

**MINUTES OF REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
EWING MARION KAUFFMAN SCHOOL, INC.**

**November 13<sup>th</sup>, 2024**

A regular meeting of the Board of Directors of Ewing Marion Kauffman School, Inc., a Missouri nonprofit corporation exempt from federal taxation under Internal Revenue Code § 501(c)(3), was held at its headquarters in Kansas City, Missouri on November 13<sup>th</sup>, 2024, and by Zoom such that all could hear and be heard and see and be seen, pursuant to public notice provided at least 24 hours in advance, including confirmation that the accurate Zoom link was part of the public notice.

The following directors participated in person: Jerry Williams, chair, Brett Hembree, Vickie Harris, Juan Rangel. Kelley Barnes attended via Zoom. Kristin Bechard, Treasurer for the School also attended the meeting via Zoom.

Also participating in person at the outset of the meeting was Hannah Lofthus, CEO, of the School and Tim Racer, Deputy General Counsel. Angi Berland and Marisol Rodriguez from the school's charter sponsor, the Missouri Public Charter School Commission. Katie Pasniewski, COO of the School, and Mat Overbaugh, School Finance Director, joined the meeting in progress as noted below.

No community members were present during the meeting.

Mr. Williams chaired the meeting. Mr. Racer served as secretary. Mr. Williams called the meeting to order at 8:39 am, welcomed those in attendance, and previewed the agenda.

**Approval of Prior Minutes**

The minutes of the board's prior meeting on October 9, 2024, were distributed to all board members prior to the meeting via e-mail. The minutes as distributed are attached as Exhibit A. After discussion and upon motion duly made (Rangel) and seconded (Hembree), the board unanimously approved the minutes from October 9, 2024, meeting.

**Sponsor Site Visit Summary**

Ms. Lofthus provided an update regarding a site visit by the School's charter sponsor, the Missouri Charter Public School Commission, that occurred in October. Ms. Berland and Ms. Rodriguez, who attended this Board meeting, conducted the site visit. They are attending today's board meeting as observers and a follow up activity from that visit.

**Leadership Report**

Ms. Lofthus then delivered the Leadership Report reviewing information in a slide deck she shared during the meeting. Highlights of the discussion included:

- Ms. Lofthus noted that the December board meeting is being cancelled and replaced with a board dinner at Cooper's Hawk at the Plaza on December 11<sup>th</sup>, 2024, at 5:30 pm.

- The School has hired a new IT leader, Josh Parrish, after an in depth interview process that was led by Kevin Bowman, the School's IT consultant, and Katie Pasniewski. Josh's first day on the job was this past Monday (November 11<sup>th</sup>). Mr. Williams noted that the board would appreciate an update on recent cyber incidents once Mr. Parrish is ready to provide such an update.
- The search for a new board Treasurer has identified a final candidate, Kate Ditta, who will be submitted for approval as both a Board member and Board officer (Treasurer) at the Board's January meeting. The vetting process for Ms. Ditta included a meeting with Kristin Bechard, the School's current Treasurer. Once elected, the formal transition of duties from Ms. Bechard to Ms. Ditta will occur. Ms. Lofthus obtained the approval of the Board to invite Ms. Ditta to the Board dinner on December 11<sup>th</sup>.
- Ms. Lofthus then reviewed some data points regarding the School's MAP testing scores (for 5<sup>th</sup> – 8<sup>th</sup> grade) and end of course testing that she wasn't able to review at the October Board meeting. Ms. Lofthus noted that the return to pre-pandemic levels has not yet occurred, but there has been solid growth for Kauffman students and that far exceeds the state average. Ms. Lofthus noted her optimism and excitement about the scores, in part because of the challenges many students have faced in returning to school and the large amount of turnover in teaching staff since the pandemic.
- For high school students, the School evaluates its success on Advanced Placement (AP program) tests. More Kauffman students participated in AP exams than any other historic year (10% more participating than the next highest year). 7 of 9 Kauffman AP courses outperformed 22-23 AP Index (a compilation of AP scores for other charter schools across the country that voluntarily share their test data). 3 AP courses achieved historic highs (AP US history, AP Seminar, and AP Computer Science Principles). And 7 students receive the prestigious AP Capstone Diploma (only 15,000 students across the country earn that and Hannah is not aware of other schools in Kansas City with that many students who have earned that honor).
- Ms. Lofthus noted the importance of having a stable teaching staff and being able to coach those teachers in how to teach a curriculum to students as the keys to increasing the score performance further. The environmental challenge of attracting teachers that are certified to teach advanced classes and retaining them long enough to receive coaching that demonstrates growth is a particular challenge key for exceeding on high school examinations.
- Ms. Lofthus noted almost 100% of Kauffman School students take the ACT vs. a state average of 66% for most schools. EMKS ACT Scores were 18.4 in the most recent testing period vs. state average of 20.1. Ms. Lofthus believes giving all students access to the ACT is a matter of equity and that the number of students taking the test should be taken into account when comparing Kauffman School scores to state averages. The School's priority is succeeding on AP exams (vs. the ACT) because the School's data shows those tests are a much stronger predictors of college success than the ACT.

