

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

October 28, 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 (4:15)
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 September 23, 2021 board meeting
- Approval of the warrant list (check registry and purchasing card record)
- Approval of the financial report:
Motion: Brad Epsten
Second: Emily Brown
Vote: 8-0

IV. ACTION ITEMS

- Approval of revision of school calendar-changing November 19th from a PD day to an instruction day and closing school on November 22 and 23:
Motion: Jennifer Waddell
Second: Brad Epsten
Vote: 8-0

V. EXECUTIVE DIRECTOR'S REPORT

- Monthly Update -Tricia DeGraff (attachment)

Karren Colbert gave a comprehensive presentation on AFIA's September Evaluate Data and our approach to academic interventions. (attachment)

VI. DISCUSSION ITEMS/COMMITTEE REPORTS

- Education Committee met on October 21 (attachment)
- Audit/Finance met on October 21nd (attachment)
- Governance Committee did not meet in October.

VII. NEW BUSINESS

Janice Small will finish her first term as a board director and will officially resign at the December meeting.

VIII. EXECUTIVE SESSION

None

IX. ADJOURNMENT

Motion to adjourn: Brad Epsten

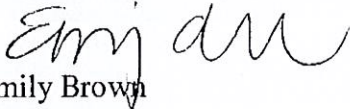
Second: Cara Newell

Vote: 8-0

Meeting adjourned at 5:45 p.m.

Next Board Meeting is on December 9, 2021 at 4:00 p.m.

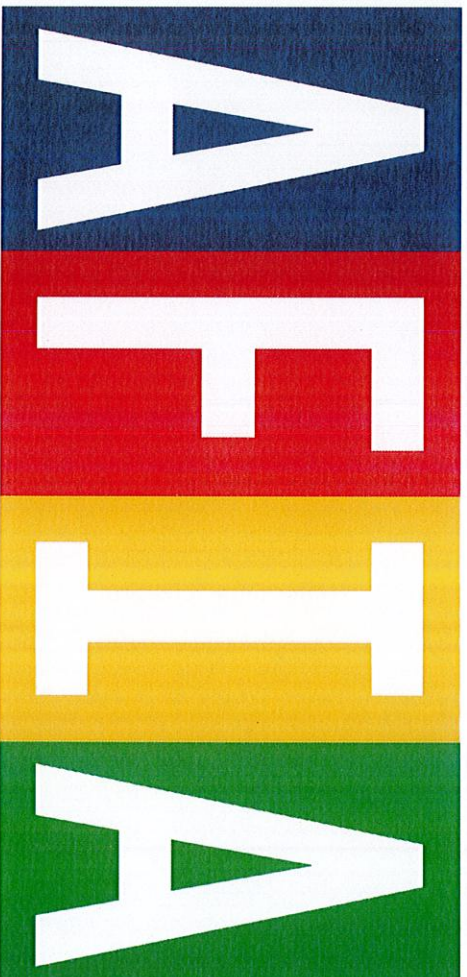
Respectfully submitted,



Emily Brown
Secretary



Lynne Brown
Chairman



Academy for Integrated Arts

Executive Director's Report

October 28, 2021

Enrollment 2021-2022

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

Attendance data - This data is not accurate for students in quarantine. Students in quarantine have been counted absent and we need to correct this in Infinite Campus based on student work completion per our AML plan. This will be corrected by the next board meeting.

<p style="text-align: center;">21-22</p> <p>Academy for Integrated Arts 7910 Troost Avenue, Kansas City MO 64131 Generated on 10/25/2021 12:55:38 PM Page 1 of 1</p>	<p style="text-align: center;">Attendance/Membership Summary Report</p> <p>Start/End Date: 08/18/2021 - 10/21/2021 School(s): 1 Calendar(s): 1 Grade: PK, TK, K, 1, 2, 3, 4, 5, 6</p>
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School: Academy for Integrated Arts Calendar: 21-22 AFIA

	Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance
								Days	Avg. Daily	
	PK	12	492	61.68	430.32	12.00	10.50	60.12	1.46	87.46%
	TK	4	143	25.32	117.68	3.49	2.87	23.64	0.57	82.29%
	K	47	1764	150.42	1613.58	43.02	39.38	149.74	3.63	91.47%
	1	47	1681	214.24	1466.76	40.98	35.78	211.78	5.14	87.26%
	2	45	1567	238.16	1328.84	38.19	32.38	235.74	5.74	84.80%
	3	40	1520	231.28	1288.72	37.06	31.42	226.86	5.54	84.78%
	4	41	1538	282.08	1255.92	37.50	30.64	278.71	6.79	81.66%
	5	25	985	86.66	898.34	24.02	21.91	85.36	2.07	91.20%
	6	19	705	48.56	656.44	17.19	16.04	48.56	1.15	93.11%
Total	9	280	10395	1338.40	9056.60	253.45	220.92	1320.51	32.09	87.12%

