

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

January 27, 2022
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
Patrick Lenoir, Member
Cara Newell, Treasurer
Jennifer Waddell, Member

Also Present: Tricia DeGraff, Executive Director
Asha Moore, Assistant Principal
Phoebe Bassue, Operations

MISSION MOMENT

Taylor Salle, interventionist-the program is going very well as significant gains in academic growth have been made. (See Executive Director's Report for a detailed account)

I. CALL TO ORDER AND ROLL CALL

Lynne Brown called the meeting to order at 4:25

II. FINANCIAL REPORT

Budget report-Cara Newell (attachment)

III. CONSENT AGENDA ITEMS

- Approval of the minutes from the December 9, 2021 board meeting
- Approval of the warrant list (check registry and purchasing card record)
- Approval of the financial report:
Motion: Brad Epsten
Second: Cara Newell
Vote: 7-0

IV. ACTION ITEMS

- Approval to hire Sophia Vietze
Motion: Education Committee
Vote: 7-0

V. EXECUTIVE DIRECTOR'S REPORT

- Monthly Update -Tricia DeGraff (attachment)

VI. DISCUSSION ITEMS/COMMITTEE REPORTS

- Education Committee met on January 20th (attachment)
- Audit/Finance met on January 20th (attachment)
- Governance Committee Chair led a discussion from the "Top 10 Questions for Charter School Boards, a development/training resource."

The December topic was about students, families, ecosystem:

1. Groceries/Healthy Options: This has been an issue in the past and challenging for the entire KCPS, but there is improved access to healthy options/groceries within KCMO.
2. Transportation: Improvements in transportation have happened in KC which have helped. We address attendance issues via personal phone calls and figuring out the students' transportation needs
3. Technology: Issues with available internet, technology, have been addressed by AFIA with the addition of a technology lead helping with Chromebooks, hot spots, and addressing the needs of student that are in quarantine.
4. Housing: There is a lack of stable housing for some students and families. AFIA provides contacts to resources when known.

The top priorities for addition information about the ecosystem included:

1. Understanding additional resources (i.e. external agencies) that are needed
2. Pushing for more resources and priority given at the state/federal level to these resources-(this cannot all fall on the school.)
3. Continuing to support social workers and staff to assist

Board Committee assignment for follow-up, study or policy action:

1. Continue to assess both Social Worker and interventionist coordinator feedback
2. Research additional partnerships/external agencies that can assist

VII. NEW BUSINESS

Motion to adjourn the Regular Meeting: Cara Newell

Second: Jennifer Waddell

Vote: 7-yes, 0-no

VIII. EXECUTIVE SESSION

Motion to enter into Executive Session pursuant to Section 610.021 of the Missouri Sunshine Law to discuss a personnel issue: Jennifer Waddell

Second: Brad Epsten

Roll call on the motion:

Emily Brown-yes

Lynne Brown-yes

Peter Brown-yes
Brad Epsten-yes
Patrick Lenoir-yes
Cara Newell-yes
Jennifer Waddell-yes

Discussion of personnel matter

Motion to adjourn Executive Session: Peter Brown

Second: Cara Newell

Roll call on the motion:

Emily Brown-yes
Lynne Brown-yes
Peter Brown-yes
Brad Epsten-yes
Patrick Lenoir-yes
Cara Newell-yes
Jennifer Waddell-yes

IX. REGULAR MEETING

Motion to resume Regular Meeting: Jennifer Waddell

Second: Peter Brown

Vote: 7-0

X. ADJOURNMENT

Motion to adjourn: Emily Brown

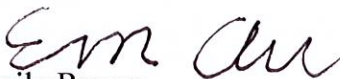
Second: Peter Brown


Vote: 7-0

Meeting adjourned at 5:47 p.m.

Next Board Meeting is on February 24, 2022 at 4:00 p.m.


