



**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, August 16<sup>th</sup>, 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:

Jacob Littrell  
Jim MacDonald  
Miguel Meneses  
Luke Norris  
Dr. Kaye Otten  
Joe Richmond (in Tonya Brown's stead)  
Maria Salcedo [5:35 pm]  
Anthony Sealey [5:39 pm]  
Joy Vann-Hamilton (by phone)

Absent:

None

Mr. Norris determined that with 7 of 9 Board Members present [9 of 9 by 5:39 pm], a quorum is established for purposes of holding the meeting and voting.

3. Review & Consideration of Proposed Agenda

Dr. Vann-Hamilton moved to approve the agenda as proposed and Mr. Meneses 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 July 18<sup>th</sup>, 2017 regular meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular July 18<sup>th</sup>, 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. Review & Consideration of minutes from the July 31<sup>st</sup>, 2017 special meeting of the Board

The Board did not have any comments regarding the proposed minutes from the regular July 31<sup>st</sup>, 2017 meeting of the Board. Dr. Vann-Hamilton moved to approve the minutes as proposed and Dr. Otten provided a second. The motion was unanimously approved with none abstaining.

7. Finance Committee Report (Finance Committee Member, Mr. Joe Richmond)

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

Mr. Richmond called the Board's attention to the cash position as of 7/21/17. He reminded the Board the cash position was low and the school has since secured a \$125k short-term line of credit to ensure obligations can be met before state funding increases to this year's student level.

The Board asked a few questions regarding specific check payments to vendors which Dr. Droege and Mr. Brennan answered. Dr. Otten moved to approve the register as proposed and Mr. MacDonald provided a second. The motion was unanimously approved with none abstaining.

b. Board awareness of new credit card for Principal

Dr. Droege said that the school will be obtaining a second credit card, to be kept on site under Doug's supervision and a shared, lower credit limit. According to the financial policies, the Board needs to be aware of any additional credit card(s) and the minutes will reflect said awareness.

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

a. Diversity

Dr. Droege shared her dashboard and started by looking at student diversity on Day 1. Based on first-day attendance, we are seeing a very similar pattern of enrollment: 49% Black/African-American, 30% Caucasian, 8% Hispanic/Latino, 9% Mixed Race, 2% Asian/Pacific Islander, and 1% yet to identify. Some numbers are listed on the dashboard in red text; those are reflected as being just outside the range that the original charter put forth (based upon extrapolating from 2010 census and 2013 city data). She does not see these numbers as a trend, but also shows the need for stronger recruitment in the Hispanic/Latino community. Gender is virtually 50/50. The economic status data will be complete by September and early data is reflective of last year's trend (approximately 60% qualify for FRL). Entrance and exit data will also be included in future dashboards as those transitions occur.

Dr. Droege also shared a handout reflecting this year's staff diversity. Last year, all 22 employees were Full-Time and of those, 30% were Black/African-American and 21% were male. This year, out of 39 employees, 32 are full-time, 44% are Black/African-American (up from last year) and 28% are male (up from last year). She will continue the focus on recruiting minority candidates, especially for leadership positions. Dr. Droege also disclosed that, notably, we have not

successfully recruited Hispanic/Latino candidates and that will be a continued research and focus moving forward.

b. Understanding

Dr. Droege introduced Mr. Smith (Principal) to share an academic update. Mr. Smith updated the Board that, in collaboration with the network, the NWEA assessment will only be administered twice per year (2<sup>nd</sup> and 3<sup>rd</sup> trimesters in K; 1<sup>st</sup> and 3<sup>rd</sup> trimester in 1<sup>st</sup> and 2<sup>nd</sup> grade).

Mr. Littrell asked how results/data are shared with students. Mr. Smith, Ms. Quance, and Dr. Droege all responded that data is shared with families, but not directly with students. Some teachers do share data with students in a “this was your goal and you beat it!” framework.

Mr. Smith shared a “Graduate Dispositions Review” handout. He reminded the Board that CWCS visited the school last spring with the intention of evaluating our operations through the lens of the network’s Graduate Dispositions.

In summary, we were commended for: our commitment to students and community, the care given to students, and our articulation of learning goals. We also were shown the following areas in which we could grow: mentoring of new teachers, implementing curriculum, and diversity issues amongst staff.

Mr. Smith drew attention to our responses to the growth opportunities, including adding race & equity components to all Professional Development days for this upcoming year; instituting grade level leads (teachers) to focus on mentoring; Mr. Smith will provide more opportunities for students to reflect on learning; there will be specific opportunities for Kindergarten Teaching Associates to work with both Dr. Droege & Mr. Smith on professional development.

