



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

**Location:** Immanuel Lutheran Church, Sprong Common Room, 1700 Westport Rd., Kansas City, MO 64111

**Date:** June 15, 2016, 4:30 pm

**Proposed Agenda**

1. Call to Order

Mr. Littrell called the meeting to order at 4:36 p.m.

2. Roll Call

Mr. Littrell proceeded with roll call.

Present:

Tonya Brown  
Kristen Ellis Johnson  
Jacob Littrell  
Miguel Meneses  
Kaye Otten (4:40 pm)  
Joy Vann-Hamilton

Absent:

Luke Norris

Mr. Littrell determined that with 5 of 7 Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review and consideration of Proposed Agenda

No comments regarding the proposed agenda were made and Dr. Vann-Hamilton moved to approve the agenda as proposed. Mrs. Brown 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 and consideration of minutes from May 18, 2016 meeting of the Board.

The Board did not have any comments regarding the proposed minutes from the regular May 18, 2016 meeting of the Board. Mr. Meneses moved to approve the minutes as proposed and Mrs. Ellis-Johnson provided a second. The motion was unanimously approved with none abstaining.

## 6. Pre-Opening Review of Governance (Robbyn Wahby, MCPSC Executive Director)

Ms. Wahby stated that as our sponsor, MCPSC is interested in a Board that is actively governing; as such, she is interested in artifacts that prove that the Board is active and being public stewards, as opposed to privately-run. Therefore, she would like all board documents and additional governance documents stored online via EpiCenter. This will make our renewal easier, too. MCPSC will do an annual, scheduled review. On the beginning of the fourth year, MCPSC will send in an independent evaluator to spend several days with the Board, asking questions such as "Why is \_\_\_ happening in the school?" This is not meant as a sneak-attack, but rather as an assurance that the Board is active. However, in the meantime, if the Board does not actively maintain a quorum, follow posting policies, etc. then MCPSC will certainly step in.

Ms. Wahby affirmed that there is certainly evidence of an active board thus far. The minutes and calendar are publicly posted – primarily through our website. Ms. Wahby opened the floor by asking the Board, "What are other ways you can see active governance?"

Dr. Vann-Hamilton responded, "by being out and involved in the community;" Mrs. Ellis Johnson replied with, "committee work;" Mrs. Brown stated, "emails to fill in the gaps" – RW reiterated that all emails are "sunshineable" – and Mr. Meneses replied, "reviewing policies."

Ms. Wahby elaborated that committee work and policies are easy to track, but then asked, "how will "community involvement" be captured?"

Dr. Vann-Hamilton replied, "we've started doing that already; we have a shared Google doc regarding outreach."

Dr. Droege asked Ms. Wahby who should that document should be shared with. Ms. Wahby answered that it is not a compliance piece, but it will be part of renewal. The board will need to decide how to evidence that for the time of renewal. The minutes are the easiest way to do this. (i.e. "We would like to enter this outreach report \_\_\_ into the minutes for reference later.") KD suggested that the Diversity Committee (due to mission-alignment) own this report for presentation every 2-3 months.

Ms. Wahby asked the Board to articulate the Board's role in relationship to the Executive Director.

Mrs. Brown stated, "to oversee and ensure the established policies are being actively implemented and monitored throughout the life of the school; working together as a team to support our ED as she seeks to fulfill the mission." Dr. Otten replied, "by staying true to the mission; staying in active communication on where we are at. SpEd is close to my heart and making sure we are being prepared to serve any child. Making sure Board is staying up to date on who are students are and what their needs are." Mr. Littrell offered, "to hold Dr. Droege accountable to what our charter is and state regulations are. Our role is not to run the school nor get deep into the weeds on specifics, but rather ensuring the outcomes are correct." Mrs. Ellis Johnson added, "to provide financial oversight and ensure long-term sustainability."

