



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

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

Date: July 20, 2016, 5:30 pm

Proposed Minutes

1. Call to Order

Mr. Littrell called the meeting to order at 5:40 p.m.

2. Roll Call

Mr. Littrell proceeded with roll call.

Present:

Tonya Brown (via phone)
Kristen Ellis Johnson
Jacob Littrell
Kaye Otten

Absent:

Miguel Meneses
Luke Norris
Joy Vann-Hamilton

Mr. Littrell determined that with 4 of 7 Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review and consideration of Proposed Agenda

Dr. Droege removed Item 4b – Family Handbook. Dr. Droege stated the Handbook is not quite complete and we wanted to ensure time to properly review. Instead, she will email it to the Board shortly and hold a Special Meeting to vote via phone.

Dr. Otten moved to approve the agenda as proposed and Mrs. Ellis Johnson provided a second. The motion was unanimously approved with none abstaining.

4. Public Comments

Mr. Littrell invited the public to introduce themselves and he invited public comment. No public comments were made.

5. Review and consideration of minutes from June 15, 2016 meeting of the Board.

The Board did not have any comments regarding the proposed minutes from the regular June 15, 2016 meeting of the Board. Mrs. Ellis Johnson moved to approve the minutes as proposed and Mrs. Brown provided a second. The motion was unanimously approved with none abstaining.

6. Finance Committee Update (Tonya Brown)

a. Review and consideration of monthly financials

Mrs. Brown illustrated that CWCKC closed June 30 with a \$245k positive cushion (more than \$70k more than anticipated). The bank account balance is just over \$271,000. Mrs. Brown shared the monthly check registry and income statement and gave a brief overview. Mrs. Ellis Johnson moved to accept the monthly financials as presented and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

b. Review and consideration of 2016-2017 contingency budgets

Mrs. Brown shared that the Finance Committee has been working on a number of contingency budgets. If we aren't able to hit our ideal enrollment numbers, these budgets strategically allow Dr. Droege to move forward with planning for the year. These budgets are proactive, rather than reactive and the Finance Committee is asking for approval so we have them ready to implement rather than make hasty decisions.

Dr. Droege further explained that the contingency plans allow us to plan for our teacher pipeline – they would go through staged, benchmarked offers that will allow them to participate in our pre-opening professional development. We can be aware of both student and staff financial needs.

Dr. Droege also pointed out that the 6 classroom contingency does not meet the required 3% reserve threshold. Our sponsor is aware of that and is working with DESE for alternative solutions. Our focus is on local fund-raising and meeting that gap through local donors. Mr. Norris is heading this effort and is starting to see fruit – both with a willingness to use their names as well as financially committing. If they reach their goal of \$100k raised, we will exceed this 3% reserve requirement and can move forward with confidence – especially as we move forward with student recruitment toward additional classrooms.

Mr. Littrell asked about the Year 2 assumption that the school will be at 100% enrollment; Dr. Droege affirmed that we are committed to having the systems in place so that enrollment targets will be met.

Mrs. Ellis Johnson moved to accept the contingency budgets as presented and Dr. Otten provided a second. The motion was unanimously approved with none abstaining.

c. Discussion of annual audit needs and plans

Mrs. Brown shared that the Finance Committee agreed that we would seek an audit in Year 0 (2015-2016). This is primarily to be able to say we have always had our books audited as well as ensure that we are set up for future audits.

Mrs. Brown has selected 5 auditors that the Finance Committee will interview and select; they will then bring forward their recommendation to the Board.

Mr. Littrell asked about an approximate timeline for a recommendation; Mrs. Brown replied that her goal is to have RFP's returned in mid-August, interviews be completed by late-August, and a target recommendation for the September meeting.

Mrs. Ellis Johnson asked if the timing will always coordinate with future years; Mrs. Brown affirmed that would be the case. If our books close in June, her target for audit completion is September – ahead of the state filing deadline.

7. Facilities Committee Update (Jacob Littrell)

Mr. Littrell shared that the building progress is strong – lots of things are going on. Dr. Droege reminded the Board that hard hat tours are ongoing each Thursday.

Mr. Littrell gave an overview of progress: the basement is 71% complete, 1st-76%, and 2nd-67%. Mr. Littrell gave an overview on specific trades (flooring, walls, etc.) and shared that our contractors are working weekends and continue to affirm the schedule is on time. Dr. Droege shared that the latest plan shows tenant occupancy by August 5th. That date is not set in stone and may reflect a "shared space," but the target for allowing teachers access to classrooms is August 5.

Dr. Droege said that if that's the case, it gives us 2 weekends as well as a week to include staff and parent volunteers to assist in final furniture setup.

Mr. Littrell still cautioned lots of approvals still need to be in place.

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

a. Review and consideration of adopting Employee Handbook

Dr. Droege asked Mr. Brennan to share the minor edits submitted by the Board during the review process; Mr. Brennan stated that he removed mentions to specific people's names and reworded the call-in procedure.

Dr. Droege also reminded the Board that the Handbook has been given – in draft status – to the full-time employees that started on July 5.

