



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

Location: Kansas City Public Library – Bluford Branch, 3050 Prospect Ave., Kansas City, MO 64128

Date: April 20, 2016, 5:30 pm

PROPOSED MINUTES

1. Call to Order

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

2. Roll Call

Mr. Norris proceeded with roll call.

Present:

Luke Norris
Jacob Littrell
Kristen Ellis Johnson
Miguel Meneses
Joy Vann-Hamilton
Kaye Otten

Absent:

Tonya Brown

Mr. Norris determined that with 6 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. Mr. Littrell 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 and consideration of minutes from March 16, 2016 regular meeting of the Board.

The Board did not have any comments regarding the proposed minutes from the regular March 16, 2016 meeting of the Board. Mr. Littrell moved to approve the minutes as proposed and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

6. Finance Committee Update (Mr. Paul Greenwood)

a. Review and consideration of monthly financials

Mr. Greenwood provided an update regarding the status of the school's finances. He explained that, from a calendar-year perspective, CWC Kansas City has received 87% of our funding. Additional upcoming purchases will include our Student Information System, our Library/Information Systems (under the CSP Grant) and additional expenses for student recruitment. Mr. Greenwood also explained that some funds already charged to Executive Administrative Services may be reclassified under IFF's budget, so some funds may come back to the school.

Dr. Vann-Hamilton moved to approve the monthly financial statement as submitted and Mr. Meneses provided a second motion. The board voted unanimously to approve the motion with none abstaining.

7. Board Development Committee Update (Luke Norris)

a. Transition of Board Development Committee

Mr. Norris explained how the existing "Board Development Committee" will become the "Diversity Committee" and will focusing on ensuring diversity as it relates to the recruitment of board members, staff, and students. Dr. Vann-Hamilton and Mr. Meneses are the Board representation on this committee.

b. Nominations & Election of Board Secretary

Mr. Norris discussed the renewal of three-year terms for Mrs. Ellis Johnson and Dr. Otten, who started with staggered one-year terms, and both expressed willingness to renew for a full term. However, Mrs. Ellis Johnson expressed a desire to step back from the Secretary position.

Dr. Vann-Hamilton moved to nominate and renew a term for Kristen Ellis Johnson. Mr. Meneses provided a second. The board voted unanimously to approve the motion with none abstaining.

Dr. Vann-Hamilton also moved to nominate and renew a term for Dr. Kaye Otten. Mr. Meneses provided a second and the board voted unanimously to approve with none abstaining.

Mr. Littrell then moved to elect Dr. Otten as Board Secretary, and Mr. Meneses provided a second motion. The board voted unanimously to approve the motion with none abstaining.

c. Board of Directors Meeting Dates – 2016-2017 School Year

Mr. Norris presented the board with an outline of the Board of Directors Meeting Dates for July 2016 through June 2017.

8. Facilities Committee Update (Jacob Littrell)

Mr. Littrell provided an update regarding the significant progress with the facility. We have now publicly announced the 3435 Broadway location. We held a campus kickoff event at the site with many families who will have children attend the school in the fall. The majority of demolition in the building has been completed and construction is almost underway. We are continuing to have weekly calls with IFF and the contractors. Our Finance Committee has also started conversation related to a continuation of the contract with IFF as well as finalizing our lease document. Signage is up on the building to indicate CWC Kansas City's presence too.

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

a. Student Recruitment and Enrollment

Dr. Droege explained that we are continuing to strongly push enrollment awareness; we are working with local volunteers and our national network to constantly evaluate what efforts will be most effective and where to focus our energy. Currently, we have filled approximately 3 classrooms: 2 Kindergarten and 1 First Grade. We have an additional 18 students who have "pending applications." Each family is receiving a phone call to assist with enrollment and answer questions. Dr. Droege shared the three strategies the team is employing to reach our benchmarks: (1) Direct outreach to families; (2) public media city wide; and (3) working with families who are already involved to reach their networks.

We have 12 volunteers and three new temporary hires that will canvass neighborhoods with enrollment packets and information about the school and/or help attend events.

The Campus Kickoff event was the first opportunity for the families enrolled to see each other. We sent out notice already that we will be holding our Family Council meetings on the last Wednesday of each month (next week is the first – April 27), which will allow family involvement in some decision-making and give a sense of the growing community. These meetings are also open to prospective parents for the time being to support recruitment efforts.

Dr. Droege is continuing to do personal outreach at preschools, parks, and neighborhoods. We are also collecting names and phone numbers of anyone expressing an interest so that we can reach back out to them. There are also several upcoming city-wide events at which CWC Kansas City will have an information table and enrollment packets (Center for Neighborhoods event, Roanoke Park Grand Opening, Troost Festival, etc.).

Dr. Droege will begin working with Mr. Cutter and his colleagues at CWC Schools to build additional strategies.

Dr. Vann-Hamilton also added an additional method of outreach through churches and faith-based organizations. There is also opportunity to do pointed outreach to our northeast to diverse communities through Catholic Charities, Jewish Vocational Services, and other agencies.

b. Staff Recruitment and Hiring

Dr. Droege updated the Board regarding progress in hiring staff. We are moving along in staffing, and the people we are hiring are excited, mission-aligned, and eager to get started! We currently have signed agreements for 10 positions, and 2 offers out that we expect back in the next few days. Three other candidates have phone interviews and/or observations currently scheduled as well. We also have a volunteer summer intern. We have some diversity – 15% of the staff so far is African-American, 22% are male, and close to half, if not more, have strong Spanish language skills. Several have spent part of their career teaching abroad (predominantly in South America) and 3 are relocating to Kansas City to fill these positions. Dr. Droege is also working with CWC School's Chief of Talent to assist with teacher recruitment and staff diversity.

Positions that remain open include: Office Manager, P.E. Teacher, a possible Special Education position, and various classroom Teachers and Associate Teachers.

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. Norris announced the closed session and invited Mr. Christian Cutter (CWC Schools), Mr. Paul Greenwood (EdOps), and Mr. Brian Dunawa (Finance Committee member) to join in closed session.

Dr. Vann-Hamilton moved that the Board enter closed session and Mr. Littrell 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. Norris reported that no action was made during closed session and no votes were taken so there is nothing to report.

12. Adjourn

Dr. Vann-Hamilton moved that the meeting be adjourned and Mr. Meneses provided a second. The Board unanimously approved the motion with none abstaining.

The meeting was adjourned at 6:50 p.m.

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.