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)
October 18	0	0	0	0
October 11	0	1	0	3
Oct 4	0	2	0	16
Sept 27	1	4	1	23
Sept 20	0	0	0	0

General Updates

- The state COVID-19 testing program began at AFIA on October 12th. This program is paid for by the state and includes \$60,000 worth of funding items related to our COVID-19 testing program and mitigation.
- Tricia attended DESE meetings for charter leaders and the MCPSA conference in Columbia, MO on October 6 - 7.
- Asha attended two days of Restorative Justice training: *Discipline that Restores*. This was conducted by the Center for Conflict Resolution and hosted by our partnership with the Institute of Urban Education at UMKC. We appreciate that the IUE allowed our school to participate.
- Our DEI cohort attended Session 7 of the Equity in Schools Kansas City (2021) Cohort Meeting: *Inclusive and Intercultural Leadership*.
- Family teacher conferences were held on October 14th and 15th. As of 10/25, we had over 80% attendance at conferences. Of the conferences attended, about half of the families chose to meet with teachers in-person and half of the conferences were held virtually.

Partnerships and Grants

- Lathrop GPM Foundation donated \$1,000 to general operating expenses
- Lathrop GPM donated books to our school library, specifically to add additional books with diverse characters and by diverse authors

Staffing Update

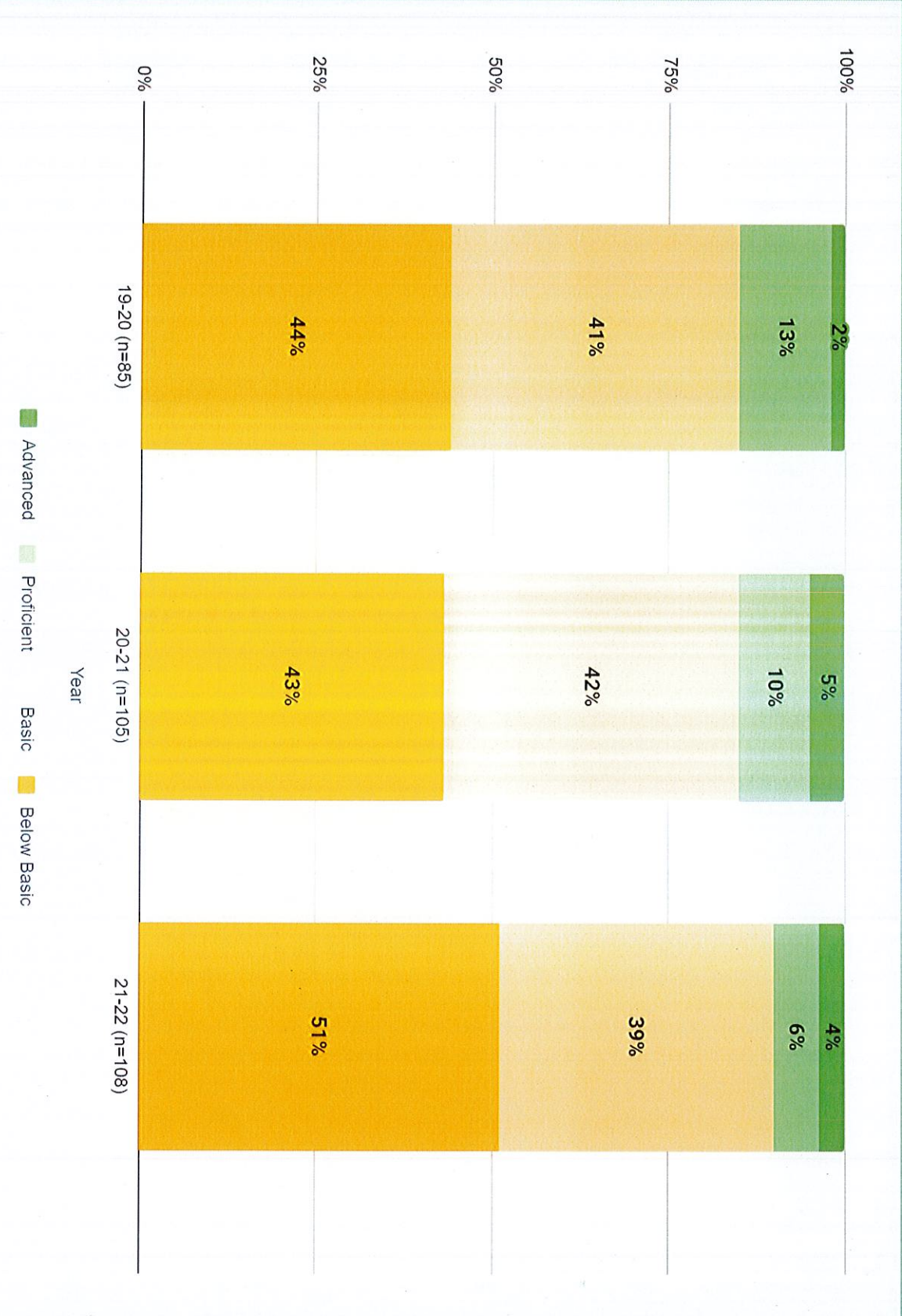
- Resignation

Board Overview: BOY Evaluate Data and Response to Intervention

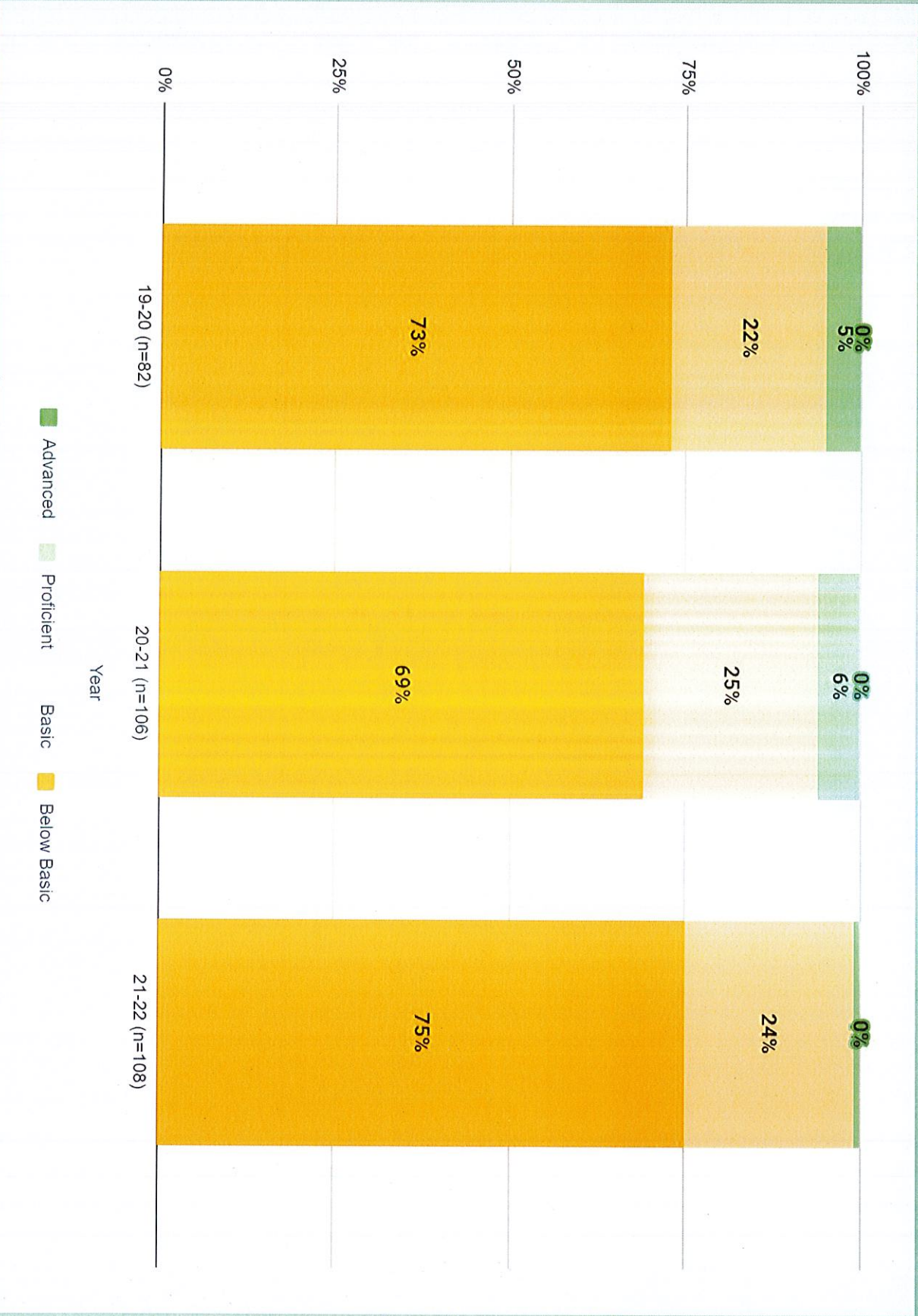


October 28, 2021

September Evaluate Data: ELA



September Evaluate Data: Math



Response to Intervention Model

Tier 3

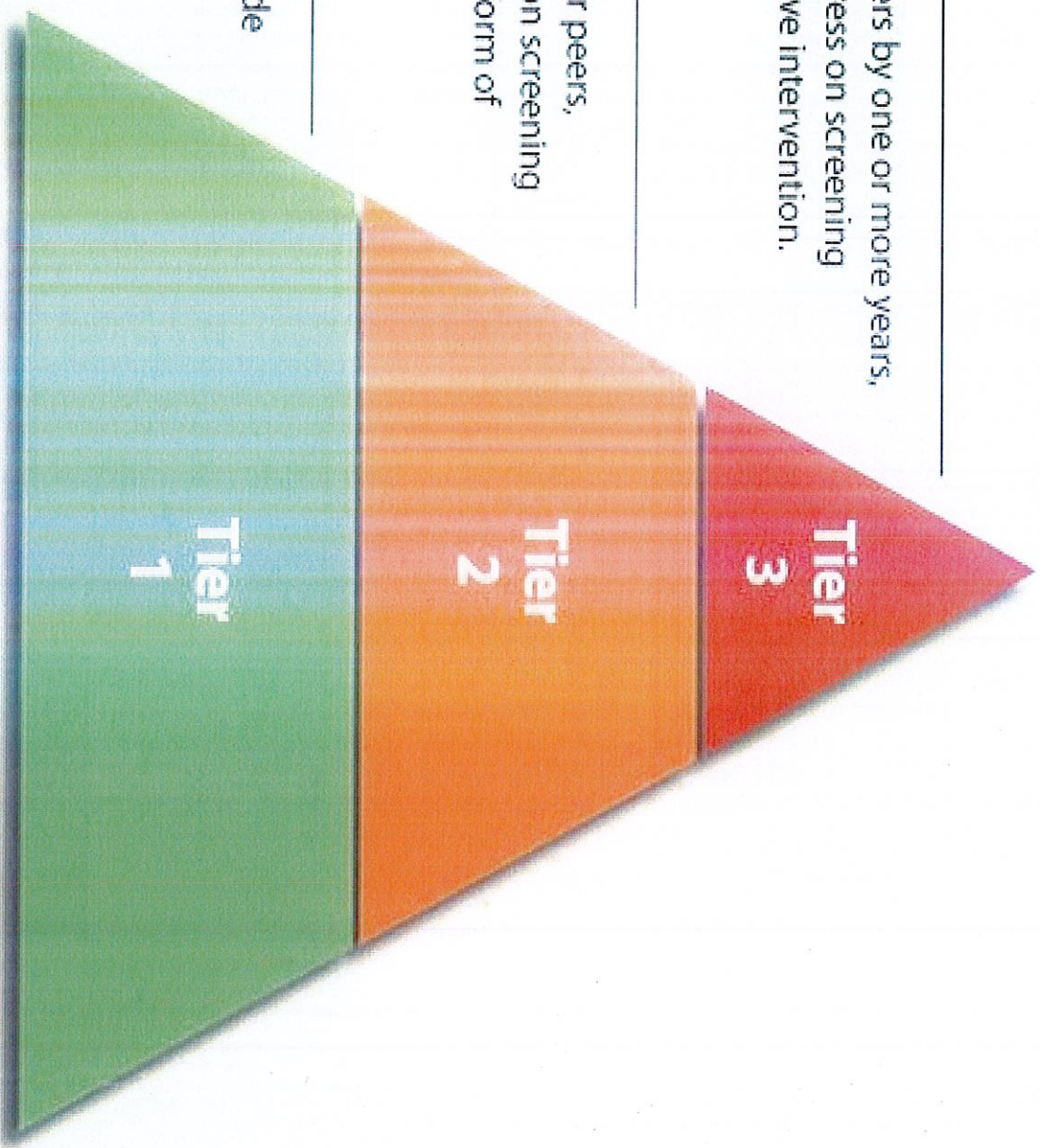
Students lag behind their peers by one or more years, demonstrate very weak progress on screening measures, and require intensive intervention.

Tier 2

Students lag well behind their peers, demonstrate weak progress on screening measures, and require some form of intervention.

Tier 1

Students learn at roughly grade level or above, and are least likely to fall behind or need intervention.



Goals and Strategies

Minimize the impact of pandemic learning loss on students by:

- Maintaining high quality, grade level Tier I instruction while systematically targeting learning gaps through intervention and differentiated support.
- ***Leveraging the strengths of all staff to meet the needs of all students.***
- Using strategic grouping and scheduling to maximize potential learning time.

Multiple Modes of Support:

- Tier I Instruction
 - Push-In
- Tier II Instruction
 - Push-In
 - Pull-Out
- Tier III Instruction
- SPED Push-In
- Home Learning
- Student Success Center Support

A few examples...

