



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

TLS August 29, 2023 Board Meeting

Published on August 28, 2023 at 12:56 PM CDT

Amended on August 28, 2023 at 3:53 PM CDT

Date and Time

Tuesday August 29, 2023 at 6:00 PM CDT

Location

The Leadership School
1785 Pennsylvania Ave
Pagedale, MO 63133

All board meetings will be fully in-person.

<https://zoom.us/j/93648300851?pwd=RnJOYIFzYy9qeE9vQ3MvR1RvR2JQUT09>

Attendees can still join via Zoom using the link below.

Or the following:

- Meeting ID: 936 4830 0851
- Passcode: TLS2021

Per Missouri Revised State Statute Section 610.021, the Board of Directors may close this meeting for an Executive Session to discuss permissible subjects.

This notice is published at our school site (1785 Pennsylvania Ave Pagedale, MO 63133) and on our website (<https://theleadershipschoolstl.org>).

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Call the Meeting to Order			
B. Record Attendance			2 m
C. Public Comment Section			8 m
II. Action Items			6:10 PM
A. Approve July 25, 2023 Minutes	Vote		5 m
B. Approve July 2023 Monthly Financials	Vote		15 m
C. Approve the policy for Access and Use of Fingerprint-Based Criminal History Record Information			5 m
III. Board Business			
IV. Board Committee Reports			6:35 PM
A. Governance Committee			5 m
B. Finance & Facilities Committee			5 m
C. Development Committee			5 m
D. School Performance Committee			5 m
V. Executive Director Report			6:55 PM
A. Strong Start Report: Enrollment, Staffing, and Operations	FYI	Kimberly Townsend	15 m
VI. Closing Items			7:10 PM
A. Next Step			5 m
B. Adjourn Meeting	Vote		

Coversheet

Approve July 25, 2023 Minutes

Section: II. Action Items
Item: A. Approve July 25, 2023 Minutes
Purpose: Vote
Submitted by:
Related Material: 2023_07_25_board_meeting_minutes.pdf

DRAFT



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

Minutes

TLS July 25, 2023 Board Meeting

Date and Time

Tuesday July 25, 2023 at 6:00 PM

Location

[Join Zoom Meeting](#)

The Leadership School
1785 Pennsylvania Ave
Pagedale, MO 63133

All board meetings will be fully in person.

<https://zoom.us/j/93648300851?pwd=RnJ0YlFzYy9qeE9vQ3MvR1RvR2JQUt09>

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Directors Present

A. Williams, C. Rigdon, D. Henderson, G. McHam (remote), L. Hunter

Directors Absent

None

Ex Officio Members Present

K. Townsend

Non Voting Members Present

K. Townsend

Guests Present

D. Wright, Denitria Neil (remote)

I. Opening Items

A. Call the Meeting to Order

L. Hunter called a meeting of the board of directors of The Leadership School to order on Tuesday Jul 25, 2023 at 6:14 PM.

B. Record Attendance

C. Public Comment Section

No public comments

II. Action Items

A. Approve June 27, 2023 Minutes

C. Rigdon made a motion to approve the minutes from TLS June 27, 2023 Board Meeting on 06-27-23.

D. Henderson seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

L. Hunter Aye

D. Henderson Aye

G. McHam Absent

C. Rigdon Aye

A. Williams Aye

B. Approve June 2023 Monthly Financials

C. Rigdon made a motion to Approve June 2023 Monthly Financials.

A. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

L. Hunter Aye
D. Henderson Aye
G. McHam Aye
C. Rigdon Aye
A. Williams Aye

III. Board Committee Reports

A. Governance Committee

no update at this time

B. Finance + Facilities Committee

1. D. Henderson gave an update on the year-end financial balance, cash balance, and funding schedule date (s).
2. Discussed Free and Reduce lunch applications being completed during enrollment events.
3. Meeting and planning for phase II of the development project

C. Development Committee

A. Williams discussed

1. Building contacts for fundraising and potential donors.
2. The new Monthly Newsletter page.
3. Committee goals for the upcoming year.
4. Monthly board donation & financial support to the school.
5. Board agreed on a dollar amount to be donated by the board members.

