

DRAFT



Kairos Academies

Minutes

Kairos Academies Board Meeting

Date and Time

Thursday December 4, 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/6541248775>

Directors Present

A. Jackson (remote), A. Trapp (remote), B. Boyle (remote), M. Zemann (remote), N. Plair (remote)

Directors Absent

M. Vachow, W. Young

Ex Officio Members Present

N. Patel (remote)

Non Voting Members Present

N. Patel (remote)

Guests Present

B. Usand-Burton (remote), C. Brazeale (remote), Shashi Bhushan (remote),
jameila.ptsopresident@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 Dec 4, 2025 at 6:03 PM.

C. Review of Mission and Vision

- Reviewed

II. Board Meeting Minutes Approval

A. Approval of November Board Minutes

B. Boyle made a motion to approve the minutes from Kairos Academies Board Meeting on 11-06-25.

A. Trapp seconded the motion.

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

III. PTSO Updates

A. PTSO Highlights

- Discussed new parent organization to include students voice as well
- Discussed purpose of the fund

B. PTSO MOU Vote

- Discussed a new account for the PTSO funds to be held.
 - Discussed the MOU and how funds can be requested.
 - Confirmed attorney saw this and approved the set up.
- Creates transparency on how the fund will be used to support the school events run by the PTSO
- Will run events to get parents acclimated to Kairos and show how to access work
- Voted to approve

A. Trapp made a motion to Approve MOU for PTSO.

N. Plair seconded the motion.

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

IV. Kairos Senior Leadership Team Updates

A. CEO Update

COO Update:

- Enrollment: Stable overall, with growth opportunities in lower MS grades.
- Attendance: ADA is moderate; upper HS grades need targeted interventions.
- Persistence: Strong at HS level; MS retention requires focus.
- Next Steps: Prioritize middle school engagement and attendance interventions in high school; continue monitoring trends and adjust programs accordingly.

Commission Letter of Concern Update:

- All items are either complete or slated to be complete at the termination of the letter close date
- The outstanding item - our financial audit for this year
 - Official audit cannot be issued until we receive guidance from the Office of Management and Budget on the Annual Compliance Supplement after the Government Shutdown

V. Program Committee

A. Program Committee Update

Student culture:

- Decline in overall suspensions
- MS has had 0 suspensions since October 5th - increasing the student culture
 - This represents a 3 year low for MS Suspensions
- HS Mastery we want to increase on track to graduate (OTG)
- Advisory will do check ins to ensure students are completing their work

VI. Finance Committee

A. Finance Committee Update

Reviewed October 2025 Financials Report

B. Approve October Financials

B. Boyle made a motion to Approve October 2025 Financials Reports.

A. Trapp seconded the motion.
The board **VOTED** to approve the motion.

C. Budget Requests and Updates

- Update will be provided at the next board meeting

VII. Governance Committee

A. Governance Update

B. Conflict of Interest Forms + Background Checks

- Next week Nilesh will send a memo regarding New Board Members and Existing Board Members and Background Check requirements
- Annual Conflict of Interest form, all board members need to sign and acknowledge if they have any business with Kairos Academies

C. Board Member Vote- Shashi Bhushan

A. Trapp made a motion to Approve Shashi Bhushan as a Kairos Academies Board Member for a 3 year term and serve on the Governance Committee.

B. Boyle seconded the motion.
The board **VOTED** to approve the motion.

D. Board Member Acknowledgement: M. Vachow

Mike Vachow is stepping down as a Board Member for Kairos Academies. He served on the board for 5 years and we appreciate his support and leadership on the Programming Committee

E. Disposition of Assets

These policy changes came as a result of our annual Site Review

- We need to make the link to our academic data on our website more visible
- Update our Disposition of Assets policy - the policy guides us on what to do if we have purchased items with federal funding through a grant and we wish to get rid of those items or sell them

A. Trapp made a motion to Approve the updated changes to the Disposition of Assets policy.

B. Boyle seconded the motion.
The board **VOTED** to approve the motion.

VIII. Miscellaneous

A. School Review Updates

- Monday and Tuesday Steve Khadam-Hir will be on site to do a comprehensive review of Kairos and he acts as a dry run for our MCPSC Site Review.
 - Steve will present his findings to the board

B. Board Dates

- Next Cycle will fall at the beginning of the year, No committee meetings that week and board meeting will be Jan 8th
- Board Step Back - February 7th 9am - 3pm (half the board will be able to make it), the other option is extend it to February 14th
- Kairos Gala - April 30th or May 7th (7-9pm)

IX. 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 7:03 PM.

Respectfully Submitted,
A. Trapp

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