

**ACADEMY FOR INTEGRATED ARTS  
BOARD of DIRECTORS MEETING  
MINUTES**

June 24, 2021

4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

This was a virtual meeting held via Zoom.

Present: Emily Brown, Member  
Lynne Brown, Chairman  
Peter Brown, Member  
David Disney, Member  
Linda Edwards, Member  
Cara Newell, Treasurer  
Janice Small, Member  
Jennifer Waddell, Member

Also Present: Tricia DeGraff, Executive Director  
Karren Colbert, Principal  
Paul Greenwood, Ed-Ops Financial  
Rex Rajkumar, Ed-Ops, Financial

**I. CALL TO ORDER AND ROLL CALL**

Lynne Brown called the meeting to order at 4:07

There were three amendments to the agenda:

Under the Consent Agenda, May 27, 2021 Board of Directors Meeting, those Present includes Janice Small;

Under Action Items, add "Approval to hire Latrice Williams as Student Success Coach,"

Under New Business add "election of board officers:"

Motion to approve: David Disney

Second: Emily Brown

Vote: 8-0

**II. FINANCIAL REPORT**

Budget report-Cara Newell (attachment)

**III. CONSENT AGENDA ITEMS**

- Approval of the minutes from the May 27, 2021 board meeting
- Approval of the warrant list (check registry and purchasing card record)

- Approval of the financial report  
Motion: Peter Brown  
Second: Linda Edwards  
Vote: 8-0

#### **IV. ACTION ITEMS**

- Approval of the Budget for the July 1, 2021-June 30, 2022 Fiscal Year:  
Motion: Janice Small  
Second: Emily Brown  
Vote: 8-0
- Approval to engage Marr & Company to conduct the annual audit, to do attestation of Selected Statistics and to prepare the tax return:  
Motion: David Disney  
Second: Peter Brown  
Vote: 8-0
- Approval to hire Jenessa Daniels, Social Worker; and
- Approval to hire Amilia Winter, Language Arts Interventionist;  
Motion: Education Committee  
Vote: 8-0
- Approval of Jenessa Daniels, Social Worker, as Foster Care Point of Contact; and
- Approval of Jenessa Daniels, Social Worker, as Families in Transition Liaison/Homeless Coordinator;  
Motion: Emily Brown  
Second: Janice Small  
Vote: 8-0
- Approval to hire Latrice Williams, Student Success Coach:  
Motion: Janice Small  
Second: Jennifer Waddell  
Vote: 8-0
- Approval of the board meeting dates for the 2021-2022 school year as follows:  
July 22, 2021, August 26, 2021, September 28, 2021, October 22, 2021,  
December 9, 2022, January 27, 2022, February 24, 2022, March 31, 2022, April  
28, 2022, May 26, 2022, June 23, 2022:  
Motion: David Disney  
Second: Emily Brown  
Vote: 8-0

#### **V. EXECUTIVE DIRECTOR'S REPORT**

- Monthly Update -Tricia DeGraff (attachment)  
Discussion of **Charter Renewal Timeline and next steps, and Safe Return to In-Person Instruction and Continuity of Services Plan (SRCSP).**

#### **VI. DISCUSSION ITEMS/COMMITTEE REPORTS**

- Education Committee met on June 15<sup>th</sup> and on June 21<sup>st</sup>. (attachments)
- Audit/Finance met on June 18<sup>th</sup> (attachment)
- Governance Committee did not meet; there was a board retreat on June 16<sup>th</sup>. (minutes)

attached)

## **VII. NEW BUSINESS**

- Annual Meeting: Governance Chair, Janice Small, asked for a review of board member terms.

Founding Board Member and Secretary of the Board, David Disney, announced that he will resign from the board at the end of the school year, June 30, 2021. Lynne Brown recognized David for his many years of service, (which began in the planning stages of AFIA), and for his innumerable efforts in finding and renovating both our current location and previous location.

Janice confirmed that the President, Lynne Brown, and Treasurer, Cara Newell would remain in their current positions and asked for nominations for the positions of Vice President and Secretary.

Brad Epsten was nominated for Vice President and Emily Brown was nominated for Secretary.

Motion; Governance Committee

Vote: 8-0

Motion to close the Regular Meeting: David Disney

Second: Linda Edwards

Vote: 8-0

## **VIII. EXECUTIVE SESSION**

Motion to enter into executive session for the purpose of conducting business related to personnel as specified in Section 610/021 of the Missouri Sunshine Law: Emily Brown

Second: David Disney

Roll call on motion.

Peter Brown---yes

Cara Newell---yes

Janice Small---yes

Linda Edwards---yes

David Disney---yes

Emily Brown---yes

Jennifer Waddell---yes

Lynne Brown---yes

Vote: 8=yes, 0=no

Discussion of Executive Director's annual evaluation and determination of discretionary bonus.

Motion to adjourn Executive Session: Cara Newell

Second: Peter Brown:

Roll call on the motion:

Janice Small---yes

Peter Brown---yes

Janice Small---yes

Linda Edwards---yes

David Disney---yes

Emily Brown---yes

Jennifer Waddell---yes

Motion to resume Regular Meeting: David Disney

Second: Peter Brown

Vote: 7-0

#### **IX. ADJOURNMENT**

Motion to adjourn: Peter Brown

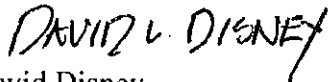
Second: Jennifer Waddell

Vote: 7-0

Meeting adjourned at 6:15 p.m.

Next Board Meeting is on July 22, 2021 at 4:00 p.m.

Respectfully submitted,



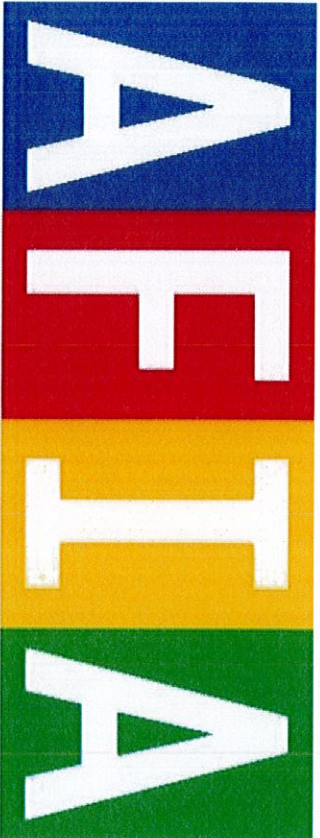
David Disney

Secretary



Lynne Brown

Chairman



Academy for Integrated Arts

# SY21-22 Budget

PREPARED June 2021 BY



# Contents

- Recap of FY20 and FY21
- Executive Summary of FY22 Budget
- Budget Summary
- Key Performance Indicators
- Enrollment Assumptions
- Revenue and Expense Detail
- Appendices

# Recap Of FY20 and FY21

- In March 2021, disrupted by the pandemic restrictions and following the CDC guidelines, the school closed its building, possibly impacting the students' learning proficiency.
- MO Governor announced a cut on the state funding. This announcement and the lack of clarity on state revenue projections posed a risk to the FY 2020 and FY 2021 budgets.
- In April 2020, AFIA received \$335,944 through Paycheck Protection Program. This helped the school offset the risk of the state funding cut.
- We started FY 2021 with 100% of kids receiving instructions remotely using Zoom.
- In May 2021, AFIA received \$139K through CARES ESSER-I and \$174K through KCPS MOU.
- We are on track to closing the FY 2021 with an ending cash balance of \$999K, \$377 above the budget.