D. School Performance Committee

1. C. Rigdon discussed the concerns and goals from the recent committee meeting.
2. C. Rigdon shared plans on how the committee will go about accomplishing these goals.
3. C. Rigdon shared with the board that she will be pausing from her position on the board committee.

IV. Executive Director Report

A. Current school year updates

1. E.D. gave an update on Fall enrollment and registration.
2. Informed of the new student system (PowerSchool) and the old enrollment system (Schoolmint) being discontinued.
3. Shared an update on current staffing and open positions.
4. Update on facilities and renovations for the school, administration building, and outdoor spaces.
5. Gave updates on compliance reporting.

V. Closing Items

A. Next Steps

Still planning the board retreat. Lennel will notify members when everything is complete.

B. Adjourn Meeting

G. McHam made a motion to To adjourn meeting.

D. Henderson seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,

L. Hunter

Coversheet

Approve July 2023 Monthly Financials

Section: II. Action Items
Item: B. Approve July 2023 Monthly Financials
Purpose: Vote
Submitted by:
Related Material: 2023 07 TLS Outstanding Invoices.pdf
2023 07 TLS P Card.pdf
2023 07 TLS Check Register.pdf
2023 07 TLS Balance Sheet.pdf
2023 07 Budget with Notes.xlsx



Accounts Payable Aging Summary

As of **7/31/2023**

The Leadership School

CLIENT: The Leadership School		REPORT DATE: 8/14/2023 11:05:31 PM ET				
Payee	Current	1-30	31-60	61-90	>90	Total
Amplify Education, Inc.	\$10,088.96	\$0.00	\$0.00	\$0.00	\$0.00	\$10,088.96
Andrea Andrews	\$101.20	\$0.00	\$0.00	\$0.00	\$0.00	\$101.20
BelievED	\$0.00	\$27,875.00	\$0.00	\$0.00	\$0.00	\$27,875.00
Boxwood Landscape, LLC	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Cintas Corp	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$485.00
CSD Insurance Trust	\$9,020.57	\$5,177.91	\$0.00	\$0.00	\$0.00	\$14,198.48
Curriculum Associates, LLC	\$10,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,875.00
EdOps	\$11,591.66	\$0.00	\$0.00	\$0.00	\$0.00	\$11,591.66
Franklin Covey Client Sales, Inc	\$0.00	\$0.00	\$0.00	\$15,894.92	\$0.00	\$15,894.92
HangSafe Hooks	\$676.71	\$0.00	\$0.00	\$0.00	\$0.00	\$676.71
Imani Dyson	\$1,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00
inquirED	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,250.00
Kimberly Townsend	\$5,978.76	\$0.00	\$0.00	\$0.00	\$0.00	\$5,978.76
Lite Technology Solutions, LLC	\$2,535.00	\$26,570.00	\$0.00	\$0.00	\$0.00	\$29,105.00

Payee	Current	1-30	31-60	61-90	>90	Total
Midwest Electric Systems	\$812.50	\$0.00	\$0.00	\$0.00	\$0.00	\$812.50
Minuteman Press	\$563.95	\$0.00	\$0.00	\$0.00	\$0.00	\$563.95
NWEA	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00
Open Up Resources	\$3,795.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,795.00
Paypool LLC	\$710.24	\$161.43	\$0.00	\$0.00	\$0.00	\$871.67
PowerSchool	\$3,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,860.00
Ricoh USA, Inc	\$0.00	\$11.50	\$0.00	\$0.00	\$0.00	\$11.50
Rottler Pest Solutions	\$98.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98.00
SchoolMint, Inc	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
Shands, Elbert, Gianoulakis & Giljum, LLP	\$133.00	\$266.00	\$1,223.60	\$0.00	\$0.00	\$1,622.60
Sportsprint	\$3,080.00	\$5,095.00	\$0.00	\$0.00	\$0.00	\$8,175.00
ULINE	\$672.83	\$0.00	\$0.00	\$0.00	\$0.00	\$672.83
Warehouse of Fixtures	\$1,486.19	\$0.00	\$0.00	\$0.00	\$0.00	\$1,486.19
Warford's Classic Catering & Food Service	\$0.00	\$5,601.20	\$0.00	\$0.00	\$0.00	\$5,601.20
Total:	\$74,374.57	\$70,758.04	\$1,223.60	\$15,894.92	\$0.00	\$162,251.13