Respectfully submitted,


Emily Brown
Secretary


Lynne Brown
Chairman



January 2022 Financials

PREPARED FEBRUARY 2022
BY
 MEDOPS

Contents



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Executive Summary



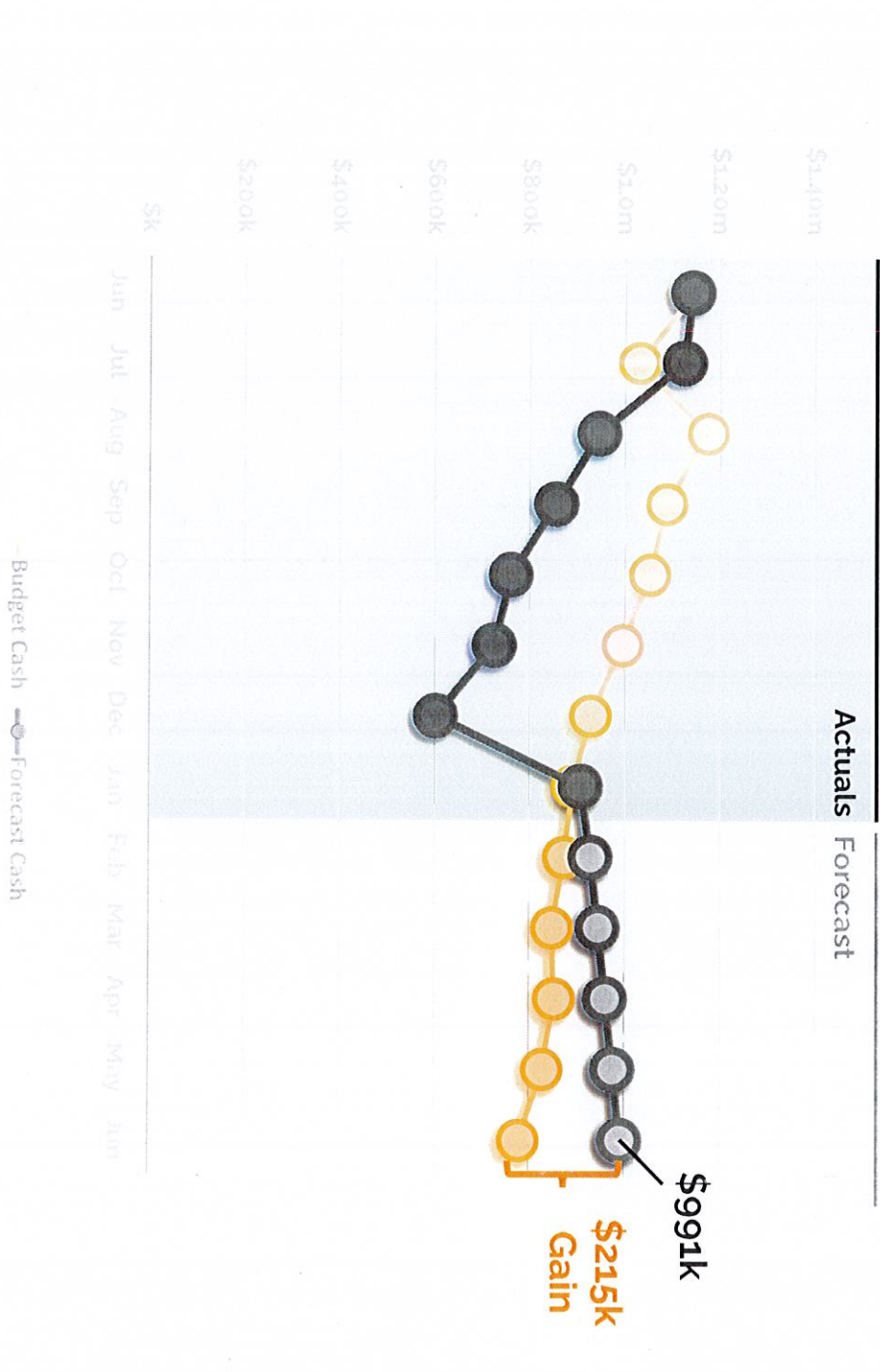
	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.1m	\$4.1m	\$23k		Decrease in state revenue forecast (decreased W/ADA) offset by KCPS MOU deposit.
Expenses	\$4.2m	\$4.4m	\$192k		Salaries and benefits less than budget due to unfilled positions
Net Loss	-\$152k	-\$367k	\$215k		
Cash Flow Adjustments	-0	0	-0		
Change in Cash	-\$152k	-\$367k	\$215k		

Cash Forecast



85 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$991k**, **\$215k** above budget.

