



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

TLS November 28, 2023 Board Meeting

Published on November 17, 2023 at 1:19 PM CST

Amended on November 20, 2023 at 3:04 PM CST

Date and Time

Tuesday November 28, 2023 at 6:00 PM CST

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 Board Meeting Minutes for October 31,2023 and November 14, 2023	Approve Minutes	Lennel Hunter	5 m
B. Approve October 2023 Monthly Financials	Vote		15 m
III. Board Business			6:30 PM
A. Board Chair Updates	FYI	Lennel Hunter	10 m
IV. Board Committee Reports			6:40 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			7:00 PM
A. General Updates	FYI	Kimberly Townsend	20 m
VI. Closed Session			7:20 PM
A. Closed Session			20 m
To discuss:			

Purpose

Presenter

Time

- **personnel pursuant to RSMo. 610.021.3**, which states: Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

VII. Closing Items

7:40 PM

A. Next Steps

5 m

B. Adjourn Meeting

Vote

Coversheet

Approve Board Meeting Minutes for October 31,2023 and November 14, 2023

Section: II. Action Items
Item: A. Approve Board Meeting Minutes for October 31,2023 and November
14, 2023
Purpose: Approve Minutes
Submitted by:
Related Material: 2023_10_31_board_meeting_minutes.pdf
2023_11_14_board_meeting_minutes.pdf

DRAFT



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

Minutes

TLS October 31, 2023 Board Meeting (Virtual Only)

Date and Time

Tuesday October 31, 2023 at 4:00 PM

Location

This meeting will be via ZOOM only

<https://zoom.us/j/93648300851?pwd=RnJ0YlFzYy9qeE9vQ3MvR1RvR2JQUT09>

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>).

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

A. Williams

Ex Officio Members Present

K. Townsend (remote)

Non Voting Members Present

K. Townsend (remote)

Guests Present

D. Wright (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 Oct 31, 2023 at 4:05 PM.

B. Record Attendance

A. Williams arrived.

C. Public Comment Section

No public comment at this time

II. Action Items

A. Approve September 27, 2023, Board Minutes

G. McHam made a motion to approve the minutes from TLS September 27, 2023 Board Meeting on 09-27-23.

D. Henderson seconded the motion.

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

Roll Call

L. Hunter Aye

A. Williams Aye

G. McHam Aye

D. Henderson Aye

B. Approve September 2023 Monthly Financials

G. McHam made a motion to Approve September 2023 monthly financials.

D. Henderson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Board Business

A. Approve Student/Parent Handbook

Student/Parent Handbook will be approved at the next meeting.

B. Board Chair Updates

The board discussed the need for a new board member and the possibility of reaching out to parents to see if there is an interest in becoming a board member.

C. Board Retreat

The board discussed the agenda and the location for the upcoming retreat on November 4, 2023.

IV. Board Committee Reports

A. Governance Committee

No updates at this meeting.

B. Finance & Facilities Committee

C. Development Committee

A. Williams shared updates on upcoming events and future goals of the development committee.

D. School Performance Committee

No update at this meeting.

V. Executive Director Report

A. End of Q1 Progress

1. Dr. Townsend provided updates on Q1 student academics, attendance, and staffing.
2. Discussed MCPSC/DESE compliance updates
3. Shared information on Q2 goals and expectations.

VI. Closed Session

A. Closed Session

Motion to adjourn closed session at 6:02 pm

Motion - G. McHam

2nd - D. Henderson

VII. Closing Items

A. Next Steps

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:02 PM.

Respectfully Submitted,
L. Hunter

DRAFT



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

Minutes

TIS (Virtual) Board Meeting November 14, 2023

Date and Time

Tuesday November 14, 2023 at 4:00 PM

Location

This meeting will be virtual. Please join by clicking the link below:

<https://zoom.us/j/93648300851?pwd=RnJ0YlFzYy9qeE9vQ3MvR1RvR2JQUT09>

Directors Present

D. Henderson (remote), G. McHam (remote), L. Hunter (remote)

Directors Absent

A. Williams

Ex Officio Members Present

K. Townsend (remote)

Non Voting Members Present

K. Townsend (remote)

Guests Present

D. Wright (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 Nov 14, 2023 at 4:09 PM.

B. Record Attendance

C. Public Comment Section

No public comment

II. Action Items

A. Approve Family Handbook

D. Henderson made a motion to Approve Family Handbook.

G. McHam seconded the motion.

Family Handbook approved pending all clerical errors are corrected.