The Leadership School
08/14/2023 10:07 PM

Invoice Listing - Detail

Page: 1
User ID: SAS

Vendor ID: AMAZON	Amazon	PO Number:	Invoice Number: P-CARD 07-2023-12	Amount:	42.47
Description: AMZN MKTP US*QG81I9QF3 AMZN.COM/BILLWA		Invoice Date: 06/12/2023 Due Date: 06/12/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1111 6411 6905 4 40001	Event supplies		42.47		N
Vendor ID: AMAZON	Amazon	PO Number:	Invoice Number: P-CARD 07-2023-13	Amount:	12.99
Description: AMZN MKTP US*WY6JQ5PQ3 AMZN.COM/BILLWA		Invoice Date: 06/14/2023 Due Date: 06/14/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1111 6411 6905 4 40001	Event supplies		12.99		N
Vendor ID: AMAZON	Amazon	PO Number:	Invoice Number: P-CARD 07-2023-14	Amount:	101.32
Description: AMZN MKTP US*CT9Z63UN3 AMZN.COM/BILLWA		Invoice Date: 06/14/2023 Due Date: 06/14/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1111 6411 6905 4 40001	Event supplies		101.32		N
Vendor ID: AMAZON	Amazon	PO Number:	Invoice Number: P-CARD 07-2023-16	Amount:	9.99
Description: AMZN MKTP US*AH4YB8RY3 AMZN.COM/BILLWA		Invoice Date: 06/22/2023 Due Date: 06/22/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1111 6411 6905 4 40001	Event Supplies		9.99		N
Vendor ID: FAMILYDOLL	cc - Family Dollar	PO Number:	Invoice Number: P-CARD 07-2023-9	Amount:	5.48
Description: FAMILY DOLLAR #4270 ST LOUIS MO		Invoice Date: 06/07/2023 Due Date: 06/07/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1111 6411 6905 4 40001	Summer school supplies		5.48		N
Vendor ID: LINKEDIN	CC - LINKEDIN	PO Number:	Invoice Number: P-CARD 07-2023-10	Amount:	47.20
Description: LINKEDIN ADS 911573606 MOUNTAIN VIEWCA		Invoice Date: 06/07/2023 Due Date: 06/07/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2642 6319 6905 3 00000 000	Marketing		47.20		N
Vendor ID: LINKEDIN	CC - LINKEDIN	PO Number:	Invoice Number: P-CARD 07-2023-3	Amount:	87.91
Description: LINKEDIN ADS 834787354 MOUNTAIN VIEWCA		Invoice Date: 05/31/2023 Due Date: 05/31/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2642 6319 6905 3 00000 000	Marketing		87.91		N
Vendor ID: LINKEDIN	CC - LINKEDIN	PO Number:	Invoice Number: P-CARD 07-2023-5	Amount:	14.89
Description: LINKEDIN ADS 909879222 MOUNTAIN VIEWCA		Invoice Date: 06/01/2023 Due Date: 06/01/2023 Status: AP 1099 Amount: 0.00			
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X

The Leadership School
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Invoice Listing - Detail