# Executive Summary of FY22 Budget

- It's been more than a year since the kids had a normal, regular instruction. The disruptions in academic instructions due to Covid-19 restrictions have likely created a learning gap in the students.
- Over the past two years, AFIA has built up sufficient cash balance. We grew from having \$510K in FY2019 to \$999K in FY2021.
- AFIA has access to \$565K through CARES ESSER II in FY2021-2022, and \$1.15M through CARES ESSER III in FY2022-2023.
- The availability of sufficient cash balance, and access to CARES ESSER II and CARES ESSER III fund put the school in a comfortable position to explore a new initiative to address students' learning loss created by the pandemic.
- AFIA is introducing a co-teaching model to mitigate the learning loss.
- The salaries and benefits expenses are increasing by 30% than the last year. However, the FY 2022 revenue expectation is growing by only 11%.
- At the budgeted revenue of \$4.1M and operating expenses of \$4.4M, we will end FY 2022 with a net loss of **-\$367K**.
- The anticipated net loss will bring down the cash reserve from \$999K in FY 2021 to \$632K in FY 2022.



# Budget Summary

<b>Revenue</b>	<b>4,064,814</b>
<b>Expenses</b>	<b>4,432,054</b>
<b>Net Income</b>	<b>(367,240)</b>

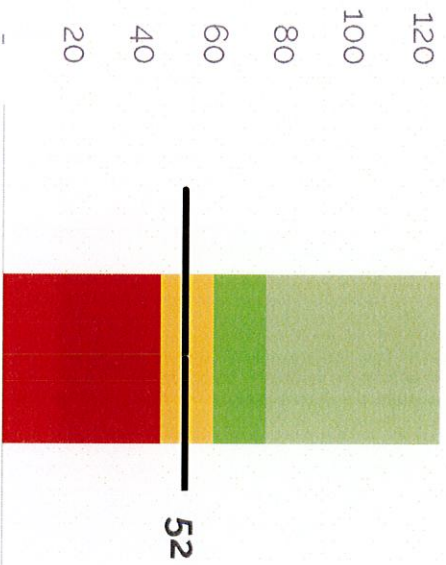
We will use the cash balance of \$999K built up in the last two fiscal years to support the school's goals for the next three years. One initiative to achieve this goal is through the co-teaching model.

Because of the co-teaching model, the no. of teaching staff in FY22 increases by 23% from FY21. However, we do not have a similar increase in enrollment and thus the revenue.

<b>Starting Cash</b>	<b>998,861</b>
<b>Net Income</b>	<b>(367,240)</b>
<b>Fixed Assets</b>	<b>-</b>
<b>Debt</b>	<b>-</b>
<b>Other Adj</b>	<b>-</b>
<b>Net Annual Cash Increase</b>	<b>(367,240)</b>
<b>Ending Cash</b>	<b>631,621</b>

# Key Performance Indicators

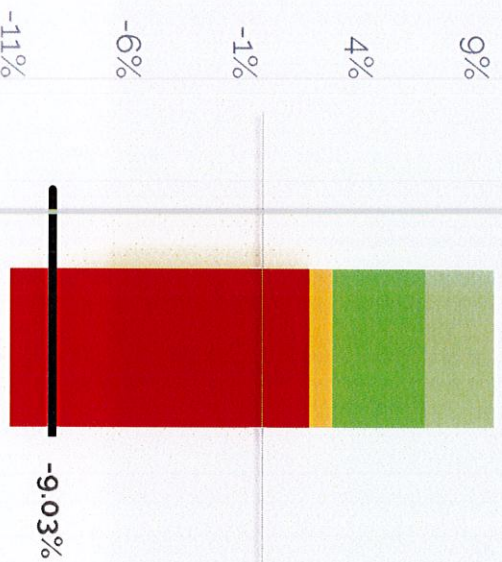
## Days of Cash



### 52 DAYS OF CASH AT YEAR'S END

The school's 52 days of cash is below the recommended 60 days of cash.

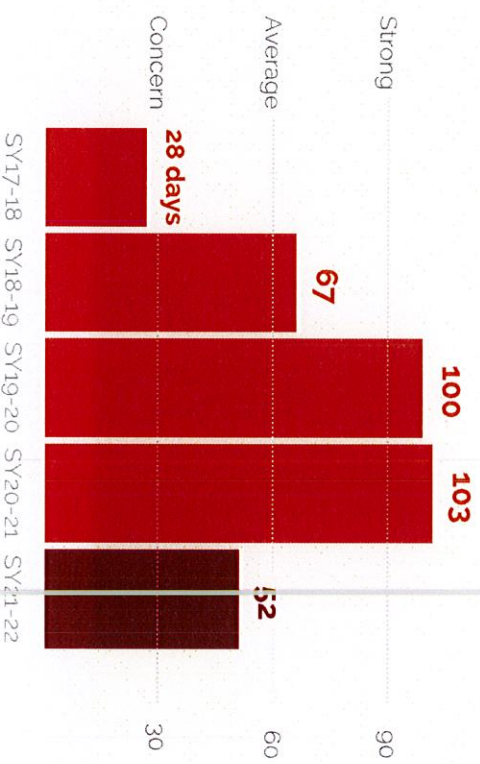
## Gross Margin



### -9.03% GROSS MARGIN

The forecasted net income is -\$0.4m on \$4.1M in revenue. This yields a -9.03% gross margin.