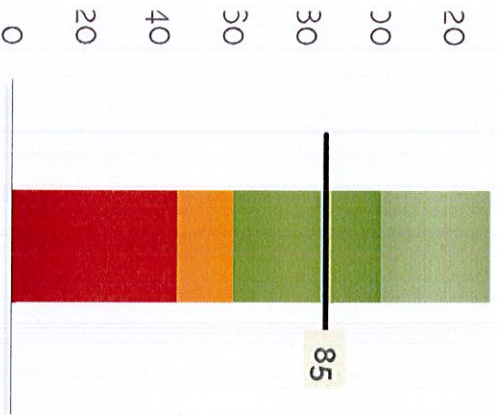


Key Performance Indicators



Days of Cash

Cash balance at year-end divided by average daily expenses

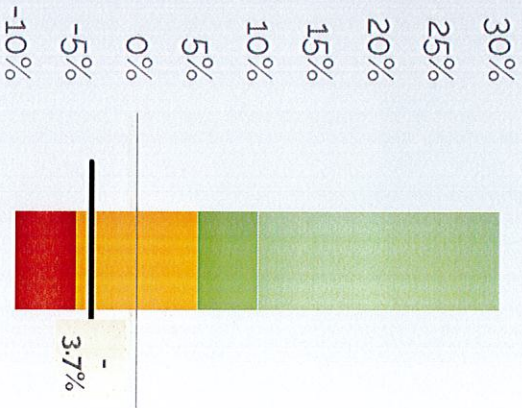


35 DAYS OF CASH AT YEAR'S END
The school will end the year with 85 days of cash. This is above the recommended 60 days

AGE 5

Gross Margin

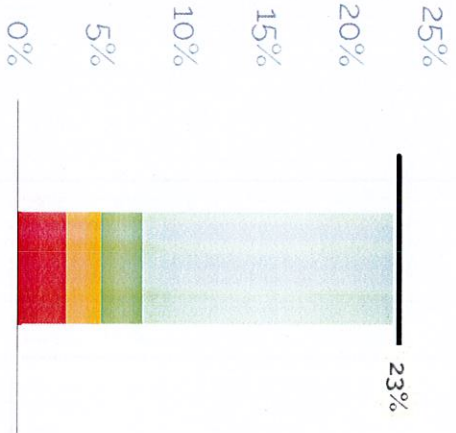
Revenue less expenses, divided by revenue



-3.7% GROSS MARGIN
The forecasted net loss is -\$152k, which is \$215k better than the budget. It yields a -3.7% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

