



**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, February 15, 2017, 5:30pm

**Proposed Minutes**

1. Call to Order

Mr. Norris called the meeting to order at 5:31 p.m.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Tonya Brown  
Kristen Ellis Johnson (via phone)  
Jacob Littrell  
Miguel Meneses  
Luke Norris  
Kaye Otten (via phone)  
Joy Vann-Hamilton

Absent:

None

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

3. Review & 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. Norris invited public comment; no public comments were made.

#### 5. Review & Consideration of minutes from the January 18, 2017 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular January 18, 2017 meeting of the Board. Mr. Littrell moved to approve the minutes as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

#### 6. Finance Committee Report (Mrs. Tonya Brown)

##### a. Review & Consideration of monthly financials

Mrs. Brown discussed the change in monthly cash flow, detailing that the electric bill is directly impacting Plant Operations and being the primary reason for concern. There was an additional adjustment of (-\$16k) based on enrollment as well a slightly lower than expected eRate approval; these combined reflect the \$30k variance from budget.

Dr. Droege said that since we were projected to open at 288 students, Mr. Greenwood has budgeted for a reduction in state funds, but the actual reduction (which just came through this past month) was slightly higher than anticipated. Dr. Droege said she and Mr. Brennan met with McGownGordon this morning, with one item being the electric bill. McGownGordon is going to initiate an energy audit as they are better positioned than we are. The bills are trending down, but we are doing to be proactive rather than reactive and McGownGordon will assist.

Mrs. Brown motioned to approve the check register and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

##### b. Annual audit update

The audit is complete and Mrs. Brown signed the Form 990.

##### c. Update on 2017-2018 budget development & timeline

Dr. Droege advised that she has completed a draft of the 15-classroom (ideal) budget model as well as adjusted it down to a 13-classroom and 12-classroom model. None of the budgets are ready to come to the Board and are all needing clarification on a few other variables first. The goal is to bring the budget(s) to the Board next month. Dr. Droege will plan to present the "low" budget with the opportunity to grow into larger budget(s).

##### d. Development update (Mr. Luke Norris)

Mr. Norris shared that, year to date, we have raised a total of \$160k locally. There is another funder that delayed their decision to their next quarterly meeting in May as well as a variety of other funders that requested we submit a proposal in the first/second quarter and those are

upcoming. There is also a potential for a funder to directly support our upcoming Mathematics Lab.

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

### a. Review of Dashboard

#### i. Diversity – Updates on enrollment & hiring

Enrollment still appears steady, but does reflect entrance/exit data of 19 in/18 out. It shows trends, but not any that we can impact. Exiting students are being balanced by mid-year incoming students though.

Student diversity is holding steady through that transience, with BAA still a touch high and HL a touch low. FRL is steady, but also a touch high. Attendance dropped to 94.0 (from 94.5), due almost exclusively to flu/illness. However, attendance will become a strong focal point moving forward, especially addressing the 17% that are falling in the 80-90% range.

Dr. Droege passed out an updated Enrollment Report to the Board (posted to public documents) and gave a summary of it. Moving forward, she will focus on continued outreach to the HL community – incoming students are lower than desired.

Dr. Droege opened the presentation up to the Board for discussion. She reminded the Board that Open Enrollment closes next Friday, 2/24 at 5p. We have another week to analyze those numbers and decide whether they merit holding a lottery. If the rate continues, Dr. Droege projects all three grade levels will have more requests than seats, making a lottery necessary. She gave an additional reminder - When we close open enrollment, we do not close enrollment – those applicants simply are added to our waitlist and are offered once we have open seats.

One option: hold a lottery for a smaller number of classrooms. We send limited offers, create a wait list, begin working offers. This option creates a demand perception, Another option is to “over-offer” and offer spots to everyone (knowing not everyone will accept). This results in a loss of the “high demand” perception, but does not allow anyone to sit on a wait list for any length of time.

Dr. Droege asked: Does either option impact our community adversely? Is there a number over capacity that we are comfortable offering?

Mr. Norris asked what Dr. Droege is recommending; Dr. Droege said she has been recommending a lottery for public perception, however she is open to feedback to the Board.

Mr. Littrell expressed a desire to do a lottery once we hit 144 K applicants (6 classrooms of interest)

Mrs. Ellis Johnson likes the idea of running a lottery, but also “overbooking” and extending offers to everyone because it reduces the “rejection gap” by sitting on the waitlist.

Dr. Droege suggested overbooking up to 15% and asked for Board approval.

Mr. Norris expressed a high interest in strong communications – how we communicate to not disadvantage anyone. Also stated that we need to engage more focused into the geographic preference area, especially with BAA and HL communities; Dr. Droege said she was meeting with Paseo Baptist on this issue.