## Historical Context: Days of Cash

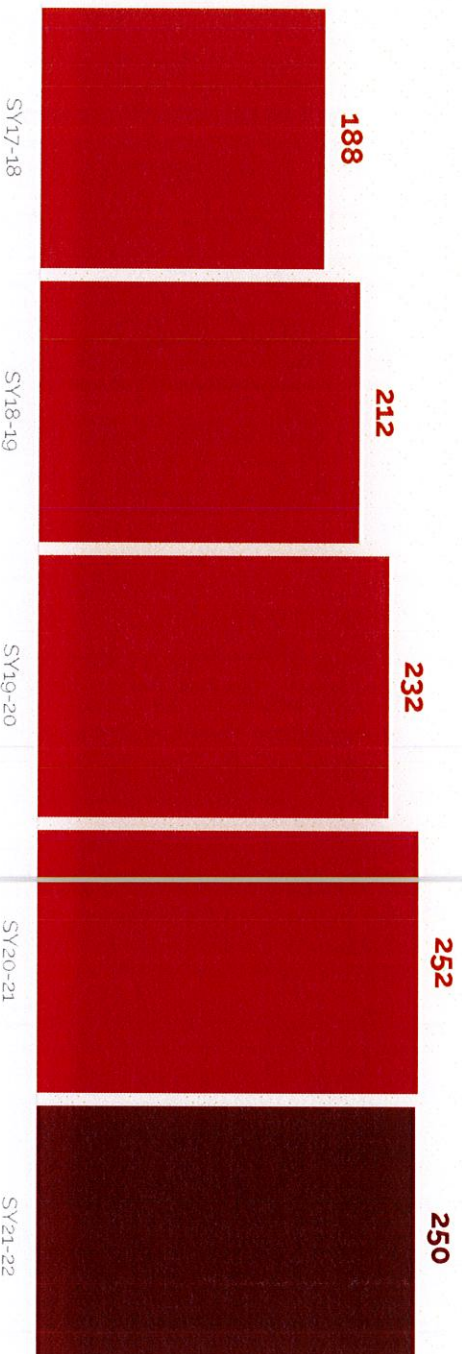


### 52 DAYS OF CASH AT YEAR'S END

The budget predicts that we will end the year with 52 days of cash, 51 days worse than the cash forecast for 6/30/21. We will use the ~\$1M cash reserve built up in SY19-20 and SY20-21 to address the short and long-term goals of the school.

# Enrollment Assumptions

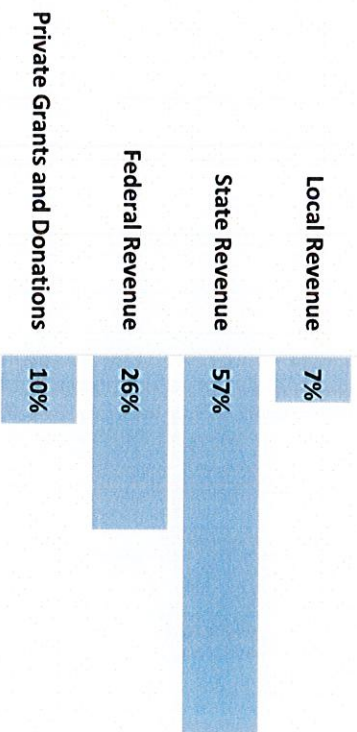
## End of Year Enrollment:



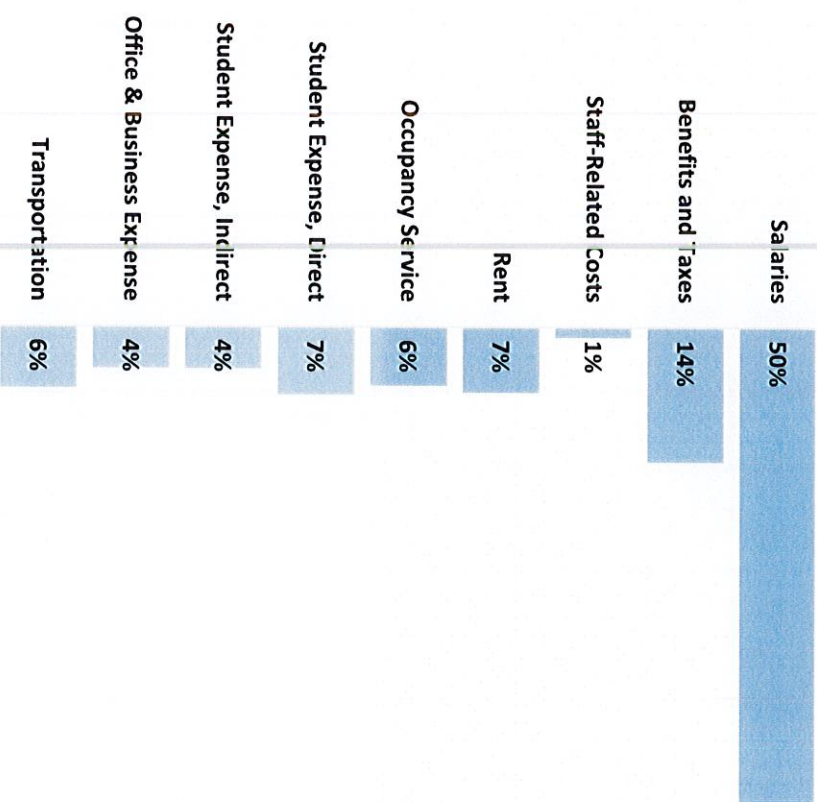
Although we are slowly coming out of the Covid-19 crisis, we are still in the middle of a pandemic. Therefore, some uncertainties remain and hence our enrollment expectations for the FY2022, and the next two years are very conservative.

# Revenue And Expenses

## Categories of Revenue



## Categories of Expense



# Revenue | Key Assumptions

- **Enrollment** - Beginning of the year enrollment target is 272.
  - With under-enrollment and attrition allocations, end of year student target is 250.
- **Attendance** - At an average attendance rate of 93%, the **state revenue** is based off the assumptions of WADA of 278 and payment per WADA of \$8,266.
- **Prop C** local revenue is calculated at \$1040 per prior-year(FY 2021) WADA of 270.
- **CARES ESSER II** grant of \$565K will be fully available for reimbursement request in FY 2022.
- **Donations** target for the year is \$420,000, 33% more than the amount received in FY 2021.
- We are not assuming any revenue from KCPS MOU in this fiscal year.

# Expenses | Key Assumptions

- To address the learning gap due to Covid-19 school closure and accelerate student learning, a **co-teaching model** is introduced.
  - We expect to hire **six co-teachers** to support this co-teaching model and increase the number of support staff.
  - Personnel expenses, including salaries and benefits are increased by 30% from FY 2021.
- The school is providing opportunities for instructional staff to travel and participate in professional development conferences.
- To continue to mitigate student achievement gap due to Covid-19 school closure, sufficient allocation for Student Direct Expense is being maintained.
  - In FY 2021, the school, purchased a significant number of Chromebooks. While we do not see the need to make similar significant expenses in FY 2022, we still have funds to buy a few more Chromebooks.
- The school will continue to **administer covid-testing** for the students.
- The school is providing the transportation for students in partnership with two other charter schools.
- No significant facility upgrades in FY 2022.