Page: 2
User ID: SAS

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2642 6319 6905 3 00000 000	Marketing		14.89		N	
Vendor ID: PAYPAL CC - Paypal						
Description: PAYPAL *YVWA 4029357733 MO		PO Number:	Invoice Number: P-CARD 07-2023-2		Amount:	75.00
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 05/30/2023	Due Date: 05/30/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2321 6319 6905 3 00000	Paypal Services		75.00		N	
Vendor ID: PAYPAL CC - Paypal						
Description: PAYPAL *MO 4029357733 MO		PO Number:	Invoice Number: P-CARD 07-2023-4		Amount:	1,250.00
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 06/01/2023	Due Date: 06/01/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2321 6319 6905 3 00000	Paypal Services		1,250.00		N	
Vendor ID: MAGICHOUSE CC - THE MAGIC HOUSE						
Description: PP*THE MAGIC HOUSE ST LOUIS MO		PO Number:	Invoice Number: P-CARD 07-2023-11		Amount:	360.00
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 06/08/2023	Due Date: 06/08/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1111 6319 6905 4 40001	Summer School field trip		360.00		N	
Vendor ID: WESTPORTSO CC - WEST PORT SOCIAL						
Description: TST* WESTPORT SOCIAL ST. LOUIS MO		PO Number:	Invoice Number: P-CARD 07-2023-1		Amount:	380.00
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 05/27/2023	Due Date: 05/27/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2213 6411 6905 4 40001	End of year celebration		380.00		N	
Vendor ID: WINDSTREAM CC - WINDSTREAM						
Description: WSC*WINDSTREAM CONV FE 800-347-1991 AR		PO Number:	Invoice Number: P-CARD 07-2023-7		Amount:	118.00
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 06/07/2023	Due Date: 06/07/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2542 6361 6905 3 00000	Internet invoice		118.00		N	
Vendor ID: WINDSTREAM CC - WINDSTREAM						
Description: WSC*WINDSTREAM CONV FE 800-347-1991 AR		PO Number:	Invoice Number: P-CARD 07-2023-8		Amount:	5,323.54
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 06/07/2023	Due Date: 06/07/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2542 6361 6905 3 00000	Internet invoice		5,323.54		N	
Vendor ID: SAMSCLUB Sams Club						
Description: SAMSCLUB.COM 888-746-7726 AR		PO Number:	Invoice Number: P-CARD 07-2023-15		Amount:	37.12
Sequence: 1	Check Type: Automatic Payment	Invoice Date: 06/15/2023	Due Date: 06/15/2023	Status: AP	1099 Amount: 0.00	
Checking Account ID: 1		Check Number: 52024027	Check Date: 07/24/2023	CC: X		
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1111 6411 6905 4 40001	Supplies		37.12		N	

The Leadership School
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Invoice Listing - Detail

Page: 3
User ID: SAS

Vendor ID: USPS	United States Postal Service	PO Number:	Invoice Number: P-CARD 07-2023-6	Amount:	37.80
Description: USPS PO 2871960198 SAINT LOUIS MO		Invoice Date: 06/01/2023	Due Date: 06/01/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 52024027	Check Date: 07/24/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2321 6411 6905 3 00000	Stamps		37.80		N
Report 1099 Total:			0.00	Report Total:	7,903.71