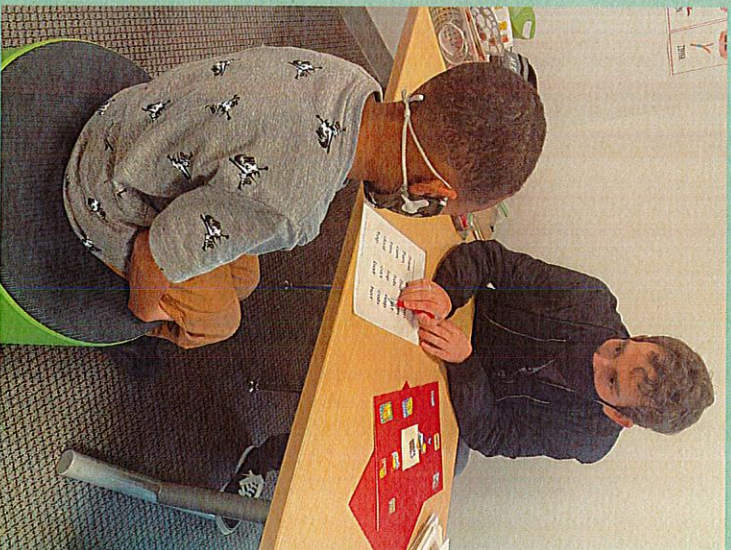
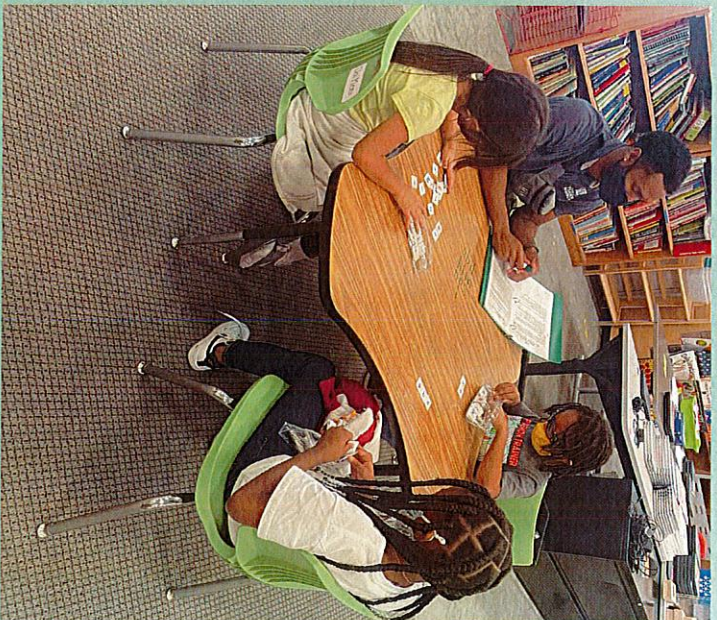
In one classroom:

- The classroom teacher and teacher candidate facilitate guided reading interventions in the classroom
- An interventionist progress monitors T2/T3 students
- The classroom teacher, teacher candidate and interventionist meet to review data and collaborate
- Some students receive daily 1:1 intervention through Literacy Lab

In another classroom:

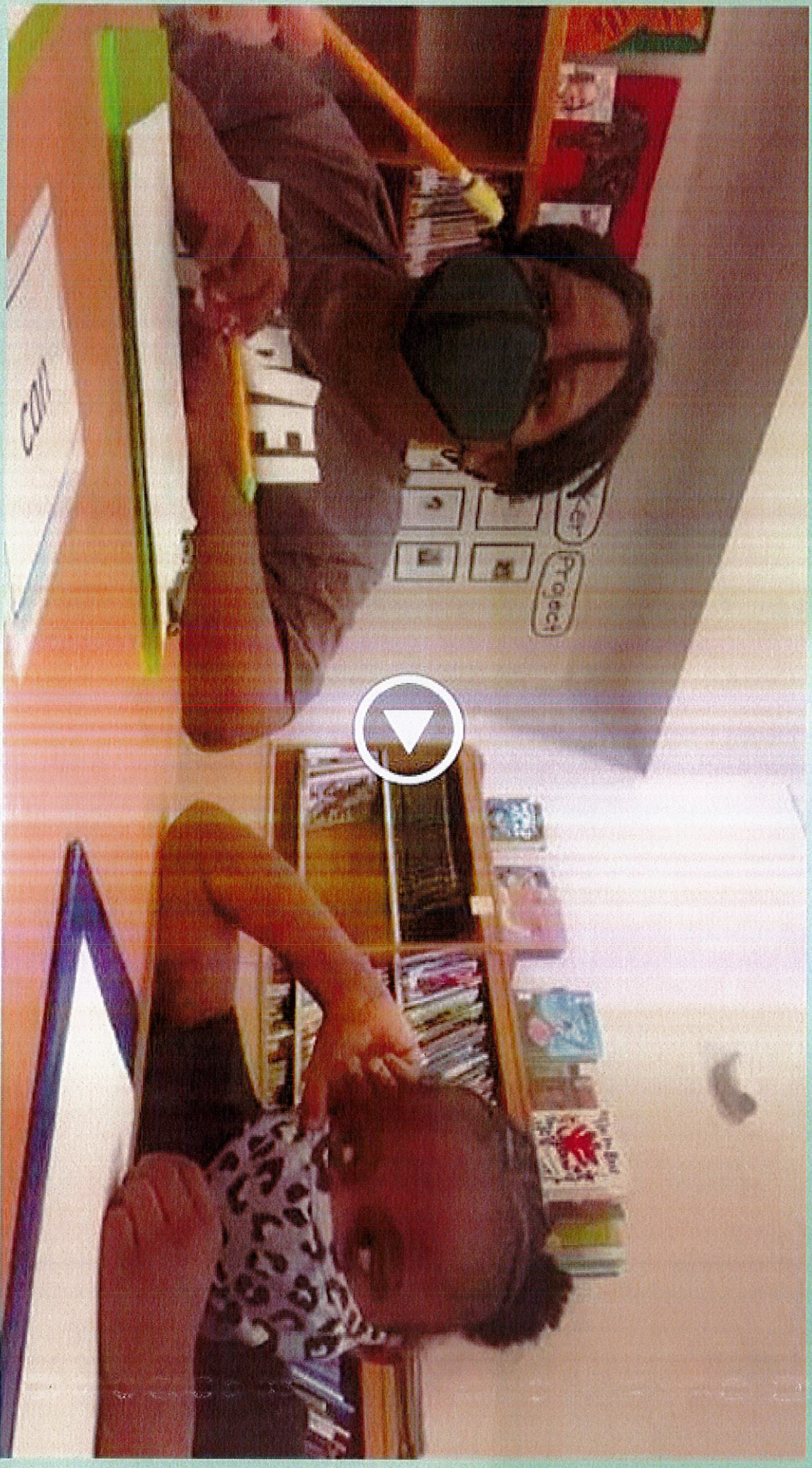
- The classroom teacher provides all T1 instruction and some T2 instruction (guided reading)
- Enrichment teachers pull small groups of students to provide T2 intervention ~3 days per week
- An interventionist provides daily intervention to T3 students
- Some students receive daily 1:1 intervention through Literacy Lab
- An interventionist is supporting T1 instruction through planning and instruction

