



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 15th, 2017, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Littrell called the meeting to order at 5:35 p.m.

2. Roll Call by Board Chair

Mr. Littrell proceeded with roll call.

Present:

Mr. Jacob Littrell
Mr. Jim MacDonald
Mr. Miguel Meneses (via phone)
Dr. Kaye Otten (via phone – 6:50pm)
Ms. Maria Salcedo (6:02pm)
Mr. Anthony Sealey
Dr. Joy Vann-Hamilton

Absent:

Mr. Luke Norris
Mr. Joe Richmond

Mr. Littrell determined that with 5 of 9 (later 7 of 9) Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Dr. Droege stated that she will be presenting the Finance Committee section in Mr. Richmond's absence.

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

4. Public Comments

Mr. Littrell invited public comment. No public comment was made.

5. Review & Consideration of minutes from the October 18th, 2017 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular October 18th, 2017 meeting of the Board. Dr. Vann-Hamilton moved to approve the minutes as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

6. Finance Committee Report (Mr. Joe Richmond)

a. Review & Consideration of Monthly Financials, including Check Register

Revenue received in October was \$201k, which was below budget due to local fund-raising below year-to-date target. We may also need to adjust ADA downwards so we should expect slightly lower state payments in the spring. Dr. Droege highlighted that our after school program income and initial wave of family donations was strong.

On the expense side, Dr. Droege shared that expenditures are cautious. Most key line items are below budget and we are currently operating at a surplus. The first repayment of the short-term loan was made in October. Further fund-raising efforts are ongoing and we have received affirmation of one \$50k incoming donation and still optimistic of another larger one in December.

Dr. Droege also shared the Check Register. The Board had a questions on specific payments, all answered by Dr. Droege & Mr. Brennan.

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

Dr. Droege also shared that our friends at School Smart KC have finalized a grant to CWCS (National) to support the ongoing work of middle school development and our upcoming pilot program.

7. Facilities Committee Report (Mr. Jacob Littrell)

Mr. Littrell shared about moving the development of our next facility forward. We have engaged with a broker to identify on- and off- market properties – specifically targeted in the Midtown area.

Dr. Droege shared that we are still on-timeline of identifying and sharing a next site on or before June 2018. Mr. Littrell affirmed that the Facilities Committee is upholding that timeline as to not allow the school to get in a time crunch for facility need.

Mr. Sealey asked about inventory and price-per-pupil; Mr. Littrell answered that the committee is not to that point yet, and tabled further discussion for closed session.

Dr. Droege also shared that McCown Gordon will be on site to begin 3rd floor buildout on December 26th.

Mr. Sealey asked for an update on further retrofitting the Broadway building for Pre-K. Mr. Littrell answered that he had provided key points to Dr. Droege and she and Mr. Brennan are further researching rules and restrictions before finalizing recommendations.

The Board asked further questions regarding play area, length of academic year, and food service; Dr. Droege acknowledged them all and will include those in her recommendations.

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

a. Diversity

Current Enrollment – We have had a bit of a drop in the past two weeks with six withdrawals – all of which were moving out of district. Looking year-to-year, we are still below withdrawal percentage at this point last year. We are still not seeing the change impact our demographics, but we are seeing it starting to affect finances – 217 students is lower than our budget line.

The Board asked about trends within withdrawing students (i.e. income level or ethnicity); Dr. Droege responded that she does not see any identifiable trends, other than underscoring the transience of our community, noting five withdrawing students were also mid-year incoming students.

Dr. Droege highlighted an issue on attendance, namely that it is notably different than last month. Our Student Information System updated their software over the summer; one aspect of that upgrade was in their attendance module. The upgrade changed the attendance input process slightly, but significantly enough that incorrectly following the process resulted in higher-than-actual percentages. We were not made aware of the upgrade nor the new process until a staff member noticed the output report did not match the input she was giving. Our vendor has since provided training to us and we have confidence the percentages will be correct moving forward.

Dr. Droege re-affirmed that there is a strong faculty initiative in place to be rolled out in force after Thanksgiving. It will be a two-pronged incentive: *staying* above 90% and *getting to* 90%. This will also be followed up with phone call outreach to families.