The Leadership School
08/14/2023 10:02 PM

Check Register by Checking Account

Page: 1
User ID: SAS

Checking Account ID: 1

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
52024004	07/09/2023	X			BAMBOOHR	Bamboo HR	175.00
52024005	07/05/2023	X			CRICKET	Cricket Wireless	90.00
52024006	07/27/2023	X			ZOOM	Zoom	0.00
52024007	07/03/2023	X			GSUITE	Google Suite	208.33
52024008	07/17/2023	X			NEXTIVA	Nextiva	72.72
52024009	07/01/2023	X			SCCHARTER	SC Charter - Rent	19,370.42
52024010	07/17/2023	X			WELLSFARGO	Wells Fargo Vendor	1,177.87
52024011	07/13/2023	X			REPUBLIC	Republic Services	396.03
52024012	07/23/2023	X			LEVEL3	Level 3 Communications, LLC	1,710.70
52024025	07/31/2023	X			MIDWESTBNK	Midwest Bank Credit Card	5.95
52024026	07/26/2023	X			COLLECTOR	Collector of Revenue	516.74
52024027	07/24/2023	X			MIDWESTBNK	Midwest Bank Credit Card	7,903.71
Check Type Total:		Automatic Payment		Void Total:	0.00	Total without Voids:	31,627.47

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
80858738	07/11/2023	X			INSPGIFTS	Inspired Gifts and Apparel	380.00
81016548	07/21/2023	X			BOXWOOD	Boxwood Landscaping	14,275.00
81038848	07/27/2023	X			CINTAS	Cintas Corp	74.12
81038849	07/27/2023	X			CINTAS	Cintas Corp	262.64
81038850	07/27/2023	X			CINTAS	Cintas Corp	74.12
81038851	07/27/2023	X			CINTAS	Cintas Corp	74.12
81038986	07/27/2023	X			FIRSTSTUDE	First Student Bus	8,935.32
81044595	07/28/2023	X			SCHOOLMINT	Schoolmint	2,362.50
81044596	07/28/2023	X			INNOVATIVE	Innovative Options LLC	94.00
81044969	07/28/2023	X			CINTAS	Cintas Corp	74.12
81044970	07/28/2023	X			CINTAS	Cintas Corp	74.12
81044971	07/28/2023	X			SCHOOLSPEC	School Specialty LLC	1,749.92
81044972	07/28/2023	X			SCHOOLSPEC	School Specialty LLC	1,249.35
81044974	07/28/2023	X			SCHOOLSPEC	School Specialty LLC	99.49
81045282	07/28/2023	X			MIDWESTEL	Midwest Electric Systems	360.00
81045283	07/28/2023	X			EDUPLUS	Education Plus	450.18
81045284	07/28/2023	X			CLEANSTRAT	Cleaning Strategies	6,500.00
81045285	07/28/2023	X			ROTTLER	Rottler Pest Solutions	196.00
81045694	07/28/2023	X			EDOPS	EdOps	5,000.00
81045695	07/28/2023	X			POWERSCHOO	PowerSchool	10,155.00
Check Type Total:		Check		Void Total:	0.00	Total without Voids:	52,440.00
Checking Account Total:		1		Void Total:	0.00	Total without Voids:	84,067.47
Grand Total:				Void Total:	0.00	Total without Voids:	84,067.47

The Leadership School
08/14/2023 10:04 PM**Balance Sheet - Combined**

Period Ending: July 2023

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User ID: SAS

	<u>10 GENERAL</u> <u>FUND</u>	<u>20 SPECIAL</u> <u>REVENUE FUND</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources			
Current Assets			
1112 Midwest Bank Fund 20	58,884.91	(14,442.12)	44,442.79
Current Assets	58,884.91	(14,442.12)	44,442.79
Other Assets			
5020 LESS: REVENUE REALIZED/NONCASH	(149,869.14)	0.00	(149,869.14)
Other Assets	(149,869.14)	0.00	(149,869.14)
Total Assets and Deferred Outflows of Resources	<u>(90,984.23)</u>	<u>(14,442.12)</u>	<u>(105,426.35)</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity			
Current Liabilities			
2151 FIT Withholding Payable	0.00	0.00	0.00
2152 Social Security Payable	0.00	0.00	0.00
2155 Missouri Income Tax Payable	0.00	0.00	0.00
2156 001 Insurance - Medical	(245.00)	500.00	255.00
2156 002 Insurance - AD&D	(481.26)	42.60	(438.66)
2156 003 Insurance - Disability	(161.20)	38.06	(123.14)
2156 004 Insurance - Dental	(289.33)	24.42	(264.91)
2156 005 Insurance - Vision	7.68	6.76	14.44
2156 Grp Hlth/Life Ins Payable	3,287.94	0.00	3,287.94
2158 Teachers Retirement Payable	0.00	0.00	0.00
2159 Non-Teacher Retirement Payable	0.00	0.00	0.00
2162 STL TAXES PAYABLE	448.01	18.33	466.34
Current Liabilities	2,566.84	630.17	3,197.01
Other Liabilities			
6030 EXPENDITURES	(138,264.72)	(15,072.29)	(153,337.01)
Other Liabilities	(138,264.72)	(15,072.29)	(153,337.01)
Fund Balance			
3111 FUND BALANCE	44,713.65	0.00	44,713.65
Fund Balance	44,713.65	0.00	44,713.65