Ms. Wahby summarized that that question was to have her understand that the Board understands the Board's responsibility and role. She reiterated there are no individual member rights, there are only rights done together as a Board, in accordance with what was posted publicly. She also reiterated that "sometimes the Board's job is to not manage." The day-to-day management is not up to the Board; the Board has one employee and one point of contact: the Executive Director. Stated that the Board is actually two Boards right now: the Founding Board (who rolls up sleeves and does work to get the school open) and the Governing Board (who governs and 'stays in their lane'); it's a difficult balance and one that will be key to migrate through.

Mr. Littrell affirmed that the Board Chair is the primary Board communicator with the Executive Director.

Ms. Wahby asked the Board to populate EpiCenter individually and she reminded that the Board is a representation of the public and needs to be accessible. She stated that EpiCenter does have a loaded feature that closed session materials are only accessible by Board members (not sponsor nor public). It also does not have any student identifiable features/reports.

Ms. Wahby asked "sow frequently will the Board update policies and bylaws?" Mrs. Brown affirmed "annually."

Ms. Wahby also asked "What are your plans on Board training?" Ms. Jana Reed (CWC Schools) answered that there will be a 5-hour Board retreat on June 21<sup>st</sup> facilitated by Charter Board Partners.

## 7. Finance Committee Update (Tonya Brown)

Mrs. Brown shared that CWCKC is projected to close FY 2015-16 \$178k positive in the bank; we will roll that forward into FY 16-17's budget. We also received notice that we will be eligible for a second year of approximately \$100k on a continuation of a CSP grant.

### a. Review and consideration of monthly financials

Mrs. Brown presented the May 2015 monthly financials. Dr. Vann-Hamilton moved to approve the financials as proposed. Mr. Meneses provided a second to the motion. The motion was unanimously approved with none abstaining.

Mrs. Ellis Johnson expressed thanks for the additional notes on the check register.

### b. Review and consideration of fiscal year 16-17 budget

Mrs. Brown presented the 2016-2017 fiscal year budget and stated that the budget is updated with a revised enrollment goal of 216 students. We would be projected to end the year +\$104k (4.2%), which is above DESE requirements. Additionally, it assumes 50% Free/Reduced Lunch, and 8% English Language Learners. The "local revenue" is reflective of CWC National's income to us. Lastly, staffing expense is 62%; the rent is fixed and set.

Mrs. Brown detailed further line items and stated that the main risks of the budget include the lack of operating experience in the facility and local revenue being dependent upon enrollment benchmarks.

Mr. Cutter (CWC Schools) clarified that the \$300k was from CWC Schools and the final part of their start-up financing structure.

Ms. Reed (CWC Schools) added that the school can't mitigate all risk, only minimize it.

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

### c. Discussion of annual audit needs and plans

Mrs. Brown stated that she will work with Joe Richmond (Finance Committee) on interviewing and selecting our auditor from a pool of at least three applicants. She will work with Dr. Droege to determine if "Year 0" is auditable or reviewable – whichever will have us be most transparent and cost-effective.

## 8. Facilities Committee Update (Jacob Littrell)

Mr. Littrell said that the lease is signed as of this week and construction has continued non-stop. Everything is moving forward, including procuring FFE in coordination with our landlord.

Dr. Droege provided a basic timeline in that furniture move-in day is projected to be on 8/8 and 8/9 – this may include delivery as well as moving already-delivered items from 3<sup>rd</sup> floor down to their home. She stated that we will welcome community and parent volunteer efforts in August to assist with furniture assembly and setup.

Mr. Littrell invited Dr. Droege to share further updates about the building. Dr. Droege shared that weekly hard hat tours of the building will hopefully begin next week. A group of enrolled parents is involved with the playground in the back; they are creating a plan that demonstrates the mission and creating a space that creates community among the students. There is a possible 2-year timeline of complete roll-out for community and student project involvement.

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

- a. Review and consideration of adopting Personnel section of Governance Policy (Kristen Ellis-Johnson)

Dr. Droege shared that we have not made changes to this section from what we purchased from MCPSA; it will be reviewed annually and she is recommending approval.