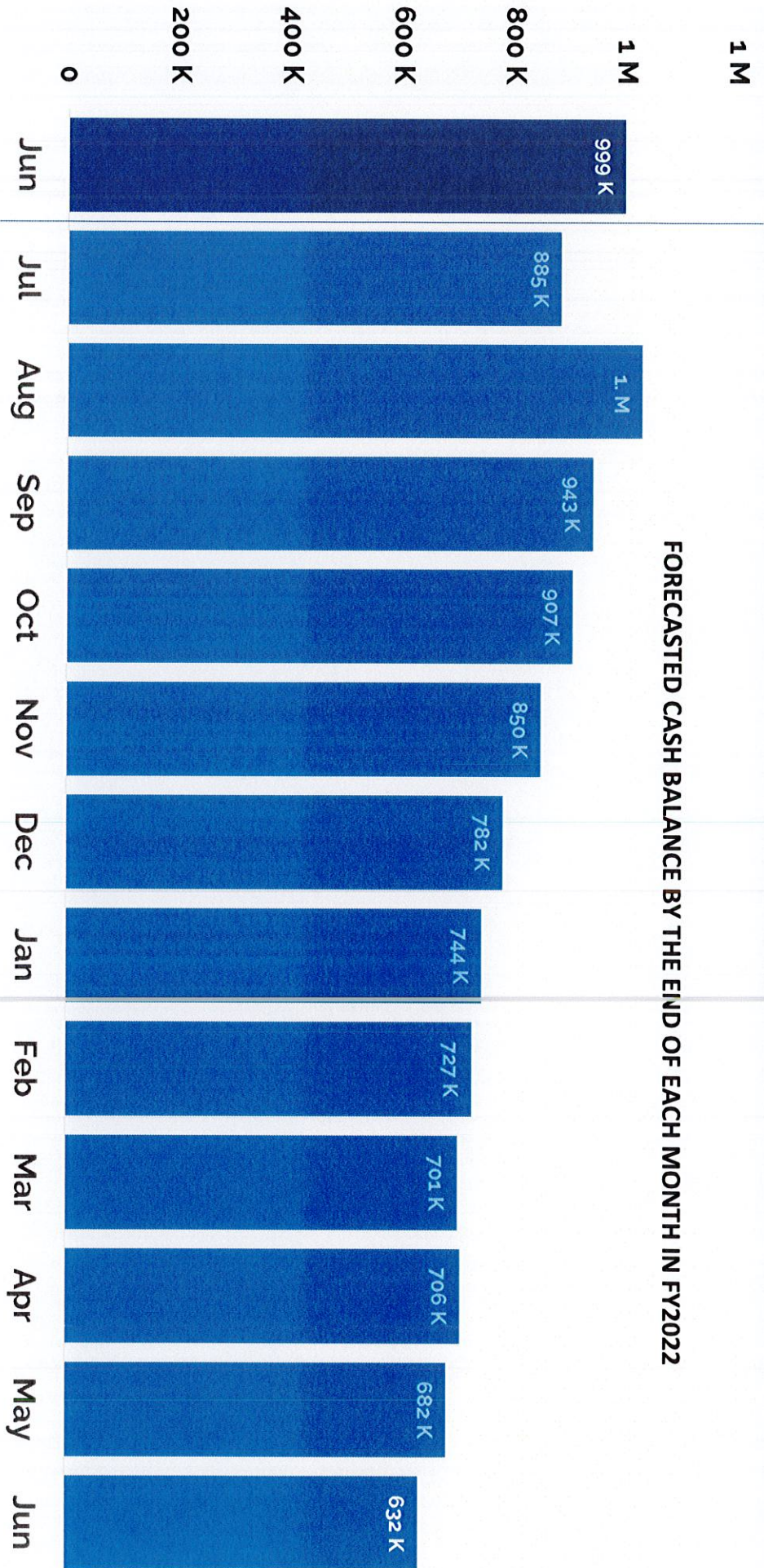
# Appendix | Profit and Loss Changes

Income Statement		SY20-21	SY21-22	Difference	Notes
<b>Revenue</b>					
Local Revenue	282,346	284,835	2,489		
State Revenue	2,234,473	2,299,644	65,171	Targeted FY 2022 WADA of 282 is 8 points higher than the FY 2021 WADA of 270	
Federal Revenue	649,907	1,060,335	410,428	Availability of CARES ESSER II fund	
Private Grants and Donations	316,313	420,000	103,687		
Earned Fees	175,558	-	(175,558)	We are assuming that there will be no revenue from KCPS MOU	
Donated Revenue	-	-	-		
<b>Total Revenue</b>	<b>3,658,598</b>	<b>4,064,814</b>	<b>406,216</b>		
<b>Operating Expense</b>					
Salaries	1,711,250	2,215,648	(504,398)	Increased the #staff in accordance with co-teaching model	
Benefits and Taxes	473,180	617,065	(143,885)	Increased the #staff in accordance with co-teaching model	
Contracted Staff	-	-	-		
Staff-Related Costs	38,446	49,912	(11,466)	Allocation for staff travelling to attend PD conferences	
Rent	300,000	300,000	-		
Occupancy Service	217,401	271,273	(53,873)	To comply with covid protocol, the use of janitorial services is expected to increase	
Student Expense, Direct	342,155	310,457	31,698	Most of the technology purchases are assumed to be completed in FY 2021. Depending on the inventory review, Chromebook and staff computers may not have to be replaced until FY 2024	
Student Expense, Indirect	178,282	193,400	(15,118)	General increase in Food Delivery costs. This will be offset by corresponding food service Federal-revenue	
Office & Business Expense	185,632	192,258	(6,626)		
Transportation	105,794	282,041	(176,247)	Estimated for 9 buses with the assumption that AFIA will be sharing buses with other school and will 4 bus-monitors	
Donated Expense	-	-	-		
Contingency	-	-	-		
Depreciation and Amortization	-	-	-		
Interest	-	-	-		
Facility Improvements	-	-	-		
<b>Total Expenses</b>	<b>3,552,139</b>	<b>4,432,054</b>	<b>(879,915)</b>		
<b>Net Income</b>	<b>106,458</b>	<b>(367,240)</b>	<b>(473,698)</b>		



# Appendix | Monthly Cash

FORECASTED CASH BALANCE BY THE END OF EACH MONTH IN FY2022





**Executive Director's Report  
June 24, 2021**

2020 - 2021											
Enrollment as of											
Grade	waitlist	8/25	9/21	10/20	12/7	1/25	2/22	3/19	4/16	5/20	6/2
PK	60	13	12	12	12	12	12	12	12	12	12
TK	0	4	3	3	3	3	3	3	3	3	3
K	5	44	45	45	44	44	44	44	44	44	44
1 <sup>st</sup>	24	47	46	46	45	44	44	42	42	42	42
2 <sup>nd</sup>	6	40	39	43	42	42	42	41	41	41	41
3 <sup>rd</sup>	8	43	42	42	42	42	42	40	40	40	40
4 <sup>th</sup>	34	28	28	28	27	27	27	27	27	27	27
5 <sup>th</sup>	30	25	24	24	22	22	22	23	23	23	23
6 <sup>th</sup>	5	20	20	20	20	20	20	20	20	20	20
<b>Total</b>	<b>173</b>	<b>264</b>	<b>259</b>	<b>263</b>	<b>257</b>	<b>256</b>	<b>256</b>	<b>252</b>	<b>252</b>	<b>252</b>	<b>252</b>

**\*We will potentially receive funding for about 10 of our 13 PK students.**

Since May 20, 2021, 0 students have withdrawn.