- Ms. Lofthus reviewed strategic priorities for the School and key activities that the School is implementing to further those strategic priorities.

The Board asked questions throughout Ms. Lofthus' presentation and discussion occurred. There was no action item required as a result of this discussion.

Katie Pasniewski and Mat Overbaugh joined the meeting at 9:40 am.

### **2024 Financial Audit**

Ms. Pasniewski then reviewed the audit report that was provided by the School's auditor, Marr & Company, PC. The Board was provided a copy of the audit and a Draft Communication from the auditor to the School Board prior to the meeting so that these items could be reviewed. The audit and audit communication were reviewed by the Finance Committee at its meeting on November 11<sup>th</sup>, 2024. The Finance Committee meeting included both an in-depth discussion with the auditor and management present and then a closed session discussion with the auditor and management no present to allow the board to ask any questions it wished of the auditor. The auditor did not identify any audit findings for the current audit year and did not have any outstanding items to review for the prior audit year. The Finance Committee recommended that the School Board approve the audit report.

The Board then unanimously approved the 2024 Audit Report upon the recommendation of the Finance Committee.

### **Governance Items**

Ms. Pasniewski then presented three Personnel Policy Changes for consideration by the Board. The policy changes were reviewed by the Governance Committee at its meeting on November 11<sup>th</sup>, 2024, and the Governance Committee recommended that the board approve these policy changes:

#### Employment Status Changes

Ms. Pasniewski noted that a change in the definition of full-time employee is changing to 30 hours per week and that there is an expectation that team members on an 11-month contract have an expectation for attending work on-site. The proposed updated policy was presented on page 26 of the agenda distributed prior to the meeting. There was an opportunity to discuss the policy changes.

#### Use of Legal Name Policy

Ms. Pasniewski then presented an update in the policy identifying when employees are required to use their full legal name in school reporting systems to meet DESE reporting requirements. The updated policy was presented on page 27 of the agenda distributed prior to the meeting. There was an opportunity to discuss the policy changes.

#### No Call, No Show Policy

Ms. Pasniewski then presented a policy regarding not appearing at work for three or more days without providing notice as to why an employee was not appearing at work. Under this proposed policy, the School would be able to terminate an employee that did not show up at work. The proposed policy was presented on page 27 of the agenda distributed prior to the meeting. There was an opportunity for discussion.

After an opportunity for discussion, the Board unanimously approved all three of the foregoing policy changes upon the recommendation of the Governance Committee.