Mrs. Ellis Johnson asked about the FMLA eligibility and wording. Dr. Droege said that even though employees will not be eligible this year, we are keeping the full FMLA wording in so employees are aware of what we will offer next year and beyond.

Dr. Droege also affirmed that the handbook has been cross-referenced with our approved Policies and our Family Handbook for consistency.

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.

Mrs. Ellis Johnson moved to accept the Employee Handbook with the edits outlined above and Dr. Otten provided a second. The motion was unanimously approved with none abstaining.

b. Review and consideration of adopting Family/Student Handbook

<<Removed from agenda>>

c. Review and consideration of adopting Addendum to Student Age Enrollment Policy

Dr. Droege reminded the Board that KCPS holds a policy that an incoming Kindergarten student must turn 5 before 8/1; she also reminded the Board that we have extended that policy to 9/1 for CWCKC enrollment. Dr. Droege stated that she has since learned that there is a state process for exceptions for students that have a birthday between 9/1-9/30. She believes this exception policy will be a benefit to the school because our program adapts specific instruction to the child. Additionally, Dr. Droege shared that her experience is that if a child is socially and emotionally ready for Kindergarten, they will be successful regardless of birthday. We only have a legal option to extending that exception to 9/30 and therefore, Dr. Droege is recommending we do so.

Mrs. Ellis Johnson asked about the process – specifically, is there a rubric or a test? Dr. Droege said that there is not a state-mandated process, but in her experience, she has always met the family and the student. Mrs. Ellis Johnson asked for clarification – is there a standard? Dr. Droege said it is a judgment call and elaborated that she finds out: does the family understand what is required of the child in a Kindergarten day, does the student have experience in a shared space with other students, etc. Dr. Droege said that our program is so focused on meeting an individual student on their individual level that the discussion aligns with that. Mrs. Ellis Johnson asked for clarification on who would make that call. Dr. Droege said either the Executive Director or the Principal.

Dr. Droege offered to table the issue, document those statements, and include this section for approval on the upcoming phone Special Meeting.

d. Student Recruitment and Enrollment

Dr. Droege publicly expressed gratitude to Ms. Jana Reed and her enrollment team; enrollment has strongly picked up. We have, in two weeks, moved from 82 “in process” to 125 “in process.” This is not set in stone because families still have choice, but gives us an opportunity to better plan. Dr. Droege shared an overview that the staff is reaching out to enrolled parents – both from an administrative perspective (Mr. Smith and Mrs. Quance with Family Council) and Mrs. Lugrand with Special Education.

Dr. Droege asked Ms. Reed to share what work she has doing. Ms. Reed said we had over 100 applicants to Student Recruitment Assistant positions; she hired 15. All have a knowledge of Kansas City. Canvassing teams have handed out over 6000 door hangers within Midtown – teams of 3 strategically target neighborhoods as well as retargeting some Midtown neighborhoods and expanding beyond Midtown. They have re-gone through our community partnerships, and put together back-to-school kits to preschool backpacks (75 this week). Additionally, we have launched KCUR and Pandora radio ads through August and some print advertising. They have also called major apartment complexes to talk to property managers

and asked for permission to drop off kits and hang information on doors. There has been lots of community newsletters and targeted outreach to families with children. Ms. Reed also outlined some of our "co-branded" events, where we can have a table at someone else's event to hand out information. She is specifically trying to focus on events with parents with young children. Ms. Reed also shared that they have strengthened the back-office administration to ensure the phone is answered and leads quickly followed up on. She will look forward to working with the school-based team to ensure completion of registration paperwork. Additionally, in partnership with the Kauffman Foundation, we sent a direct mail campaign to over 140k households in the KCPS district. Another will follow in early August.

Mrs. Ellis Johnson shared the gratitude and affirmed that recruitment efforts have been fruitful. Mr. Littrell shared the thanks.

e. Staff Recruitment and Hiring

Dr. Droege said we are completely staffed for 6-7 classrooms. The 8th teacher is ready to train with us next week and is available on contingency. Once we get to 9 classrooms, Dr. Droege is reaching out to potential candidates in the same light – can we set up a short-term contingency offer and try to ensure we have a set group of individuals ready to jump on board.

f. Student Achievement

Dr. Droege explained that this agenda item is here to start a conversation about how achievement is discussed in each Board meeting. It is not necessarily focused on achievement based on assessment data, but expanding that discussion to include curriculum development and other non-assessment methods of achievement. Recommended pieces would include drafts of the progress report that we share with families, Project Based Learning framework base, integrated projects articulated and set up from K up through middle school, and how we cover Missouri standards while we still teach our model.

Rather than guess what the Board wants, Dr. Droege wanted to open that discussion up to hear what the Board would like reporting and discussion on. She will seek input throughout the next few months.

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 real estate purchase, lease, or sale.

Mr. Littrell said that nothing is scheduled to be discussed in closed session and therefore did not enter into Closed Session.

10. Adjourn

Mr. Littrell moved to adjourn and Mrs. Ellis Johnson provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 6:32 pm.