



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

Location: Kauffman Foundation Conference Center, 4801 Rockhill Road, Kansas City, MO 64110

Date: February 17, 2016, 5:30 pm

1. Call to Order
The meeting was called to order by the Chairman at 5:31 p.m.
2. Roll Call
Mr. Norris proceeded to call roll and determined that a quorum is present for the meeting to proceed and for purposes of voting.

Present:
Luke Norris
Jacob Littrell
Kristen Ellis Johnson
Kaye Offen
Joy Vann-Hamilton
Tonya Brown
3. Review and consideration of Proposed Agenda
No comments or revisions were made to the agenda. Dr. Vann-Hamilton moved to approve the agenda as presented and Ms. Brown seconded the motion. All voted unanimously to approve the motion with none abstaining.
4. Public Comments
Mr. Norris invited public comment. No public comments were made.
5. Review and consideration of minutes from January 20, 2016 meeting of the Board.
Mr. Norris invited comments regarding the January 20, 2016 meeting minutes. Receiving none, Mr. Littrell moved to approve the minutes as drafted and Dr. Vann-Hamilton seconded the motion. All voted unanimously to approve the motion with none abstaining.
6. Finance Committee Update (Tonya Brown, Finance Committee Member)
 - a. Review and consideration of monthly financials (Paul Greenwood, EdOps)

Ms. Brown provided a brief overview of the monthly financial statement and check register and invited questions from the Board. She informed the Board that CWC KC has been approved to receive the \$125,000 CSP (Charter School Programs) grant, which will allow the school to receive federal funds over a 3-year period. Mr. Norris asked for clarification regarding the expenditure for technology licensing and Dr. Droege explained that it is for the financial software used by CWC KC and EdOps.

Dr. Vann-Hamilton moved that the Board approve both the check register and financial statement and Mr. Littrell seconded the motion. All voted to approve the motion with none abstaining.

b. Update on Budget Planning Process – Fiscal Year 2016-2017

Ms. Brown provided an update regarding the budget planning calendar. The Finance Committee has determined the timeline for the annual audit and is working to select a company. Because the contract amount is not expected to exceed the threshold for board approval and multiple bids (per the CWC KC Financial Policy), multiple bids are not being sought, however, the Finance Committee is speaking to multiple firms to determine suitability for the School.

7. Board Development Committee Update (Dr. Joy Vann-Hamilton)

a. Board member recruitment

Dr. Vann-Hamilton, Member, Board Development Committee provided the Board with an update regarding two potential candidates for the Board's consideration. Both candidates represent communities within Midtown that are not currently represented on the Board. She expects that the interview process will resolve in the next few weeks and is hopeful to present a recommendation at its March meeting.

8. Facilities Committee Update (Jacob Littrell)

Mr. Littrell provided an update regarding the school facility. The Committee is making progress toward moving into facility in July for August opening. Because the current status is continuing in the due diligence phase, CWC KC is still not able to publicly announce the location, but is hopeful to finalize negotiations details this month and be able to share the information with the public as soon as it can. The Committee continues working with IFF and design team. IFF has hired an architecture firm (Gastinger-Walker) and a general contractor (McCown-Gordon) to provide design and renovation services.

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

a. Review and consideration of moving the Kindergarten cut-off date from August 1st to September 1st.

Dr. Droege informed the Board that CWC KC has the option to select a cut-off date within a certain window. We had been moving forward under the assumption that we did not have that choice. September 1 is the latest option within the window we have for allowing students to be eligible. In determining Kindergarten readiness, multiple factors are at play and the individual child and family choice appears a more important factor than the cut-off date. Several other charters use the Sept. 1 date. She recommends that the Board approve the change to September 1 cut-off date for Kindergarten enrollment.

Dr. Otten moved that the Board approve Dr. Droege's recommendation to change the birthday cut-off date from August 1 to September 1. Ms. Brown seconded the motion. All voted to approve the motion with none abstaining.

b. Review and consideration of Technology Support Vendor.

Ryan Brennan, Regional Office Manager for CWC KC, was invited to update the Board regarding the process for seeking bids for the school's technology support vendor. Mr. Brennan explained that the services would include internet, telephone, building security, computers, and all technology within the building. In their search, Dr. Droege and Mr. Brennan established three

areas requiring support: (1) building operations; (2) classroom instruction; and (3) communication with parents. Mr. Brennan requested and received three recommendations of vendors and pursued bids from each.

- (1) k-12 ITC (based in KC but data storage in Chicago)
- (2) Converged Communications (KC local),
- (3) Keystone IT.

After speaking with all three vendors, they were able to rule out Keystone since it became evident the Company could not serve start up needs

Mr. Brennan provided a comparison of K12's leasing package and Converged Communication's purchase option for the Board's consideration. K12 offers a lease package, which would allow a per-student charge that would be lower to begin and would then increase incrementally. K12 would keep and refresh all equipment, which would mean the school would always be using relatively new equipment (i.e., 2-3 years old at most). K12 would also provide help desk support. Converged Communications (CC) would assist CWC KC with a purchase option, meaning CC would purchase technology at our discretion but CWC KC would be responsible for replacement. CC would also provide help desk services. We interviewed another school that uses their services and is very satisfied with them.

