



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

Location: Ronald McDonald House Charities, 2502 Cherry Street, Kansas City, MO 64108

Date: March 16, 2016, 5:30 pm

MEETING MINUTES - PROPOSED

1. Call to Order at 5:31 p.m.

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

2. Roll Call

Mr. Norris proceeded with roll call.

Present:

Luke Norris
Jacob Littrell
Kristen Ellis Johnson
Tonya Brown
Dr. Kaye Otten
Dr. Joy Vann-Hamilton

Absent:

None

Mr. Norris determined that with 6 of 6 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 Mrs. Ellis Johnson moved to approve the agenda as proposed. Dr. Vann-Hamilton provided a second motion. The Board voted in unanimous approval of the motion with none abstaining.

4. Public Comments

Mr. Norris invited public comment. No public comments were made.

5. Review and consideration of minutes from February 17, 2016 meeting of the Board.

6. Review and consideration of minutes from March 10, 2016 special meeting of the Board.

The Board did not have any comments regarding the two sets of proposed minutes. Mrs. Brown moved to approve both sets of minutes as drafted, which was seconded by Dr. Vann-Hamilton. The Board voted unanimously to approve the minutes with none abstaining.

7. Finance Committee Update (Mrs. Tonya Brown)

a. Review and consideration of monthly financials

Mrs. Brown provided an update regarding the CSP Grant we received. Of the \$125k grant we received, \$77,000 will be allocated to regular programming, while \$48,000 allocated to the media/library. The finance committee will have a recommendation for the timing of a formal audit soon and the report can be expected in the fall.

Mrs. Ellis Johnson moved to approve the monthly financials and check register and Mr. Littrell seconded the motion. The Board voted unanimously to approve the motion with none abstaining.

8. Board Development Committee Update (Dr. Joy Vann-Hamilton)

a. Review and consideration of Mr. Miguel Meneses for appointment to the Board of Directors of CWC Kansas City

Dr. Vann-Hamilton introduced Mr. Meneses. During the interview process she found Mr. Meneses to be community-oriented, consistently working to develop diversity, and challenging students to think critically. He is local to Kansas City, was raised in KC's Westside, increased interactions with diverse backgrounds during high school and college, and he is most excited about the diversity piece of CWC KC's mission.

Dr. Vann-Hamilton moved that board approve the committee's nomination and Mr. Littrell seconded the motion. The Board voted unanimously to approve the nomination with no abstentions and Mr. Meneses was welcomed to the Board by the Chairman.

b. Appointment of Mr. Brian Donawa to the Finance Committee

Mrs. Vann-Hamilton provided additional information regarding Increasing membership of the finance committee. Mr. Donawa is a Senior Administrator at University of Kansas Medical Center and is responsible for overall administration and business operations of the pathology department. He is a business executive with 20 years of HR management and project management experience. Mr. Donawa brings an excellent skillset to the finance committee. Mr. Meneses adds that Mr. Donawa also served with him on the Greater Kansas City Hispanic Chamber and he was a great asset to that group.

Dr. Vann-Hamilton recommended that the Board cease the formal search for board members at this point due to the fact that we have achieved an odd number (7) rather than continue to pursue the full number (9). Mr. Norris pointed out that some Board members are coming up on our conclusion of their first year term and there is a need to ascertain whether members intend to renew terms and discuss election of officers. This should be an action item for next month's agenda. Thank you to everyone involved in the interview process.

9. Facilities Committee Update (Jacob Littrell)

Mr. Littrell provided an update regarding the recent "flurry of activity," including daily conversations related to moving forward on our facility and we are making progress. We are currently in the process of negotiating a lease. Though the process is moving slower than originally planned, we are hopeful to be able to make the announcement of the school location within the next few weeks.

