

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

December 9, 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  
Brad Epsten, Vice President  
Cara Newell, Treasurer  
Janice Small, Member  
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 4:05

**II. FINANCIAL REPORT**

Budget report-Cara Newell (attachment)

**III. CONSENT AGENDA ITEMS**

- Approval of the minutes from the October 28, 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 Audit for Fiscal Year ending 2021
- Approval to increase the upper limit of AFIA's contribution towards employee medical insurance cost from \$475 per month to \$575 per month:  
Motion: Jennifer Waddell  
Second: Janice Small  
Vote: 7-0

**V. EXECUTIVE DIRECTOR'S REPORT**

- Monthly Update -Tricia DeGraff (attachment)

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

- Education Committee met on December 6th (attachment)
- Audit/Finance met on December 16th (attachment)
- Governance Committee Chair led a discussion from the "Top 10 Questions for Charter School Boards, a development/training resource."

The November topic was about increasing our understanding about the families of the students we serve. Tricia DeGraff shared information related to our student and family needs and AFIA's work and response to student and family needs. The presentation and discussion directly connected to AFIA's strategic plan goal related to families: *Partner with families in meeting the needs of the whole child and ensure that families feel heard and valued in the school community.*

Board follow-up included these ideas: volunteer opportunities that could assist with reading gaps among students, continuing to learn more, particularly about the work of the social worker and intervention coordinator, and determining additional needs through working with the AFIA leadership team.

The Governance Committee will provide our new board member Patrick Lenoir with an orientation packet as he joins the board on January 27, 2022. Patrick has visited AFIA and at that time also met with Tricia DeGraff so he is familiar with the AFIA approach to education.

## **VII. NEW BUSINESS**

Janice Small completed her first term as an AFIA board director and this will be her final meeting.

## **VIII. EXECUTIVE SESSION**

None

## **IX. ADJOURNMENT**

Motion to adjourn: Peter Brown


Second: Cara Newell

Vote: 6-0

Meeting adjourned at 5:15 p.m.

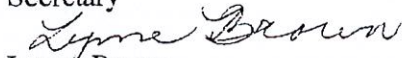
Next Board Meeting is on January 27, 2022 at 4:00 p.m.

Respectfully submitted,



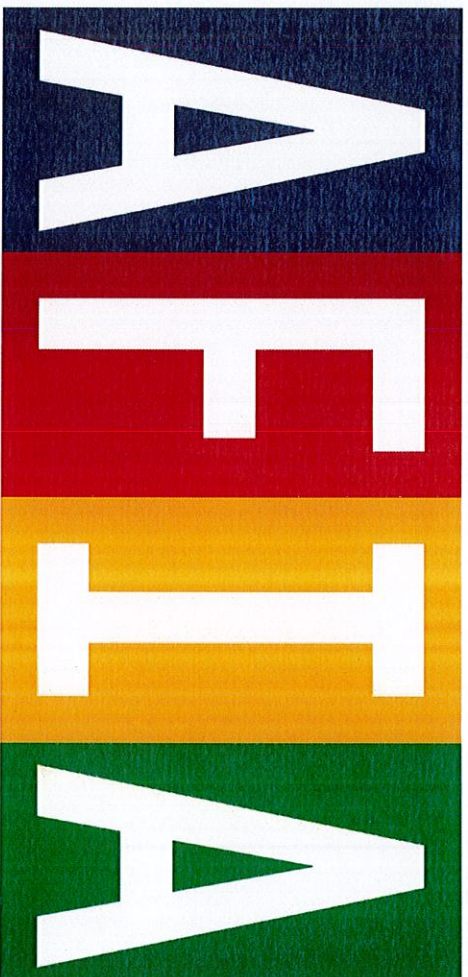
Emily Brown

Secretary



Lynne Brown

Chairman



# Academy for Integrated Arts

Executive Director's Report

December 9, 2021

### Enrollment 2021 -2022

Grade	8/23	9/16	10/22	12/3														
PK	11	12	12	12														
TK	4	3	4	4														
K	46	44	43	43														
1st	42	41	41	40														
2nd	37	39	40	39														
3rd	35	38	37	37														
4th	39	37	37	37														
5th	25	25	25	24														
6th	16	16	17	18														
Total	255	255	256	254														

**Attendance data** - This data has been updated for some students who were in quarantine. We are still working on some updates. You can see that overall attendance is now over 90% due to these updates.