Literacy Interventions



- Guided Sentence Writing
- Word Generation
- Semantic Gradients
- Language Experience Approach
- Guided Reading

Literacy Intervention: Guided Sentence Writing



**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE AGENDA**

October 21, 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: cqjE5

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

I. CALL TO ORDER

II. DISCUSSION ITEMS

- Evaluate Data
- Update Hoot Reading and Literacy Lab
- Other Updates

III. Meeting Adjournment

**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE MINUTES**

October 21, 2021

3:00-4:30 PM

7910 Troost Ave., Kansas City, Missouri

This meeting was held over Zoom.

Attendees: Lynne Brown, Brad Epsten, 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**

- Reviewed Evaluate data and discussed intervention updates
- Discussed Hoot Reading and Literacy Lab tutoring
- Briefly reviewed arts integration rubric and will review this again at the November meeting

III. **Meeting Adjournment**

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

Thursday, October 21, 2021
8:30 a.m.

The meeting will be held via Zoom. To join the meeting, please type [https:// zoom.us](https://zoom.us) into your web browser. You will be prompted to enter the meeting ID: 917 1862 9229 and the password: cqyjE5.

- I. Call to order.
- II. Review of Financial Report including cash disbursements list.
- III. Discuss audit progress.
- IV. Approval of Hoot Reading invoice (majority funded by SSKC grant)
- V. Facilities
- VI. Other business
- VII. Adjournment.

ACADEMY FOR INTEGRATED ARTS FINANCE COMMITTEE MEETING MINUTES

October 21, 2021

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

I. Call to order.

II. Review Financial and Cash Disbursements Report

Financial Report: Actual results for through September 30, 2021 and the Annual Forecast are in line with expectations. Next month, having the first quarter behind us, we will be in a position to refine our Annual forecast in more detail. EdOps is also developing supplemental reports relating to ESSER fund activity that we will review on a monthly basis.

Cash Disbursements Report: Individual expenditures are in order.

III. Discuss audit progress.

We should have an audit report draft to review at our next meeting

IV. Approval of Hoot Reading invoice (\$11,540).

This is an expenditure that is under a School Smart KC grant for accelerating literacy learning. Approved this and all future expenditures relating to the grant agreement.

V. Facilities

Discussed need to finish out remaining space to accommodate expected enrollment. AFIA Holding Company, building owner who will be responsible for this work, will contact architect to begin moving forward on this project.

VI. Other Business

- Approved Sinochips invoice for \$23,625. This invoice was received after agenda set. It should be noted that this is for Covid testing services for the months of July, August, and September. Sinochips has typically invoiced on a monthly basis.

VII. Adjournment



September 2021 Financials

PREPARED BY
OCTOBER 2021

The logo for EDOPS, featuring a stylized leaf icon above the letters 'EDOPS' in a bold, sans-serif font.