**Year to Date Attendance Percentage**

2020 - 2021											
Participation in Virtual Learning											
Grade	9/21	10/20	12/4	1/22	2/19	3/18	4/16	5/20	6/2		
PK/K	85%	88%	88%	86%	75%	83%	85%	76%	80%		
1 <sup>st</sup>	81%	80%	83%	81%	76%	82%	83%	75%	79%		
2 <sup>nd</sup>	85%	87%	88%	86%	85%	88%	91%	82%	83%		
3 <sup>rd</sup>	82%	83%	85%	85%	84%	86%	87%	79%	81%		
4 <sup>th</sup>	89%	86%	87%	91%	92%	92%	94%	85%	88%		
5 <sup>th</sup>	83%	83%	88%	88%	86%	88%	90%	81%	80%		
6 <sup>th</sup>	93%	92%	91%	92%	90%	86%	87%	79%	89%		
<b>Overall</b>	<b>85%</b>	<b>85%</b>	<b>86%</b>	<b>87%</b>	<b>84%</b>	<b>84%</b>	<b>87%</b>	<b>76%</b>	<b>81%</b>		

Note about this attendance percentage: This percentage takes into account all live sessions. Some classrooms have four live sessions a day, so a student could attend every day, but if they miss one of the sessions, that lowers their participation percentage.

2020 - 2021 Participation in Onsite Learning					
Grade	2/19	3/18	4/16	5/20	6/2
PK/K	79%	81%	85%/87%	87%/85%	87%/85%
1 <sup>st</sup>	79%	80%	91%	86%	86%
2 <sup>nd</sup>	--	81%	90%	93%	93%
3 <sup>rd</sup>	--	83%	90%	91%	92%
4 <sup>th</sup>	--	86%	94%	94%	94%
5 <sup>th</sup>	--	83%	83%	88%	88%
6 <sup>th</sup>	--	88%	92%	93%	95%
<b>Overall</b>	<b>79%</b>	<b>82%</b>	<b>89%</b>	<b>89%</b>	<b>90%</b>

\*The data shared in February and March included data from remote days, thus was not accurate. The data being shared this month for onsite learning only includes onsite days. However, this data does not include tardies and or when students leave early, so this is being shared as an estimate. Per state requirements, a student’s attendance in the fixed blended pattern of instruction is based on attendance during the onsite portion. The rate of attendance is applied to all possible hours for the year for that student. For more information, please see this [FAQ document](#) provided by DESE. At AFIA, we have students participating in the fixed blended model and virtual learning. Attendance will be calculated in both programs as required by DESE.

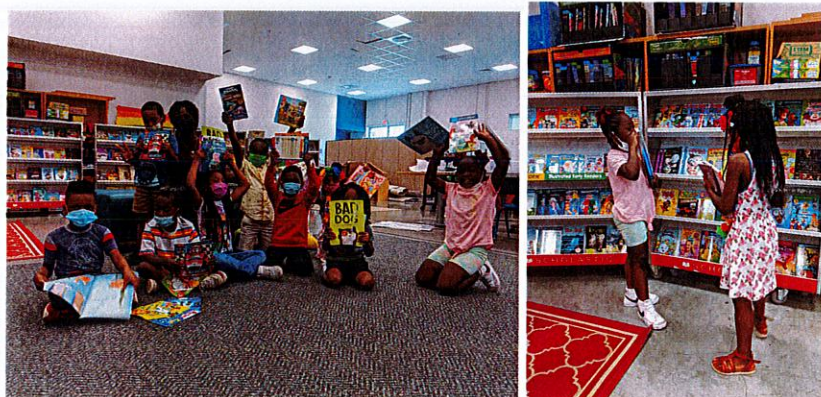
**Onsite programming update**

- Last day of school was June 1. The last day of school included Field Day. Many remote students also joined us for field day and it was great to have them onsite as well.
- Our last day with all staff was June 2. Over the summer, teachers are engaging in professional development related to math, arts integration and project work. They will also be doing some curriculum work that includes making revisions to our math curriculum and scope and sequence to prepare for the upcoming school year.

**Partnerships and Grants**

- School Smart KC is helping to fund virtual tutoring for primary students who need extra support. We selected two vendors for this program: Lead to Read and Literacy Lab. The Lead to Read programming will continue into the fall. We are excited for this opportunity to support our students. We appreciate that not only is SSKC providing the funding, but they also set up a structure to provide this extra layer of support.
- Thanks to the Scripps Howard Foundation’s *Give a Child a Book Campaign*, all AFIA students were able to visit the Scholastic Book Fair and select three books for summer reading. Students were so excited to pick

out three books to keep. I am pleased to share that we recently learned that they plan to partner with us next year as well and hope to increase the number of books each student will receive.



- Rainbow School (located at 7850 Holmes) holds a summer camp every year called Over the Rainbow. In an effort to diversify their program, they reached out to two local schools. They offered scholarships to eight AFIA students in grades Kinder - 2nd grade. Forty-six AFIA students applied for the scholarships. We held a lottery to select the eight students. Our students are having a great time at the camp. The programming includes at least two field trips a week, many opportunities for hands-on learning and time to play outside. We appreciate that Rainbow School is providing this great opportunity for our students and families.
- AFIA is a member of the Ed Fuel - KC Talent-Ready Cohort. This cohort is being funded by School Smart KC. Through this work, we will work with a coach and they will support our school in working on two talent priority projects and the development of a talent calendar.

### Recruitment Updates for 2021-2022

On March 29th, we notified families of their enrollment status based on our lottery. On March 29th, we offered spots to 108 students across PK - 6th grade. Most of our open seats are in kindergarten.

### Enrollment Update As of 6/21/2021

Status	PK	TK	K	1	2	3	4	5	6	Total
Offered	0	0	5	2	3	1	2	1	3	17
Accepted	1	0	3	1	1	1	2	0	0	9
Reg in Progress	3	2	8	0	1	2	0	0	0	16
Reg Complete	5	1	8	1	0	1	1	0	0	17
Reg Verified	3	1	5	3	2	4	3	1	0	22
Current AFIA Students (21-22 grade level)	0	0	11	39	41	36	35	25	17	204
<b>Total</b>	<b>12</b>	<b>4</b>	<b>40</b>	<b>46</b>	<b>48</b>	<b>45</b>	<b>43</b>	<b>27</b>	<b>20</b>	<b>285</b>
Waitlisted	45	0	0	18	8	6	3	9	2	91
Declined	0	3	31	4	8	5	3	1	3	58

Enrollment Target (21 students per class): 273

## **Upcoming Events and Board Opportunities**

- First day of professional development for all staff is August 5th. New teachers will begin on August 2nd. Typically, the board hosts a welcome back breakfast on the first day back with all staff.
- First day of school is August 18th. Typically some board members do come to school to welcome children and families for the first day of school.

**ACADEMY FOR INTEGRATED ARTS  
EDUCATION COMMITTEE AGENDA**

June 15, 2021

11:00 AM

7910 Troost Ave., Kansas City, Missouri

The meeting will be held via Zoom. To join the meeting, please use this link:

<https://umsystem.zoom.us/j/99878187401?pwd=eFhkRGVXZ3NqaDZVeUVBY25wc1ZoQT09>.