#### MCPSC Contract Amendment

Ms. Pasniewski then sought approval for an amendment to the School's agreement with the Missouri Charter Public School Commission that is required by lower student attendance than expected. The School's original agreement with MCPSC stipulates that the School have more than 1000 students but current enrollment is only 960 students for the 2024-25 school year. The proposed amendment was set forth on page 28 of the agenda distributed prior to the meeting.

After an opportunity for discussion, the board unanimously approved the foregoing amendment to the MCPSC agreement upon the recommendation of the Governance Committee.

#### Treasurer's Report

Mr. Overbaugh was then invited to introduce the Treasurer's Report. A written version of the report was included on pages 4-23 of the agenda distributed to all committee members prior to the meeting. It was noted that the Treasurer's report was not provided to the Finance Committee at its November 11<sup>th</sup> meeting due to time constraints and so the full report was being discussed with the full Board. Highlights of the discussion included:

- Forecasted Net Income improved by about \$600,000 driven by transportation, state funding and miscellaneous revenue being higher than projected. There have also been lower than expected costs for benefits and wages.
- Net loss for the full fiscal year is now projected at \$750,000, which is an improvement over prior forecasts, but still lower than was projected when the budget was originally approved in May.
- Some of the projected loss is driven by a lower student attendance than originally anticipated (916 vs. 1016 budgeted).

Mr. Overbaugh specifically reviewed the check register for September of 2024, which appeared on pages 19-21 of the agenda. The board was offered the opportunity to review and ask questions about the check register.

It was then motioned (Hembree) and seconded (Rangel) that the board approve the Treasurer's Report including the September 2024 check register. After an opportunity for discussion, the motion passed unanimously.

#### ***August-September 2024 Ramp Payment Detail***

Mr. Overbaugh reminded the board, as was noted at the October meeting, that the School has transitioned to a new financial reporting system (RAMP) for the 2024-2025 school year. As part of this transition, there was a slight delay reporting out the payment detail/check register information for July and August. Mr. Overbaugh noted that the full transition has been completed and that the July and August payment details/check register is being submitted for

review and approval. The July and August reports were included on pages 22-23 of the agenda distributed prior to the meeting. The board was offered time to review the report and ask any questions.

After an opportunity for discussion, it was then moved (Rangel) and seconded (Harris) that the board approve the July and August check registers. The motion passed unanimously.

#### Compliance Checklist

Ms. Pasniewski then reviewed the Compliance Checklist that was distributed as part of the agenda prior to the meeting on pages 29-41. Ms. Pasniewski reviewed the purpose of the checklist and summarized some items on the checklist that could not be certified at this time and the reasons why those certifications could not be made at this time. There was no action item required as a result of this conversation.

The board did request that the January board meeting include a discussion of the Parental Involvement Committee item that was listed on the Compliance Checklist as not approved.

#### Community Forum

There was no one from the community present and so no community forum was held.

#### Closed Session

There was no need for a Closed Session and so the Board did not vote to enter into Closed Session.

#### Adjournment

The January meeting will include a discussion of board membership moving forward.

There being no further business, the meeting adjourned at 10:10 am.



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Tim Racer, Recording Secretary for Meeting

**MINUTES OF REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
EWING MARION KAUFFMAN SCHOOL, INC.**

**October 9, 2024**

A regular meeting of the Board of Directors of Ewing Marion Kauffman School, Inc., a Missouri nonprofit corporation exempt from federal taxation under Internal Revenue Code § 501(c)(3), was held at its headquarters in Kansas City, Missouri on October 9<sup>th</sup>, 2024, and by Zoom such that all could hear and be heard and see and be seen, pursuant to public notice provided at least 24 hours in advance, including confirmation that the accurate Zoom link was part of the public notice.

The following directors participated in person: Jerry Williams, chair, Brett Hembree, Vickie Harris, Kelly Barnes and Juan Rangel and were in attendance at the beginning of the meeting.

