

APPROVED



Kairos Academies

Minutes

Kairos Academies Board Meeting

Date and Time

Thursday May 1, 2025 at 6:00 PM

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.

<https://us06web.zoom.us/j/85372783082?jst=2>

Directors Present

A. Jackson (remote), A. Trapp (remote), M. Vachow (remote), N. Plair (remote), P. Badea (remote)

Directors Absent

K. Owen, W. Young

Ex Officio Members Present

K. Graham (remote), N. Patel (remote)

Non Voting Members Present

K. Graham (remote), N. Patel (remote)

Guests Present

B. Jackson (remote), J. Krewson (remote), J. Tyrrell (remote), M. Chavers (remote), Martha (remote), Robbyn Wahby (remote), Victoria Turner LWV (remote), abby.devereux@gmail.com (remote), cbazeale@gmail.com (remote), cm (remote), patgarrett789@gmail.com (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 May 1, 2025 at 6:02 PM.

C. Review of Mission and Vision

Reviewed School Mission and Vision

II. Board Meeting Minutes Approval

A. Approval of March Board Meeting Minutes

N. Plair made a motion to approve the minutes from Kairos Academies Board Meeting on 03-27-25.

A. Trapp seconded the motion.

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

III. Kairos PTA

A. PTA Updates

No updates

Whitney will attend the May PTA Meeting

IV. Presenters

A. Gala Update

- Committed funds to break even, anything above will go towards fundraising goal
- Board Members are purchasing tables, Remaining Board Members can purchase tables on the link
- If you're unable to attend the Gala, we are asking Board Members to still sponsor a table

V. Kairos Senior Leadership Team Updates

A. Enrollment Updates & 25-26 Calendar

- We are closely monitoring decline in enrollment for Middle School and using the data to target middle school engagement retention
- We are seeing strong growth in high school enrollment and engagement from the High School team
- Programing, Outreach and Safety reports
- Safety protocols have been enhanced at the facilities, Resource officers have contributed to safe environment
- Use student data to support what we offer the next year
- 200 applicants re-enrolled, goal to complete 200 more re-enrollments by end of July
- Secured 72 student registrations for New Enrollment
- Opportunities for Board Members to do outreach and recruit New Families
- PTA ask to do outreach to new potential families
 - Send someone from Recruitment/Strategy to the PTA Meeting

Reviewed General Overview of School Calendar 25-26 SY

- Start Aug 18th, aligned with SLPS
- HS classes start at 8:00, MS classes start at 8:10
- School Year ends June 30, 2026
- HS and MS enter through different parts of the building
- Adding an additional bad weather day in the Winter of 2026

A. Trapp made a motion to Approve the calendar as it stands right now for 2025-2026 SY, pending feedback.

M. Vachow seconded the motion.

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

Introductions:

- Charles Brazeale, he is with LDR and will be giving Financial Reports and Financial Strategy
- Abby Devereux is joining the Finance Committee as an Advisor
- Pat Garrett works at City Garden Montessori and has agreed to join as an Advisor on the Program Committee

B. Compliance Update/ CEO Tracker

- Dr. Graham reviewed the CEO Accountability Tracker
 - Dr Graham will provide update to Aaron on Friday May 2, 2026 and will post the updates in docs
 - Governance and Compliance are meeting bi-weekly with the Commission
 - Letters of Concerns have been addressed and action plans identified for April 4th letter

- Will receive updates every cycle
- Board Surveys will be sent out

C. MS Leadership

- Nick Guadiana is the incoming Principle for MS officially July 1
 - Announcement made public during Programming Meeting
 - School team is leaning in heavily with MS
 - Nick is transitioning from HS to MS
- Reinforcing Culture Systems
- Have Nick attend the next PTA meeting

D. Brand Management

VI. Facilities Committee

A. Approval of February Committee Meeting Minutes

B. Committee Updates

- Active plan of consolidating and moving into the CPH Building will review during Finance Committee

VII. Program Committee

A. Approval of March Committee Updates

B. Committee Updates

- Johnathan provided more details on the transition of the MS
- Discussed information on Mentoring for Parents/Students

VIII. Finance Committee

A. Review 25-26 Draft Budget

- New line item for Bingham added to the budget to cover yard maintenance, security on the site and insurance
 - \$1500 for grass cutting
 - Property Insurance \$11,000 per year
- Reviewed 25-26 Draft Budget

B.