Mr. Brennan also provided a summary of the comparative costs of each company's services and an overview of the federal E-rate program. E-rate is a federal program that offers funds for schools to allow discounts and reimbursement for technology. E-rate would allow us to get a lower price and reimbursement for either plan. The costs shown and compared do not reflect the discount because it would be specific to the technology chosen. The K12 lease option would cost approximately \$400,000 (over five years) with a 5 year renewing lease resetting each year we added hardware. The CC purchase option is approximately \$250,000 over five years.

Mr. Brennan and Dr. Droege recommend choosing the purchase option and using Converged Communications as our vendor. The Board proceeded to ask questions regarding the proposal and bid process. Mr. Norris asked where the numbers fall relating to CWC KC's technology budget. Mr. Brennan explained that the CC purchase option is within our budget without any e-rate discount and that K12 is above budget without any discount but would likely fall within budget after the e-rate discount. Mr. Norris also pointed out that neither bid includes costs for security systems and Mr. Brennan responded that the idea is to use existing security systems and so the costs would be considerably less than if requesting new technology under a bid. Mrs. Ellis Johnson raised the question of continued costs of the purchase option and whether these would also fit within the existing budget for technology and Dr. Droege affirmed that CWC KC would have sufficient budget for repair and replacement costs, as well as warranties and insurance for any major loss.

Dr. Vann-Hamilton moved to approve the recommendation to contract with Converged Communications for technology purchasing services and Mr. Littrell seconded the motion. All voted unanimously to approve the motion with none abstaining.

- c. Review and consideration of reconfiguring the Elementary School configuration from two schools (as written in our Charter) to one school.

Dr. Droege explained that because this is a material change to our charter as approved, we need to formally resolve to change the plan to one school facility, though we would still be providing the same enrollment of two elementary schools. She provided context for how our charter allows the option to open a single school rather than two separate elementary schools. This is a material revision to our charter that must be approved by the Commission (our sponsor).

Mr. Littrell clarified that while we are saying "one school" we will offer the same enrollment as originally planned (6 classrooms of each grade with 24 students in each class) as stated in our charter, they will simply be combined into one building.

Dr. Otten moved to approve the recommendation that we change the elementary school configuration from two schools to a single school. Ms. Brown seconded the motion. All voted unanimously to approve the motion with none abstaining.

d. Student Recruitment and Enrollment

Currently, we have 33 kindergarten applications, which amounts to 22% of grade level. With the change we have approved in the cutoff date, it adds 3 more students. We have received applications for 12 first graders, which amounts to 11% of the grade. Dr. Droege commented that enrollment has been directly tied to outreach. The biggest question from parents is "where will the building be?" Dr. Droege has been able to share the location in person, though not in writing due to the pending lease negotiations. Dr. Droege gave an overview of the remaining recruitment at preschool fairs, Show-Me-KC Schools, and other parents actively making the choice at this time. She will hold three significant preschool events in the coming weeks east of Paseo to target that area within our preference boundary. She is also holding a March 5 enrollment event in the Bluford Branch of the KC Public Library (10:15 am to 12:15 pm).

e. Staff Recruitment and Hiring

CWC KC has hired two of our administrators. The Principal is Mr. Doug Smith, who currently resides out of the country but will be visiting KC at the end of March and relocating back to KC shortly thereafter. He has been a teacher and an administrative leader in Brazil and comes to us incredibly mission-aligned and with great experience in programmatic and curricular instruction. What Dr. Droege found most compelling were his references, which ranged from colleagues, supervisors, and a former student. Overwhelmingly, they all said that he maintained focused on what is best for children. All his references viewed him as fair and supportive of the student. Dr. Droege believes he will bring global perspective and reflect our commitment to diversity.

We have also hired Amanda Quance as Director of Curriculum Integration and Educational Partnerships. She has done a great deal of work on community building and community partnerships, bringing different kinds of agencies and businesses together to support schools. Her role will be to support our faculty in project-based learning, science and social studies, and ensuring an integrated curriculum. In addition, she will work with the various agencies that want to partner with our school.

The next positions open now are the School Office Manager (we are bringing in two people initially with goal to transition one to the second campus), and Special Education Coordinator. Just after that, we will be working on developing the teaching staff. Dr. Droege and Mr. Brennan will attend 9 job fairs across MO, KS, IA, CO, and in DC at Howard University. The goal is to fill the teaching staff positions through March and April. Note from Mr. Norris that we should highlight the fact that teachers can remain in the Missouri Teacher's Retirement program even teaching at a charter.

Dr. Vann-Hamilton commented that we need to ensure that our staff reflects the diversity of our community. She asked Dr. Droege to speak to the ethnic background of the candidates for Elementary Office Manager and Special Ed Coordinator. Dr. Droege explained that we received a reasonable representation of the Hispanic community or Spanish speaking and Caucasian candidates. We are still seeking additional candidates, and Dr. Droege is ensuring postings and outreach to all communities, including the African-American community in KC and education, generally.

Dr. Droege reiterated that her focus is to ensure full diversity in our teachers and teaching assistants.

10. 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. Norris announced the Board's intent to move into closed session pursuant to the Missouri Revised Statutes to discuss real estate matters. Mrs. Ellis Johnson moved that the Board enter into closed session. Dr. Vann-Hamilton seconded the motion. All voted unanimously to approve the motion with none abstaining.

After returning to public session, Mr. Norris reported that no decisions were made during closed session and no votes were taken so there is nothing to report.

11. Adjourn

Ms. Brown moved that the meeting be adjourned. Mr. Norris seconded the motion. All voted unanimously to adjourn and the meeting was adjourned at 7:15 p.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 at (816) 550-5276 or (310) 849-0424.