

APPROVED



## Kairos Academies

### Minutes

#### Kairos Academies Board Meeting

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

Thursday May 1, 2025 at 6:00 PM

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

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

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##### **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**

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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)

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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 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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