Also participating in person at the outset of the meeting was Hannah Lofthus, CEO, of the School and Tim Racer, Deputy General Counsel. Katie Pasniewski, COO, joined the meeting in progress as noted below. Kevin Bowman of Tech Connect Kansas City joined the meeting in progress as an invited guest as noted below too.

No community members were present during the meeting.

Mr. Williams chaired the meeting. Mr. Racer served as secretary. Mr. Williams called the meeting to order at 8:35 am, welcomed those in attendance, and previewed the agenda.

Mr. Williams, Mr. Rangel and Ms. Lofthus discussed an informal meeting the three of them held in September to discuss happenings at the School, community interactions and how to best serve the students at the School. The three of them shared with the board what was discussed at that meeting.

Ms. Barnes raised some frustrations that have been expressed by some in the community about language in a job posting referring to the School's serving low income students. Ms. Lofthus shared what the School administration has done to address the comments and the language and shared the background about how the language was developed (including the involvement of a DEIA consultant) and participation by numerous staff members. The board asked for an update at a future board meeting.

**Approval of Prior Minutes**

The minutes of the board's prior meetings on July 31, 2024 and September 11, 2024, were included on pages 4 through 8 of the agenda distributed to all board members prior to the meeting. After discussion and upon motion duly made (Rangel) and seconded (Hembree), the board unanimously approved the minutes from its meetings of July 31, 2024, and September 11, 2024.

## Leadership Report

Ms. Lofthus delivered the Leadership Report reviewing information in a slide deck she shared shown during the meeting. Highlights of the discussion included:

- a recent lunch with three 2024 Kauffman School grads that have received a full ride scholarship to attend Notre Dame. The Kauffman School had the most full ride scholarships to Notre Dame of any school in Kansas City.
- Discussion of some community engagement activities for the School including a community violence even the School held in honor of Kourtney Freeman, a Kauffman School student who was killed by gun violence in the Spring of 2024. The community violence program was held in April and allowed students to discuss the normalization of community violence in our community. Ms. Lofthus also discussed a number of community engagement meetings she routinely has with other charter schools and charter school organizations in the Kansas City area.
- The board also discussed the upcoming board schedule. The board will not hold a December board meeting, but will hold a holiday dinner as a group on December 9<sup>th</sup>, at 5:30 pm.

Ms. Lofthus then reviewed the most recent MAP test results. She was not able to share how the results compare to other Schools MAP test results, but did share how Kauffman School performed. The summation is that the School has not returned to pre-pandemic levels but there was an improvement of 2022-23 school year results.

Ms. Lofthus noted some of the challenges the School now faces because of lost learning time that results from increasing security and emotional/behavioral support activities that all Schools are having to take on. This lost learning time does impact the ability of the Kauffman School to improve learning outcomes. She noted these challenges also impact recruitment of teachers and staff.

There was no action item required as a result of this discussion.

Ms. Pasniewski and Mr. Bowman joined the meeting at 9:42 am.

## Technology Update

Ms. Lofthus invited Mr. Bowman to deliver a Technology Update, reviewing the Technology and Security Assessment document included on pages 8 through 10 of the agenda distributed to the board prior to the meeting.

There was no action item required as a result of this discussion.

Mr. Bowman then left the meeting at 9:55 am.

## Treasurer's Report

Ms. Pasniewski was then invited to introduce the Treasurer's Report. A written version of the report was included as part of the agenda distributed to all committee members prior to the meeting beginning on page 11.

Included in the Treasurer's report were check registers for July and August of 2024, which appeared on pages 19-22 of the agenda distributed prior to the meeting. As was noted in the Governance Committee meeting, the School has transitioned to a new expense reporting and processing system called Ramp. As a result, the check register shows a few large transactions to Ramp rather than individual detail transactions. However, at the next meeting, Mr. Overbaugh will provide detailed reporting from Ramp detailing specific expenditures dating back to the beginning of the budget year. Moving forward, these detailed Ramp reports will be included with the Treasurer's Report. This Treasurer's Report was discussed and approved at the Finance Committee meeting on October 7, 2024.