<b>21-22</b> <b>Academy for Integrated Arts</b> 7910 Troost Avenue, Kansas City, MO 64131 Generated on 12/07/2021 12:21:29 AM Page 1 of 1	<b>Attendance/Membership Summary Report</b> Start/End Date: 08/18/2021 - 12/06/2021 School(s): 1 Calendar(s): 1 Grade: PK, TK, K, 1, 2, 3, 4, 5, 6
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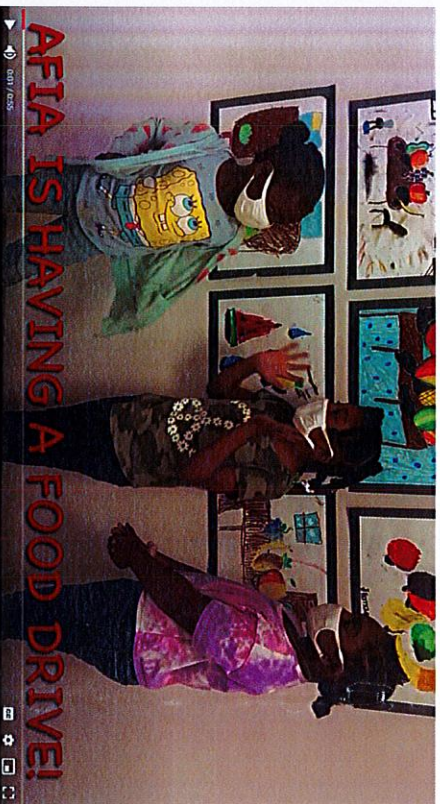
Grade	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance
						Days	Avg. Daily	
PK	804	97.03	706.97	12.00	10.55	28.50	0.42	87.93%
TK	247	44.32	202.68	3.69	3.02	15.00	0.21	82.06%
K	2882	234.76	2647.24	43.01	39.51	51.31	0.73	91.85%
1	2732	285.87	2446.13	40.76	36.50	83.67	1.18	89.54%
2	2547	293.39	2253.61	38.00	33.60	83.19	1.22	88.48%
3	2444	267.72	2176.28	36.46	32.46	54.93	0.76	89.05%
4	2474	258.42	2215.58	36.91	33.08	36.83	0.51	89.55%
5	1609	91.01	1517.99	24.01	22.67	12.05	0.15	94.34%
6	1173	73.03	1099.97	17.50	16.45	24.91	0.34	93.77%
<b>9</b>	<b>16912</b>	<b>1645.55</b>	<b>15266.45</b>	<b>252.34</b>	<b>227.84</b>	<b>390.39</b>	<b>5.52</b>	<b>90.27%</b>

## Quarantine and positive covid cases information

Week of	Number of positive COVID cases (staff)	Number of positive COVID cases (students)	Number of individuals who began quarantine (staff)	Number of individuals who began quarantine (students)
November 29	0	2	0	2
November 22	0	0	0	0
November 15	0	0	0	0
November 8	0	1	0	1
November 1	0	2	0	3
October 25	0	0	0	0

# General Updates

- Our DEI cohort attended Session 8 of the Equity in Schools Kansas City (2021) Cohort Meeting: Putting it all together: The equity work plan.
- Recruitment season for new students has begun:
  - We participated in the city-wide school fair on November 13th to recruit new students. Amilia Winter took our 6th graders to the fair to support them in applying for middle school.
  - We have begun in person school tours
- Our first graders hosted a [food drive](#) as a part of their project work. With operational support, including help from our social worker, they were able to provide food baskets to 5 AFIA families (11 students).
- Our 6th graders went on a field trip to Shawnee Mission Indian Mission on October 28th.



