

APPROVED



## Kairos Academies

### Minutes

#### Kairos Academies Board Meeting

Cycle 6

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#### **Date and Time**

Thursday May 23, 2024 at 6:00 PM

#### **Location**

Kairos Academies  
3449 S Jefferson Avenue  
St. Louis, MO 63118

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

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#### **Directors Present**

A. Sullivan (remote), M. Vachow (remote), N. Plair (remote), W. Young (remote)

#### **Directors Absent**

A. Jackson, H. Eastwood, K. Owen

#### **Ex Officio Members Present**

K. Graham (remote)

#### **Non Voting Members Present**

K. Graham (remote)

#### **Guests Present**

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B. Jackson (remote), J. Krewson (remote), K. Underwood (remote), M. Chavers (remote), Steven Khadam (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

W. Young called a meeting of the board of directors of Kairos Academies to order on Thursday May 23, 2024 at 6:02 PM.

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### **C. Public Comment**

### **D. Mission Statement**

### **E. Vision Statement**

## **II. Facilities Committee Update**

### **A. Facilities Committee Goals Update**

Acquired the land for Bingham

Everything is in works for alternatives, Bingham will not be open until Spring 25-26

Goals are On Track

- Acquired Land for Bingham

### **B. Bingham Update**

- Working on getting all the finances in order so we can meet the goal in the fall to begin the project
- Working on getting all finances in order so we can meet the goal to meet the goal in the Fall to start the design so the project can be completed on time

### **C. Current Facilities Update**

- Moving the Library, putting up 2 new class rooms in the space
- Moving the library and adding two new classrooms in the space to accommodate our needs

- A schedule of activities is in place to keep track of cleaning, painting, and all other requirements to get the space up to standards

#### **D. 24-25 School Calendar**

- Reviewed Student and Family Calendar Updates
  - Cycle 6 & 7 - space out the breaks so teachers have at least 1 week off
  - Green indicates time staff professional development, without students
  - Blue indicates time off for students and staff

Reviewed Updates to 24-25 School Calendar

- Green Indicates Staff Professional Development without Students
- Blue indicates Staff and Students Off

### **III. Program Committee**

#### **A. Committee Goals Update**

- Establishing goals for Special Ed Program to make sure special needs are addressed
- Grow the Program Committee - Jeff Horwitz was at City Academy, MICDS, he will join the board in a consulting role for the Program Committee

#### **B. Testing Updates**

Concerted efforts to drive up attendance for testing

#### **C. School Review- Steve Khadam- Hir**

School Review & Consultancy Update on April Visit

- Approach is to Find holistic data points
- Conducted Leader Interviews, Student interviews, Staff Surveys, Classroom Observations
- Strengths
  - Middle School Instructional Directors have strong working relationship and are poised to be led
    - Want to create systems and have clear accountability for themselves and teachers
  - New HS Principal is ready, passionate and data drive
  - The Kairos Community is Strong, Diverse and have a sense of belong

- Opportunities
  - Rigorous Academics - Curriculum
  - Student Culture - Create a Safe Environment, Know when and when not to engage with Technology
  - Systems and Communication - Streamline communication at school level and systems/HR
- Key Drivers Recommended:
  - Data Driven Leadership Coaching
  - Define Excellence in Teaching as a Community
  - Beginning of Year Culture Priorities

#### **IV. Finance Committee**

##### **A. Finance Committee Goals Update**

- Financial Committee Goal to ensure 60-120 days cash on hand - Off track
- All other goals On Track

##### **B. Audit Update (RFP)**

##### **C. Staff Human Resources Update**

- Reviewed Updates and Additions to the Employee Handbook
  - Board will review offline and vote during the June Board Meeting

##### **D. Financials**

- Reviewed Executive Summary
  - Month Ended April 30, 2024 with 4 days Ending in Cash Balance
    - Paid down our AP to give the lender a true look at our financials
- Reviewed April Monthly Statement of Activities
  - Transportation - will request information for a bus company to see if we can get a cheaper rate
    - If we can get more kids on the bus it can help with ADA

##### **E. Board Closure Reserve (MCPSC)**

##### **F. DRAFT Finance Handbook Overview**

- Reviewed Draft of Financial Handbook
  - Board will review offline and vote in the June Board Meeting

## **G. DRAFT Employee Handbook Overview**

- Reviewed Updates and Additions to the Employee Handbook
  - Board will review offline and vote during the June Board Meeting

## **V. Governance Committee Updates**

### **A. Governance Committee goals update**

- On track to meet goals
- Working on drafting up Succession Plan

### **B. EOY Board Retreat**

Aug 17, 2024 Board Retreat

### **C. SY 24-25 Board and Committee Meeting cadence**

- If you want Committee Meetings to happen in a different Cadence, please provide the new date/time in the next week to Marnae

### **D. MCPSA Board Policy Updates**

- Board Policy Updates and recommended changes have been sent.
  - Board will review updates and changes and vote in the June Board Meeting

### **E. SY 23-24 CEO Evaluation**

Board on Track Survey will be sent out next week

### **F. UPDATED- Board Conflict of Interest Form**

Signature is required of all Board Members - will be sent via Docusign

### **G. Board Member Training Plan**

Reviewed Onboarding Activities for new board members

## **VI. 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 7:30 PM.

Respectfully Submitted,  
N. Plair

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