



## Kairos Academies

### Minutes

#### Kairos Academies Finance Committee Meeting

##### NOTIFICATION OF MONTHLY SCHEDULED COMMITTEE MEETING

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##### **Date and Time**

Tuesday February 21, 2023 at 8:00 AM

##### **Location**

Kairos Academies  
3449 S Jefferson Avenue  
St. Louis, MO 63118

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We invite you join us at this Zoom link. This notice was published at [www.kairosacademies.org/board](http://www.kairosacademies.org/board) at least one day prior to the meeting.

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##### **Committee Members Present**

B. Jackson (remote), E. Schlafly (remote), K. Graham (remote), K. Owen (remote), M. Chavers (remote)

##### **Committee Members Absent**

*None*

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

E. Schlafly called a meeting of the Finance Committee Committee of Kairos Academies to order on Tuesday Feb 21, 2023 at 8:05 AM.

### **C. Approve Minutes**

E. Schlafly made a motion to approve the minutes from Kairos Academies Finance Committee Meeting on 01-24-23.

The committee **VOTED** to approve the motion.

## **II. Monthly Financials Recap**

### **A. Monthly Financials**

The attendees reviewed the Executive Summary.

Attendees discussed the process for creating the salary scale for teachers in the 23-24 school year.

## **III. Senior Director of Finance and HR Updates**

### **A. SDFHR Monthly Update**

75% of the new Paycor system was implemented.

100% of mid-year agreements were submitted to staff, it included updated policies including our new bi-weekly pay scale. Our lawyer has reviewed all documents. To receive stipends staff has to sign the mid-year agreement, but it is not required. Our lawyer is also reviewing the compensation handbook to ensure proper language.

The last goal was to update the job description for a Finance and HR assistant to be hired next school year.

The big rock in February is to train all leaders on when to coach, counsel and when to put leaders on a progressive discipline plan. Ben will present a 90 minute PD at the March Inservice for school leaders.

## **IV. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 AM.

Respectfully Submitted,  
K. Owen

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### **Documents used during the meeting**

- Executive Summary.xlsx
- January 2023 Financial Report.xlsx
- SDFHR- January Priority Update.pdf

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