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

Roll Call

D. Henderson Aye

A. Williams Absent

G. McHam Aye

L. Hunter Aye

III. Closed Session

A. Closed Session

G. McHam made a motion to Boad go into Closed Session.

D. Henderson seconded the motion.

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

Coversheet

Approve October 2023 Monthly Financials

Section: II. Action Items
Item: B. Approve October 2023 Monthly Financials
Purpose: Vote
Submitted by:
Related Material: TLS - Monthly Presentation - October 2023.pdf
TLS - Supplemental Report - October 2023(1).xlsx
2023 10 TLS Check Register.pdf
2023 10 TLS Outstanding Invoices.pdf



October 2023 Financials

PREPARED **NOV'23** BY



- **Executive Summary**
- **Key Performance Indicators**
- **State Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Key Forecast Changes This Month**
- **Appendix**
- **Forecast History**

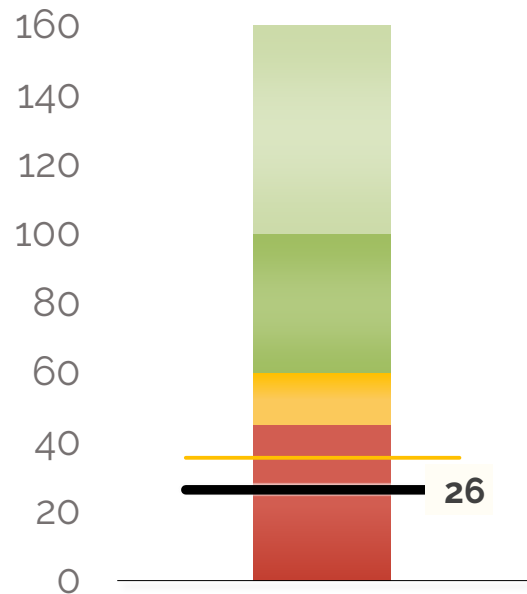
Executive Summary

- Year end net income forecast is **\$151k**, **\$51k** less than the budgeted net income of **\$203k**.
- The projected cash balance at year end is **\$194k**, providing an **7% Fund Balance**.
- We continue to track cash flow closely as private donations and state funds continue to stabilize.
- The **FY23** audit review continues for a **December Board** review.

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

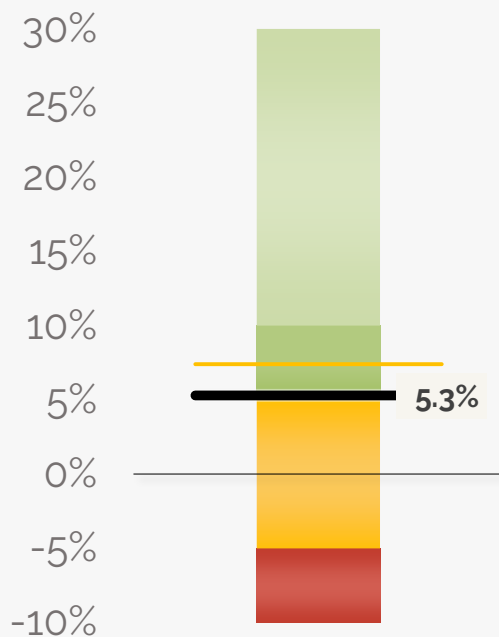


26 DAYS OF CASH AT YEAR'S END

The school will end the year with 26 days of cash. This is below the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

