

DRAFT



Kairos Academies

Minutes

Kairos Academies Board Meeting

Date and Time

Thursday February 20, 2025 at 6:00 PM

Location

Virtual - Zoom

<https://us06web.zoom.us/j/86712282839>

We invite you to join us at this Zoom link. This notice was published at www.kairosacademies.org/board at least one day before the meeting.

Directors Present

A. Jackson (remote), A. Trapp (remote), M. Vachow (remote), N. Plair (remote), W. Young (remote)

Directors Absent

K. Owen, P. Badea

Ex Officio Members Present

K. Graham (remote)

Non Voting Members Present

K. Graham (remote)

Guests Present

Amy Brown (remote), Ashley (remote), Ashley Rene (remote), Christine Ingrassia (remote), J. Irby (remote), J. Krewson (remote), J. Tyrrell (remote), Katie Krieg (remote), Kellie Gavin

(remote), L. LeComb (remote), Laurel Bounds (remote), M. Chavers (remote), Martha McGeehon (remote), Robbyn Wahby (remote), Victoria Turner (remote)

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 Feb 20, 2025 at 6:02 PM.

C. Review of Mission and Vision

II. Kairos Public Comment

A. Time Alloted for Public Comment

Ashley Rene Casey - son is a Junior (11th grade)

- voicing concern with the different things going on with the school
- Has questions about her sons experience if he continues at Kairos
- Transparency and communication to the parents has been missing

Conner - Cortland Conner in 7th grade

- This is Cortland's second year at the school
- Her son is fearful at school and she is looking for support from the school to help

III. Board Meeting Minutes Approval

A. Approval of BOY Stepback

N. Plair made a motion to approve the minutes from 24-25 Board Retreat on 08-17-24.

W. Young seconded the motion.

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

B. Approval of November Board Meeting Minutes

N. Plair made a motion to approve the minutes from Kairos Academies Board Meeting on 11-21-24.

W. Young seconded the motion.

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

C. Approval of December Board Meeting Minutes

N. Plair made a motion to approve the minutes from Kairos Academies Board Meeting: Special Session on Annual Audit on 12-30-24.

W. Young seconded the motion.

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

D. Approval of January Board Stepback

N. Plair made a motion to approve the minutes from Kairos Academies Mid Year Board Retreat on 01-25-25.

W. Young seconded the motion.

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

IV. Kairos PTA

A. PTA Formation

- Board will partner with PTA
 - PTA will have space on the board meetings to address the board
 - Board will create a schedule and rotation to support PTA Meetings

B. Kairos Board attending PTA meetings

Ideas for Board Engagement:

- Listening Tours with Board to hear the parents perspectives
 - The board is looking to understand what parents find valuable and what ways do they need to show up

C. PTA Meeting Readout

Christine Ingrassia - PTA President

- During the last PTA Meeting, there were so many changes discussed that are troubling to parents/families that are attending Kairos
- As parents and families they would like to know what we need from them to be successful and support the kids
- How can they respectfully push back when things are not working for their kids

- Parents are feeling like what they signed up for is not what's happening at Kairos today

V. Outside Presenters

A. Review of Kairos Learning Management System Development

Learning Management System Review has been moved to March Board Meeting

B. Review of 23-24 Annual Report

Martha McGeehon - Director for Accountability with the Commission
Reviewed the 2023-2024 Annual Report

- Annual Report details the school's performance throughout the school year
- The goal of the presentation is to create conversation and keep students at the center of our decision making
- Timing of report is based on public release of report from DESE and Audit
- The performance framework has been updated
- Kairos Overall Rating: Partially Meets the commission academic measures
 - Academics - Partially Meets
 - Financial Management - Not Meet
 - Learning Environment - Meet
 - Governance - Meet
 - Operations - Meet

Finances are significantly impacted by enrollment

Recommendations:

- Take a look at goals under old contract and new contract and how and where we're monitoring performance.
- Establish annual calendar to set aside time throughout the year to focus on these areas of focus
- How many students are enrolled each month, who left by grade, who came in, tracking particular demographics

VI. Kairos Senior Leadership Team Updates

A. Enrollment Updates

- Lottery starts March 1st
- Activities to assist with Re-enrollment:

- Direct Phone Calls
- In person reminders
- Front desk support
- Catch Parents during pick up and drop off
- Immunization vans will be onsite
- Re-enrollment support to ensure we accommodate family schedules
- March 29th dedicated to making sure current families know they are valued and welcome
- Recruitment and Enrollment Coordinator will conduct Exit Interviews
- Board can attend Welcome to Kairos Events to engage with families

B. SpEd Task Force Updates

Discussed SpEd Task Force Meeting Notes

- Conversation Points align to our action plans

Reviewed SpEd Data Points

- Corrections that need to be made are being made with speed
- Structurally we are setting ourselves up for long term success