Approval of March Committee Meeting Minutes

C. March Financials

Charles reviewed the Financial Report and walked through the details of the financial reports

- Statement of Activities - Cash/Accrual
 - % of budget - over 75% indicates we're over budget
- Bank Register
 - 2 accounts (Reserved Account, Regular Account)
 - Recommendation: have less payables or managing so we can pay right after we receive our DESE deposit
- Expensify = Credit Card Charges
 - Recommended that the Board reviews in detail
 - Credit cards will only be used for preapproved purchases
 - Credit Cards are closed for new purchases as of 5/1 through the remaining of the school year
- Accounts Payable Reports

Recommendations for Cash On Hand at start of the SY

DESE recommendation - Less than 3% balance in operating funds is considered financially distressed

Charter School commission recommends at least 16%, aim for 20%

Commission standard for a school of our age is 60 days cash on hand

N. Plair made a motion to March 2025 Monthly Financials.

M. Vachow seconded the motion.

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

D. Updated Financial Plan

- Reviewed Kairos Financial Action Plan Q4 FY25-Q1 FY26
 - Cash Monitoring & Reporting - we have a significant bulk of reimbursements that are both CSP and DESE that would come in during the month of May and June. Outstanding number \$785,876
 - Decrease in Office and Business Expense
 - Potential Risks: Enrollment and Attendance
 - If could cause us to consider deep cuts
 - Continue Monitor where our enrollment is with Special Needs
 - You have to be 3x what you regularly spend on students to get Funding for High Needs
 - The Finance Plan should drive 46 days cash on hand

M. Vachow made a motion to Approve the Financial Plan as it was presented.

A. Trapp seconded the motion.

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

E. Maximum AP Thresholds for FY 25 & FY 26

- AP Balance Threshold target for FY25-26
 - The target maximum AP balance at the close of any given month shall be no greater than \$300,000 across all funds and vendors
 - Under \$300,000 per month, make sure we're close to current as possible
 - Most of our bills will be in 0-30 days, anything beyond 30 days it may be because we're disputing the bill or were double billed and has not been resolved
 - In general, everything should be able to be paid within a month of the bill

F. Update check/EFT Dual Signing Policy

Discussed Policy Updates

- Section 5: Credit Card Procedures - employees who have permission for participation from the principle and have authorization from the CEO
 - added more restrictions to credit card purchases
- Section 2.1 Checks and Electronic Funds Transfer (EFT)
 - Any check or EFT payment under 10,000 drafted on any school designated bank account may be signed/authorized by the Administration Officer, CEO, Board Treasurer or Board President
 - Dual Signer is a recommendation from the audit process

M. Vachow made a motion to Approve New Credit Card Policy.

N. Plair seconded the motion.

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

M. Vachow made a motion to Approve Maximum AP Threshold Policy of \$300,000 for FY 25-26.

N. Plair seconded the motion.

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

M. Vachow made a motion to Approve Dual Signer Policy.

N. Plair seconded the motion.

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

IX. Governance Committee

A. Approval of March Minutes

B.

Committee Updates

- Floating around Calendar for in person finance committee meeting
- Katie will be stepping down from the board, she has completed her term
- We initially shifted the board meeting to the first week in June. We need to pull it back and meet the week of May 26th - 29th
- RFP was sent out for a new Auditor

A. Trapp made a motion to Approve of moving board week up one week from June 2 - 5th to week of May 26 - 29th.

N. Plair seconded the motion.

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

X. Closed Session

A. RSMo 610.021(3)

Close session has been tabled for next board meeting

Committee Meeting Minutes Vote has been tabled for next board meeting

XI. 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 8:47 PM.

Respectfully Submitted,

N. Plair

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