

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

MINUTES

August 26, 2021

4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

This was a virtual meeting held via Zoom.

Present: Emily Brown, Secretary
Lynne Brown, Chairman
Peter Brown, Member
Linda Edwards, Member
Brad Epsten, Vice President
Cara Newell, Treasurer
Jennifer Waddell, Member

Also Present: Tricia DeGraff, Executive Director
Karren Colbert, Principal
Phoebe Bassue, Operations

I. CALL TO ORDER AND ROLL CALL

Lynne Brown called the meeting to order at 4:04

II. FINANCIAL REPORT

Budget report-Cara Newell (attachment)

III. CONSENT AGENDA ITEMS

- Approval of the minutes from the July 22, 2021 board meeting:
- Approval of the warrant list (check registry and purchasing card record):
- Approval of the financial report:
Motion: Brad Epsten
Second: Jennifer Waddell
Vote: 7-0

IV. ACTION ITEMS

- Approval of the purchase and implementation of Infinite Campus (attachment):
Motion: Finance Committee
Vote: 7-0
- Approval to ratify the recommendation to not re-open the RFP process for the five-year food service contract (attachment):
Motion: Finance Committee
Vote: 7-0
- Approval to hire Sabrina Owings, assistant teacher:

Motion Peter Brown
Second: Brad Epsten
Vote: 7-0

V. EXECUTIVE DIRECTOR'S REPORT

- Monthly Update -Tricia DeGraff (attachment)
Executive Director also shared preliminary MAP results.
Discussion of COVID cases in the school and the protocol which AFIA is using to minimize the spread.

VI. DISCUSSION ITEMS/COMMITTEE REPORTS

- Education Committee met on August 19th (attachment)
- Audit/Finance met on August 19th (attachment)
- Governance Committee met on August 19th (attachment)

VII. NEW BUSINESS

VIII. EXECUTIVE SESSION

None

IX. ADJOURNMENT

Motion to adjourn: Brad Epsten
Second: Cara Newell
Vote: 6-0 (Jennifer Waddell not in attendance at 5:18 p.m.)

Meeting adjourned at 5:18 p.m.
Next Board Meeting is on September 23, 2021 at 4:00 p.m.

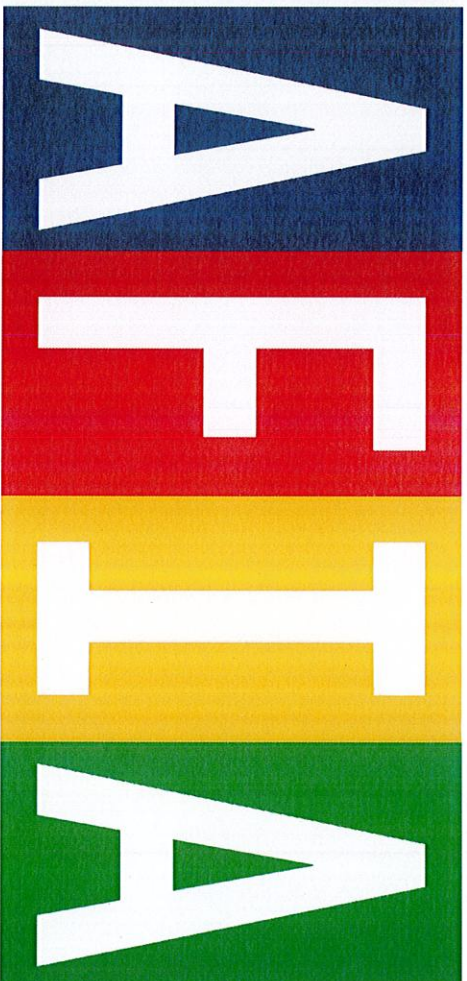
Respectfully submitted,



Emily Brown
Secretary



Lynne Brown
Chairman



Academy for Integrated Arts

Executive Director's Report

August 26, 2021

Enrollment 2021-2022

Grade	8/23																			
PK	11																			
TK	4																			
K	46																			
1st	42																			
2nd	37																			
3rd	35																			
4th	39																			
5th	25																			
6th	16																			
Total	255																			

Staffing Updates

New hires:

- 1 assistant teacher (in-house substitute, extended day teacher and front office support)
- We have hired four part-time extended day staff to support the extended day program.

Still need to hire:

- Additional support staff for in-house substitute teachers and extended day
- Co-teachers (this will be more difficult at this time, but will look at hiring December graduates)

General Updates

- We held new teacher professional development on August 2nd - 4th. Our entire staff participated in professional development from August 5th - August 17th.
- Meet the Teacher night was held on August 12, 2021.
- We submitted our ESSER III plan on August 23, 2021
- The first day of school was on August 18, 2021. Everyone was happy to see 100% of our students onsite.
- The School Quality Review will take place on September 14 and 15.