Mrs. Ellis Johnson reminded the Board that we approved the umbrella governance policy sections this section last month; this is the missing section for approval.

Mrs. Ellis Johnson moved to approve the section as proposed. Dr. Vann Hamilton provided a second to the motion. The motion was unanimously approved with none abstaining.

- b. Review and consideration of adopting Governance Policy Amendment (Kristen Ellis-Johnson)

Mrs. Ellis Johnson presented the Governance Policy Amendment for review. Mrs. Wahby asked what happens if something comes back on a background check. Dr. Droege offered to bring recommendations from EdOps to the Board for consideration. Mr. Littrell welcomed that.

Mrs. Ellis Johnson elaborated that our legal counsel recommended adding this disclaimer.

Mrs. Ellis Johnson moved to approve the amendment as proposed. Dr. Vann Hamilton provided a second to the motion. The motion was unanimously approved with none abstaining.

- c. Review and consideration of adopting Human Resource Policies (Kristen Ellis-Johnson)

Dr. Droege reminded the Board of the timeline of these policies: we purchased them from MCPSA, we worked with our Project Manager to coordinate with our legal counsel, it was reviewed by CWCKC staff, sent to Mrs. Ellis Johnson as the initial Board reviewer, then to our legal counsel and EdOps for final review. This is the version that passed those review steps.

Mrs. Ellis Johnson affirmed she reviewed the document in-depth and did not have any comments. There were no further Board comments. Mr. Meneses moved to approve the Policies as proposed. Dr. Vann Hamilton provided a second to the motion. The motion was unanimously approved with none abstaining.

d. Review and consideration of adopting Operations Policies (Kristen Ellis-Johnson)

Mrs. Ellis Johnson again affirmed that she reviewed this policy section in-depth and is comfortable recommending to the Board for approval.

Dr. Vann-Hamilton asked if the Tobacco policy included "vaping." Dr. Droege stated that vaping would not be covered, but suggested we research and add it to the policy later. Mr. Meneses said that his employer recently modified their policy in a similar fashion and will research and share that verbiage.

Dr. Vann-Hamilton also asked if we need to say anything about the surveillance that we will be using on the grounds? Dr. Droege said that she was not aware of any requirement that we do so. Ms. Reed affirmed that just posting a notice is generally sufficient. Dr. Droege offered to move forward with policy as it stands, we would research, and then modify the policy if needed.

Mrs. Ellis Johnson also brought attention to Section 54 and said, regarding Immunizations, it's not clear that the school will allow exemptions as allowed by Missouri and recommended changing wording from "CWC Kansas City's immunization policy" to "State of Missouri's immunization policy."

Mr. Littrell moved to approve the Operations Policies as proposed, with the wording change stipulated by Mrs. Ellis Johnson. Mr. Meneses provided a second to the motion. The motion was unanimously approved with none abstaining.

e. Review and consideration of lunch provider recommendation and contract (Kristen Ellis-Johnson)

Mrs. Ellis Johnson gave background in that she participated as a parent and a board member in the tasting of lunch providers. Her group of six parents reviewed three providers. Each provider gave a sample of lunch and breakfast. Parents had a standard rubric to fill out based on several different factors. The parent group recommended Joe Joe's catering, a locally-owned, non-corporate company that will offer a healthier, well-rounded option.

Dr. Droege affirmed that she loved the personal touch on service. They are currently used by several other charters in the area and were highly recommended. They are willing to adapt and adjust their menu items. There will be a "captain" provided by Joe Joe's to be on site as well as food storage. Joe Joe's is also part of the Westport Flea Market, so meats and vegetables are fresh and local. Another advantage is faculty will buy-in more, therefore eating more frequently with students. Westport Flea Market will also donate the use, food, and drinks of their location as a fund-raising opportunity for the school.

Mr. Littrell stated that he loved the Midtown connection. Mrs. Brown asked if this is a long-term solution or will we outgrow them? Dr. Droege answered that they are currently serving multiple schools, so it seems very possible that if we do not create our own option, they can adapt to our needs further.

