



## Board of Directors

**Hugh Eastwood**, Board President  
**Eloise Schlafly**, Board Treasurer  
**Kevin Kerr**, Board Secretary

**Amanda Sullivan**  
**Chisom Uche**  
**Aaron Jackson**

**Mike Vachow**  
**Whitney Young**  
**Nicole Plair**

**Gavin Schiffres**, CEO (Ex Officio)

## Kairos Academies Board Meeting Minutes

**Date:** April 22nd, 2021

**Location:** Due to public health concerns, the board meeting was in a public conference call ([meet.google.com/xcf-ktst-fca](https://meet.google.com/xcf-ktst-fca)) that could also be accessed via conference line (904-900-0823, PIN: 505 083 573#).

A virtual meeting of the Board of Directors (the "Board") of Kairos Academies (the "School") was held on March 11th, 2021 at 6:00 p.m.

The following members of the board were present:

Hugh Eastwood, Board President  
Eloise Schlafly, Board Treasurer  
Whitney Young  
Kevin Kerr, Board Secretary  
Amanda Sullivan  
Mike Vachow  
Aaron Jackson  
Chisom Uche  
Gavin Schiffres, CEO

Also in attendance was Doug Thaman, Executive Director of Missouri Charter Public School Association, Shiron Hagens and Tamara Simmons, both Kairos parents.

### Salutation

The Kairos Academies Board Meeting was called to order by Hugh Eastwood, Board President at 6:03 p.m.

### Check-In (Hugh, 6:00 p.m.)

- Share a recent challenge and win (~1 min each)

*empowering students to direct their own lives and learning*

- Nominate the next attendee for a check-in

### Public Comment (Hugh, 6:10 p.m.)

- Doug Thaman (Missouri Charter Public School Association), presenting on [St. Louis public opinion polls regarding charter schools](#)
- Unscheduled public comment

### Minutes (Hugh, 6:25 p.m.)

- Review minutes from
  - [March 11, 2021 board meeting](#)

## Governance Committee

### Board Policy Additions (Aaron, 6:26 p.m.)

- Add the following two policies to the [Board Operation Policies](#) (pg 90)
  - **Promotion Policy**

To be promoted to the next grade level, a Kairos Academies student must average a passing grade (60% or above) between their English, History, Math, and Science courses, according to the school's grading policy at the time. The CEO or their designee can choose to promote students who do not meet the above criterion due to extenuating circumstances at their discretion.
  - **Withdrawal Trigger**

For the purposes of attendance and enrollment, a student will be considered withdrawn after either 10 consecutive unexcused absences or 15 unexcused absences in any 8 week period. Students who withdraw will be unenrolled and will be required to re-apply to Kairos in order to reënroll. The CEO or their designee can choose to keep students who meet the above criterion enrolled at Kairos due to extenuating circumstances at their discretion.

### Board Google Calendar (Gavin, 6:30 p.m.)

- To avoid future confusion around board meeting calendars, we are deleting individual events going forward and instead sharing a public calendar. Anyone can add the calendar to their own Google Calendars by [clicking here](#), and board members are directly invited to each event. The calendar is also embedded on our website's board page.

### Board Google Drive (Kevin, 6:31 p.m.)

- The Kairos Board now has a [Team Google Drive!](#)

## Program Committee



## Monthly Updates (Whitney, 6:32 p.m.)

- Update on [strategic vision](#)

KPIs around coaching will become a focus. Whitney would like the board to review and approve at the next meeting. Finance Committee would need to look at the first slide. Diversity, Equity, and Inclusion initiatives were added to the strategic goals.

- Update on [CEO succession plan](#)

Mike Vachow has been leading a CEO succession plan. Thought process was how do other charter schools look at selecting a CEO. The other challenge is how to mentor and consider candidates. As part of the CEO evaluation plan, the board could potentially address successors within the organization. Should also consider how CEO availability merges with typical school calendars. Key times are November - January for recruiting.

## Learning Model Plan (Whitney, 6:40 p.m.)

- Kairos will continue to offer a virtual program and determine mastery by course completion, not in-person attendance. DESE is asking to monitor class attendance by course completion, even if students are in-person.
- Kairos will request students return to take state tests in May, as required by DESE. Kairos is offering waivers for families who refuse to join in-person. Based on surveys, we expect to hit the DESE minimum threshold of testing 85% of students.
- Kairos will expand in-person learning opportunities throughout Cycle 7 (our summer school session). Kairos will not mandate that families return in-person.
- Starting next school year (August 9, 2021), Kairos will mandate in-person attendance and switch from a virtual attendance model to in-person attendance model.

## Finance Committee

### Monthly Updates & Financials (Eloise, 6:45 p.m.)

- March 2021 [Financial Dashboard](#)

Kairos remains financially sound. Revenue changes are to remain under \$750k threshold for the calendar year in order to avoid an independent audit. Kairos will likely have an audit in '22. State Revenue and ESSER money have improved because of grants and increases in student enrollment.