Dr. Droege reminded the Board that Graduate Dispositions are the characteristics we expect our students to display when they graduate. We’ll project those out and work backwards on identifying grade-level steps to figure out how we get there. It began last year, continues to grow and solidify, and will continue to support the nuances of the program.

Lastly, Mr. Smith gave an overview of the “Summer Institute.” External presenters did full-day trainings on Everyday Math Curriculum, Trauma-Sensitive Schools, and Social-Emotional Learning. Faculty presenters (all returning teachers presented something) focused on MANDT training for physical student intervention, positive behavior intervention support training, Chill Zone, Science projects, and other staff project needs. All presentations are kept in a newly-organized internal network drive; this is a huge step forward in growing institutional knowledge. Dr. Droege shared that a special highlight was a bus tour designed by Ms. Quance and Mr. Johnson – the faculty rode a school bus through five different neighborhoods that we pull families from; families that lived in the neighborhood were pre-selected and asked to share their experiences/challenges they face and how their neighborhood is connected to the school and how that connection could be increased.

c. Connection

Dr. Droege introduced Ms. Quance. Ms. Quance gave an overview of the “connections” program and gave examples (i.e. Nelson-Atkins Art Museum). Ms. Quance reported that she is expanding some programs (like Nelson-Atkins) by grade level (into 1<sup>st</sup> and 2<sup>nd</sup>), expanding others to reach more broadly, (i.e. the zoo curriculum offerings in K – including a field trip funding source) and diving deeper into curriculum with others, like BikeWalkKC.

She also shared a new direction for consideration: LiteracyKC has a "Let's Read Family Literacy" program, which we will partner with them to pilot. It would meet both "educational partnerships" and "family support."

Mr. Norris asked if the Board could help support Ms. Quance in the area of community partnerships – especially in bringing support to the school community in response to difficult/challenging news events. Dr. Droege said that we have a very strong value system that has been introduced to our families and students and our school would be receptive to any community partnership going forward; Dr. Droege believes the faculty is willing to go into tricky conversations and would reach out if needed.

## 9. Handbook & Manual Updates

### a. Review & Consideration of 2017-2018 Policy Manual

KD reminded the Board that last year, we purchased from MCPSA a set of templated policy manuals. We personalized it, consulted with our attorney, and the Board passed it. We are required to adopt them each year.

The Board did not have any comments regarding the proposed Policy Manual. Dr. Otten moved to approve the Policy Manual as proposed and Mr. Macdonald provided a second. The motion was unanimously approved with none abstaining.

### b. Review & Consideration of 2017-2018 Family Handbook

The Board did not have any comments regarding the proposed Family Handbook.

Mr. Norris asked if there was any mechanism for soliciting feedback from families. Dr. Droege said that the handbook is mainly a tool to communicate to families what options are available to them and she has received limited feedback on it from families.

Mr. MacDonald asked if the handbook was available in Spanish; Dr. Droege said it was not yet. Mr. MacDonald said he would try to find a resource to do the translating.

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

### c. Review & Consideration of 2017-2018 Employee Handbook

The Board did not have any comments regarding proposed Employee Handbook. Mr. Meneses moved to approve the Employee Handbook as proposed and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

Mr. Sealey asked how these handbooks are distributed. Dr. Droege shared that the employee handbook is distributed digitally to all employees and an acknowledgment form must be signed and turned in to the Regional Office. We can explore having an acknowledgement form in the Family Handbook, but would like to explore ways to make that a meaningful process (instead of reading a manual straight through). The handbook is available digitally on the family portal section of our website. Dr. Droege & Mr. Sealey discussed a suggestion of working with Mr. Johnson to present a small section (~5 minutes) at each Family Council meeting

10. Review & Consideration of re-affirming Ms. Amanda Quance to serve as the Homeless Coordinator

The Board did not have any comments regarding reaffirming Ms. Quance. Mr. Littrell moved to approve the reaffirmation as proposed and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

11. Review & Consideration of re-affirming Mrs. Catherine Bett to serve as the ELL Coordinator

The Board did not have any comments regarding reaffirming Mrs. Bett. Mr. Littrell moved to approve the reaffirmation as proposed and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

12. Closed Session

Pursuant to § 610.021 (2) and § 610.021 (4), RSMo the Board of Directors of CWC Kansas City will enter into closed session to discuss matters related to (2) facilities and (4) the well-being of identifiable individuals.

Mr. Norris invited Mrs. Rodriguez (CWC Schools), Mr. Richmond, & 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.

13. 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, as a result of a conversation involving both facilities and the well-being of an individual, an amended 2017-2018 budget was discussed and approved.

14. Adjourn

Mr. Sealey moved to adjourn and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:05 pm.

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