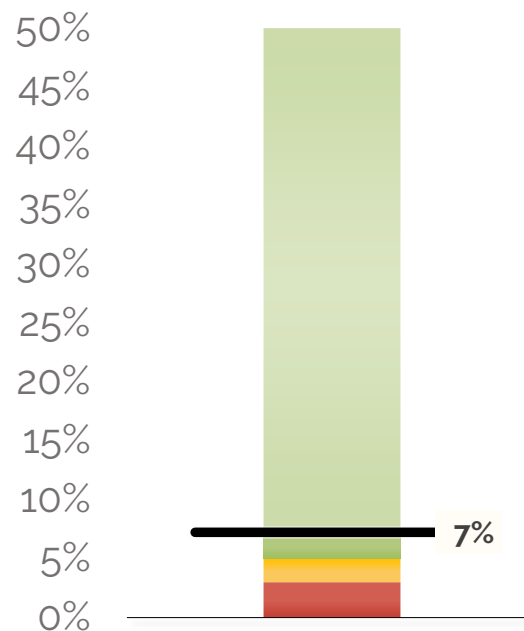


5.3% GROSS MARGIN

The forecasted net income is \$151k, which is \$52k below the budget. It yields a 5.3% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

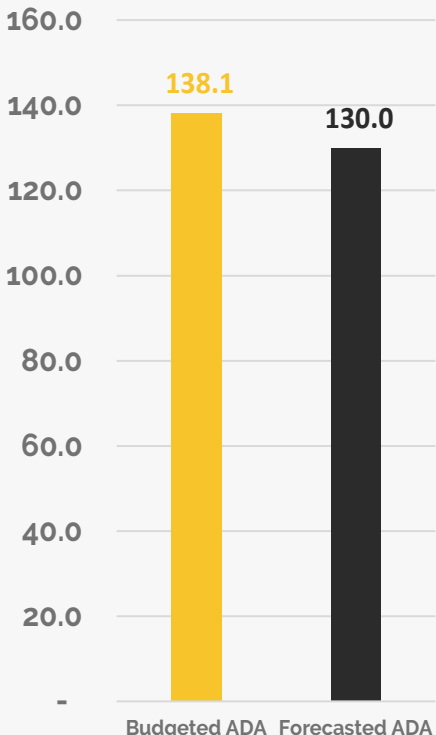


7.24% AT YEAR'S END

The school is projected to end the year with a fund balance of \$196,043. Last year's fund balance was \$44,714.

State Revenue

Student Expectations



The school now forecasts 130 ADA for SY23-24. The budget target was 138.

\$96K Less Per-Pupil Funding Than Expected

	Current Forecast	SY23-24 Budget	Difference	Financial Gain / (Loss)
Enrollment	0	144	-144	
Attendance	0.0%	92.0%	-92.0%	
Total ADA	130	138	-8	
Regular Term PK	0	0	0	
Regular Term K-12	130	134	-4	-44k
Remedial	0	0	0	
Summer	0	4	-4	-40k
FRL Count	110	117	-7	
FRL Weight	18	19	-1	-11k
IEP Count	0	0	0	
IEP Weight	0	0	0	
LEP Count	0	0	0	
LEP Weight	0	0	0	
WADA	148	157	-9	Summer ADA paid with Federal ESSER funds
Per WADA Payment	\$9,684	\$9,735	-51	
State Aid	\$1.4M	\$1.5M	-\$95,578	-96k

