



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, September 20th, 2017, 5:30pm

Proposed Minutes

1. Call to Order

Mr. Norris called the meeting to order at 5:33 p.m.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Mr. Jacob Littrell
Mr. Jim MacDonald
Mr. Miguel Meneses
Mr. Luke Norris
Dr. Kaye Otten
Mr. Joe Richmond (in Tonya Brown's stead) (via phone)
Ms. Maria Salcedo
Mr. Anthony Sealey

Absent:

Dr. Joy Vann-Hamilton

Mr. Norris determined that with 8 of 9 Board Members present, a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Mr. Norris proposed to amend Item #10 of the agenda: reasons for moving into closed session. Mr. Norris proposed adding a third reason for Closed Session: § 610.021(5), to discuss matters related to the well-being of identifiable individuals.

Mr. Sealey moved to approve the agenda as modified and Dr. Otten provided a second to the motion. The motion was unanimously approved with none abstaining.

4. Public Comments

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

5. Review & Consideration of minutes from the August 16th, 2017 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular August 16th, 2017 meeting of the Board. Mr. Sealey moved to approve the minutes as proposed and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

6. Board of Directors Membership Update

a. Review & Consideration of the removal of Mrs. Tonya Brown, Treasurer

Mr. Norris shared that, due to family issues and other commitments, the Board Executive Committee (Mr. Norris, Mr. Littrell, & Dr. Droege), along with the Board Recruitment/Diversity Committee (Dr. Vann-Hamilton & Mr. Meneses) do not believe that Mrs. Brown can continue to fulfill her Treasurer nor Board responsibilities. They would like to propose a motion to remove Mrs. Brown from her Treasurer and Board responsibilities.

Mr. Littrell asked if we have been in communication with Mrs. Brown. Dr. Droege shared that initially, Mrs. Brown was concerned with her situation impacting her Board duties and was in communication with her need for time away. However, there have now been multiple months where various and multiple communication attempts have been unanswered.

Mr. Littrell asked if there is any communication needed with National? Mr. Norris replied that none is necessary since we are a self-appointing board.

Ms. Salcedo asked specifically how long Mrs. Brown has been absent? Dr. Droege replied that Mrs. Brown last attended a Board Meeting in February 2017 and shortly after, initially asked for a several month leave of absence – which was granted. However, we have not been able to reach her since for any communication.

Mr. Norris clarified that this motion is in no way negative or detrimental to Mrs. Brown; she served the Board well while she could and rightly needs to continue to focus on her personal well-being.

Dr. Otten moved to approve the removal as proposed and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

b. Review & Consideration of the appointment of Mr. Joe Richmond to the Board of Directors

Mr. Norris moved to approve the appointment of Mr. Joe Richmond to fill the now-vacant 9th seat of the Board of Directors and fulfill the remainder of Mrs. Brown's term; Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

c. Review & Consideration of the appointment of Mr. Joe Richmond to Treasurer position

Mr. Sealey further moved to appoint Mr. Richmond to the Board Treasurer position and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

Mr. Norris also took time to encourage the Board to continue to identify diverse individuals that could serve on our Board. Even though we are now full, a continually-stocked pipeline is beneficial because quality Board members are difficult to find.

7. Finance Committee Report (Mr. Joe Richmond)

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

Mr. Richmond reported that, overall, we are in a stronger cash position than we were last month – both due to the line of credit as well as fund-raising beginning to come in.

Mr. Greenwood will be updating the forecasting on the budget as enrollment begins to be finalized. Dr. Droege will update difference in cost-saving measures as they progress.

Mr. Richmond referenced the check register and asked for questions; he received none.

Mr. Richmond also shared that the audit is substantially complete and a finalized report is hopefully due back to us early next month.

The Finance Committee & Dr. Droege met with the auditors and agreed the books were in good order and congratulated the efforts of CWCKC staff, including Mr. Brennan.

Mr. Sealey asked about the timing of repaying the line of credit. Dr. Droege shared we received our first, increased, state payment, which put us in a solid cash position. Mr. Greenwood recommends that we submit our first repayment to the bank at the end of September.

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

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

a. Diversity

Dr. Droege presented and walked through her dashboard. Currently, enrollment it is at 228, which appears flat, but behind the scenes, we have gained 12 students and had 10 withdraw.

The gender balance remains very even and our ethnicity breakdown remains consistent with where it was last year, with the continued need to attract more families from the Hispanic/Latino community.

Our Free/Reduced Lunch (FRL) status is fairly finalized and remarkably consistent with last year. Free+Reduced = 59%, which is a touch higher than our goal, but in the direction of serving students with higher needs. Mr. Norris reminded the Board that the goal was originally set based on 2010-2013 data and we can revisit that, based on what our preference area is looking like today.

For attendance (ADA) = across all of our currently enrolled students, we are at a 94% attendance rate. However, our goal is 90% attend 90% and we are below that. A strong number of students are at 100%, which is pulling our average up. Dr. Droege reminded the Board that we were in a similar position last year and she is prioritizing reaching the group (12% of students) attending 80-90%.

