

DRAFT



## Kairos Academies

### Minutes

#### Kairos Academies Board Meeting

Cycle 7

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

Thursday June 27, 2024 at 6:00 PM

##### **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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##### **Directors Present**

A. Jackson (remote), A. Sullivan (remote), H. Eastwood (remote), M. Vachow (remote), N. Plair (remote), W. Young (remote)

##### **Directors Absent**

K. Owen

##### **Ex Officio Members Present**

K. Graham (remote)

##### **Non Voting Members Present**

K. Graham (remote)

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## **Guests Present**

B. Jackson (remote), Christine Ingrassia (remote), Cristina Garmendia (remote), J. Krewson (remote), Karie Handley - Bonner (remote), L. LeComb (remote), Lance LeComb (remote), N. Jacobs (remote), Paola Badea (remote)

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## **I. Opening Items**

### **A. Record Attendance**

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

A. Jackson called a meeting of the board of directors of Kairos Academies to order on Thursday Jun 27, 2024 at 6:03 PM.

### **C. Public Comment**

Cristina Garmendia is a Kairos Parent and wanted to address the following concerns:

- She has two kids at Kairos, Freshman and Sophomore who have struggled
- She believes her kids are in the right place, however, this past school year has been concerning due to the lack of communication from the Administration
- There have been a number of changes in staff, its unclear of who is in charge of what
- Her son Jack has a neurological disorder and needs special accommodations under state law. She has had to do her own research and come back to the staff at Kairos to ensure he has what he needs. The staff is not proactive in ensuring he has what he needs
- He sleeps between 15-20 hours per day and is tardy for school
  - He was unenrolled his freshman year and it was not communicated to the family.
- It's troubling for the amount of work she's had to do and she's worried about other families that may face similar challenges
- Her and her family are very involved. Her students did not have any class schedule, there were troubling things happening in the beginning of the school year because of weapons and fights on campus. There was one meeting held addressing the families and has been no communication since.
- Her sons grades have been incorrect and she had to get it corrected. There has been a lack of notification for things the students have to do (ie. Capstone project, field trips etc.)
- There was no communication sent that Nilesh is no longer the Principal.
- They received communication that school will be dismissed early which was concerning because parents had to find something to do with their kids and it was not communicated that kids are allowed to stay on campus after hours

- There is no cycle 7 like there has been in the past, her Freshman has been sitting at school watching movies so she pulled him out so he could do something more meaningful
- The cleanliness of the school, bathrooms are always nasty and unclean
- Policies are not the same from grade to grade
- Administration is spread thin
- She has offered to help as a part of the Parent Committee at Kairos and has not been contacted

Next Steps:

- Aaron will review with the internal team and follow up directly with Cristina

**D. Mission Statement**

Reviewed Kairos Mission Statement

**E. Vision Statement**

Reviewed Kairos Vision Statement

**F. Approve September Minutes**

A. Sullivan made a motion to approve the minutes from Kairos Academies Board Meeting on 09-21-23.

H. Eastwood seconded the motion.

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

**G. Approve November Minutes**

A. Sullivan made a motion to approve the minutes from Kairos Academies Board Meeting on 11-02-23.

H. Eastwood seconded the motion.

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

**H. Approve January Minutes**

A. Sullivan made a motion to approve the minutes from Kairos Academies Board Meeting on 01-17-24.

H. Eastwood seconded the motion.

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

**I. Approve March Minutes**

A. Sullivan made a motion to approve the minutes from Kairos Academies Board Meeting on 03-28-24.

H. Eastwood seconded the motion.

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

## **J. Approve May Minutes**

A. Sullivan made a motion to approve the minutes from Kairos Academies Board Meeting on 05-23-24.

H. Eastwood seconded the motion.

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

## **II. Facilities Committee Update**

### **A. Facilities Committee Goals Update**

On track for Facilities Goals

### **B. New Site Construction Update**

- Working on boarding up New Site
  - There are some squatters in one of the buildings
- Design and New Construction are On hold until we understand Total student population

### **C. Current Facilities Update**

- Library will move over to big choice space area
- Everything is on track for new school year

### **D. 24-25 School Calendar**

### **E. 24-25 Calendar**

## **III. Program Committee**

### **A. Committee Goals Update**

- End of Year Testing - good news in the high school with meeting goals for achievements, Middle school needs improvement
- Middle school leadership is a concern
- Non trustee Committee Member Jeff Horwitz was vetted for the committee and has agreed to join the Program Committee and will serve as an Advisor