Dr. Droege elaborated that the only thing the committee did not care for was service on Styrofoam plates. The plate cost will be deducted from our cost and we are researching our own.

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

Mrs. Ellis Johnson reflected that this was one of the first opportunities for parent groups to become involved and it was a highly positive and exciting experience.

f. Review timeline for distribution and finalization of 2016-2017 Employee Handbook

Dr. Droege gave an update that the Employee Handbook is drafted and complete. She proposed that for the six employees that start on 7/5, give them the Handbook in clearly-marked "draft" form, pending approval at the July meeting. She will present the Handbook for approval at the July meeting, then distribute it fully to the employees starting on 7/25.

Mr. Litrell agreed.

g. Student Recruitment and Enrollment

Dr. Droege stated that enrollment has been flat for the past few weeks. We have seen a good deal of movement of families moving through the process to being registered, but not new enrollment. Moving forward, this is the number one priority and focus. She said we have put together a plan to partner together with our CWC National team and received a gracious offer from Kauffman to further support our outreach efforts. Everyone involved feels that we will be over-enrolled in subsequent years, but the immediate need is Year 1 enrollment.

Jana Reed will be project managing the outreach and enrollment efforts. We've looked at a breadth of strategies that we have used in the past to identify the best and refocus on them and supplement that with new information through mailers and streamlined messaging. Other focused strategies will be geared toward the weekly "pop-up office" and tours. We will underscore the human connection with recruitment and paperwork efforts. We will also create an ambassador program with our already-enrolled families and staff and give clear goals to each of them to bring in 3-5 families who have not made a decision. Dr. Droege said putting together the manpower and funds that we have available with the partnership Kauffman has offered is the daily focus now.

Ms. Reed recognized the vast amount of work that has gone on to date. She said the push now is a deeper and broader scale and aligning that strategy with our communications design partners in order to reach those who need to be reached.

Mr. Littrell encouraged Dr. Droege and Ms. Reed to keep the Board up-to-date with efforts so they can help.

Ms. Reed will present the overall plan to CWC National on Friday. That plan, including deadlines, benchmarks, and contingency plans will be finalized and available next week.

Mr. Littrell said the first DESE count date is September 28 and asked if that is the deadline instead of August 15? Dr. Droege said yes, there will be a small financial impact via attendance during the first few weeks, but September 28 is the big date.

Dr. Vann-Hamilton also invited feedback from Ms. Reed about specific wording regarding recruitment.

Dr. Droege gave an overview that her sense is that very few charters have a wait list, although one school with a list will share us with their list later in the summer.

Dr. Droege then shared the geographic distribution of our in-process students as well as a self-identified racial distribution.

Mr. Litrell publicly thanked the CWC network for their assistance.

h. Staff Recruitment and Hiring

Dr. Droege shared that she is focused on the opportunity to fill the remaining positions with a diverse, qualified staff, but that they would be sustainable positions with full classes. Dr. Droege has worked with the Chief Talent Officer of CWC Schools on recruiting efforts, and our current faculty for recommendations. She has received excellent recommendations and some are moving through the process.

Dr. Droege is being transparent with candidates that future roles are enrollment-dependent and not able to immediately offer positions. She is open to recommendations on how to communicate that, too.

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. Littrell announced the closed session according to the relevant statute above and invited Mr. Christian Cutter (CWC Schools), Ms. Jana Reed (CWC Schools) and Mr. Ryan Brennan (CWC Kansas City staff) to join in closed session.

Dr. Vann-Hamilton moved that the Board enter closed session and Mr. Meneses seconded the motion. The Board voted in unanimous approval with none abstaining.

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

After returning to Public Session, Mr. Littrell reported that no action was made during Closed Session and no votes were taken, so there is nothing to report.

12. Adjourn

Mrs. Ellis Johnson moved that the meeting be adjourned and Mrs. Brown seconded the motion. The Board unanimously approved the motion with none abstaining.

The meeting was adjourned at 6:42 p.m.