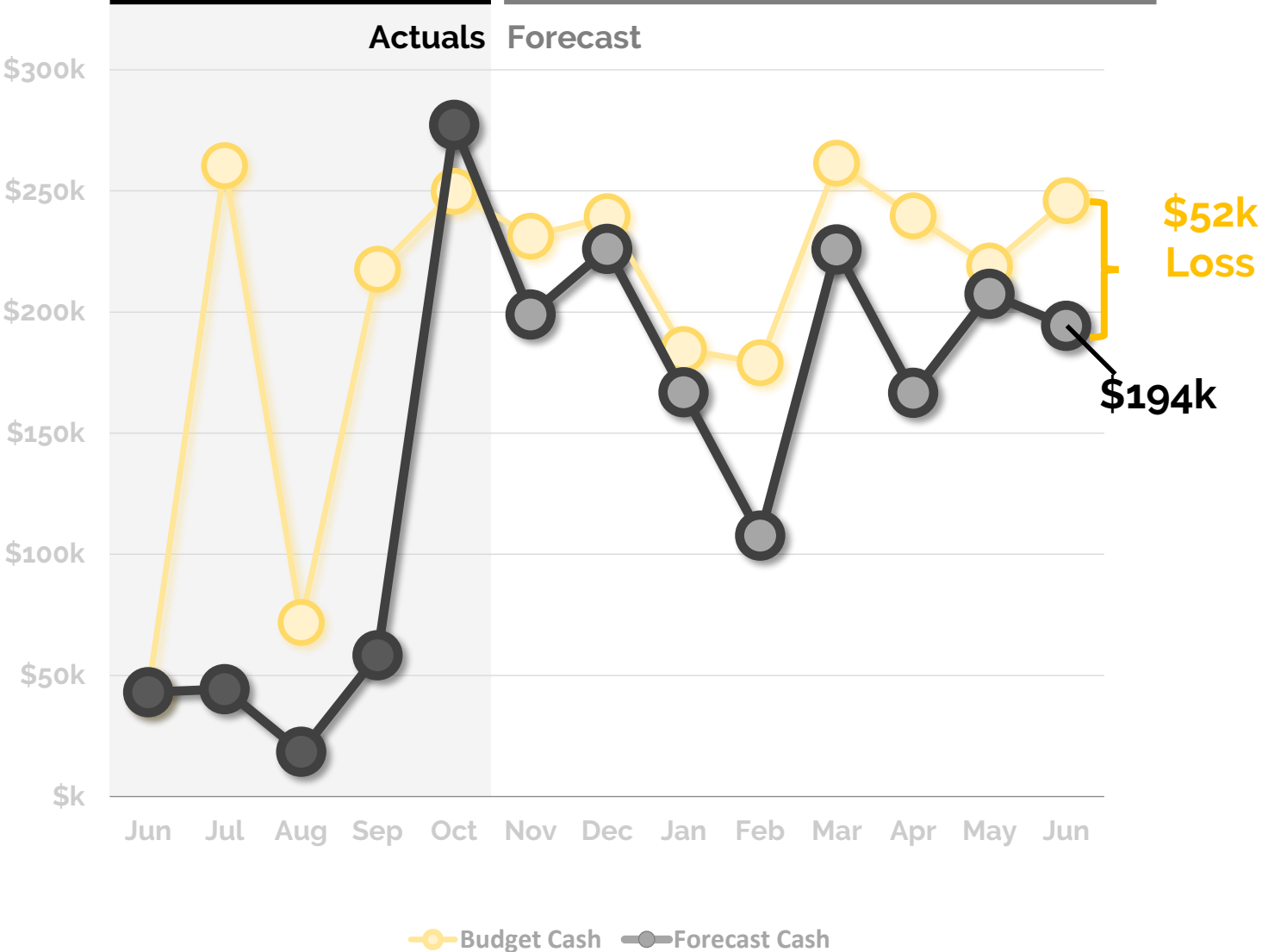
Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$2.9m	\$2.7m	\$120k		DESE state funding decreased due to Per WADA rate
Expenses	\$2.7m	\$2.5m	-\$172k		Additional expense forecast for privately funded expenses.
Net Income	\$151k	\$203k	-\$52k		