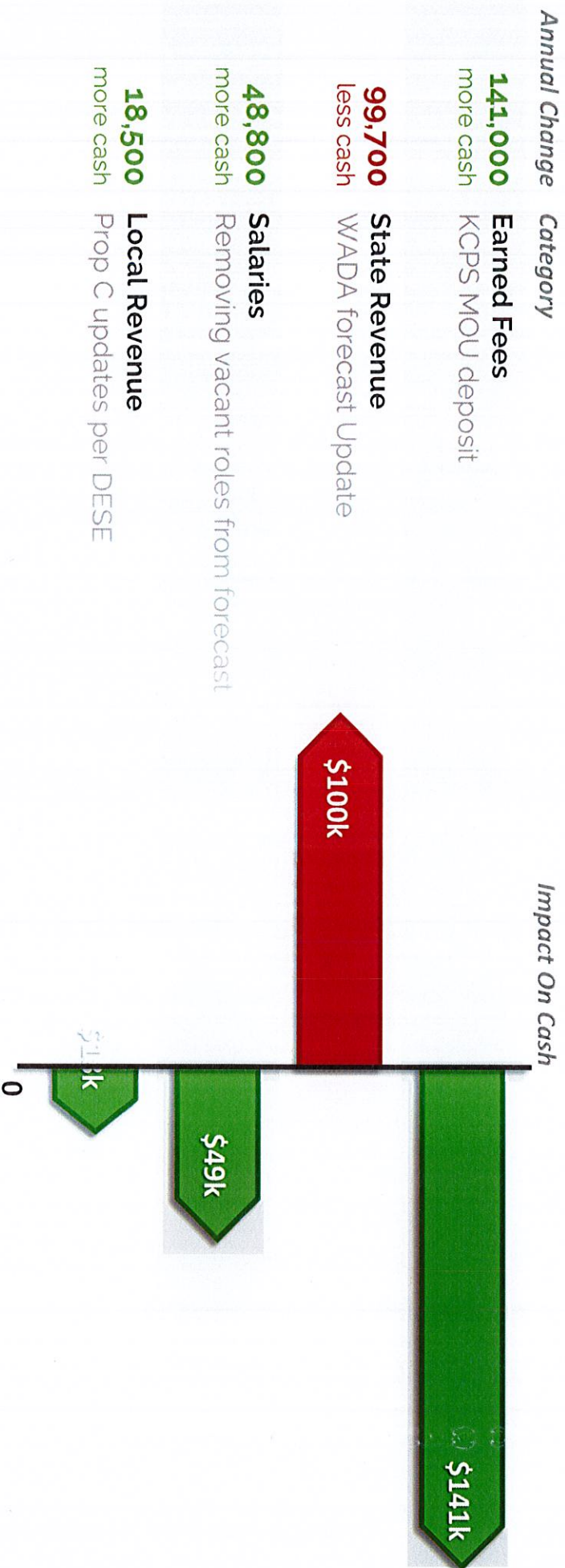


22.94% AT YEAR'S END
The school is projected to end the year with a fund balance of \$972,785. Last year's fund balance was \$1,125,066.

Key Forecast Changes This Month



The January forecast **increased** the year-end cash expectation by **\$110k**. Key changes:



Detailed Financials

	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	195,945	176,350	19,594	323,300	284,835	38,465	127,365
State Revenue	1,302,220	1,243,014	59,206	2,148,597	2,299,644	(151,047) 1	846,377
Federal Revenue	481,131	582,866	(101,735)	1,044,388	1,060,335	(15,947)	563,258
Private Grants and Donations	139,507	328,567	(189,060)	420,000	420,000	0	280,493
Earned Fees	101,598	-	101,598	151,689	-	151,689 2	50,091
Total Revenue	2,220,400	2,330,797	(110,397)	4,087,974	4,064,814	23,160	1,867,574
Expenses							
Salaries	1,198,369	1,292,461	94,092	2,008,319	2,215,648	207,329 3	809,950
Benefits and Taxes	305,381	359,955	54,574	555,287	617,055	61,778 3	249,906
Staff-Related Costs	34,955	29,115	(5,840)	49,912	49,912	(0)	14,957
Rent	175,000	175,000	-	300,000	300,000	-	125,000
Occupancy Service	155,397	158,243	2,846	273,686	271,273	(2,413)	118,289
Student Expense, Direct	155,633	175,267	19,634	303,215	300,458	(2,758)	147,582
Student Expense, Food	120,581	112,817	(7,765)	193,400	193,400	0	72,819
Office & Business Expense	191,475	117,984	(73,491)	274,396	202,258	(72,138) 4	82,921
Transportation	110,339	164,524	54,185	282,041	282,041	(0)	171,702
Total Ordinary Expenses	2,447,130	2,585,365	138,235	4,240,256	4,432,055	191,799	1,793,126
Total Expenses	2,447,130	2,585,365	138,235	4,240,256	4,432,055	191,799	1,793,126
Net Income	(226,730)	(254,568)	27,838	(152,282)	(367,241)	214,959	74,448
Cash Flow Adjustments	(7,937)	-	(7,937)	(0)	-	(0)	7,937
Change in Cash	(234,667)	(254,568)	19,901	(152,282)	(367,241)	214,959	82,386

1 STATE REVENUE: Less than budget due to WADA forecast update

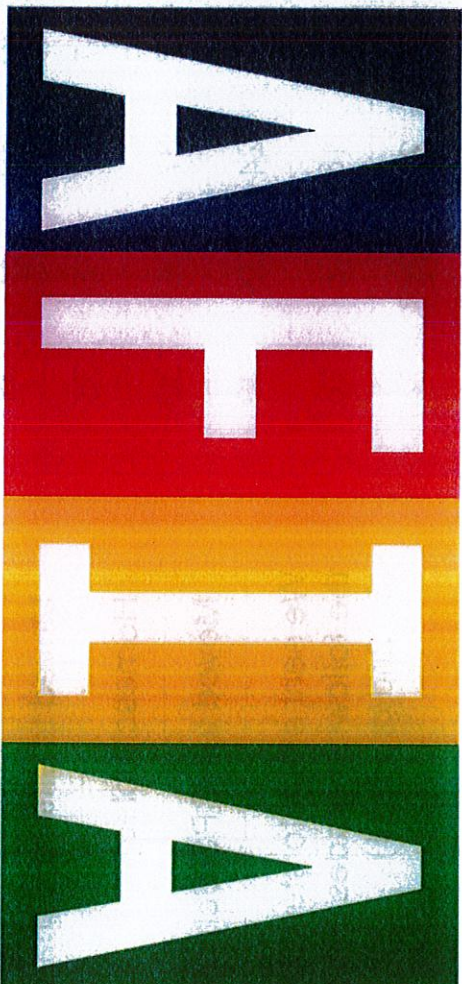
2 EARNED FEES: More than budget due to KCPS MOU received