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

a. Student Recruitment and Enrollment

i. Dr. Droege provided the Board with a written report that includes numbers current to last Friday. Enrollment numbers are low, and we are seeing an average two acceptances each day. We have seen uptick since the rejection letters of other charters were sent and expect continued increase once we are able to announce the location.

ii. Plan for next month to move toward enrollment

1. Media/Publicity

- a. Connecting this week with communications team through Kauffman Foundation, and they have offered social media assistance as well as reaching beyond social media.
- b. Continuing work with PR firm Larson for a major news release regarding the purchase and lease of the building – aiming for April 1. Approval from the soon-to-be owner of the building that we may hold an event on April 6 in the evening in the parking lot of the building. Looking to gather the community and enrolled families.
- c. April 17 – signed on to do a half page advertisement/Op Ed in the KC Star Educational Special section. We will definitely be able to include location and photo of the building at that point.

2. Social/Direct Outreach

- a. Dr. Droege made personal telephone calls to everyone in the applicant pool who has not yet accepted their spot and in doing so was able to answer questions and address reasons people are waiting to confirm. Due to feedback, have scheduled "Coffees with Kristin" in the community (3 events over the next 2 weeks). Open to all of the community, but targeted to parents who have applied but not confirmed.
- b. Saturday March 26 – Chance to meet your principal in Gillham Park, meet the other parents and be part of the community.
- c. Sunday March 27 - Spring Frolic - CWC KC is running the arts and crafts booth as a way to get the word out in the community.
- d. Before the end of March, we will start scheduling Family Council meetings – the Family Council will include parents of accepted students will gather and Dr. Droege will encourage the group to have specific areas of focus. Plan to appoint an interim leader of the group until the fall when an election among all parents of enrolled students can take place.

3. Preschool Outreach

- a. Can now make offers of enrollment, several events over the coming month

4. Charters with Wait-Lists

- a. Dr. Droege reached out to 4 charters with waitlists and one middle school without K-1 to see if we can reach out to parents on their wait lists. She is hopeful to have letters out no later than next week.

5. Flyers/Canvassing

- a. Currently creating flyers for public outreach. CWC KC is working with Kauffmann School since they have demonstrated success with this approach. Principal Mr. Smith wants to participate in this, so it will occur later once he is in Kansas City.

6. The Board had questions for Dr. Droege regarding demographics of the enrolled students and she explained that we cannot yet track that information because the enrollment packets have not yet been sent out. Mr. Norris asked about certain benchmarks where funding is tied to enrollment. Dr. Droege responded that we need to hit 75% of enrollment (216 students) by May 31 tied to grant requirements that the organization has received. An earlier May benchmark tied to building the building is also present. We need some of these strategies to play out by the end of April in order to hit those targets. Dr. Vann-Hamilton suggested the CWC KC go to local churches to establish credibility and allow an opportunity for recruitment with a critical mass of families. She encouraged the Executive Director to research what makes sense, where to go, and establish what will be our strategic approach. Mr. Norris also commented that since we passed our geographic boundary, we can start working with Resident Services Meeting and the Hispanic Chamber of Commerce.

- iii. Staff Recruitment and Hiring

1. Our Principal and Director of Curriculum have been hired. We have also hired the music teacher, who is moving here from California where he worked with Dr. Droege for the past 11 years.
2. Dr. Droege has re-opened and reposted the Special Ed Coordinator position. We are targeting University Outreach (KU, UCM, UMKC, K State, etc.) extensively.
3. We are also actively interviewing teachers, reading specialists, teaching assistants, Art, and PE teachers. Office Managers are in the second round of interviews.

11. Closed Session

Pursuant to § 610.021(13), RSMo the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to individually identifiable personnel records, performance ratings, or records pertaining to employees.

Mr. Norris announced the closed session and invited Mr. Christian Cutter, CWC Schools, to join us in closed session

Mrs. Ellis Johnson moved that the Board enter closed session and Mr. Littrell seconded the motion. The Board voted in unanimous approval of the motion with none abstaining.

12. 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.

Mr. Norris reported no action was taken during the closed session.

13. Adjourn

Dr. Otten moved that the meeting be adjourned and Mr. Meneses seconded the motion. The Board voted unanimously to adjourn the meeting with no abstentions. The meeting was adjourned at 7:07 p.m.