Cash Forecast

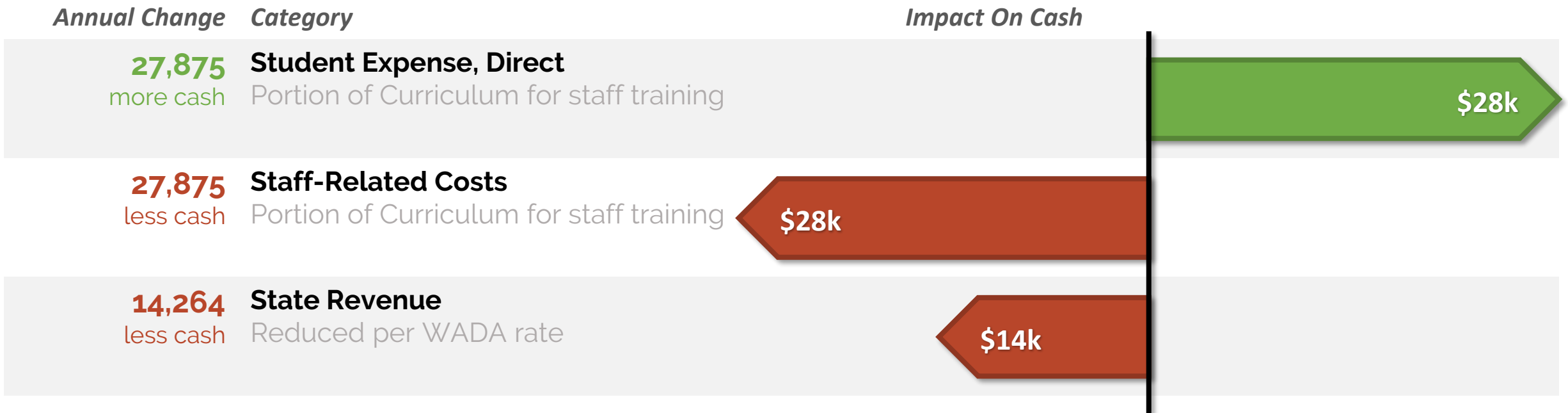
26 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$194k**, **\$52k** below budget.



Key Forecast Changes This Month

The October forecast **decreased** the year-end cash expectation by \$19k. *Key changes:*





QUESTIONS?

Please contact your EdOps Finance Team:

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816.985.5144

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	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
Revenue							
Local Revenue	41,218	35,436	5,782	103,609	107,382	(3,773)	62,391
State Revenue	455,361	459,245	(3,884)	1,483,477	1,572,424	(88,947)	1,028,116
Federal Revenue	117,675	90,969	26,706	471,484	424,421	47,064	353,809
Private Grants and Donations	360,328	470,625	(110,297)	787,570	627,500	160,070	427,242
Earned Fees	2,212	1,900	312	12,200	6,700	5,500	9,988
Total Revenue	976,795	1,058,175	(81,380)	2,858,341	2,738,426	119,915 ①	1,881,546
Expenses							
Salaries	325,057	377,732	52,675	1,075,595	1,133,196	57,601	750,538
Benefits and Taxes	77,240	98,954	21,714	292,891	296,862	3,971	215,651
Staff-Related Costs	47,005	6,167	(40,839)	214,375	20,000	(194,375)	167,370
Rent	58,111	60,432	2,321	232,441	181,296	(51,145)	174,330
Occupancy Service	85,449	54,423	(31,027)	192,310	163,268	(29,042)	106,860
Student Expense, Direct	86,793	95,397	8,603	254,772	286,940	32,168	167,978
Student Expense, Food	20,942	33,333	12,391	100,000	100,000	(0)	79,058
Office & Business Expense	55,713	72,746	17,032	188,027	197,313	9,286	132,314
Transportation	8,935	52,200	43,265	156,600	156,600	(0)	147,665
Total Expenses	765,247	851,383	86,136	2,707,011	2,535,475	(171,536) ②	1,941,764
Net Income	211,548	206,792	4,756	151,330	202,951	(51,621) ③	(60,218)
Cash Flow Adjustments	22,691	-	22,691	0	-	0 ④	(22,691)
Change in Cash	234,238	206,792	27,447	151,330	202,951	(51,621) ⑤	(82,909)