The Leadership School
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Balance Sheet - Combined

Period Ending: July 2023

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	<u>10 GENERAL</u> FUND	<u>20 SPECIAL</u> REVENUE FUND	<u>Total</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	(90,984.23)	(14,442.12)	(105,426.35)

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

2023 07 Budget with Notes.xlsx

Coversheet

Approve the policy for Access and Use of Fingerprint-Based Criminal History Record Information

Section: II. Action Items
Item: C. Approve the policy for Access and Use of Fingerprint-Based Criminal History Record Information
Purpose:
Submitted by:
Related Material: TLS NCJ CHRI Policy.docx.pdf



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

Policy for Access and Use of Fingerprint-Based Criminal History Record Information (CHRI)

Use:

In accordance with the National Child Protection Act of 1993, as amended and R.S.Mo 168.133, **The Leadership School** will ensure that a state and national fingerprint-based criminal background check is conducted on any person authorized to have contact with pupils and prior to the individual having contact with any pupil. Such persons include, but are not limited to, LEA employees (administrators, teachers, assistants, paraprofessionals, office staff), contractors, and volunteers for the purpose of employment and/or access to children.

Definitions:

Criminal History Record Information (CHRI) - An individual's criminal history obtained through the systems of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI) via submission of the individual's fingerprints. CHRI includes information on the individual's demographics, arrest(s), prosecution(s), disposition(s), and detention(s) pertaining to reportable criminal charges.

Security violation - The act of violating, knowingly or not, a security policy regarding CHRI. Security violations include, but are not limited to: CHRI systems/data misuse; virus/malware/ransomware attacks; network intrusion; data loss/data breach; unauthorized access to CHRI systems; denial of service; unauthorized changes; and theft/loss of devices containing CHRI.

Local Agency Security Officer (LASO) - The security point of contact between the user agency and the MSHP. The LASO is appointed by the Agency Head.

Authorized Personnel - Personnel determined by the Agency Head or designee to require access to or otherwise view CHRI in official capacity with the agency.

Secured environment - A secure storage area for hard copy and/or electronic media CHRI. A secured environment includes, but is not limited to, a locking drawer or filing cabinet; locking vault; or lockbox.

Electronic format - Text-based or image-based content in a form that is produced on, published by, and readable on Personal Computers (PCs) or other digital devices. Electronic formats include, but are not limited to, portable document format (PDF); Microsoft Word; Text (TXT); Joint Photographic Experts Group (JPEG); and Portable Network Graphics (PNG) file formats.

Electronic media - Media that use electronics or electromechanical means for a user to access electronic format content. Electronic media includes, but is not limited to, computer Hard Disk Drives (HDDs); computer Solid State Drives (SSDs); portable flash sticks/drives; compact discs (CDs); and digital versatile discs (DVDs).

Optical media disc - Electronic media that stores electronic format content on an optical disc and includes CDs and DVDs.

Degauss - The destruction of data stored on certain electronic media such as HDDs, SSDs, and portable flash sticks/drives.

