



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

Location: Ivanhoe Neighborhood Council, 3700 Woodland Ave., Kansas City, MO 64109

Date: May 18, 2016, 5:30 pm

PROPOSED MINUTES

1. Call to Order

Mrs. Brown called the meeting to order at 5:33 p.m.

2. Roll Call

Mrs. Brown proceeded with roll call.

Present:

Tonya Brown
Kristen Ellis Johnson
Kaye Otten
Miguel Meneses (5:42 p.m.)
Joy Vann-Hamilton

Absent:

Jacob Littrell
Luke Norris

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

3. Public Comments

Mrs. Brown invited public comment. No public comments were made.

4. 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. Mrs. Ellis-Johnson provided a second to the motion. The motion was unanimously approved with none abstaining.

5. Review and consideration of minutes from April 20, 2016 meeting of the Board.

The Board did not have any comments regarding the proposed minutes from the regular April 20, 2016 meeting of the Board. Mrs. Ellis-Johnson 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 (Tonya Brown)

Mrs. Brown summarized that the Finance Committee had a productive monthly meeting focused on the lease. Mr. Joe Richmond provided an update on the negotiating call. There is still some work to do, but we are moving toward more protection and less financial exposure for CWCKC. These changes are covered by our revised budget. Mrs. Brown also discussed future finances (post-opening, audits, forecasting).

a. Review and consideration of monthly financials

Mrs. Brown presented the monthly Check Register and Income Statement. There were no board comments other than Mrs. Ellis-Johnson requested a "description" field to be added to the check register.

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. Facilities Committee Update (Dr. Kristin Droege)

Dr. Droege reported that everything is moving forward on the Broadway campus. Demolition and abatement is ahead of schedule; the basement and first floor are done while the second floor is finishing demolition. We are on track for hard hat tours by end of May.

The lease negotiations are moving forward as well. We are having good, continuous dialogue, and a few revisions are still left. IFF has decided to replace the HVAC system entirely and will be installed before August.

We are also finalizing the furnishings list. Our design team, school team, and IFF is collaborating on who is responsible for ordering and payment.

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

a. Student Recruitment and Enrollment

Dr. Droege shared that we are now moving forward with a revised enrollment goal of 216 students (6 K classrooms with 24 students each and 3 1st grade classrooms with 24 each). As of today, 72 students are in process (offered, accepted, turned in registration papers) – which is 1/3 of the way. That 33% breaks down across the grades as well: 33% K and 33% 1st grade.

We have an ambitious and fast-paced agenda of enrollment activities across the next 6 weeks. We will evaluate at the end of June to refocus our activities in July. Activities include: tables at Operation Breakthru, Linwood YMCA kids night out, 8 hours of Troost Festival, hosting our own Fun Run, 4 Friday nights hosting Hyde Park family film series, 4 weeks Friday nights at Ivanhoe Farmer's Market, 4 weeks Sat mornings at Brookside Farmer's Market, Pre-K reading prep event at UMKC, convoy of hope event, Ivanhoe Parks family event, Bridging the Gap faith-based event. Additionally, we are reflecting on the Thomas Roque event and replicating successful strategies. Other future strategies will include housing authority tenant meetings, Amethyst Place, MCC, KCPD, Truman Medical (all employers to distribute info to employee base), local realtors to share with families moving into town, ongoing outreach with our part-time employees (posting flyers at local establishments). We are also reaching out to print/radio/TV to get advertising rates and other (free) avenues (like PSAs) they might offer. Dr. Droege met with Kristin Littrell; she will coordinate a social media campaign over the next 6 months – targeted primarily through Facebook.

Mrs. Ellis-Johnson asked about canvassing effectiveness. Dr. Droege responded that she saw two applicants in the last week that she personally met while canvassing and further discussed that the timing of canvassing may impact effectiveness.

Mr. Meneses asked if we have a breakdown on our enrollment composition. Dr. Droege responded that out of 72 in process, 33 have completed enrollment. At that point, there is an option to self-identify racial background and there was a discussion on the percentage of racial breakdown. Dr. Droege said she would find out the point where students must identify, instead of decline to answer.

b. Staff Recruitment and Hiring

Dr. Droege said we are staffing toward 216 students across 9 classrooms. Including our regional support positions, we have hired 17 staff so far, which leaves 4 Kindergarten, 4 Kindergarten Teaching Associates, and 1 part-time P.E. Teacher positions open. We are moving forward with active recruitment around these positions. Dr. Droege discussed details and the diversity breakdown of existing staff. She also discussed the staff Facebook group and get-to-know-you activities/meetings that have been held and reported that the group is excited and ready to engage. Many of them have volunteered at events and outreach activities and they are eager to get started.

c. Review and consideration of adopting Governance Policies

Dr. Droege gave background on the governance policies: templates were purchased from MCPSA, personalized by our project manager, reviewed by our attorney and his team, and final review was given by Dr. Droege and Mrs. Ellis-Johnson. Dr. Droege asked Mrs. Ellis-Johnson to give an overview of the proposed governance policies. Mrs. Ellis-Johnson highlighted the Conflict of Interest policy and procedures to address potential conflicts and/or any violations. There were no questions. She highlighted the Sunshine Law policy, the Board agenda section (content, order, closed sessions, posting requirements), the Board conduct section (expectations, duties and responsibilities) the Board orientation section, and the Board records management section (retained at the school and available for public inspection).

The Personnel policy is still in process because details of our governance structure is unique and different wording is needed to reflect our structure. This will be approved separately – tentatively next month.

Mrs. Ellis-Johnson felt comfortable with the policies and moved that the Board adopt them. Mr. Meneses provided a second and the motion was unanimously passed with none abstaining.

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.

Mrs. Brown announced the closed session according to the relevant statute and invited Mr. Christian Cutter (CWC Schools) and Mr. Ryan Brennan (CWC Kansas City staff) to join in closed session.

Mrs. Brown moved that the Board enter closed session and Dr. Otten seconded the motion. The Board voted in unanimous approval with none abstaining.

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

After returning to public session, Mrs. Brown reported that no action was made during closed session and no votes were taken so there is nothing to report.

11. 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 6:49 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.

Proposed