

APPROVED



Kairos Academies

Minutes

Kairos Academies Board Stepback

Date and Time

Saturday October 4, 2025 at 8:30 AM

Location

4220 Duncan Ave Suite 201, St. Louis, MO 63110

We invite you join us in person at CIC. For more information on how to attend, please reach out to networkEA@kairosacademies.org.

Directors Present

A. Jackson, A. Trapp, M. Vachow, N. Clair, W. Young

Directors Absent

P. Badea

Ex Officio Members Present

K. Graham

Non Voting Members Present

K. Graham

Guests Present

A. Robertson, B. Boyle, B. Usand-Burton, C. Brazeale, J. Krewson, L. Phillips (remote), M. Chavers, Shashi Bhushan

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 Saturday Oct 4, 2025 at 9:05 AM.

C. Review Agenda

Reviewed the agenda and moved the closed session to the Worktime & closed session

D. Words from the CEO and Board Chair

Dr Graham and Aaron expressed the excitement of having our first graduating class at Kairos Academies

II. Enrollment, Persistence, & Attendance Updates

A. Review current enrollment numbers, persistence rates, and attendance trends.

ADA persistence enrollment directly aligns to financial stability

ADA average of 75%, MS is slightly higher than HS

ADA matrix requires teachers to take attendance

- We have a default present that automatically takes attendance and says the student is present
- After 3 consecutive absences the registrar sends a letter home

How we plan to combat issues with attendance:

- Make sure we have the ADA matrix
- Celebrate staff members that are meeting the attendance matrix

The board reviewed the ADA Escalation Matrix and provided feedback on how to make improvements

- Check with other local schools Operations team to see how they are capturing their ADA matrix
- Is there a way to consolidate our systems to better streamline our processes?
- Incentivize teachers to take attendance

- Communicate to parents the ADA matrix and how students attendance directly impacts funding and how we can support their children
- Communicate how we incentivize students for attending school
- Consider having the students sign an expectations contract
- Give stats on independent study students
- Monthly check points with Finance

B. Discuss recruitment strategies and family engagement efforts.

C. Board Q&A on implications for funding and long-term planning.

III. Academic Program Committee Updates

A. Review academic performance and cultural health across middle and high school.

Reviewed 2025 MAP Analysis

- When pulling the data, how many students are represented in the 4, 3, 2, and 1 year cohort data?
- Our kids are coming in much lower and we have more students entering at a lower data point which is driving our numbers down
- The longer students stay with Kairos, the more they grow
- What are we comparing the data to? St. Louis Public School?
- There is no other Charter in the State of MO that is MS and HS only
- We are experiencing a demographic shift in the number of SPED students entering Kairos, how does this impact the MAP data

B. Discuss instructional quality, KEPT rubric alignment, and graduation progress.

C. Highlight academic priorities for 2025–2026.

IV. Finance Committee

A. Review August financials and approve financial statements.

We dropped the Accrual Report as we don't use Accruals in our finances

Reviewed the Aug 2025 Financial Report

- We've made a lot of progress over the last year. We've made gains with little impact to students
- Made necessary staff cuts in February and other adjustments that made a significant difference

- As we look to build cash reserve, we now have 6 months of positive cash flow
- We have an impact fund because of SLPS
- Days cash on hand can be seen in Cash Flows

Reviewed Monthly Vendor Aging Report 2025-2026

B. Provide Bingham site update.

- We are paying for lawn care and we now have a maintenance contract for small fixes. It is a \$2700 per month contract.

C. Present updated financial health check and 2025–2026 budget outlook.

Reviewed 25-26 Tracking Budget

- The way we are set up we can pay everything in advance
- Audit due Oct 31st, we are meeting with CLA every week to ensure we meet that deadline
- Auditors have committed to giving us a draft by end of Oct, we will have an opportunity in Nov to request that our sponsor lift the probation

We should discuss what steps Kairos should take to prepare for a large construction loan

- They will probably want to see a minimum of 45 days
- This year it is harder to get to the 45 days because we're paying back last year
- This year FY26 is probably the final audit that the organization will be taking through
- Current loan agreement expiration:
 - 1st loan due Jan 2026, 2nd loan due May 2026 - the intent of these loans is they get taken out with a construction loan
- Next step with lenders is a conversation and possibly negotiations
- We are currently making interest only payments
- Our sponsor has a days cash on hand standard of 30 - 60 days

D. Board discussion on tradeoffs, funding priorities, and advocacy needs.

- Level Field loan due Jan 2026
- If there is \$1.1M remaining on loans and we need to refinance for next facility, it doesn't dollar for dollar reduce the cost

- It is not in our control fully to say we will go in the new building, our sponsor has to let us know if they will allow us to move forward with the new building. They will have thresholds that we will need to meet
- Accruing cash needs to go up
 - Kairos will need to show an equity contribution
- 16% DESE fund balance is roughly 60 days, we will have to be at a minimum 45 days

The Boards Cash on Hand goal is 40 days by June 2026

- The goal we communicate to the leadership team is 50 by June 2026 with the condition you don't cut operations
- We aim for 50 days cash on hand by June 2026, however if things should shift we have a cushion of 40 days cash on hand by June 2026

W. Young made a motion to Approve August 2025 Financials.

M. Vachow seconded the motion.

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

V. Lunch and Board on Track Training

A. Training for Best Practices

Board on Track Training will be sent out for board members to finish before the next board meeting

VI. Governance and Compliance Updates

A. Review policy updates (community handbook, staff handbook, finance policy, incentive pay sheet).

Discussed what is Compliance and What happens if we don't do compliance well.

- If we don't do compliance and governance well people don't trust us and we lose credibility

What happens when we do Compliance and Governance well:

- Alignment, Growth, builds trust, enforces culture, creativity, open mindedness
- An opportunity to reinforce our values

B. Review CEO Accountability Tracker.

Reviewed the CEO Accountability Tracker

- Each Board member reviewed the tracker and current goals and asked probing questions and provided suggestions to achieve these goals

C. Governance development and compliance check-in.

- Reviewed changes to the policy and discussed the potential impact to parents, student and staff
- Reviewed Community Handbook Updates
- Reviewed Staff Handbook Updates

W. Young made a motion to Approve Revised Admin Withdrawal Policy.

A. Trapp seconded the motion.

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

M. Vachow made a motion to Approve Revised Transcript Review and Changes Policy.

W. Young seconded the motion.

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

A. Trapp made a motion to Approve Revised 25-26 Community Handbook.

M. Vachow seconded the motion.

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

W. Young made a motion to Approve Revised Staff Handbook for 25-26 School Year.

A. Trapp seconded the motion.

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

VII. Other Business

A. Vote to approve September Board Minutes.

September Board Minutes tabled until next Board meeting

B. Closed Session Pursuant to R.S.Mo. 610.021(3)

C. Individual and group worktime for board members.

D. Reflection on next steps and commitments.

VIII. 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 2:05 PM.

Respectfully Submitted,

W. Young

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