



## Board of Directors

**Aaron 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

A virtual meeting of the Board of Directors (the “Board”) of Kairos Academies (the “School”) was held on July 15th, 2021 at 6:03 p.m.

The following members of the board were present:

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

## Salutation

**Call To Order** (Hugh, 6:03 p.m.)

**Check-In** (Hugh, 6:04 p.m.)

- Share a recent challenge and win (~1 min each)
- Nominate the next attendee for a check-in

**Public Comment** (Hugh, 6:09 p.m.)

- Unscheduled public comment

**Minutes** (Hugh, 6:10 p.m.)

- Review minutes from the [6-17-2021 Kairos Board Meeting Minutes](#)

## Governance Committee

**Board Officers** (Aaron, 6:10 p.m.)

- Aaron and Amanda's terms are expiring in August (Aug 31, 2021). They are eligible for another three year term and have indicated an interest in remaining on the Kairos board.
- Vote to elect Aaron Jackson to another three year term, from September 1, 2021 to September 1, 2024.
- Vote to elect Amanda Sullivan to another three year term, from September 1, 2021 to September 1, 2024.

The motion was made for re-election of Aaron Jackson and Amanda Sullivan by Hugh Eastwood, seconded by Eloise Shlafly, and passed unanimously.

**Document Approval** (Aaron, 6:12 p.m.)

- These are mostly management-level documents. They require board approval because they comprise some compliance requirements that MCPSC wants the board to confirm are included. Here is a list of those requirements and how we satisfy them in our handbooks:  
[SY22 Handbook Compliance Crosswalk](#) .
- **Handbook**
  - [Kairos Academies: Team Handbook \(SY 21-22\)](#)
  - [KW - Kairos Academies: Community Handbook \(2021-2022\)](#)



The board is approving the legality and compliance requirements of these documents, not the overall quality of these documents.

### On the Horizon (Aaron, 6:15 p.m.)

- Moving all board resources, documents, etc. to an internal intranet page
- Codifying the relationship between Kairos Academies and Kairos Academies Vanguard

## Finance Committee

### Monthly Updates & Financials (Eloise, 6:17 p.m.)

- June 2021 [Financial Presentation](#)
- June 2021 [Check Register](#)
- June 2021 [Credit Card Statement 1](#) and [Credit Card Statement 2](#)

Kairos school year ended on 6/30. Year end cash balance was \$1.7mm with a run rate of 233 days. Kairos is continuing to move forward in bringing finance in house.

### Auditor

- The Finance Committee recommends [KEB CPA](#) conducts Kairos' FY 20-21 audit ([www.kebcpa.com](http://www.kebcpa.com))

The finance committee has reviewed multiple proposals before selecting KEB CPA. There is no ongoing support or due outs to the previous auditor.

## Consent Agenda

### Vote on Discussed Items (Hugh, 6:25 p.m.)

- Vote to approve the following discussed items:
  - Governance
    - [6-17-2021 Kairos Board Meeting Minutes](#)
    - [Kairos Academies: Team Handbook \(SY 21-22\)](#)
    - [KW - Kairos Academies: Community Handbook \(2021-2022\)](#)
  - Finance
    - June 2021 [Financial Presentation](#)
    - June 2021 [Check Register](#)
    - June 2021 [Credit Card Statement 1](#) and [Credit Card Statement 2](#)
    - Approve KEB CPA to audit Kairos for FY 20-21

The board reviewed and approved the above items. The motion was made by Eloise Schlafly, seconded by Aaron Jackson, and passed unanimously.



## Finance Committee

### Update (Amanda, 6:26 p.m.)

The 2nd floor will be done by August 2nd. The 1st floor will be done by end of July. There are no major issues or change orders since the last update.

## Valedictions (Hugh, 6:27 p.m.)

### Back to School (July 31, 3-5 p.m., on the Kairos Board Calendar)

- Kairos is hosting new and returning students for our Back to School Night on July 31st from 3-5pm. Board members are encouraged to join to welcome new families, meet new staff, and see our new space! [RSVP here](#), and wear your Kairos shirt!

### Help Hugh Paint (July 24, 9 a.m.-2 p.m., on the Kairos Board Calendar)

- Help Hugh as he leads a crucial community service initiative to prepare our new space for kids. (We couldn't trick Gavin's dad into doing it all this time 😞.) Email [Hugh](#) and [Jack](#) if you plan to come.

### Check Your Email!

- Every year, we need board members and senior management to complete a Conflict of Interest questionnaire and Risk of Fraud questionnaire (for our auditors, MCPSC, etc.). You have one in your Kairos inbox. Please complete it so Gavin doesn't have to passive aggressively, then aggressively nag you.

If we have time, it would be great to take 2 minutes during the board meeting for "work time" to complete these. You should have two emails in your Kairos inbox.

### Other Items

Hugh met with our MCPSC representative for a mid-year update from our sponsors. Overall we are in a strong position but should remain diligent in administrative and compliance matters provided by the MCPSC.

## Program Committee

### Update (Mike, 6:33 p.m.)

Mike has sent out the CEO evaluation feedback and would prefer any feedback from the board by the end of the week.

- **Construction:** Ahead of schedule, in budget
- **Enrollment**
  - Fully registered (submitted enrollment docs): 383/430 (89%)
    - **5th:** 46



- **6th:** 74
  - **7th (existing class):** 111
  - **8th (existing class):** 148
- Applied (offered a spot, need to submit documents): 462/430 (108%)
    - When overenrolled, spots are first-come, first-serve. The first 430 families that submit registration documents can attend.

The barriers to entry have been reduced by applying at home/on the street. For registration you need to follow up and submit additional documents.

- On track to enroll 62% FRPL students
  - Grows through word-of-mouth the longer families are with us. 5th + 6th grades (new classes) = ~45% FRPL; 7th + 8th grades (returning classes) = ~64% FRPL.

It is important to Gavin to remain high in FRPL percentage so that Kairos continues to serve underprivileged kids.

- **Program**
  - Onboarding new staff July 19-26
  - Full staff inservice July 26-30
  - Returning students Aug 2-6
  - New students Aug 9 onward
- Projects proceeding on every team to improve operational performance for School Year 2021-2022. Full steam ahead!

### CEO Evaluation (Mike, 6:45 p.m.)

- Motion to Enter Executive Session
  - The Board will vote by roll call to enter executive session, pursuant to RSMo 610.021.13, to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.
- Review CEO performance evaluation
- Motion to Exit Executive Session



# 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

## OCTOBER

## NOVEMBER

## DECEMBER

### Approve

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

## JANUARY

## FEBRUARY

### Complete

- Missouri Ethics Commission Personal Filer Disclosure

### Approve

- Enrollment
- Annual Calendar

## MARCH

## APRIL

### Approve

- Plan to Return In-Person Learning

## MAY

## JUNE

### Approve

- Annual Calendar of Board Meetings
- CEO Annual Evaluation

### Approve

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



**Motion to Close the Board Meeting**

There being no further business to be transacted, and upon motion duly made by Hugh Eastwood, seconded by Eloise Schlafly, and approved, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,



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**Board Secretary**