Future Enrollment

Dr. Droege highlighted that we are now in Open Enrollment season and reports will be sent to the Board on a weekly basis.

We have currently received 21 requests, which is double where we were this time last year. Mirroring last year, those Requests show little-to-no ethnic diversity and this will be closely monitored throughout the season.

Dr. Droege asked Mr. Andrew Johnson (CWCKC Staff) to recap the Show Me KC School Fair that occurred last weekend. Mr. Johnson shared that there was a lot of enthusiasm, and our reputation seemed high amongst lots of excitement. He took in two applications and handed out a great deal of swag.

Dr. Droege gave an overview of the continued outreach plan throughout the winter – especially to preschools and community centers (YMCA, etc.). This year, we are adding an “enrollment Open House” (in addition to 3 tours/week) during a Professional Development day in January to

provide families an opportunity to meet and talk with faculty and staff. She gave an overview of the day as well as the marketing plan for it.

Dr. Droege also underscored that we will be deadline-oriented with our re-enrolling families – re-enrolling registration will be due by a certain date, then the seats will be released.

Staffing Issues

Lastly, Dr. Droege followed up on the Exit Interview initiative with those employees that have exited this past year. This initiative encompassed two goals: to receive and learn from feedback as well as to discover if there were any workplace issues regarding equity/access. We sent it to the two ex-employees this year; we did get one response. Overall, there was no part of the feedback that indicated any issue of race, but she acknowledged there was a racial difference between the employee and the primary supervisor. One key bit of constructive feedback we will institute is in making our job descriptions shorter and more clear.

Mr. Meneses asked about the relevance and alignment of the questions – or if tweaks are needed. Dr. Droege said it is hard to answer based on one response, but all questions received a response. It may be worth looking into creating specific question(s) designed to elicit feedback specific to racial issues.

Mr. Meneses also volunteered to work with Dr. Droege in reviewing upcoming job descriptions.

b. Understanding

Mr. Smith gave a high-level presentation on the Trimester 1 NWEA results. Specific to our school, results are encouraging.

Delving into the Mathematics results, 1st Grade came in lower-than-expected growth and 2nd Grade came in a bit higher-than-expected. He believes that is due to last year Everyday Math Curriculum not being taught properly at First Grade (which has been remedied this year).

In Reading results, both grades mirrored Math: 2nd grade is above expected; 1st grade is below. He believes this is reflective of the wide range of needs of students coming into the building – especially at the K level and underscoring the need for differentiated reading groups.

Dr. Droege reported that she is continuing to work with the data team at CWCS about doing multi-variable analysis to identify specific student groups we can serve better.

Mr. Sealey asked if Mr. Smith/Dr. Droege are satisfied with the results and if they are trending to where we need to be for charter renewal. Mr. Smith said rather than being satisfied (which he won't be until 100%), he looks if the data is helpful in aiding the faculty to teach better and students to understand better; in that sense, he is. Dr. Droege agreed that we will not be satisfied until 100%, but on the practical side, she believes our 2nd grade is already hitting our charter goal of 3-year growth.

c. Connection

Mr. Johnson gave a presentation on the Family & Community Engagement Fellowship. Mr. Johnson gave a background that we received a \$25k grant from School Smart to increase our family engagement; the team is going through a 7-8 month fellowship program with other KC peer schools to increase family engagement and ultimately student learning. He gave highlights from our school focus groups: key takeaways centered around trust, communication, & diversity. They discussed family needs around those takeaways. He shared a "growth statement" that will be the centerpiece of the rest of the fellowship and the disbursement of the grant will be built around supporting the implementation of that statement.

9. 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 facilities.

Mr. Littrell invited Mr. Brennan to stay. Mr. Sealey moved to move into Closed Session and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

10. Return from Closed Session; report on any action taken as required.

Mr. Littrell reported that the Board came out of Closed Session and returned to Open Session. He reported that matters discussed all related to facilities. No action was taken that requires reporting.

11. Adjourn

Mr. Sealey moved to adjourn and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:29 pm.

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