**I. CALL TO ORDER**

**II. DISCUSSION ITEMS**

- Update on internal assessments and academic dashboard
- Update on Education Board Partners
- Data request from board members for June retreat
- Update on staff/hiring for 2021-2022 school year
- Executive Director Evaluation

**ACADEMY FOR INTEGRATED ARTS  
EDUCATION COMMITTEE AGENDA**

June 15, 2021

11:00 AM

7910 Troost Ave., Kansas City, Missouri

The meeting was held via Zoom. To join the meeting, please use this link:

<https://umsystem.zoom.us/j/99878187401?pwd=eFhkRGVXZ3NqaDZVeUVBY25wc1ZoQT09>.

I. The meeting was called to order at 11:03 a.m.

**II. DISCUSSION ITEMS**

- Tricia provided an update on internal assessments and academic dashboard
  - Shared data from this year's Evaluate and the implied MAP scores
  - Discussed implications and potential use of data
- Update on Education Board Partners
  - Jennifer provided an update on Ed Board Partner meetings
- Data request from board members for June retreat
  - Majority of the meeting was spent reviewing academic data, what it means and how best to present to full board
  - Data request #1 was data of returning students vs. students new to AFIA
    - New students are in below basic and basic
    - Advanced and proficient percentages increase for returning students
    - Eleven of 96 students were new (new students can make a significant impact on data)
    - New students need extra supports
  - Data request #2 was data of AFIA compared to other charters
    - Trend lines for state, district and all charters are the same
    - AFIA only line that shows continual improvement
    - Significant discussion of operational peers vs. aspirational peers
    - It was determined we need to share data about FRL and racial demographics of all schools to show comparison
    - Schools outperforming us are aspirational peers
    - Schools underperforming us are operational peers
    - AFIA growth is exceptional
      - Discussion of NCE and impact of school demographics on the work that needs to occur
- Update on staff/hiring for 2021-2022 school year

- Discussed plans for innovative staffing that supports student growth and achievement as well as growth, renewal and retention of teachers
- Discussion of the importance of AFIA adult culture on the retention of great teachers
- Discussed how to “tell the story” of NCE and the work involved in moving students (over time) to proficiency
  - Made plans for presenting some student “case studies” to the board
- Executive Director Evaluation
  - Discussed protocol for Missouri Evaluation System
  - Tricia will submit her self-evaluation to Education Committee on June 18
  - Education Committee will meet on Monday, June 21 at 1:30 p.m. and will move into Executive session to complete draft of evaluation to share with Board on June 24



**ACADEMY FOR INTEGRATED ARTS  
EDUCATION COMMITTEE AGENDA**

June 21, 2021

1:30 PM

7910 Troost Ave., Kansas City, Missouri

Due to concerns related to COVID-19, the meeting will be held via Zoom. To join the meeting, please use this link:

<https://umsystem.zoom.us/j/99929821701?pwd=U1VXTjB6ZVNvVTZYL3R2RzBUMmFPUT09>

**I. CALL TO ORDER**

**II. DISCUSSION ITEMS**

- Updates
- Reflection on data share at Board Retreat

**III. Executive Session**

- Executive Director Evaluation

**IV. Meeting Adjournment**

# Data Presentation

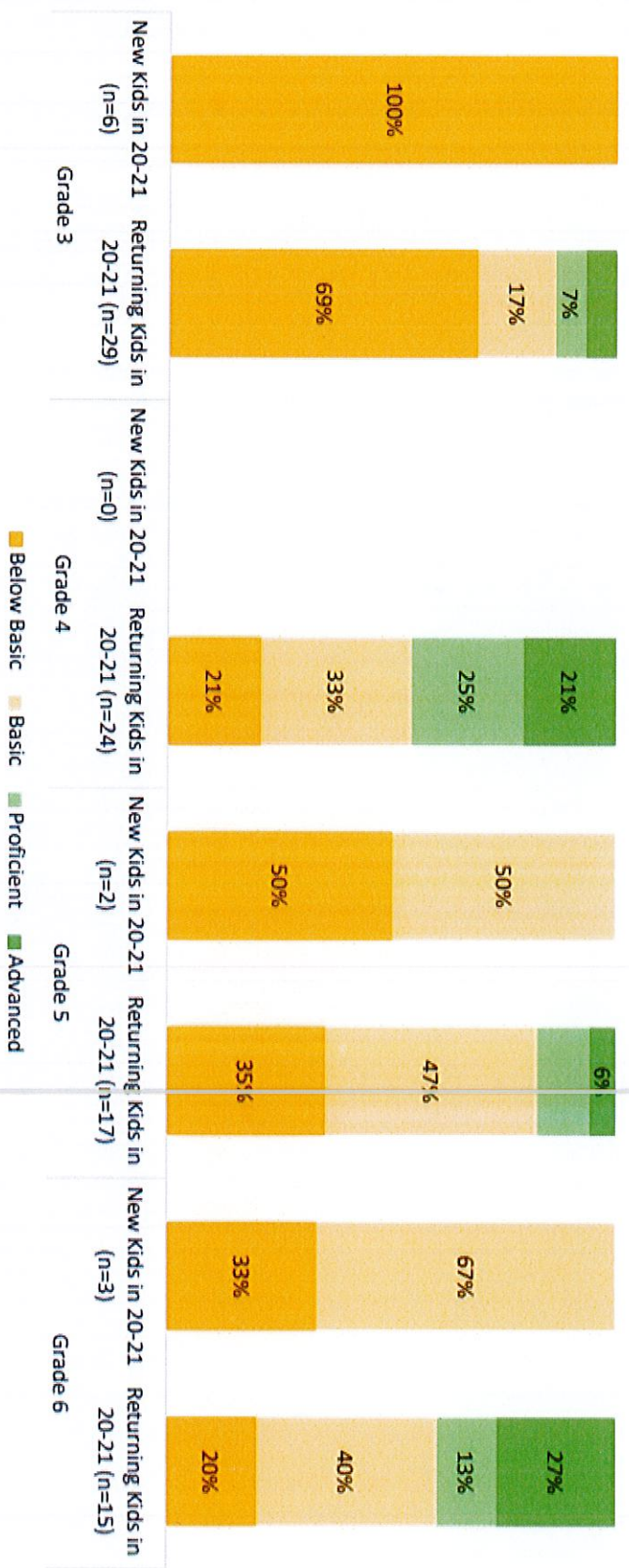
AFIA Board Meeting  
Education Report  
June 24, 2021