Mr. Sealey asked if tardies factored in this percentage? Dr. Droege confirmed they are not.

Mr. MacDonald asked if absences impact revenue? Dr. Droege affirmed they do in a broad sense, but we budget for a built-in buffer on absences, so this does not negatively impact our approved budget; however, if the percentage increases, our ADA payments decrease reflective of that. Overall, Dr. Droege said that 94-95% overall is a solid percentage.

Mr. Norris asked if attendance data is available by subgroup? Dr. Droege confirmed that we can monitor/track by subgroup, but we currently do not report on that.

Mr. MacDonald underscored the importance of meeting 90/90, from a community perspective. Dr. Droege agreed – not only is it a written goal in our charter, but it is also a qualitative part of the published school rating.

Mr. Littrell asked at what point does missing a charter goal affect us for renewal? Dr. Droege replied that her sense is that if we miss the goal, we'll need to be demonstrating interventions, how they are working, and how results will trend up.

Dr. Otten asked if there is currently any sharing of this information with families so they are aware of the funding impact? Dr. Droege agreed that sharing can be done better.

Mr. Sealey underscored an earlier comment by Dr. Vann-Hamilton to not to penalize children who have no control over this situation. Dr. Droege completely agreed – much like collecting on meal service balances.

Dr. Droege moved on to share SpEd and ELL percentages; they are coming in lower than what we saw last year. On the ground, we are not feeling that because while overall there are fewer students needing services, there are an increased number needing high-level intensive services. Dr. Droege also shared these numbers will impact WADA in the sense that funding will come in less than what we projected.

Mr. MacDonald asked how many of our students qualify under McKenney-Vento? Ms. Quance replied that we have 6, plus an additional 2 on her radar. Ms. Quance also shared a quick overview of the McKenney-Vento program.

b. Understanding

Dr. Droege ceded the floor to Mr. Smith to discuss assessments. He shared that we have started NWEA testing for 1st/2nd graders, are wrapping up F&P testing, then rolling out (specific) reading groups immediately thereafter. SEL testing is coming soon – right after school picture day (the test requires pictures of students).

Mr. Sealey asked if SEL testing was new this year; Mr. Smith confirmed that it was new last year.

Dr. Droege reminded the Board that data/assessments is an area we partner strongly with our national team, especially Jonathan Chan.

Mr. Littrell asked if there a reference guide to all of the assessments, when they are taken, what are they assessing, who is being assessed? Dr. Droege replied that we can certainly create one for the Board and parents.

Dr. Otten asked if we are utilizing "universal screens"? Dr. Droege answered that we can, but are currently not. Dr. Otten shared that the "new model" is to test everyone instead of "wait until" the behavior is obvious. Dr. Droege will follow up with Dr. Otten.

c. Connection

Dr. Droege ceded the floor to Ms. Quance to discuss what Year 2 looks like in terms of Family Partnerships. Lowry Dental, Back Snacks, KCATA Program all existed last year and are re-launching this year. All feature strong enrollment among our families and strong "difference-making" among our community.

Literacy KC is new to CWCKC this year. They feature 6-week sessions, 1-hour per week – geared toward the whole family. We feed the families, there's a read-aloud, families do activities based on the book, the family takes the book home. Mr. Hall (1st grade teacher) is a trained facilitator. There are 6-15 families per session and 2-3 sessions per year.

Mr. Sealey asked if there was another program where students take a book home? Ms. Quance affirmed that volunteers will come in each class to read a book, then every student will take that book home with them. Dr. Droege further shared that this is also first month of library check-out and is part of a reading program targeted to our 3 highest-need reading groups to checkout a "just right" book each night.

9. Employee Handbook Revision

a. Review & Consideration of proposed revision(s) to the 2017-2018 Employee Handbook

Mr. Brennan presented three proposals to correct and clarify statements/policies in the Employee Handbook:

- To correct that CWCKC employees are eligible for FMLA leave, provided they meet the standard eligibility conditions,
- To clarify that CWCKC employees do not have to use all accrued PTO/Vacation time before unpaid FMLA leave; instead, they must state in writing how many days on leave will be paid and how many unpaid.
- To clarify that FMLA leave is tracked according to weeks and do not count calendared breaks when school is not in session.

Mr. Littrell moved to approve the changes as proposed and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

10. Closed Session

Pursuant to § 610.021 (2), § 610.021 (3), and § 610.021 (5), RSMo the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to (2) facilities, (3) personnel, and (5) the well-being of identifiable individuals.

Mr. Norris invited Mr. Smith, & Mr. Brennan to stay. Mr. Sealey moved to go into Closed Session and Mr. Meneses provided a second. The motion was unanimously approved with none abstaining.

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

Mr. Norris reported that the Board came out of Closed Session and returned to Open Session.

He reported that matters discussed all related to facilities, personnel, and the well-being of identifiable individuals. No action was taken that requires reporting.

12. Adjourn

Dr. Otten moved to adjourn and Ms. Salcedo provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:38 pm.

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