- March 2021 [Check Register](#)
- March 2021 [Credit Card Statement](#)

No issues with the check register or credit card statement.



## Budgeting Process (Eloise, 6:55 p.m.)

- [Budgeting Process](#)

A real focus on the budgeting process has been salary projections. The team is currently consulting with third parties to assess market rate salary schedules. Incentive pay is trying to establish a team-focused incentive system. Hugh asked if there are any concerns from teachers and are there any legal hurdles with such a structure. Legally, bonuses need to be reasonable in pay out, reasonable to Kairos' goals, and mention an available bonus during salary negotiations. There are some staff concerns but Gavin thinks it is because the incentives system was presented a little convoluted to staff. He recommends a clearer message to staff around the variability in pay and how it relates to their current base pay.

## Consent Agenda

The board reviewed and approved the following items. The motion was made by Mike Vachow, seconded by Eloise Schafly, and passed unanimously.

### Vote on Discussed Items (Hugh, 7:05 p.m.)

- Vote to approve the following discussed items:
  - **Governance**
    - [March 11, 2021 board meeting](#)
    - [Board Operation Policies](#)
  - **Program**
    - Learning model plan
  - **Finance**
    - March 2021 [Financial Dashboard](#)
    - March 2021 [Check Register](#)
    - March 2021 [Credit Card Statement](#)

## CEO Update

### Advocacy (Gavin, 7:06 p.m.)

- Kairos toured two state senators (Senators May and Roberts) and two state representatives (Representatives Butz and Barringer) and connected them to parents and students in anticipation of HB137, the funding equity bill.
- Kairos also brought in former Sen. Jamilah Nasheed, a school choice activist, and connected her directly to parents.
- Kairos organized parent phone calls, letters, and social media advocacy around HB137.
- HB 137 just passed the House. Now it's on to the Senate!



Hugh will update how committees, the board, and parents may be able to continue with advocacy initiatives.

### **Preparing for Year 3 (Gavin, 7:10 p.m.)**

- On track with goals & timeline
  - 80% staff hired for next year
  - 70% students enrolled for next year
  - Demolition and construction has begun

Jack has been leading construction and student enrollment. Kairos has to remain engaged in marketing underserved communities so that wealthier neighborhoods with an information advantage are not in a privileged position for the lottery. Hugh would like to see an update from the Facilities Committee on the construction.

- Purchased SIS and upgrading accounting software

Right now accounting is outsourced to EdOps, which was fine but needs to be understood internally. EdOps will support the move to a Quickbooks accounting system.

## **Valedictions**

### **Ongoing Board Education (Hugh, 7:20 p.m.)**

- [Governance Committee Charge](#)
- [School Performance Committee Charge](#)
- [Finance Committee Charge](#)
- [Development Committee Charge](#)

### **Some Nice Things People Are Saying (Hugh, 7:30 p.m.)**

From an MCPSC consultant: "FYI... The MCPSC is having me do a short project on the impact of the pandemic/virtual instruction across their portfolio of schools.

I just took a look at all the student SEL and family survey data you submitted. A MODEL practice light years ahead of anything I've seen from other LEAs over the past decade. Results normed against surveyed population, disaggregated by student demographics, special programs and instructional mode. Totally impressive.

Haven't looked at your academic results, but would be surprised if I'm not floored there as well.

Only wish my son and daughter-in-law lived in St. Louis so our first grandchild could attend your school.



Hat's off to you and your team."

**Motion to Close the Board Meeting**

There being no further business to be transacted, and upon motion duly made by Hugh Eastwood, seconded by Kevin Kerr, and approved, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin C. Kerr". The signature is written in a cursive style with a horizontal line underneath it.

**Board Secretary**



# Reference Calendar

## JULY

### Complete

- Conflict of Interest questionnaire
- Risk of Fraud questionnaire

### Approve

- Student Handbook
- Staff Handbook

## AUGUST

### Review

- MCPSC performance contract goals (benchmarked against other STL schools)

### Approve

- Annual CEO performance goals

## SEPTEMBER

### Review

- Performance data dashboard (quarterly)

## OCTOBER

## NOVEMBER

### Approve

- Updates to board policies (based on MCPSA model policy updates)

## DECEMBER

### Review

- Performance data dashboard (quarterly)

## JANUARY

### Complete

- Missouri Ethics Commission Personal Filer Disclosure

## FEBRUARY

### Approve

- Enrollment
- Annual Calendar

## MARCH

### Review

- Performance data dashboard (quarterly)

## APRIL

### Approve

- Plan to Return In-Person Learning

## MAY

### Approve

- Annual Calendar of Board Meetings
- CEO Annual Evaluation

## JUNE

### Approve

- Annual Budget (Fin Comm review first draft in April, final draft in May)
- Board Officers

### Review

- Performance data dashboard (quarterly)