3 SALARIES AND BENEFITS: Less than budget due to unfilled positions

4 OFFICE & BUSINESS: more than budget due to: \$29k Infinite Campus student Information data system funded by grant from SSKC and \$23k Covid testing prior to state testing availability.

Balance Sheet

	<i>Previous Year End</i>		<i>Current</i>
	<i>6/30/2021</i>	<i>1/31/2022</i>	
Assets			
Current Assets			
Cash	1,142,902		908,234
Total Current Assets	1,142,902		908,234
Total Assets	1,142,902		908,234
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	17,835		9,898
Total Current Liabilities	17,835		9,898
Total Long-Term Liabilities	0		0
Total Liabilities	17,835		9,898
Equity			
Unrestricted Net Assets	1,125,066		1,125,066
Net Income	0		-226,730
Total Equity	1,125,066		898,337



Academy for Integrated Arts

Executive Director's Report

February 24, 2022

Enrollment 2021-2022

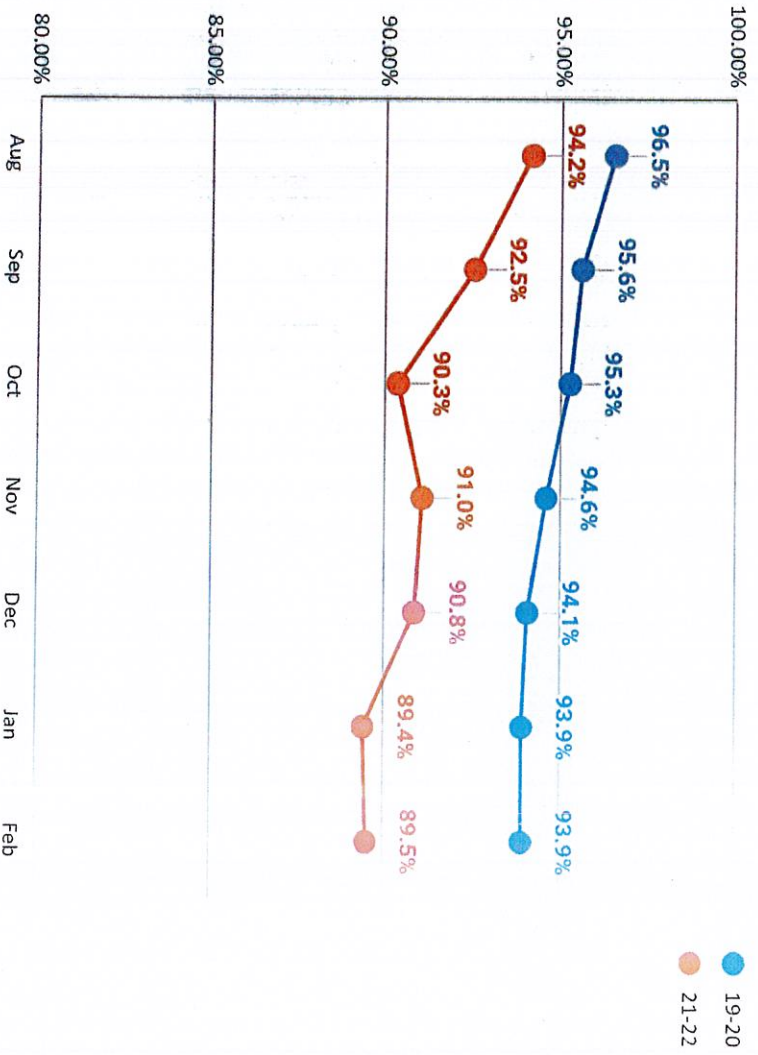
Grade	8/23	9/16	10/22	12/3	1/21	2/18
PK	11	12	12	12	12	11
TK	4	3	4	4	4	4
K	46	44	43	43	43	43
1st	42	41	41	40	38	38
2nd	37	39	40	39	37	38
3rd	35	38	37	37	36	36
4th	39	37	37	37	36	36
5th	25	25	25	24	23	23
6th	16	16	17	18	18	18
Total	255	255	256	254	247	247