## Partnerships and Grants

- Harlan Brownlee is currently working with three teachers in a dance residency. In the residency, Harlan meets with each teacher twice for planning meetings and spends 7 class periods (45 minutes) in each classroom, integrating dance and movement into core subject areas.
- Tricia, along with Jennifer Waddell, presented *Educational Liberation through Arts Integration: One School's Story of Teaching for Social Change* at the American Educational Studies Association Annual Conference in Portland, Oregon.
- Tricia participated in the UMKC preparation day for preservice teachers, serving as a panelist and an interviewer for mock interviews



## Staff related updates

- We have job postings for the following positions:
  - School nurse
  - Classroom teacher
  - Assistant teacher
- Professional Development Days:
  - November 5th and December 3rd
  - Thank you to the board for the staff luncheon on December 3rd. It was much appreciated!



# COVID-19 TASK FORCE

**Please feel free to join us as we  
review and update our Safe Return to  
In-Person Instruction and Continuity  
of Service Plan.**

We are grateful for our community's  
commitment to ensuring everyone is following  
our COVID-19 safety precautions. During this  
meeting, we will review updated guidance  
from the CDC and determine if any updates to  
AFIA's safety mitigation plans are necessary.



We will share the updates  
based on this meeting at the  
January board meeting.

Thursday, December 16, 2021  
5:30 PM

Please RSVP here to receive the Zoom link or  
to offer feedback.

**ACADEMY FOR INTEGRATED ARTS  
EDUCATION COMMITTEE AGENDA**

December 6, 2021

4:00 – 5:00 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

Dial by your location

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- +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

**I. CALL TO ORDER**

**II. DISCUSSION ITEMS**

- Arts Integration Tool
- Review of data
- Other Updates

**III. Meeting Adjournment**

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Meeting ID: 917 1862 9229

Passcode: 414140

**I. CALL TO ORDER**

**II. DISCUSSION ITEMS**

- Arts Integration Tool – Will discuss in January
- Review of data – Reviewed Evaluate data, running record data and MAP data. Will determine which data to share with the board in January.
- Other Updates

**III. Meeting Adjournment**

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

Thursday, November 18, 2021  
8:30 a.m.

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. Financial Update**

Financial Report: Actual results for through October 31, 2021 and the annual Forecast were reviewed. Variances were discussed. We will continue to monitor attendance data.

Cash Disbursements Report: Individual expenditures are in order.

**III. Presentation of FY 2021 Audit by Clark Hanner of Marr and Company.**

Clark Hanner of Marr and Company reviewed the draft audit report and supplemental schedules with us. As expected, the opinion was clean but for two known qualifications regarding the use of the modified cash basis of accounting and the exclusion of the accounts of the Supporting Foundation and AFIA Holding Company. Clark received the full cooperation of AFIA leadership and EdOps in conducting the audit.

Clark noted audit may need to be expanded next year. This is required when expenditure of Federal revenue exceeds \$750,000. Due to ESSER funding this will likely be the case.

**IV. Employee Health Insurance renewal**

After discussing options agreed to renew existing plan. Will recommend to full board that AFIA's share of total premium be increased from maximum of \$475/employee/month to maximum of \$575/employee/month. In early 2022 we will survey employees regarding their health care benefit needs/preferences. We will use this information to direct our broker to explore other carrier's offerings.

**V. Facilities**

AFIA Holding Company and Tricia met with architect and decided to renovate a portion of the open space into 2 classrooms and a smaller instructional room. This leave some space still open so that we may better determine how to finish it out once we are at full enrollment.