Applicant Privacy Rights

Prior to fingerprints being captured, the employee or volunteer must be provided a copy of the “Noncriminal Justice Applicant’s Privacy Rights” and the FBI’s “Privacy Act Statement.” When registering for fingerprinting through the MACHS portal, this information is provided and acknowledged during the registration process. If not registering through the Patrol's MACHS portal, the agency will provide a hard copy to the applicant.

Waiver Agreement and Statement - For VECHS Participation Agencies - the VECHS Waiver must be completed, signed and dated and retained at the agency.

Security Violations

The Leadership School will ensure the CHRI received is protected from receipt until destruction and will establish appropriate technical and physical precautions to secure the CHRI.

If a security violation occurs with CHRI, whether malicious in intent or not, the violation will be reported to **The Leadership School**'s LASO. The LASO will complete a MSHP SHP-71 Security Incident Report form and forward the completed form to the MSHP Criminal Justice Information Services (CJIS) Security Unit.

The Leadership School designates the following individual to act as the LASO:

Dr. Kimberly Townsend,
Executive Director
1785 Pennsylvania Ave St. Louis, MO 63133
314-492-2301/ 314-
ktownsend@tlstl.org

Security Awareness Training

To comply with Appendix J of the FBI CJIS Security Policy, basic security awareness training is required prior to initial assignment or access to Criminal Justice

Information (CJI), and annually thereafter. **The Leadership School** completes security awareness training via **CJIS Online** and proof of completed and current security awareness training will be retained indefinitely for all personnel with access to CHRI.

Access, Use, and Retention of CHRI

Only authorized personnel of **The Leadership School** may access, view, or otherwise use CHRI and shall not share or disclose CHRI to unauthorized personnel. If CHRI is printed in a hard copy format, authorized personnel will ensure the information is stored in a secured environment and is not accessible by unauthorized personnel. The security combination and/or keys to the locks shall only be accessible by authorized personnel. If CHRI is stored in an electronic format, the electronic media will be treated the same as hard copy CHRI and will be stored in a secure environment that is not accessible by unauthorized personnel. If the electronic media cannot be stored in a secure environment, such as being stored on a PC's local HDD or SSD, the electronic CHRI must be password-protected or otherwise encrypted.

Destruction of CHRI

When hard copy CHRI or electronic CHRI stored on optical media discs is no longer required, it must be destroyed in one of the following manners:

- In-House Cross Shredder
- Incineration
- Contracted Document Destruction Company

If a contracted document destruction company is used, authorized personnel must accompany the CHRI to destruction.

When electronic copy CHRI stored on HDDs, SSDs, or flash sticks is no longer required, the electronic media must be degaussed a minimum of three times.

Dissemination

The Leadership School will not disseminate CHRI; or

The Leadership School will disseminate to the applicant of record for personal review or challenge purposes only. The request must be in writing and the applicant must appear in person, with identification, and sign a secondary dissemination log.

Authorized personnel will document when CHRI is disseminated to the subject of the record on a secondary dissemination log. In addition, authorized personnel will ensure CHRI is not disseminated to unauthorized personnel. Secondary dissemination logs will include, at a minimum: the date of secondary dissemination,

the name of the subject of the record, the name of the person or agency requesting the record, a description of the shared record, the purpose of the request, how the dissemination occurred, and the name of the disseminator. The secondary dissemination log will be retained for at least 3 years or until a compliance audit can be conducted by the MSHP.

MACHS Portal Access

The Leadership School will ensure all MACHS portal access is current. Any user that no longer needs access will be removed immediately by the Agency LASO or the MACHS Administrator.

The Leadership School LASO will contact the Missouri State Highway Patrol, CJIS Division, Trainer/auditor for assistance with Administrator rights to the MACHS portal.

Rap Back Participation

The Leadership School will ensure that Rap Back subscriptions are kept up-to-date and removed when the applicant is no longer working or volunteering for the agency. Rap Back subscriptions and validations will be conducted by the MACHS administrator of the agency.