It was then motioned (Hembree) that the board approve the Treasurer's Report including the July and August 2024 check registers upon recommendation of the Finance Committee. After an opportunity for discussion, the motion passed unanimously.

### **Property, Plan and Equipment Process Narrative Change**

Ms. Pasniewski noted that DESE recently changed its recommendation for the capital asset threshold from \$1,000 to \$5,000. As such, management has requested that the Kauffman School's Property, Plant & Equipment (PP&E) Process Narrative be updated to reflect this recommendation. With the approval of this change, any item under \$5,000 will be expensed for accounting purposes in the year it was purchased. Any item of \$5,000 or more will be placed on the balance sheet and depreciated over time. The proposed Property, Plan & Equipment Process Narrative was included on page 30 of the agenda distributed prior to the meeting. This policy change was discussed and approved at the Finance Committee meeting on October 7, 2024.

It was then motioned (Rangel) the board approve the proposed Property, Plant & Equipment Process Narrative upon recommendation of the Finance Committee. After an opportunity for discussion, the motion passed unanimously.

### **Governance Items**

#### **Title IX Coordinator**

Ms. Pasniewski noted that after attending recent Title IX training, school leadership felt it was appropriate for the School's Director of Human Resources, Antiqueka Tubbs, be appointed as Title IX Coordinator, rather than the School's Chief Operating Officer. This change was discussed and approved at the Governance Committee meeting on October 7, 2024.

It was moved (Harris) that the board appoint Antiqueka Tubbs as the School's Title IX Coordinator, effective immediately, upon recommendation of the Governance Committee. After an opportunity for discussion, the motion was approved unanimously.

#### **Employment Procedures Background Check**

Ms. Pasniewski then noted that school leadership desires to edit Board Policy 4120 – Employment Procedures to include the Kansas Department of Social Services' Child



Abuse/Neglect Registry in the School's background check procedures. This has been the School's practice for some time, and this update will ensure the policy matches the Human Resource team's procedure. This policy change was discussed and approved at the Governance Committee meeting on October 7, 2024.

The proposed policy was included on page 33 of the agenda distributed to all board members prior to the meeting. It was moved (Hembree) that the board adopt the proposed Policy 4120 as shown on 33 of the agenda upon the recommendation of the Governance Committee. After an opportunity for discussion, the motion passed unanimously.

Test Security Policy- Board Policy 6420

Ms. Pasniewski then noted school leadership desired to replace the Board's current test security policy (Board Policy 6420) with DESE's proposed model test security policy. The proposed policy was presented on pages 34-37 of the agenda distributed to board prior to the meeting. This policy change was discussed and approved at the Governance Committee meeting on October 7, 2024.

It was then moved (Hembree) that the board adopt the proposed policy 6420 as shown on pages 34-37 of the board agenda upon recommendation of the Governance Committee. After an opportunity for discussion, the motion passed unanimously.

Staff Travel Policy

Ms. Pasniewski then sought approval for an updated Staff Travel Policy in the Personnel Policies Handbook to reflect that the School is no longer recommending travel be booked through Travel and Transport but rather through the School's travel platform in Ramp or other web-based travel booking platform. The proposed update was presented on page 38 of the agenda distributed to all board members prior to the meeting. This policy change was discussed and approved at the Governance Committee meeting on October 7, 2024.

It was moved (Harris) that the board adopt the proposed update to the Staff Travel Policy in the Personnel Policies Handbook upon the recommendation of the Governance Committee. After an opportunity for discussion, the motion passed unanimously.

Equipment Authorized Technology and Internet Use Policy

Ms. Pasniewski then sought approval for an updated Equipment, Technology and Internet Use policy as outlined in the School's Personnel Handbook. The proposed updated policy was included on pages 39-44 of the agenda distributed to all board members prior to the meeting. This policy change was discussed and approved at the Governance Committee meeting on October 7, 2024.