① REVENUE: \$120K AHEAD

② EXPENSES: \$172K BEHIND


③ NET INCOME: \$52K behind

Monthly Financials

Income Statement	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>TOTAL</i>
Revenue													
Local Revenue	0	13,964	17,640	9,615	7,799	7,799	7,799	7,799	7,799	7,799	7,799	7,799	103,609
State Revenue	86,963	6,235	108,113	254,049	128,515	128,515	128,515	128,515	128,515	128,515	128,515	128,515	1,483,477
Federal Revenue	10,450	1,556	0	105,670	41,265	45,213	45,213	45,213	45,213	45,213	45,213	41,265	471,484
Private Grants and Donations	51,784	178,821	128,723	1,000	0	100,000	0	0	177,242	0	100,000	50,000	787,570
Earned Fees	672	11	1,125	404	1,248	1,248	1,248	1,248	1,248	1,248	1,248	1,248	12,200
Total Revenue	149,869	200,587	255,601	370,738	178,827	282,775	182,775	182,775	360,017	182,775	282,775	228,827	2,858,341
Expenses													
Salaries	57,221	107,211	85,724	74,902	90,766	97,849	93,654	93,654	93,654	93,654	93,654	93,654	1,075,595
Benefits and Taxes	12,512	25,207	21,967	17,554	25,803	27,558	27,048	27,048	27,048	27,048	27,048	27,048	292,891
Staff-Related Costs	980	0	18,150	27,875	20,921	20,921	20,921	20,921	20,921	20,921	20,921	20,921	214,375
Rent	19,370	19,370	19,370	0	38,740	19,370	19,370	19,370	19,370	19,370	19,370	19,370	232,441
Occupancy Service	30,853	24,234	17,710	12,653	13,358	13,358	13,358	13,358	13,358	13,358	13,358	13,358	192,310
Student Expense, Direct	3,639	44,452	28,204	10,499	20,997	20,997	20,997	20,997	20,997	20,997	20,997	20,997	254,772
Student Expense, Food	0	0	7,262	13,680	9,882	9,882	9,882	9,882	9,882	9,882	9,882	9,882	100,000
Office & Business Expense	19,921	13,825	20,118	1,849	15,414	24,414	15,414	15,414	15,414	15,414	15,414	15,414	188,027
Transportation	8,935	0	0	0	18,458	18,458	18,458	18,458	18,458	18,458	18,458	18,458	156,600
Total Ordinary Expenses	153,431	234,299	218,505	159,012	254,339	252,808	239,103	239,103	239,103	239,103	239,103	239,103	2,707,011
Total Expenses	153,431	234,299	218,505	159,012	254,339	252,808	239,103	239,103	239,103	239,103	239,103	239,103	2,707,011
Net Income	-3,562	-33,712	37,096	211,726	-75,513	29,967	-56,328	-56,328	120,914	-56,328	43,672	-10,276	151,330
Cash Flow Adjustments	4,868	7,878	2,750	7,195	-2,836	-2,836	-2,836	-2,836	-2,836	-2,836	-2,836	-2,836	0
Change in Cash	1,306	-25,834	39,846	218,921	-78,349	27,131	-59,164	-59,164	118,078	-59,164	40,836	-13,113	151,330
Ending Cash	44,349	18,514	58,361	277,282	198,933	226,063	166,899	107,735	225,813	166,649	207,485	194,373	

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
Assets			
Current Assets			
Cash	43,043	277,282	194,373
Total Current Assets	43,043	277,282	194,373
Total Assets	43,043	277,282	194,373
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	-1,671	21,020	-1,671
Total Current Liabilities	-1,671	21,020	-1,671
Total Long-Term Liabilities	0	0	
Total Liabilities	-1,671	21,020	-1,671
Equity			
Unrestricted Net Assets	44,714	44,714	44,714
Net Income	0	211,548	151,330
Total Equity	44,714	256,261	196,043
Total Liabilities and Equity	43,043	277,282	194,373

Forecast History of June 30, 2024 Cash Balance

Source	Days of Cash at 6/30/24	Change	Description of change
Budget	35		From SY23-24Budget
Jul	56	21	No FRT
Aug	34	-22	No July Forecast
Sep	28	-5	ADA decreased by 3
 Oct	26	-3	Decrease Per WADA payment. Increased exp with Ops staffing
Nov			
Dec			
Jan			
Feb			
Mar			
Apr			
May			
Jun			

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](#):