Renewal Updates

- There will be a School Quality Review (SQR) visit on September 14 and 15 that will include a board focus group.
- The renewal committee and governance committee met with Martha discuss the renewal process including governance succession planning.
- As a reminder, please hold October 19th for the public hearing and board interview.

Upcoming Board Opportunities

- Diversity, Equity and Inclusion Task Force
- *Embracing All Families* Professional Development: 9 AM - 11 AM on September 3rd with 45 minutes of pre-work. This professional development module is being provided by Welcoming Schools.

**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE AGENDA**

August 19, 2021

3:00-4:30 PM

7910 Troost Ave., Kansas City, Missouri

This meeting will be held over Zoom.

<https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>

Meeting ID: 917 1862 9229

Passcode: cqvjE5

I. CALL TO ORDER

II. DISCUSSION ITEMS

- Return to School Updates
- Other Updates
- Review of Student Achievement Data
 - Preparation for Board Report

III. Meeting Adjournment

**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE MINUTES**

August 19, 2021

3:00-4:30 PM

7910 Troost Ave., Kansas City, Missouri

This meeting was held over Zoom.

Attendees: Lynne Brown, Linda Edwards, Tricia DeGraff and Karren Colbert

I. **CALL TO ORDER** at 3:30 PM (Meeting began at 3:30 due to scheduling conflicts).

II. **DISCUSSION ITEMS**

- Return to School Updates
- Other Updates
 - New hire for assistant teacher: Sabrina Owings
- Review of Student Achievement Data
 - Reviewed and discussed data in preparation for sharing with the board.

III. **Meeting Adjournment**

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

Thursday, August 19 8:30 a.m. via Zoom

<https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>

Meeting ID: 917 1862 9229

Passcode: cqvjE5

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

Meeting ID: 917 1862 9229

Passcode: 414140

Find your local number: <https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>

- I. Call to order.
- II. Review Financial Report.
- III. Discuss Financial Reporting process and format.
- IV. Other Business:
 - Food service RFP
 - Domestic partner insurance benefits
 - Infinite Campus data system
- V. Next meeting: September 16, 8:30 at via Zoom.
- VI. Adjournment.



Academy for Integrated Arts

July 2021 Financials

PREPARED AUGUST 2021
BY



Contents



- Executive Summary
- Cash Flow Forecast
- Key Performance Indicators
- Forecast Overview
- Annotated Financials
- Monthly Financials

Executive Summary



- With FY22 forecasted revenue at 4.07M and expenses at 4.43M, AFIA is forecasted to end the year within 2.5k of budget.
- The primary drivers of change from budget reflected in July close are:
 - 50k decrease in wages
 - 23k increase in employer-paid insurance benefits
 - 27k increase in Office & Business Expense back-office expenses
- The net of these changes results in a nominal change from budget

Cash Forecast



64 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$781.26k**, **\$2k** above budget.

AGE 4

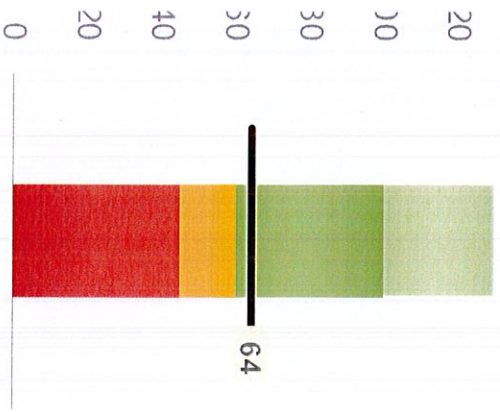


Key Performance Indicators



Days of Cash

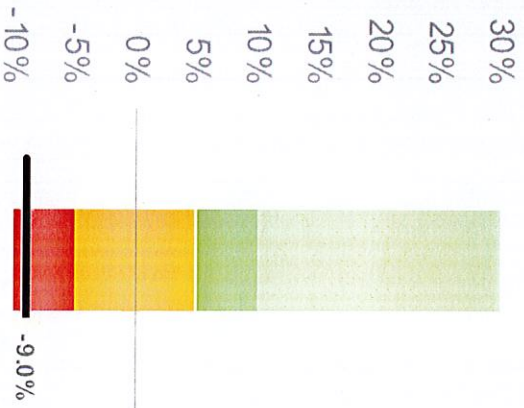
Cash balance at year-end divided by average daily expenses