It was moved (Hembree) that the board adopt the proposed update to the Equipment, Technology and Internet Use policy in the School's Personnel Handbook upon the recommendation of the Governance Committee. After an opportunity for discussion, the motion passed unanimously.

Compliance Checklist

Ms. Pasniewski then noted that the school has used a Compliance Checklist to regularly update the board on its compliance with board policy and other policy requirements. Ms. Pasniewski noted that for the current school year, leadership would like to use the compliance checklist included on pages 45-57 of the agenda distributed prior to the meeting to show compliance.

There was no action item required at this time. Ms. Pasniewski will finalize the checklist with signatures prior to the next board meeting.

### **Community Forum**

There was no one from the community present and so no community forum was held.

### **Recess**

It was noted that a student discipline hearing was to be held as indicated in the agenda. However, a few guests needed to be admitted to the meeting and setup needed to occur to enable that hearing. As a result, the board agreed to recess the meeting at 9:50 am and to conduct the disciplinary hearing once setup was complete.

The recess concluded at 10:20 am and the meeting was re-convened. Directors Williams, Rangel, Hembree, Barnes and Harris, Ms. Pasniewski, Ms. Lofthus and Mr. Racer were again in attendance. Hillary Minton, a court reporter with Naegeli USA was an invited guest.

### **Closed Session**

Pursuant to the published agenda, a motion was made (Hembree) and seconded (Rangel) to go into executive session as allowed by RSMO 620.021 (6) for discussion of a student disciplinary matter. Pursuant to a roll call vote, the following directors voted to approve the motion: Harris, Hembree, Rangel, Barnes and Williams. No directors opposed or abstained. The meeting entered a closed session at 10:21 am.

Invited guests to this closed portion of the meeting included Ms. Pasniewski, Ms. Lofthus, Mr. Racer, and Ms. Minton, the court reporter retained to create a transcript of the hearing.

Mr. Racer provided opening remarks regarding the procedures for the hearing and noted that the parent of the student and the student chose not to appear at the hearing. Mr. Racer and Ms. Pasniewski confirmed that they had both spoken with the student's mother during the recess to confirm she understood the hearing would proceed and that if the board should happen to affirm the proposed discipline, that the suspension would be final and it would go on the student's record.

Mr. Racer then invited Ms. Pasniewski to present the School's case as to why the student should be suspended and the term of the suspension. Ms. Pasniewski was placed under oath. Ms. Lofthus was then placed under oath and asked to provide information about an appeal meeting she held with the mother of the student. Since the student and the student's parents were not in attendance, there was no cross examination of the information presented by the School and there was also no additional information presented on behalf of the student or the student's parents.

Mr. Williams left the meeting at 10:40. Mr. Racer noted for the record that Mr. Williams understood he would not be able to vote during deliberations and that this had been confirmed with Mr. Williams prior to the meeting. Mr. Rangel became chair of the meeting.

The board was afforded the opportunity to ask questions and then the hearing was concluded. Ms. Minton, Ms. Pasniewski and Ms. Lofthus then left the meeting.

The board deliberated. It was then moved (Barnes), Second (Hembree) that the board vote to affirm the School's decision to suspend the student and the length of the suspension. A roll call vote was taken with the following directors voting in favor of the motion Kelley Barnes, Brett Hembree, Vickie Harris and Juan Rangel. No directors voted against the motion. Director Williams was not present for the vote.

A motion was then made (Hembree) and seconded (Harris) to leave the executive session and re-open the meeting. Pursuant to a roll call vote, the following directors voted to approve the motion: Harris, Hembree, Rangel, and Barnes. No directors opposed the motion.

The board exited the closed session at 10:08 am.

### **Adjournment**

There being no further business, the meeting adjourned at 10:09 am.

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John Tyler, Secretary