**VI. Other business**

**VII. Adjournment.**



# October 2021 Financials

PREPARED NOVEMBER 2021  
BY



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# Executive Summary



- Salary and Benefits forecast decreased, removal of Co-Teacher salaries
- No other significant changes to report

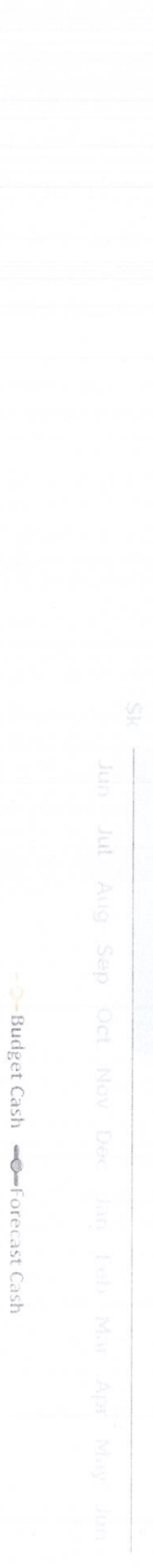


# Cash Forecast



## 73 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$863.62k**, **\$85k** above budget.

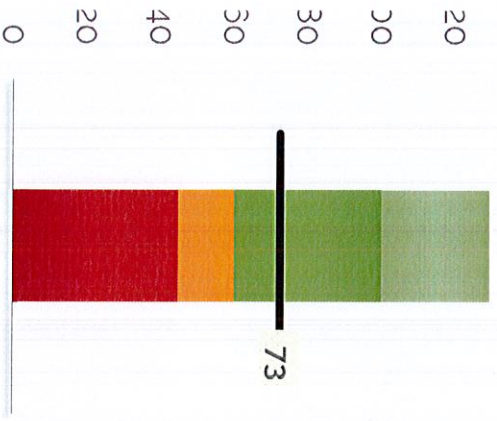


# Key Performance Indicators



## Days of Cash

Cash balance at year-end divided by average daily expenses

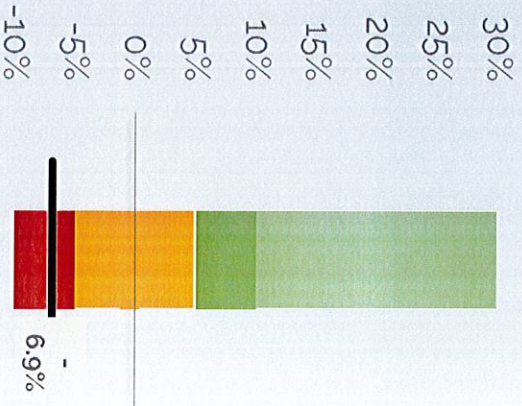


**73 DAYS OF CASH AT YEAR'S END**  
The school will end the year with 73 days of cash. This is above the recommended 60 days

AGE 5

## Gross Margin

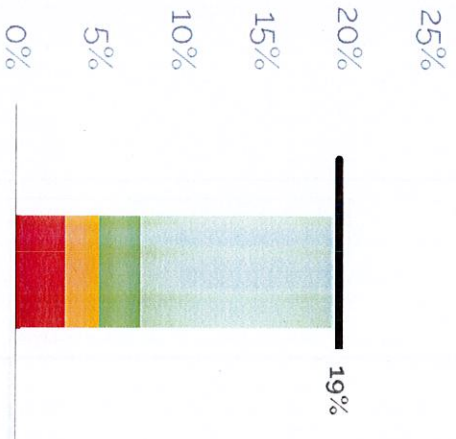
Revenue less expenses, divided by revenue



**-6.9% GROSS MARGIN**  
The forecasted net income is -\$279k, which is \$88k above the budget. It yields a -6.9% gross margin.

## Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



**19.49% AT YEAR'S END**  
The school is projected to end the year with a fund balance of \$845,788. Last year's fund balance was \$1,125,066.