34 DAYS OF CASH AT YEAR'S END
The school will end the year with 64 days of cash. This is above the recommended 60 days

Gross Margin

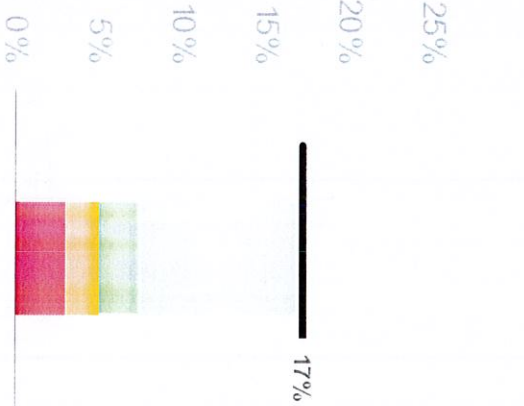
Revenue less expenses, divided by revenue



-9.0% GROSS MARGIN
The forecasted net income is -\$365k, which is \$2k above the budget. It yields a -9.0% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



17.20% AT YEAR'S END
The school is projected to end the year with a fund balance of \$762,231. Last year's fund balance was \$1,127,149.

Forecast Overview



	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.1m	\$4.1m	\$3k		AFA received 2.8k in unbudgeted Miscellaneous Revenue in July
Expenses	\$4.4m	\$4.4m	-480.31		Decrease in staffing, increase in benefits, and increase in 3rd-party services results in a net change of <1k.
Net Income	-\$365k	-\$367k	\$2k		

Annotated Financials

	Year-To-Date			Annual Forecast				
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining	
Revenue								
Local Revenue	31,230	21,074	10,156	284,835	284,835	0	253,605	
State Revenue	177,320	114,877	62,443	2,299,644	2,299,644	(0)	2,122,305	
Federal Revenue	-	68,628	(68,628)	1,060,335	1,060,335	(0)	1,060,335	
Private Grants and Donations	42,755	50,460	(7,705)	420,000	420,000	-	377,245	
Earned Fees	2,803	-	2,803	2,803	-	2,803	-	
Total Revenue	254,108	255,038	(931)	4,067,617	4,064,814	2,803 1	3,813,510	
Expenses								
Salaries	151,228	184,637	33,409	2,164,962	2,215,648	50,686	2,013,734	
Benefits and Taxes	39,673	51,422	11,749	640,690	617,065	(23,625)	601,017	
Staff-Related Costs	6,694	4,159	(2,535)	49,912	49,912	(0)	46,418	
Rent	25,000	25,000	-	300,000	300,000	-	275,000	
Occupancy Service	16,907	22,606	5,700	271,529	271,273	(256)	254,623	
Student Expense, Direct	17,428	25,038	7,610	300,458	300,458	0	283,029	
Student Expense, Food	-	16,117	16,117	193,400	193,400	(0)	193,400	
Office & Business Expense	8,876	16,855	7,979	229,543	202,258	(27,285)	220,667	
Transportation	1,413	23,503	22,091	282,041	282,041	(0)	280,038	
Total Ordinary Expenses	267,220	369,338	102,118	4,432,535	4,432,055	(480)	4,105,316	
Total Expenses	267,220	369,338	102,118	4,432,535	4,432,055	(480) 2	4,165,316	
Net Income	(13,112)	(114,300)	101,188	(364,918)	(367,241)	2,323 3	(351,806)	
Cash Flow Adjustments	(3,968)	-	(3,968)	(0)	-	(0)	3,968	
Change in Cash	(17,080)	(114,300)	97,220	(364,918)	(367,241)	2,323	(347,838)	

1 REVENUE: \$3K AHEAD
AFIA received 2.8k in unbudgeted Miscellaneous Revenue.

2 EXPENSES: \$0K BEHIND
Decrease in staffing, increase in benefits, and increase in 3rd-party services results in a net change of <1k

3 NET INCOME: \$2k ahead

ACADEMY FOR INTEGRATED ARTS FINANCE COMMITTEE MEETING MINUTES

August 19, 2021

The meeting was held via Zoom. In attendance: Peter Brown, Tricia DeGraff, Johnny Dolan-Dominguez, Paul Greenwood, and Cara Newell

I. Call to order.

II. Review Financial and Cash Disbursements Reports

Financial Report: Actual results for the one month ended July 31, 2021 and the Annual Forecast are in line with expectations. Enrollment of 257 in line with expectations.

