



**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 8<sup>th</sup>, 2018, 5:30pm

**Proposed Minutes**

1. Call to Order

Mr. Norris called the meeting to order at 5:30 p.m.

Mr. Norris welcomed the members of the public in attendance and gave an overview of the meeting order.

2. Roll Call by Board Chair

Mr. Norris proceeded with roll call.

Present:

Mr. Jacob Littrell  
Mr. Miguel Meneses  
Mr. Luke Norris  
Dr. Kaye Otten  
Mr. Joe Richmond  
Mr. Anthony Sealey  
Dr. Joy Vann-Hamilton

Absent:

Mr. Jim MacDonald (5:51 pm)  
Ms. Maria Salcedo (on phone at 4:44 pm)

Mr. Norris determined that with 7 of 9 – later 9 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 add a discussion around fundraising and to pull the Enrollment conversation forward to support the fundraising discussion.

Dr. Droege further proposed to add a "Personnel" issue to the closed session rationale.

Dr. Vann-Hamilton moved to approve the modified agenda as proposed and Mr. Richmond 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 June 30<sup>th</sup>, 2018 Strategic Planning Retreat of the Board

The Board did not have any comments regarding the proposed minutes from the June 30<sup>th</sup>, 2018 Strategic Planning Retreat of the Board. Mr. Sealey moved to approve the minutes as proposed and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining.

### 6. Review & Consideration of appointing Mrs. Johna Sutton to the CWCKC Board of Directors

Dr. Vann-Hamilton introduced Mrs. Sutton and shared her educational background and middle school expertise.

She further moved that Mrs. Sutton fill the vacant Board seat and Mr. Sealey provided a second. The motion was unanimously approved with none abstaining.

Mr. Norris welcomed Mrs. Sutton to the Board.

### 7. Finance Committee Report (Mr. Joe Richmond)

#### a. Review & Consideration of Monthly Financials (June), including Check Register

Dr. Droege led a discussion about IFF's decision to defer \$91k from this year's projected rent into the future purchase price of the building.

Mr. Sealey moved to approve the June register as proposed and Dr. Vann-Hamilton provided a second. The motion was unanimously approved with none abstaining.

### 8. Fund-Raising Discussion

Mr. Norris stated that Mr. Sealey has volunteered to lead a fund-raising and development effort.

In conjunction with our fund-raising consultant, we are moving forward with identifying 6-10 diverse community leaders (corporate, philanthropic, etc.) with an interest in education space to form a non-governing advisory development board. That group will not only directly assist our Board's philanthropic outreach, but also begin leveraging their own personal networks.

Mr. Norris gave a further overview of what he is tasking our development consultant with accomplishing over the next 6-12 months.

9. [Moved forward from Executive Director's Report] Student Enrollment Update

Dr. Droege provided an overview of where our enrollment projection stands and recapped trends for the past month (averaging 6 new requests/week and 2 withdrawals/week). She affirmed that the enrollment mailer landed in mailboxes 10-14 days ago and we have seen several additional enrollment requests as a direct result.

This year's registration and communication process has been much stronger, much earlier, and much more often. She affirmed that we are continuing to closely monitor, but not fully trust, the enrollment numbers.

Mr. MacDonald and Mrs. Sutton asked about parent outreach strategies during the first week to maximize retention; Dr. Droege shared strategies that Mr. Johnson is leading.

The Board had a discussion regarding enrollment trends across the Kansas City landscape, our 2-year historical data, and our enrollment/growth projections in the next few years.

Mr. Norris further asked Mr. Brennan to provide the following enrollment summary:

- As of the date of the lottery, we received 142 eligible requests. Combined with our 219 re-enrollment requests, that resulted in 357 requests for 336 seats.
- Pursuant to the Board's authorization, the Executive Director offered (and over-offered, in some cases) all seats in K, 1, & 2. 3<sup>rd</sup> grade began a short wait-list.
- Since the date of the lottery, we received an additional 125 eligible requests. Cancellations and withdrawals resulted in 326 active requests for 336 seats.

10. Facilities Committee Report (Mr. Jacob Littrell)

Mr. Littrell shared that the Facilities Committee continues to have a multitude of conversations with varied partners and the process continues.

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

a. Diversity

Dr. Droege shared an overview of the diversity of our staff. We currently have 49 active staff members, with an additional 4-5 vacancies. Our male percentage dropped year-to-year, but still remains relatively high. She would like to focus on increasing this specific percentage for next year, along with additional Hispanic/Latino staff members. Additionally, she shared that we have added literacy "partners" physically working here on our site full-time.

b. Understanding

Dr. Droege presented a synopsis of each assessment our students take throughout the year. She specifically introduced the "HMH Reading Inventory," which will take the place of Fountas & Pinnell as well as satisfy the dyslexia state testing requirement. Dr. Droege also shared that the teachers will be officially using Everyday Mathematics Assessments to compliment NWEA mathematics assessment data. Lastly, she reminded the Board that this will be our first year to sit

(3<sup>rd</sup> Grade) for the Missouri Assessment Program; curriculum planning is already underway to identify our target assessment date(s).

c. Connection

Dr. Droege reminded the Board that Family Council meetings are shifting away from Wednesday evenings and to Saturday mornings (9:30a-11a). This will hopefully allow a wider range of families to attend and engage.

Dr. Droege also shared that Mr. Johnson has rolled out a new comprehensive framework communication structure which is primarily geared toward parents/families. It highlights the tools we use and the timelines we plan to follow and should ensure we effectively and timely hit our stakeholder groups. We are also beginning work with Laura Forlong (CWCS) in regards to our Middle School expansion.

12. Closed Session

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

Mr. Norris invited Ms. Rodriguez & Mr. Brennan to stay. Dr. Vann-Hamilton moved to go into Closed Session and Mr. Richmond 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 matters discussed all related to personnel and facilities. No action was taken that requires reporting.

14. Adjourn

Mr. Meneses moved to adjourn and Mr. Littrell provided a second. The motion was unanimously approved with none abstaining. The meeting was adjourned at 7:41 pm.

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