EDOPS

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Executive Summary



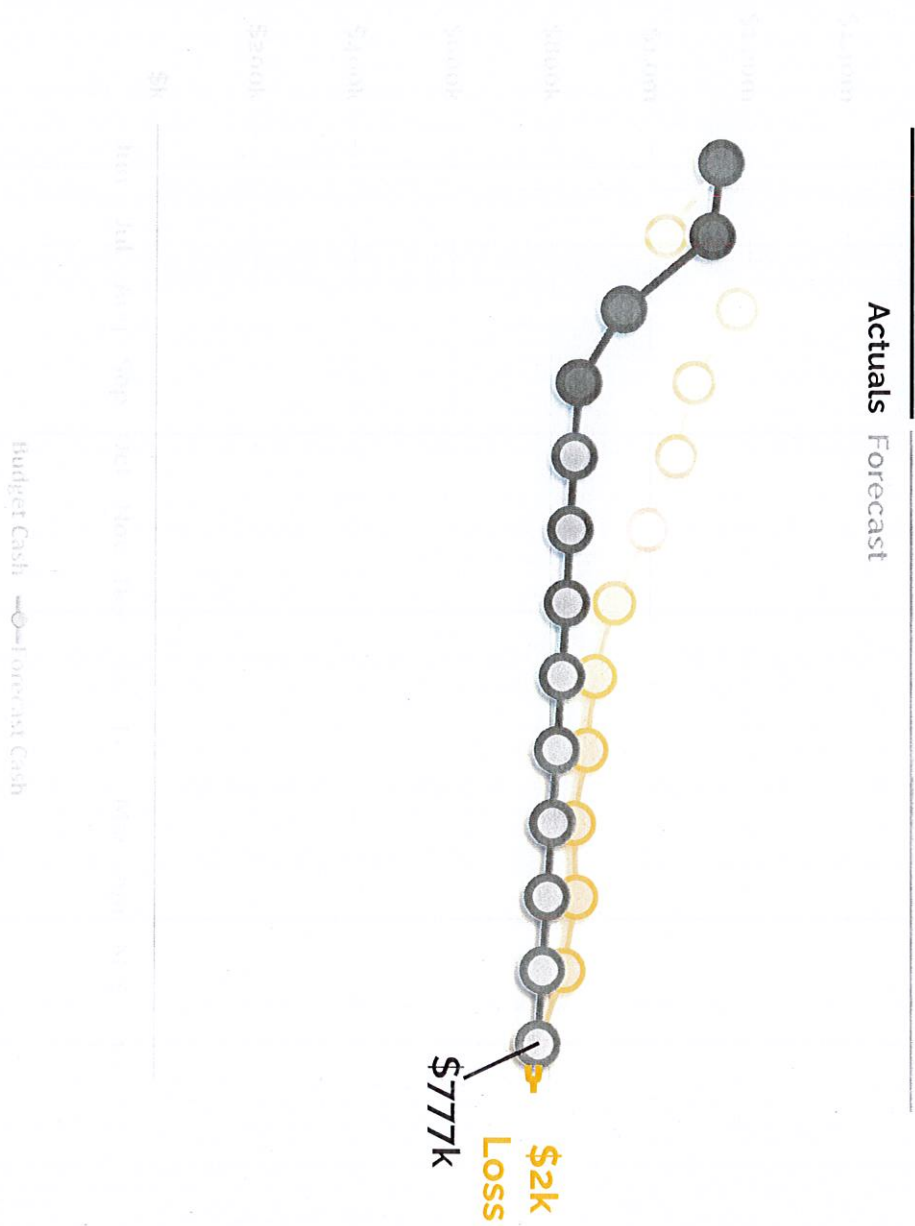
- Despite fluctuations in expense and revenue line items, the net income has only changed from the board approved budget by \$1k.
- September close does not reflect updated State Aid (driven by enrollment and attendance) or possible FY22 KCPS MOU payments.
- The biggest driver of the updated forecast changes is a \$47k decrease in benefits spending based on year-to-date trends.
- FY21 Audit should be read for review at November board meeting.

Cash Forecast



64 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$777.10k**, **\$2k** below budget.

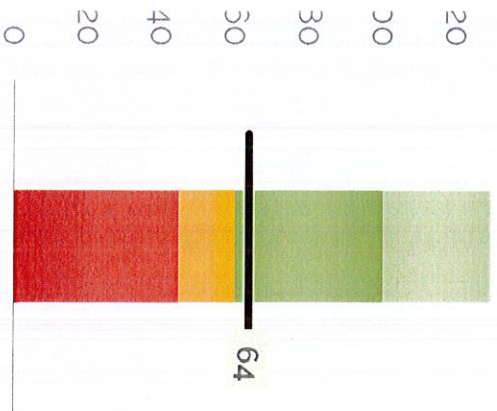


Key Performance Indicators



Days of Cash

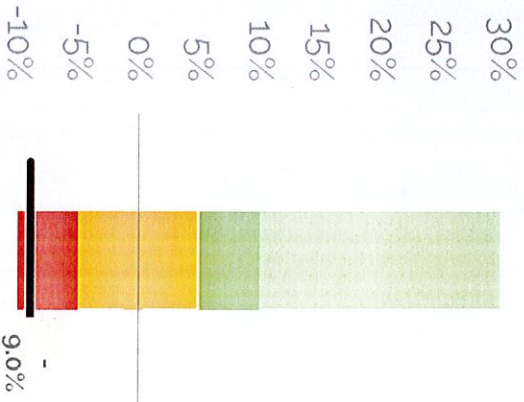
Cash balance at year-end divided by average daily expenses