Cash Disbursements Report: Individual expenditures are in order with one exception. A charge that AFIA did not initiate or approve of was made on the school's debit card. The bank was immediately notified. The card has been cancelled and the bank is looking into the charge.

III. Discuss financial reporting process and format

While we may make some small changes to format, current process and format accurately and efficiently convey important and relevant financial data.

IV. Other Business

- Food service Request for Proposal (RFP) – Finance Committee will recommend board ratify decision to not reopen RFP process. RFP was approved by DESE and our process followed protocol.
- Domestic partner insurance benefits – AFIA will allow domestic partners of AFIA employees to be treated as spouses with respect to medical, vision and dental coverage. Employee must sign a Domestic Partnership Affidavit and provide one other item of documentational support.
- Infinite Campus data system – The \$29,000 initial cost of this data system will be fully reimbursed by a grant from School Smart KC. As such Finance Committee will recommend board ratify expenditure of \$29,000 for Infinite Campus data system. Ongoing annual costs will be less than \$10,000.

VI. Adjournment

FOOD SERVICE REQUEST FOR PROPOSAL SY 2021-2022

Background

AFIA posted a Request for Proposal (RFP) for a 5 year food service contract. The request was reviewed and approved by DESE as required. Two companies responded to the RFP. One company did not comply with the RFP requirements. (The wrong form was completed).

After the contract was awarded to the other company, the non-compliant bidder ("nc-bidder") requested further information. AFIA informed the nc-bidder that their bid did not comply with the RFP's requirements.

The nc-bidder informed AFIA of a clerical error with the paperwork, submitted pricing information not submitted in the initial bid, and asked that the RFP process be reopened.

Recommendation:

- Do not reopen the RFP process. The Board will be asked to approve this decision at the August Board meeting.

Reasoning:

- The RFP was clear and approved by DESE. All bidders had the opportunity to ensure their bids complied with bidding requirements.
- The nc-bidder is eligible to submit bids for future RFP's.

Infinite Campus, a student information data system

Background

In response to many schools' finding their student data systems lacking, School Smart KC (SSKC), in collaboration with school leaders and external data consultants, worked to identify a better data system. Infinite Campus was selected. School Smart KC offered (via grant agreement) to pay for the purchase and implementation of Infinite Campus. The school would be responsible for on-going annual costs.

AFIA entered into this grant agreement with SSKC (as did at least 6 other schools). SSKC will reimburse AFIA \$29,370 for purchase and implementation: 1/3 upon signature (this has been received); 1/3 in August and 1/3 in March – the last two payments contingent on providing satisfactory results on progress.) AFIA will be responsible for on-going annual costs of \$31/student (round numbers: 275 students = \$8,500).

An invoice for \$29,370 was presented for payment in July. Expenditures >\$25k typically need board approval. However, time was of essence as AFIA wanted to begin the implementation process as soon as possible.

Decision:

- Treasurer approved invoice for \$29,370.
- Board will be briefed and asked to ratify this decision at the August board meeting.

Reasoning: (based on review of grant agreement, detailed invoice, and discussion with Tricia and Finance Committee)

- Initial purchase and implementation cost fully covered by the SSKC grant. AFIA should be able to meet all requirements necessary to receive full grant amount.
- Infinite Campus will replace existing Power School system. Power School has been found to be lacking, especially with respect to ongoing support. AFIA believes that with the backing of SSKC and being a part of a larger group clients, responsiveness to on-going needs will improve.
- Infinite Campus should save Phoebe many hours of her time as it relates to her work with core data.
- Tricia and Phoebe were part of SSKC's process and have spent ample time with consultants in due diligence.
- On-going annual costs are less than \$10k (no additional approval by Fin Comm or Board needed.)

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

August 18th, 2021
4:30 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

Passcode: 560224

- I. Call to Order
- II. Governance oversight/ renewal review
- III. Open Discussion
- IV. Adjournment

ACADEMY FOR INTEGRATED ARTS

Governance Committee

Meeting Minutes

August 18th, 2021

4:30p.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 4:32p.m.

Meeting Attendees

Lynne Brown - Board Member

Tricia DeGraff - Executive Director

Janice Small - Board Member

Emily Brown – Board Member

Brad Epsten – Board Member

Cara Newell – Board Member

Martha McGeehon – Missouri Charter Public School Commission (MCPSC)

II. Renewal Process

- Martha, Deputy Director at the Missouri Charter Public School Commission covered the renewal process, upcoming activities and timelines

III. Succession Planning

- The Team covered the Skills Matrix and next steps for Board Member completion

Adjournment

Meeting concluded at 5:37pm