



PUBLIC NOTICE
Regular Meeting of the
Board of Directors of Citizens of the World Kansas City
Proposed Agenda

Location: Writer's Place
3607 Pennsylvania Avenue, Kansas City, MO 64111
Date: November 11, 2015, 8:30 am

Proposed Minutes

1. Call to Order – 8:32 am

2. Roll Call

Present: Kristen Ellis Johnson
Jacob Littrell
Luke Norris
Joy Vann-Hamilton
Luke Norris
Kaye Otten

Absent: None

3. Public Comments

a. There were no public comments

4. Review and approval of minutes from October 21, 2015 meeting of the Board

The minutes from the October 21, 2015 board meeting were presented for approval. Dr. Otten moved for approval, the motion was seconded by Dr. Vann-Hamilton, and a vote was called with no comments. The board voted unanimously to approve the minutes with no members abstaining.

5. Review and approval of monthly financials (Paul Greenwood, EdOps)

Mr. Greenwood provided an overview of the Income Statement and the Check Register. He explained that since the income statement was completed, CWC KC has received the first of two payments from their partners, Citizens of the World Charter Schools. Mr. Norris asked a question regarding mileage reimbursement for Board members who traveled to Jefferson City for the State Board of Education meeting. Dr. Droege requested that Board members send reimbursement requests to Ryan Brennan.

6. Consent Agenda

a. Review and approval of CWC Kansas City's Fiscal Policy including the following policies required by MO Department of Elementary and Secondary Education (DESE):

Meeting Minutes – CWC KC Board of Directors – November 11, 2015

Annual Operating Budget Policy
School Accounting System Policy
Audit and Financial Statements Policy
Conflicts of Interest Questionnaire
Payroll Policy
Federal Fiscal Compliance Policy
Capital Assets Accounting Policy
Policy Regarding State Tax Sources
Policy Regarding State and Federal Projects
Policy Regarding Borrowed Funds
Policy Regarding Bonded Indebtedness

Mrs. Ellis Johnson and Dr. Droege provided comments regarding the process for creating, reviewing, and approving the proposed policies. The slate of policies was presented to the Board for approval on consensus. Having given opportunity for questions and received none, the Chair requested a motion for approval of the above-listed policies on consensus. Dr. Vann-Hamilton moved to approve the policies on consensus. Mr. Littrell seconded the motion. The Board unanimously approved the motion with no members abstaining.

- b. Review and approval of CWC Kansas City Board policies as required by MO Department of Elementary and Secondary Education (DESE):

Sunshine Law Policy
Motion to Enter into Closed Session Policy*
Governing Board Records

*This policy is not required but is recommended given the upcoming discussions regarding real estate, facilities and employment matters related to staff.

The policies were presented to the board for discussion. Dr. Otten moved that the board approve the policies named above. Mr. Littrell seconded the motion. The motion was approved unanimously with no members abstaining from the vote.

7. Facilities Update (Jacob Littrell)

Mr. Littrell provided an update on the continuing progress related to two potential site for the schools. The facilities committee is continuing to vet each option along with IFF, holding weekly calls getting into more details to develop potential leases. They aim to complete a negotiated lease by the end of the year. Mr. Norris commended the Facilities for seeking central locations, carrying out the hard work to assess the buildings and allow the schools to move forward to finding a location.

8. Executive Director Report (Dr. Kristin Droege)

a. Student Recruitment and Lottery

- i. Recruitment for enrollment is officially underway. The application has been “live” for one week. Ryan Brennan and Danica Lyons attended the Show Me KC Schools School Fair. There was a lot of excitement about us being there and people seeking updates.
- ii. Dr. Droege continues to carry out proactive community outreach by continuing work with organizations to which we are already connected to set a schedule over the next few months to seek enrollment. Some of the options for recruitment include setting up tables in lobby of organizations and sending e-mail blast to parents already signed up as interested to host living room meetings to do direct outreach. Living room meetings

provide more detail about curriculum, details of school life, and reaching out to those who have not heard of the schools.

- iii. CWC KC is working with the School Mint application by which one can submit applications directly on-line. The application will map every application you get, which will provide useful data. It is expected to be up and running within 3 weeks. Dr. Droege chose this platform because Doug Thaman of MCPA is working with this platform for potential “common application” among charters. Mrs. Ellis Johnson commented regarding the importance to continue having paper application process for those without Internet access. Dr. Droege confirmed paper applications will always be available in addition to on-line access.
- iv. Diversity in recruiting – Chair charges the board with considering what we as Board members can do to assist with recruiting through our personal connections.
- v. The cut-off for Applications will be 5 p.m. Saturday - 1 week before lottery, which is Saturday, March 5. The lottery will be held in a public place, open to the public. The Spanish translation is still in progress, but the application should soon be available in both English and Spanish. Dr. Droege and Mr. Brennan are also working on finalizing the website upgrade.

b. Staff Recruitment

- i. Moving forward with initial hiring. Dr. Droege has posted the Principal, teachers (K & 1) job descriptions – the next will be Special Education and secondary administrative position.
- ii. We have received interest from potential candidates. Dr. Droege is working to create a broad span of distribution regionally and nationally through regional colleges/universities, as well as those we have had success recruiting from at our other sites, seeking candidates from primarily African American schools to achieve diverse pool of candidates. CWCS Network is helping with recruitment
- iii. Dr. Droege anticipates receiving applications and setting schedule over the next month. By December she will be asking Board to serve on hiring committees. The Kauffmann Foundation is also pushing the job postings through their networks
- iv. Consolidated location would allow for flexibility in staffing (number of administrators and possibly special education). Dr. Droege noted that she would need to consider potential issues with co-mingling of funds between the two schools if the funds must remain separate.

c. Board member recruitment

- i. Drs. Vann-Hamilton and Droege continue interviewing potential candidates and anticipate a recommendation at the next meeting. They aim to have two candidates in short order. Seeking candidates with experience in business and finance, and representation of the diversity in our community.
- ii. Dr. Droege noted that it is always good to keep the pipeline of potential candidates open even when we are at capacity and encouraged Board members to send recommendations of potential candidates.
- iii. We will have an established on-boarding procedure for new board members.

9. Closed Session

Mr. Norris provided an explanation of the closed session to the public. Mrs. Ellis Johnson moved that the Board enter into closed session pursuant to § 610.021(2), RSMo enter into closed session to discuss matters related to real estate purchase, lease or sale. Mr. Littrell seconded the motion. The Board voted unanimously to approve the motion with none abstaining. The Board entered into closed session at 9 a.m.

10. Adjourn from Closed Session, report on any action taken as required. 9:30 a.m.

The Board adjourned from closed session and called the members of the public back into the meeting room at 9:30 a.m. No report was necessary following the adjournment of the closed session. As such, Mrs. Ellis Johnson moved to adjourn the board meeting. Dr. Otten seconded the motion. The Board unanimously approved the motion with none abstaining. The meeting was adjourned at 9:31 a.m.

Proposed

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 (310) 849-0424.