TLS - Supplemental Report - October 2023(1).xlsx

The Leadership School
11/14/2023 1:20 PM

Check Register by Checking Account

Page: 1
User ID: SAS

Checking Account ID: 1

Check Type: Automatic Payment

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
52024051	10/02/2023	X			COLLECTOR	Collector of Revenue	901.63
52024052	10/02/2023	X			COLLECTOR	Collector of Revenue	191.70
52024057	10/09/2023	X			BAMBOOHR	Bamboo HR	189.00
52024058	10/05/2023	X			CRICKET	Cricket Wireless	90.00
52024060	10/03/2023	X			GSUITE	Google Suite	208.33
52024061	10/17/2023	X			NEXTIVA	Nextiva	590.10
52024062	10/01/2023	X			SCCHARTER	SC Charter - Rent	0.00
52024063	10/17/2023	X			WELLSFARGO	Wells Fargo Vendor	937.71
52024064	10/13/2023	X			REPUBLIC	Republic Services	812.32
52024065	10/23/2023	X			LEVEL3	Level 3 Communications, LLC	1,710.70
52024068	10/24/2023	X			MIDWESTBNK	Midwest Bank Credit Card	2,586.38
52024079	10/31/2023	X			MIDWESTBNK	Midwest Bank Credit Card	5.95
Check Type Total:		Automatic Payment		Void Total:	0.00	Total without Voids:	8,223.82

Checking Account ID: 1

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
81427250	10/04/2023	X			MANDYSON	Imani Dyson	0.00
81427251	10/04/2023	X			MANDYSON	Imani Dyson	0.00
81427400	10/04/2023	X			BELIEVED	BelievED	27,875.00
81471973	10/13/2023	X			BOXWOOD	Boxwood Landscaping	7,671.74
81611319	10/24/2023	X			FRESHPALAT	Fresh Palate Eats LLC	13,680.38
81650786	11/01/2023	X			SAVVAS	Savvas Learning Company LLC	10,135.80
Check Type Total:		Check		Void Total:	0.00	Total without Voids:	59,362.92
Checking Account Total:		1		Void Total:	0.00	Total without Voids:	67,586.74
Grand Total:				Void Total:	0.00	Total without Voids:	67,586.74



Accounts Payable Aging Summary

As of **10/31/2023**

The Leadership School

CLIENT: The Leadership School		REPORT DATE: 11/14/2023 2:18:50 PM ET				
Payee	Current	1-30	31-60	61-90	>90	Total
Association of Missouri Charter Schools	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Boxwood Landscape, LLC	\$8,815.23	\$0.00	\$0.00	\$0.00	\$0.00	\$8,815.23
Brad White Educational Consulting LLC	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00
Carmen Ward	\$287.64	\$0.00	\$0.00	\$0.00	\$0.00	\$287.64
Cintas Corp	\$511.25	\$0.00	\$0.00	\$0.00	\$0.00	\$511.25
COCA - Center of Creative Arts	\$114,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114,000.00
CSD Insurance Trust	\$13,193.17	\$0.00	\$0.00	\$0.00	\$0.00	\$13,193.17
CULLIGAN	\$68.33	\$0.00	\$0.00	\$0.00	\$0.00	\$68.33
EdOps	\$11,591.66	\$0.00	\$0.00	\$0.00	\$0.00	\$11,591.66
First Student, Inc	\$37,275.72	\$0.00	\$0.00	\$0.00	\$0.00	\$37,275.72
Fresh Palate Eats LLC	\$0.00	\$5,635.16	\$0.00	\$0.00	\$0.00	\$5,635.16
Lite Technology Solutions, LLC	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Office Essentials	\$236.20	\$0.00	\$0.00	\$0.00	\$0.00	\$236.20
Open Up Resources	\$0.00	\$0.00	\$937.00	\$14,152.00	\$0.00	\$15,089.00

Payee	Current	1-30	31-60	61-90	>90	Total
Paypool LLC	\$127.16	\$0.00	\$0.00	\$0.00	\$0.00	\$127.16
Rottler Pest Solutions	\$98.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98.00
Total:	\$203,004.36	\$5,635.16	\$937.00	\$14,152.00	\$0.00	\$223,728.52