# AFIA Student Evaluate Data

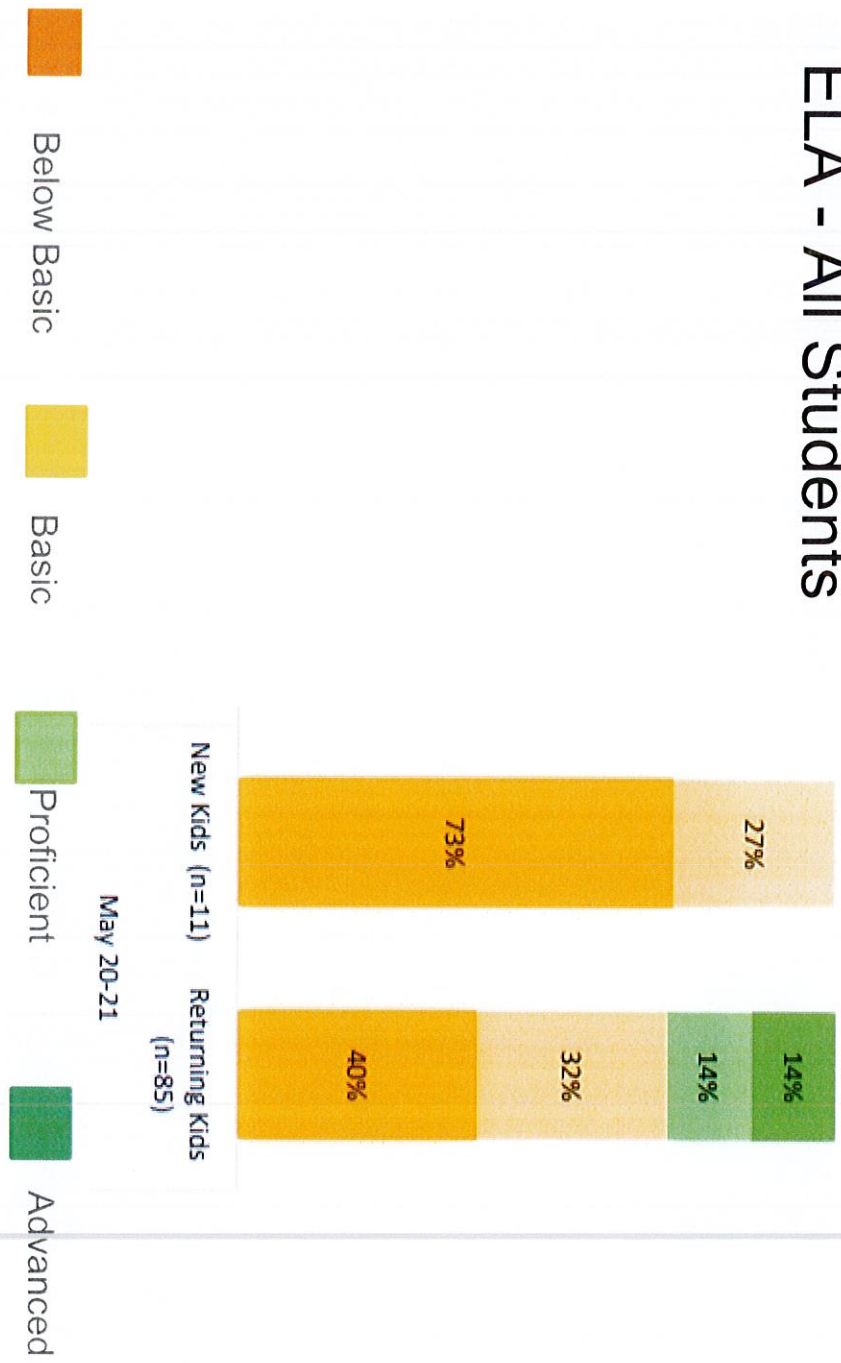
New Students and Returning Students  
(based on May 2021 data)

**ELA Comparative Proficiency 3<sup>rd</sup> – 6<sup>th</sup> Grades: How did the new students of AFIA in 2020-2021 perform in comparison to students who have been with AFIA for more than 1 year?**

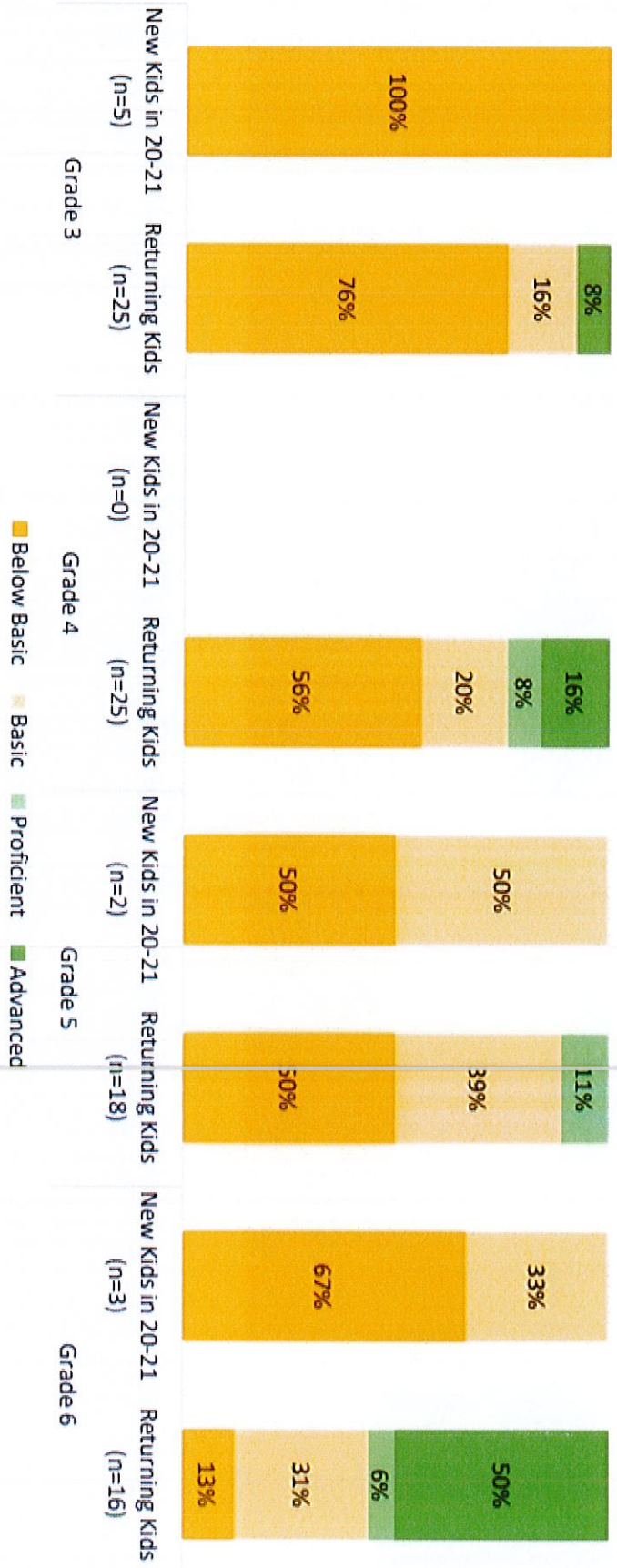
**Evaluate ELA Comparative Proficiency between New Students and Returning Students**



# ELA - All Students



Evaluate Math Comparative Proficiency between New Students and Returning Students



# Math - All Students



Below Basic



Basic



Proficient



Advanced

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING  
AGENDA**

Friday, June 18, 2021

10:00 a.m.

