career/interview days. The Board offered additional University suggestions of Donnolly, William Jewell, and Avila.

b. Planning for January-June 2017

Dr. Droege shared that, aside from enrollment and staffing, she wants the Board to begin to discuss:

- Strategic Board planning for 2017-18
- Facilities search/planning (both short- and long-term).
- A sustainable and appealing faculty salary and evaluation process. Dr. Droege would like to put together a team of faculty/administration, with Board support, to answer the questions of why did faculty come to a charter school, what do they value, what do we show them (financially, etc.) on how we value them in a sustainable way. Dr. Droege is worried about simply matching a district structure – especially in an environment with a strong district union. Also for long-range planning – what does the budget look like in 10 years when the school is full of teachers with 10+ years of experience?

8. Adjourn

Mrs. Brown gave a motion to adjourn and Mr. Menesus provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 6:34pm.

[/rb]