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

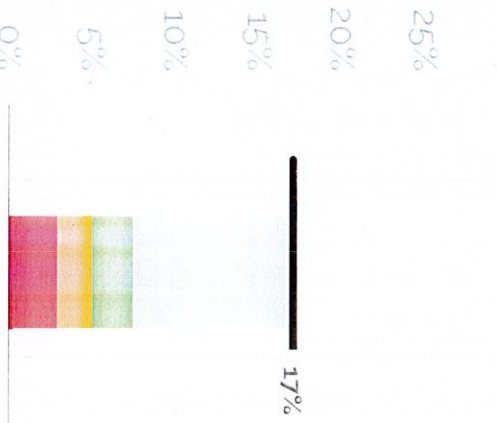
Revenue less expenses, divided by revenue



-9.0% GROSS MARGIN
The forecasted net income is -\$366k, which is \$1k above the budget. It yields a -9.0% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



17.08% AT YEAR'S END
The school is projected to end the year with a fund balance of \$759,266. Last year's fund balance was \$1,125,066.

Forecast Overview



	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.1m	\$4.1m	\$14k		Of the \$14k increase, \$7k was the CARES Transportation Supplement, \$2.7k was KCPS MOU, and the remainder is misc. revenue
Expenses	\$4.4m	\$4.4m	-\$12k		The net \$12k increase in expenses is from a slight increase in salaries and a substantial increase in office & expenses, mitigated by a decrease in benefits expenses.
Net Income	-\$366k	-\$367k	\$1k		No significant change in forecasted net income.
Cash Flow Adjustments	-0	0	-0		
Change in Cash	-\$366k	-\$367k	\$1k		

Annotated Financials

	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	\$4,900	116,190	(31,290)	284,835	284,835	0	490,135
State Revenue	562,402	492,956	69,445	2,299,644	2,299,644	(0)	1,737,213
Federal Revenue	30,812	205,884	(175,072)	1,067,426	1,060,335	7,091	1,030,915
Private Grants and Donations	53,255	236,709	(183,445)	420,000	420,000	0	366,715
Earned Fees	6,510	-	6,510	6,510	-	6,510	-
Total Revenue	737,878	1,051,731	(313,853)	4,078,416	4,064,814	13,601	3,340,537
Expenses							
Salaries	555,086	553,912	(1,174)	2,222,971	2,215,648	(7,323)	1,667,885
Benefits and Taxes	125,326	154,266	28,941	585,993	617,065	31,072	460,667
Staff-Related Costs	13,624	12,478	(1,146)	49,912	49,912	0	36,287
Rent	75,009	75,000	-	300,000	300,000	-	225,000
Occupancy Service	75,976	67,818	(8,158)	272,755	271,273	(1,482)	196,779
Student Expense, Direct	63,211	75,114	11,903	275,298	300,458	25,160	212,087
Student Expense, Food	23,871	48,350	24,479	193,400	193,400	0	163,429
Office & Business Expense	81,740	50,564	(31,175)	261,846	202,258	(59,588)	180,106
Transportation	1,413	70,510	69,097	282,041	282,041	(0)	280,028
Total Ordinary Expenses	1,015,247	1,108,014	92,767	4,444,216	4,432,055	(12,161)	3,428,969
Total Expenses	1,015,247	1,108,014	92,767	4,444,216	4,432,055	(12,161)	3,428,969
Net Income	(277,368)	(56,282)	(221,086)	(365,800)	(367,241)	1,440	(88,432)
Cash Flow Adjustments	(8,868)	-	(8,868)	(0)	-	(0)	8,868
Change in Cash	(286,237)	(56,282)	(229,954)	(365,800)	(367,241)	1,440	(79,564)

Balance Sheet

	Previous Year End		Current
	6/30/2021	9/30/2021	
Assets			
Current Assets			
Cash	1,142,902		856,665
Total Current Assets	1,142,902		856,665
Total Assets	1,142,902		856,665
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	17,835		8,967
Total Current Liabilities	17,835		8,967
Total Long-Term Liabilities	0		0
Total Liabilities	17,835		8,967
Equity			
Unrestricted Net Assets	1,125,066		1,125,066
Net Income	0		-277,368
Total Equity	1,125,066		847,698