Academy for Integrated Arts  
7910 Troost Ave.; Kansas City, MO

- I. Call to order.
- II. Review of forecast and actual results as of May 31, 2021.
- III. Review of 2021- 2022 budget.
- IV. Review of Marr and Company 2021 Attest Engagement letter, Audit Engagement letter, and Tax Contract.
- V. Schedule of Finance Committee meetings for 2021-2022.
- VI. Other business.
- VII. Adjournment.



# ACADEMY FOR INTEGRATED ARTS FINANCE COMMITTEE MEETING MINUTES

June 18, 2021

The meeting was held at AFIA. In attendance: Tricia DeGraff, Peter Brown, Rex Rajkumar and Cara Newell

## I. Call to order.

## II. Financial Statement Review as of April 30, 2021.

("FY" = "Fiscal Year")	FY 20-21 Forecast updated May 31 2021	FY 20-21 Forecast updated April 30 2021	FY 20-21 Budget
Revenue	3,658,600	3,681,000	3,675,000
Expense	3,552,100	3,588,700	3,946,000
Net Income (Loss)	106,500	92,300	(271,000)
Ending cash	999,000	985,000	621,000
Days of Cash	103	100	57

The forecast remains stable from last month. With only 1 month left in the school year, we feel this stability will remain intact.

## Review of Cash Disbursements report

Cash disbursements report (aka check register and purchase card report) were reviewed. All expenditures appear to be in order.

## III. Review of 2021-2022 budget to be presented to full Board.

Some relatively minor adjustments were made to the preliminary budget presented to the board in May. However, the comments shared last month remain applicable: Salary and benefits are budgeted to increase. AFIA is planning to hire more educators and support staff to address the pressing needs of our students and existing teachers due to pandemic related disruptions in the normal academic process. Along with making these additional hires, we will simultaneously begin to evaluate the possible implementation of a co-teaching model, starting in the primary grades.

This increase will be supported by ESSER II funding. AFIA should also receive American Rescue Plan (ARP) funding (most likely in FY 22-23). While the exact amount of ARP funding is not pinned down at this point, we believe it will be enough to ensure our cash balance remains at a reasonable level for at least the next two years. During these next two years, both the ESSER II and ARP funding will give us the financial breathing room needed to evaluate and address longer term financial opportunities and challenges in the post-pandemic environment.

## IV. Review of Marr and Company 2021 Attest Engagement letter, Audit Engagement letter, and Tax Preparation contract.

We reviewed all letters and related fees and found them to be in order. We will recommend that the board approve the engagement of Marr and Company to perform the services outlined in these letters for the fiscal year ended June 30, 2021.

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

June 18, 2021

**V. Schedule of Finance Committee meetings for 2021-2022.**

Our next meeting is scheduled for Thursday, July 16 at 10:00 a.m. We are considering moving meetings to third Thursday of the month. Once Finance Committee members confirm their availability we will issue schedule for remaining FY 2021-2022.

**VI. Other Business**

There was no other business

**VI. Adjournment**

**ACADEMY FOR INTEGRATED ARTS  
BOARD RETREAT MEETING  
AGENDA**

June 16<sup>th</sup>, 2021  
4:00 p.m. – 5:30pm

Zoom Web Meeting Details  
<https://us02web.zoom.us/j/9103996908?pwd=L1Vwbnp0MjVhcmdnNHVMaWx0eEd2Zz09>  
Meeting ID: 910 399 6908  
Passcode: 560224

Zoom Dial in Details  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Washington D.C.)  
+1 312 626 6799 US (Chicago)  
Meeting ID: 910 399 6908

- I. Call to Order
- II. Board Meeting Reporting
  - a. Do the current reports add value and meaningful data?
  - b. Should we consider a standard template?
- III. Board Engagement
  - a. What can Board Members do to assist the AFIA Leadership?
  - b. What additional talent or opportunities are needed?
- IV. Student Success
  - a. Progress of new AFIA students compared to returning students
  - b. Progress of AFIA compared to other charter schools
- V. Executive Director Evaluation Tool and Model
- VI. Renewal Preparation
  - a. High level next steps overview
- VII. Open Discussion
- VIII. Adjournment

# ACADEMY FOR INTEGRATED ARTS

## Board Retreat

### Meeting Minutes

June 16<sup>th</sup>, 2021

4:00p.m. - 5:30p.m.

### Zoom Web Meeting Details

<https://us02web.zoom.us/j/9103996908?pwd=L1Vwbnp0MjVhcmdnNHVMaWx0eEd2Zz09>

Meeting ID: 910 399 6908

Passcode: 560224

## I. Call to Order

Janice Small called the meeting to order at 4:06p.m.

### Meeting Attendees

Brad Epsten - Board Member  
Cara Newell - Board Member  
David Disney - Board Member  
Emily Brown - Board Member  
Peter Brown - Board Member  
Janice Small - Board Member  
Jennifer Waddell – Board Member  
Linda Edwards - Board Member  
Lynne Brown - Board Member  
Tricia DeGratt - Executive Director

## II. Board Meeting Reporting (Committees and Executive Director)

- The team agreed to have all upcoming Board meeting materials to Google drive by close of business the Monday before the Thursday board meeting
- The Board Material google drive folder details are in the Board meeting invite
  - Email reminders of the Board material folder may not occur. Each committee Chair is responsible for getting their respective documentation uploaded timely
- This agreed upon timing of materials allows for everyone to have adequate time to review content prior to the Board meeting
- A sub team consistent of the Committee chairs and Executive Director will explore the potential of a reporting outline/template for future meetings

### **III. Board Engagement**

- The team explored with the Executive Director various opportunities to assist with reoccurring or impromptu scopes of work
- Additionally, the team revisited Advisory board members to offset skill sets needed (i.e., grant writing, Marketing, etc.)
- No immediate need was identified but will be raised as work areas exist

### **IV. Student Success**

- The Education committee shared AFIA results from the MAP for the following years: 2013/2014, 2014/2015, 2016/2017, 2017/2017, 2018/2019 MAP compared to other Charter schools in the Kansas City area

### **V. Executive Director Evaluation Tool and Model**

- The Education committee educated the Board on the approved state evaluation process used to date that includes 7 standards and 3 indicators
- In July 2021, the Executive Director will expand and reflect on all 7 standards versus the 2 of the 7 standards previously utilized

### **VI. Renewal Preparation**

- The Executive Director will cover expectations in more detail during the June 24<sup>th</sup>, 2021 Board meeting
- A renewal sub-committee will need to be formed. The committee will meet with the Deputy Director for Accountability from the Missouri Charter Public School Commission

### **VII. Adjournment**

Meeting concluded at 5:33pm