### **B. EOY Updates and Overview**

- EOY Updated Newsletter sent today 6/27

- Reviewed Priorities for Senior Leadership and Planning to stay on track throughout the year
  - Leaders are planning high impact strategies so we can reflect on them throughout the year
  - Clear Goals established and owners identified
  - Every team is finalizing their Goal Planning Document
  - Identified areas where we have gaps in the previous year, those areas have been assigned owners

#### IV. Finance Committee

##### A. Finance Committee Goals Update

Reviewed Month End

- Increasing Cash on hand and meeting our vendor loan covenants
- Streamlined process and improved resource allocation to assist in cost reduction
- Monitoring expenses and keeping below forecast

Lance introduced himself as an Advisor of the Finance Committee

- Has both Professional and Volunteer Experience in Finance
  - Served on Finance Committee and Chaired Finance Committee

W. Young made a motion to Approve June 2024 Financials.

H. Eastwood seconded the motion.

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

##### B. 24-25 Budget

Reviewed 24-25 Budget:

- \$9M in total revenue
- Net deficit of \$1.7M
- We expect \$750k for cash ending balance

Reviewed Enrollment Projections:

- Projections are based off of what we see in trends, historic of previous years
- 300 verified returning students, 97 moved from not returning to in progress
- Predict 95% return rate of verified students, 366 total returning students

- 226 new students have accepted offers, 130 are in progress in the registration process
- Reviewed Historical trends for June, July, August to determine New Recruit
- 679 First day of school projections (Pending status is not factored into the number)
- We have a waitlist for High School (first time in Kairos History)
  - We're in a good spot for High School

#### Reviewed Forecast Budget by Month

- Total Revenue \$12,096,927
- Expenditures \$10,478,909
- Net Surplus \$1,618,018
- Ending Cash on Hand \$2,211,678
- Projecting 76 Days Cash on Hand

We will revisit these numbers in Aug/Sept

A. Sullivan made a motion to Approve 2024-2025 Budget.

M. Vachow seconded the motion.

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

#### **C. Staff Human Resources Update**

#### **D. Financials**

#### **E. Board Closure Reserve (MCPSC)**

#### **F. Finance Handbook Overview**

Took board concerns and feedback from 7-10 teachers and made the follow updates to 24-25 Finance Handbook:

- Charter of Accounts - added often used Object and Fund Codes
- Procurement Policy - to align with board policies
- Stipend/Reimbursement Program - added clarity to program payout

H. Eastwood made a motion to Approve 2024-2025 Finance Handbook.

A. Sullivan seconded the motion.

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

#### **G. Employee Handbook Overview**

Employee Handbook Updates:

- Implemented time in procedures - staff will use Paycor mobile app to check in
- Pay Procedures - New employee will be paid in arrears for work performed

- Leave
  - PTO Rollover up to 40 hours
  - Comp Time - remedial or tutoring time can be paid as comp time or paid out
  - PTO Donation - staff can donate up to 24 hours of PTO to another employee
- Blackout Dates - Updated black out dates and process for manager approval
- Grievance Process and Procedures - Outlined Grievance steps and how to file grievance

A. Sullivan made a motion to Approve Employee Handbook 2024-2025.

W. Young seconded the motion.

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

#### **H. Community Handbook Overview**

A. Sullivan made a motion to Approve 2024-2025 Edits to Community Handbook.

M. Vachow seconded the motion.

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

#### **I. MDFHR Cycle 7 Review**

### **V. Governance Committee Updates**

#### **A. Governance Committee goals update**

- On track to deliver our goals (measure and monitor committee goals)
- Succession plan drafted and complete
- Training Curriculum
- Annual review of Board Policies and Review

#### **B. Board Member Succession Plan**

- How the Succession Plan Process will work
- Documents will be added to Shared Google Drive
- Advisors and Potential Board Members added this year
- Board Terms have been outlined in document

#### **C. KA Board Goals Progress**

#### **D. MCPSA Board Policy**

The following updates have been made to Board Policy:

- Updating terms and language around Sunshine Law
- Conflict interest policy

A. Sullivan made a motion to Approve Kairos Board Policy.

N. Plair seconded the motion.

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

#### **E. CEO Evaluation**

- Completed the CEO Evaluation Survey
- Dr. Graham has completed the survey, over next 48 hours each board member must complete in the next 2 weeks
- Governance and Executive Committee has added an additional section based on Dr. Grahams personal goals at the beginning of the year

#### **F. 24-25 Board Calendar Review**

- Board dates and topics for school year 24-25
- Board Retreats are not outlined on Board Calendar but will be added

### **VI. 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 7:24 PM.

Respectfully Submitted,  
H. Eastwood

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