# Forecast Overview



	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.1m	\$4.1m	<b>-\$5k</b>		
Expenses	\$4.3m	\$4.4m	<b>\$93k</b>		Removed forecasting of Co-Teacher salaries (positions not filled)
Net Income	<b>-\$279k</b>	<b>-\$367k</b>	<b>\$88k</b>		
Cash Flow Adjustments	-0	0	-0		
Change in Cash	<b>-\$279k</b>	<b>-\$367k</b>	<b>\$88k</b>		

# Detailed Financials

	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
<b>Revenue</b>							
Local Revenue	109,689	133,477	(23,787)	284,835	284,835	0	175,145
State Revenue	745,279	673,844	71,435	2,299,644	2,299,644	(0)	1,554,366
Federal Revenue	53,742	312,400	(258,658)	1,044,855	1,060,335	(15,480)	991,113
Private Grants and Donations	100,962	285,914	(184,952)	420,000	420,000	(0)	319,038
Earned Fees	10,187	-	10,187	10,187	-	10,187	-
<b>Total Revenue</b>	<b>1,019,860</b>	<b>1,385,634</b>	<b>(365,775)</b>	<b>4,059,522</b>	<b>4,064,814</b>	<b>(5,292)</b>	<b>3,039,662</b>
<b>Expenses</b>							
Salaries	721,567	738,549	16,983	2,121,797	2,215,648	93,851	1,400,231
Benefits and Taxes	165,833	205,688	39,855	562,948	617,065	54,117	387,115
Staff-Related Costs	19,484	16,637	(2,847)	49,912	49,912	0	30,428
Rent	100,000	100,000	-	300,000	300,000	-	200,000
Occupancy/Service	96,739	90,424	(6,315)	272,755	271,273	(1,482)	176,016
Student Expense, Direct	88,220	100,153	11,933	286,950	300,458	13,507	198,731
Student Expense, Food	49,457	64,467	15,009	193,400	193,400	0	143,943
Office & Business Expense	130,095	67,419	(62,675)	268,996	202,258	(66,738)	138,901
Transportation	16,373	94,014	77,641	282,041	282,041	(0)	265,668
Total Ordinary Expenses	1,387,768	1,477,352	89,584	4,338,800	4,432,055	93,255	2,951,032
<b>Total Expenses</b>	<b>1,387,768</b>	<b>1,477,352</b>	<b>89,584</b>	<b>4,338,800</b>	<b>4,432,055</b>	<b>93,255</b>	<b>2,951,032</b>
<b>Net Income</b>	<b>(367,908)</b>	<b>(94,717)</b>	<b>(276,191)</b>	<b>(279,278)</b>	<b>(367,241)</b>	<b>87,963</b>	<b>88,630</b>
Cash Flow/ Adjustments	(13,103)	-	(13,103)	(0)	-	(0)	13,103
<b>Change In Cash</b>	<b>(381,012)</b>	<b>(94,717)</b>	<b>(289,294)</b>	<b>(279,278)</b>	<b>(367,241)</b>	<b>87,963</b>	<b>101,733</b>

- ① REVENUE: \$5K BEHIND
- ② EXPENSES: \$93K AHEAD
- ③ NET INCOME: \$88K ahead
- ④ CASH ADJ: \$0K BEHIND
- ⑤ NET CHANGE IN CASH: \$88K AHEAD