Students who have left AFIA this year as of February 18, 2022:

Reason for leaving AFIA	Number of students
Moved out of state	5
Moved out of district	4
Moved to different charter	4
Homeschooled	1
Moved to KCPS School	2

We sent offers to students on our wait list in the following grades: Kinder (5), 1st grade (6), 2nd grade (4)

Overall attendance data - Through 2/22/2022



*There are some quarantine attendance updates that still need to be completed.

Attendance data by grade - Through 2/22/2022

YTD Attendance % - Comparison within Year

	YTD Attendance		YTD Attendance		YTD Attendance		YTD Attendance		YTD Attendance		YTD Attendance		YTD Attendance		YTD Attendance		Month to Month Change	Year to Year Change	
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	End of Year	Aug	Sept	Oct	Nov	Dec	Jan			Feb
PK	96.33%	92.66%	89.74%	89.76%	88.50%	87.00%	86.28%											-0.73%	-7.64%
K	93.53%	93.46%	91.35%	91.57%	91.26%	89.36%	89.46%											0.10%	-4.46%
1	93.10%	90.35%	89.85%	89.98%	89.81%	88.68%	88.72%											0.05%	-5.20%
2	88.75%	88.95%	88.24%	88.47%	88.83%	87.62%	87.81%											0.19%	-6.11%
3	96.92%	94.74%	90.91%	92.00%	91.76%	90.27%	90.39%											0.12%	-3.53%
4	94.46%	91.82%	88.04%	89.93%	89.86%	88.57%	88.88%											0.31%	-5.04%
5	98.49%	95.95%	93.39%	94.68%	93.21%	92.43%	92.32%											-0.10%	-1.60%
6	97.84%	95.42%	93.36%	93.45%	93.59%	90.84%	90.58%											-0.27%	-3.34%
Total	94.17%	92.53%	90.35%	91.05%	90.84%	89.38%	89.48%											0.10%	-4.44%

Attendance data - 90/90 performance through 2/22/2022

All Enrollments			
90/90 Performance Band	# of	% of	2019-2020
Below 82.5% (No Points)	46	17.8%	5.00%
82.5-85.0% (Close, but No Points)	18	7.0%	2.50%
85.0-87.5% (.25 Points)	24	9.3%	2.50%
87.5-90% (.5 Points)	34	13.2%	9.10%
90% (1.0 Point)	136	52.7%	81.00%

Action steps to address attendance:

- Weekly student support meeting to determine needs and action steps
- Daily calls to students who are absent and tardy
- Letters were sent to students under 90%
- Our school social worker has created an updated intervention list of students/families who need more support related to attendance and will meet with identified families at conferences to develop attendance contracts
- Some students and families have/will have attendance contracts
- Teachers review data during professional development and identify classroom level action steps to improve attendance

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)
February 14	0	1	0	1
February 7	1	4	1	5
January 31	0	0	0	0
January 24	0	2	0	5

[Link to AFIA's dashboard](#)

General Updates

- On February 15th, board members from the Missouri Charter Public School Commission and the Missouri State Board of Education visited AFIA.
- Brad Epsten and Tricia DeGraff met with Rebecca Dove of Pennez regarding a potential partnership/grant opportunity
- Brad Epsten and Tricia DeGraff visited Horizons Academy to learn more about their Orton Gillingham training to support students in primary grades in learning to read.



Partnerships and Grants

- We began drawing from the funds we were awarded as a part of the COVID-19 Mitigation in Schools DHSS grant (\$60,000)
- We applied for and were awarded a Grow Your Own grant (\$10,000) and a Teacher Retention Grant (\$24,000). These grants are federally funded through the Elementary and Secondary School Emergency Relief Fund and managed by DESE. These funds will help support our apprentice teaching program and our co-teaching model.
- We submitted a grant application to Individual Schools Grant program through the Kauffman Foundation and have two other grant proposals in progress.