C. February SLT Stepback Review

Reviewed 25-26 Salaries, Reimbursements, Stipends and Incentives and proposal

- This proposal maximizes our staff to the student body
- Financial Memo will be shared to include financial safeguards that have been added in order to support salaries

M. Vachow made a motion to Approve the 25-26 Salary Schedule Component of the Finance Playbook.

A. Trapp seconded the motion.

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

D. CEO Goals & Contract Goals Update

- Reviewed Updated Cohort Data
- Reviewed CEO Accountability Tracker

- Stepback Agenda shared with the Board

E. Compliance Update

- Reportwell - Compliance Platform
 - Discussed Dashboards for tracking Compliance

F. Amendment Request

Board reviewed Formalized Amendment with Enrollment Targets

M. Vachow made a motion to Approve Amendment as Written and to submit to Sponsor and Commission.

N. Plair seconded the motion.

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

VII. Executive Committee

A. Approval of Committee Meeting Minutes

N. Plair made a motion to approve the minutes from.

A. Trapp seconded the motion.

[Minutes for Executive Committee Meeting on September 25, 2024](#)

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

B. Approval of Committee Meeting Minutes

N. Plair made a motion to approve the minutes from.

A. Trapp seconded the motion.

[Minutes for Executive Committee Meeting on November 20, 2024](#)

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

C. Committee Updates

Executive Committee will not have goals set for 24-25 SY

VIII. Facilities Committee

A. Approval of Committee Meeting Minutes

N. Plair made a motion to approve the minutes from.

A. Trapp seconded the motion.

[Minutes for Facilities Committee Meeting on September 25, 2024](#)

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

B.

Approval of Committee Meeting Minutes

N. Plair made a motion to approve the minutes from.

A. Trapp seconded the motion.

[Minutes for Facilities Committee Meeting on November 20, 2024](#)

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

C. Committee Updates

Facilities Committee has completed the following goals:

- Find and secure site for grades K-12
- Approve long term facilities plans for all Academies

General Cleaning of Current Facility

Bingham Updates

- Clearing of the site to keep alignment with city ordinances

IX. Finance Committee

A. Approval of Committee Meeting Minutes

N. Plair made a motion to approve the minutes from Finance Committee Meeting on 08-29-24.

M. Vachow seconded the motion.

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

B. Approval of Financials

Reviewed the Revised FY25 Budget

A. Trapp made a motion to Revised FY25 Budget.

W. Young seconded the motion.

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

A. Trapp made a motion to Approve Kairos Academies Financials for September 2024, October 2024, November 2024, December 2024, January 2025.

M. Vachow seconded the motion.

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

M. Vachow made a motion to Approve Q2 Financials and to post on Kairos Website.

A. Trapp seconded the motion.

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

C. Committee Updates

- Yearly spending trends you tend to spend more at the beginning of the school year
- we have a good handle of financials to meet our goals and have financial strength

- Finance Committee Goals
 - Increasing Cash On Hand, targeting at least 30 days cash on hand but want to get up to 60 - In Progress
 - Ending on budget by end of school year - In progress
 - Secure a Treasurer for the Board - In progress

D. 24-25 Budget/Enrollment Update

Reviewed 24-25 Budget Revision

X. Finance-Facilities Ad Hoc

A. Approval of Minutes

N. Plair made a motion to approve the minutes from Finance-Facilities Ad Hoc Committee Meeting on 10-29-24.

A. Trapp seconded the motion.

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

XI. Governance Committee

A. Committee Updates

- Governance Committee is Progressing the goals that we set
- Will kick off Semi Annual evaluation for Dr. Graham
- Still looking for new Treasurer for Finance Committee. Looking for ways to recruit
- Reviewed Letter of Concern and Action Plan
 - We have an action plan to address the concerns that have been raised
- Board Advisors - a new concept for the Kairos Board.
 - Adding Advisors have been beneficial to the board and Kairos
- Leaned into BoardOnTrack for their expertise to strengthen our Governance

XII. Program Committee

A. Committee Updates

Discuss Kairos approach to Special Education Services and the Accomplishments of the team

XIII. Other Business

A. Finalization of 24-25 Board Goals

Executive Committee

- No goals for FY 24-25

Governance Committee Goals:

- Completing of Semi Annual Evaluation of CEO
- Executing 2 training programs for the board
- Stretch Goal - New Treasurer for Finance Committee

Program Committee Goals:

- Grow the Program Committee by at least 1 new member
- Kairos Experience - Create a dashboard that would help the board understand what Kairos means by Post Secondary School Success
- Create a Middle School Specific Dashboard with special focus on 5th grade and getting kids up to speed

Treasurer

- Ending School year on budget
- End school year at least 30 days with cash on hand

Facilities Goals:

- Complete
- No additional goals added at this time

A. Trapp made a motion to Approve Committee Revised Goals.

M. Vachow seconded the motion.

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

XIV. 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 8:05 PM.

Respectfully Submitted,
N. Plair

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