# Monthly Financials

	Actual					Forecast												TOTAL									
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun															
Income Statement																											
<b>Revenue</b>																											
Local Revenue	31,230	27,515	26,155	24,790	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	21,893	284,835
State Revenue	177,320	172,660	212,122	182,877	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	194,296	2,299,644
Federal Revenue	0	21,205	9,607	22,931	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	123,889	1,044,855
Private Grants and Donations	42,755	0	10,500	47,707	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	39,880	420,000
Earned Fees	2,803	3,072	635	3,677	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,187
<b>Total Revenue</b>	<b>254,108</b>	<b>224,452</b>	<b>259,319</b>	<b>281,982</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>379,958</b>	<b>4,059,522</b>
<b>Expenses</b>																											
Salaries	151,228	224,322	179,536	166,480	175,404	173,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	175,404	174,404	2,121,797
Benefits and Taxes	39,673	44,475	41,177	40,507	48,846	48,693	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,942	49,866	562,948
Staff-Related Costs	6,694	1,894	5,036	5,860	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	3,803	49,912
Rent	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Occupancy Service	16,907	23,748	35,321	20,763	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	22,002	272,755
Student Expense, Direct	14,853	10,657	37,701	25,008	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	24,841	286,950
Student Expense, Food	0	5,809	18,061	25,587	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	17,993	193,400
Office & Business Expense	11,451	48,687	21,601	48,355	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	17,363	268,996
Transportation	1,413	0	0	14,960	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	33,209	282,041
Total Ordinary Expenses	267,220	384,593	363,434	372,522	368,461	366,308	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	369,557	368,480	4,338,806
<b>Total Expenses</b>	<b>267,220</b>	<b>384,593</b>	<b>363,434</b>	<b>372,522</b>	<b>368,461</b>	<b>366,308</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>369,557</b>	<b>368,480</b>	<b>4,338,800</b>
<b>Net Income</b>	<b>-13,112</b>	<b>-160,141</b>	<b>-104,116</b>	<b>-90,540</b>	<b>11,497</b>	<b>13,650</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>10,401</b>	<b>11,478</b>	<b>-279,278</b>
Cash Flow Adjustments	-3,968	-18,823	13,922	-4,235	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	1,638	0
<b>Change In Cash</b>	<b>-17,080</b>	<b>-178,964</b>	<b>-90,193</b>	<b>-94,775</b>	<b>13,135</b>	<b>15,288</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>12,039</b>	<b>13,115</b>	<b>-279,278</b>

# Balance Sheet

	Previous Year End		Current
	6/30/2021	10/31/2021	
<b>Assets</b>			
Current Assets			
Cash	1,142,902		761,890
Total Current Assets	1,142,902		761,890
<b>Total Assets</b>	<b>1,142,902</b>		<b>761,890</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities	17,835		4,732
Total Current Liabilities	17,835		4,732
Total Long-Term Liabilities	0		0
<b>Total Liabilities</b>	<b>17,835</b>		<b>4,732</b>
Equity			
Unrestricted Net Assets	1,125,066		1,125,066
Net Income	0		-367,908
<b>Total Equity</b>	<b>1,125,066</b>		<b>757,158</b>

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

November 17<sup>th</sup>, 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. Board Policy Updates
- III. Top 10 Questions for Charter School Boards
- IV. Transition Plan
- V. Open Discussion
- VI. Adjournment

# ACADEMY FOR INTEGRATED ARTS

## Governance Committee

### Meeting Minutes

November 17<sup>th</sup>, 2021

4:30 p.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 4:33p.m. CT

#### Meeting Attendees

Cara Newell - Board Member

Emily Brown – Board Member

Janice Small - Board Member

Lynne Brown - Board Member

Tricia DeGraff - Executive Director

#### **II. Board Policy Updates**

Emily and Tricia will collaborate on the annual policy updates mainly driven by changes that occur during the legislative session.

The target completion timeframe in Jan 2022.

#### **III. Top 10 Questions for Charter School Boards**

We collectively agreed this is an opportunity that will be introduced into each Board meeting. Tricia will create a discussion item and share to kick off the meeting on our next Board meeting.

#### **IV. Transition**

I have provided all original documentation that is included in the Board package, previously obtained Board of Directors training material and a proposed succession plan template.

#### **V. Adjournment**

Meeting concluded at 5:34 p.m. CT