Yearly acknowledgement of closure policies

Item from our sponsor, Missouri Charter Public School Commission:

As a part of our compliance process, we must certify to our sponsor that the board acknowledges that they have read and agree to MCPSC's closure requirements. Please carefully review these two documents:
https://mcpsc.mo.gov/sites/mcpsc/files/3.07_Revocation_and_Closure_approved_11_17_2021.pdf
[MCPSC's timeline document related to revocation](#)

Staff related updates

- We have job postings for the following positions:
 - School nurse
 - Classroom teacher
- Professional Development Days: March 4th and 18th
- Hiring Updates
 - Moving forward to hire four UMKC apprentice teachers/student teachers
 - UMKC hiring fair - Feb. 15th



Asha Moore, assistant principal and Vonnchet Clark, teaching and learning coach/kinder teacher represented AFIA at the UMKC hiring fair.

Recruitment and Enrollment

- We have continued to hold tours onsite and virtually for potential families
- We have less applicants at this time than we did one year ago.
- The application deadline for families to be included in the lottery is March 1.
- The lottery will be held on March 7.

Number of applications via School Mint

Date	PK	TK	K	1	2	3	4	5	6	Total	# of apps at same week for 21-22Y	# of apps at same week for 20-21 SY	# of apps at same week for 19-20 SY
1/17/2022	21	5	31	10	2	5	6	2	3	85	77	162	120
1/24/2022	24	5	36	11	3	7	8	2	4	100	83	173	132
1/31/2022	27	5	44	13	4	8	10	2	4	117	96	199	161
2/7/2022	28	5	48	13	4	9	10	1	4	122	108	209	178
2/14/2022	30	6	53	14	6	11	13	1	6	140	139	250	208
2/21/2022	29	7	51	15	7	11	15	1	6	142	165	326 (by lottery deadline)	

Family engagement updates

Strategic Plan Goal Statement: Partner with families in meeting the needs of the whole child and ensure that families feel heard and valued in the school community.

- Last week, we held family teacher conferences. Due to inclement weather, many of them were held virtually and some rescheduled. Our ambitious goal is to meet with 100% of our families, while our baseline goal is to meet with 80% of our families. As of Friday afternoon, teachers had met with 70% of families.
- Assistant principal, Asha Moore, is taking the lead on scheduling focus groups with families.
- We are currently administering a survey to families and will share the data from this survey in coming months.

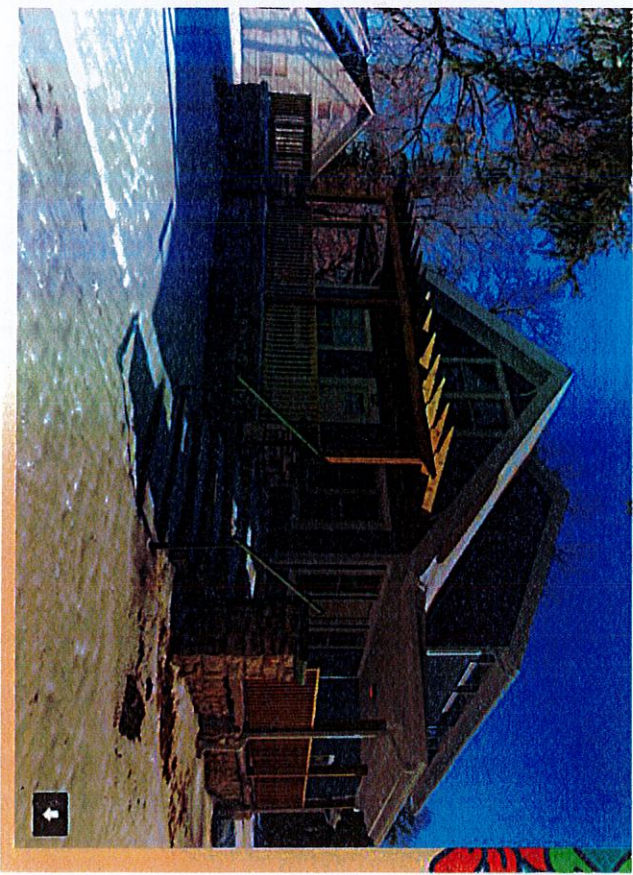
Community Update

Marlborough Community Land Trust

II. GOALS

The goals of the MCLT that these policies are intended to support are:

- a). To provide access for low and moderate income people to secure housing that is decent, safe and affordable;
- b). To preserve quality and affordable housing for future low and moderate income residents of the community
- c). To stabilize and improve the larger Marlborough neighborhood which is a vital component to the success of the MCLT so that all residents can thrive in place and;
- d). To allow low and moderate income people who have been strategically denied access to homeownership to build generational wealth through property ownership.