Dr. Otten also agreed with both options – run the lottery and overbook.

Mr. Meneses expressed a small concern that if we target a specific community and they hear about a lottery, will that be a deterrent to apply?

Mrs. Brown also agreed with the lottery/overoffer option.

Mrs. Brown motioned to approve that the Board authorize Dr. Droege to hold a lottery pending at least 144 K applicants and further authorized sending out up to 160 initial offers. Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

Dr. Droege moved to an overview on hiring. She shared several applicants are in the talent pipeline. Mr. Smith also coordinated diverse teams to be at four different university career fairs. Lastly, at this point, all current faculty have indicated an intent to return.

ii. Understanding – Updates on assessment data & professional development

NWEA and F&P mid-year data is just coming in. Dr. Droege reminded the Board that we did the vast majority of assessments in January; we are working with CWCS on in-depth data analysis (including inter-assessment correlations). CWCS just received that data and will present an in-depth analysis at the March meeting, but we do have high-level data to share now.

Mr. Smith shared that NWEA data: at predicted growth met, we are at 60%. There is a strong positive correlation between attendance issues and growth objective struggle (students that miss school, struggle more). There are two main areas to explore: English Language and Mathematics.

English Language: F&P data is not consistent with NWEA. NWEA covers four different areas and we need to explore who (classroom teacher/reading specialist) is covering that.

Mathematics: We have a very wide range of math proficiency. Now looking at leveled math groups as well – we need to challenge some students more and help some students more too.

Next PD is March 3<sup>rd</sup> – quite a bit of time will be dedicated to data analysis and responsiveness.

Mr. Norris asked if data will help determine if a student needs to be on an IEP; Mr. Smith said those assessments are completely different and will not be used that way.

Mr. Norris asked if this data will give national comparisons; Dr. Droege said it does, but only across grade levels, not "first-year school" data.

iii. Connection – Updates on parent & faculty survey feedback

Dr. Droege used this section to discuss our connection to our most important stakeholders – our parents. She will report on a more thorough revision in March, but wanted to share immediate data. Reference handout (also posted in public documents). Parents are pretty happy, but we did not get feedback from enough of them – we need to increase that (from 50% up to 80%). Across demographics, the responding 50% represent a good cross-section across our sub-groups.

Dr. Vann-Hamilton asked if the survey was sent in different languages – Dr. Droege said Spanish and English.

Mr. Norris asked about method – was it just electronic? Dr. Droege said the survey was sent via email and laptops were also available in the lobby for parents to utilize.

Mr. Norris asked if we have latitude to change some questions on the survey moving forward; Dr. Droege responded that it is a national survey and we have the latitude to discuss changes in partnership with CWCS.

Dr. Droege also shared that at the end of the survey, there were three anecdotal "short answer" questions – she will share more in-depth next month as well as the Faculty survey.

b. 2017-2018 Draft Calendar – Introduction & review

Dr. Droege presented a draft calendar. She noted that it is important that we sync with KCPS and their calendar goes to their Board next week, so we do not have a final copy to approve yet. The draft calendar reflects the same number of instructional days, shortened days, and PD days – basically the same days and structure, but adjusted to the calendar days. Asked the Board to review for initial accuracy.

c. Discussion of rescheduling regular May Board of Directors meeting to May 24, 2017.

Dr. Droege is scheduled to be out of town for the regular BOD meeting; wanted to ensure we would meet quorum. No negative feedback was received; meeting will be changed publically.

d. Update on timeline for planning: CWCKC Executive Director, CWCKC Board, & CWCS

Dr. Droege shared that she is working on the strategic plan for the Kansas City region and she shared that plan at the recent Executive Director retreat. She received great feedback. She wants to share parts of it over the next 2 months for further refinement and will present to the Board in May.

Additionally, Dr. Droege and CWCS is ready to support the Board as they plan for their priorities for this upcoming year.

8. 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 invited Mr. Cutter, Mr. Smith, and Mr. Brennan, and Ms. Quance to stay in closed session with the Board. Mrs. Brown motioned to move into closed session. Mr. Meneses provided a second and the motion was unanimously approved with none abstaining.

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

Mr. Littrell reported that Mr. Norris had a prior engagement, stepped out of the meeting at 7:20 pm, and gave Mr. Littrell the chair for the remainder of the meeting.

Mr. Littrell further reported that matters discussed all related to facilities/lease. No action was taken that requires reporting.

10. Adjourn

Mrs. Brown gave a motion to adjourn and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:42 pm.

[/rb]