**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE AGENDA**

February 17, 2022

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

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

- Mid-year data update – Preliminary Evaluate and NWEA
- Insight survey
- Teaching hiring update
- Family survey update
- Other updates

III. Meeting Adjournment

**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE AGENDA**

February 17, 2022

3:00 – 4:30 PM

7910 Troost Ave., Kansas City, Missouri

This meeting was held over Zoom.

Members present at the meeting:

Lynne Brown

Brad Epsten

Jennifer Waddell

Tricia DeGraff

Karren Colbert

Asha Moore

Karen Bernstein of Ed Ops also attended for the data review.

I. CALL TO ORDER

II. DISCUSSION ITEMS

- Mid-year data update – Preliminary Evaluate and NWEA
 - Reviewed preliminary data and noted some areas to celebrate and some concerns. In response to the concerns, we had lengthy discussion that included the following:
 - It is clear in the that our more experienced teachers are better positioned to support student growth.
 - We discussed some initial plans for students and classrooms who need more support.
 - We discussed plans for co-teaching next school year, including the addition of 1 – 2 instructional coaches to support the implementation of the co-teaching model.
- Insight survey
 - Did not have time to discuss and will discuss at next meeting.
- Teaching hiring update
 - Committee approved hiring of apprentice teachers for classroom teaching positions for the 2022-2023 school year.
- Family survey update
 - Did not have time to discuss and will discuss at next meeting
- Other updates

III. Meeting Adjournment

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

Thursday, February 17, 2022
8:30 a.m.

The meeting will be held via Zoom. To join the meeting, please type <https://zoom.us> into your web browser. You will be prompted to enter the meeting ID: 917 1862 9229 and the password: cqvjE5.

- I. Call to order.
- II. Financial Update
 - Financial reports
 - Forecast
 - Grant/donation activity
 - Esser Funds
 - Cash Disbursements detail
- III. Performance Review
 - Commission financial indicators and measures
 - Strategic plan
- IV. Budget SY 2022-2023
 - Review timing and information needs.
 - Review employee benefit renewal process.
- V. Facilities
- VI. Follow up on prior meeting items
- VII. Other business
- VIII. Adjournment.

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

Thursday, February 17, 2022
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 and Forecast: Actual results through January 31, 2022, and the annual Forecast were reviewed. State funding forecast decreased based on WADA forecast. This is offset by KCPS MOU forecasted funding (over half of which was received in January. It should be noted that AFIA made and received a draw of \$276,000 in ESSER II funds
- Grant/Donation activity: Reviewed detail activity and strategy to meet budget.
- Cash Disbursements Report: Individual expenditures are in order.

III. Budget SY 2022-2023

- Discussed budget preparation timeline, informational needs, and impact of co-teaching pilot program.

IV. Other Business – none.

V. Adjournment

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

February 22, 2022
8:30 a.m. to 9:30 a.m.

Zoom Web Meeting Details
<https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>
Meeting ID: 917 1862 9229
Passcode: cqjE5

- I. Call to Order
- II. Roles and responsibilities of new Committee Chair
- III. Upcoming Topics
- IV. Board Training
- V. Adjournment

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

Tuesday, February 22, 2022
8:30 a.m. to 9:30 a.m.

The meeting was held via Zoom. In attendance: Emily Brown, Lynne Brown, Tricia DeGraff.

I. Called to order: 8:34 a.m.

II. Discussion

- Expectations of Committee Chair
- Upcoming topics:
 - Board Policies Revisions
 - Board Succession Planning
 - Recruitment of New Members
 - Onboarding of New Members
 - Committee Purpose Statements
 - Strategic Plan – review of teacher feedback
- Board Training:
 - 10 questions for Board
 - School Smart KC Board Member training tutorials
 - Tracking mechanism needed
 - Retreats
 - Sunshine Law

IV. Action Items

- **Committee chair to research the following:**
 - Training videos for Board that correlate with monthly topic for 10 questions documents
 - Create a Board Training Template for tracking
 - Retreat options
 - Sunshine Law

V. Other Business – none.

VI. Adjournment: 9:23 a.m.
