The Leadership School

Monthly Board Meeting for The Leadership School

Published on January 6, 2025 at 4:29 PM CST
Amended on January 7, 2025 at 5:24 PM CST

Date and Time

Tuesday January 7, 2025 at 6:00 PM CST

Location

The Leadership School
1785 Pennsylvania Ave
Pagedale MO 63133

In Person:

The Leadership School Board Meeting (In Person)
Tuesday, August 27 · 6:00 – 8:00pm
Time zone: America/Chicago

Zoom Link: https://us06web.zoom.us/j/81428820667?pwd=yQhY4uZjABzGr4DzafhkB4ZAhE8tjM.1

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:00 PM**
A.	Call the Meeting to Order		Rebecca Langrall	1 m

		Purpose	Presenter	Time

Mission: The Leadership School exists to grow our students' leadership capacity through earnest engagement in an academically rigorous, culturally relevant, and relationship-oriented environment.

		Purpose	Presenter	Time
B.	Record Attendance		Lakeisha Moody Seymour	1 m
	Roll Call Vote			
C.	Public Comment Section		Rebecca Langrall	4 m

II. **Review Minutes**   **6:06 PM**

		Purpose	Presenter	Time
A.	Dec. 17, 2024 Meeting Minutes	Discuss	Rebecca Langrall	3 m
B.	Vote to Approve Minutes	Vote	Rebecca Langrall	1 m

III. **Board Reports**   **6:10 PM**

Board Chair and Committees Report on Monthly Activity

		Purpose	Presenter	Time
A.	Board Chair Report	Discuss	Rebecca Langrall	10 m

Activity/Events

- On 12/10, our Development Committee chair, Aaron Williams, Board Member Stephanie Madlinger, TLS Family Ambassador Mourisha Ross, our Co-Executive Director Keisha Moody-Seymour and two of her children, and I attended Christmas in the Kitchen at the Sheldon to benefit Annie Malone Children and Family Services and various other recipients, including The Leadership School. Here's a picture from the event. We'll be hearing later about how much money was raised during the Development Committee report.
- On 12/17 Board on Track offered a 1-hour webinar "From Good to Great: Measuring Board Effectiveness."
- In March, TLS will hold its annual Trivia Night. Details coming in the next month.
- On Sunday, April 27, TLS will hold the Bowling for Change event. Plan to support, attend, and invite your friends & family.

Business

- Nomination of Stephanie Madlinger to become Secretary of the TLS Board.

		Purpose	Presenter	Time
B.	Finance Committee Report	Discuss	Gary Stevenson	10 m

• Presentation of the Financials for November 2024
• Dec, 18, 2024 Finance & Facilities Committee Meeting Report

		Purpose	Presenter	Time
C.	Development Committee Report	Discuss	Aaron Williams	10 m

• Dec. 2, 2024 Development Committee Meeting Report
• Donations generated through Christmas in the Kitchen with gratitude for the
  work of community and Development Committee member Marilyn McCarthy
• Report on Board Giving through 12/31/24 via Give Butter
• Development Committee PD Presentation - Aaron, TC

		Purpose	Presenter	Time
D.	Governance Committee	Discuss	Krysta Grangeno	15 m

• Dec. 16, 2024 Governance Committee Meeting Report
• Updates:

  Board Self-Evaluation Survey
  Conflict of Interest Questionnaire Completion
  Bios/Headshots
  Background Checks

		Purpose	Presenter	Time
E.	School Performance Committee Report	Discuss	Stephanie Madlinger, Rebecca Langrall	15 m

• Dec. 16, 2024 School Performance Committee Meeting Report
• PD Presentation - School Performance and the TLS Charter, Student
  Achievement Assessment Information

IV. Executive Directors Report

7:10 PM

		Purpose	Presenter	Time
A.	Presentation	FYI	Keisha Moody-Seymour, Courtney Moulder	15 m

Operations, School Performance, and Facilities Updates

	Purpose	Presenter	Time

V.   Consent Agenda   **7:25 PM**

A. Pending Previous Discussion:	Vote	Rebecca Langrall	1 m

      1. TLS November 2024 Financials
      2. December 2024 TLS Board Committee Meeting Reports
      3. School Performance Committee Charter
      4. Stephanie Madlinger as Secretary of the Board of Directors

VI.   Closed Session   **7:26 PM**

To discuss 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.

A. Closed Session	FYI	Lakeisha Moody Seymour	5 m

VII.   Closing Items   **7:31 PM**

A. Next Steps	FYI	Rebecca Langrall	3 m

1. If you haven't yet, please complete the Conflict of Interest form and send to Becky and have your ID scanned at the school for the mandatory board member background check.

2. If not already done, please consider making a monthly donation to TLS via GiveButter. Any amount is welcome and will help us reach our Board giving goal of $10K.

3. To promote enrollment and fundraising, if you haven't yet, please post the TLS promotional flyer on your social media and share within your personal networks. The Leadership School Promotional Flyer

4. Please continue your personal board professional Development:

      • Committee-Based Opportunities for Professional Development Resource
      • TLS Board Member and Executive Director Professional Development Tracker

		Purpose	Presenter	Time

5. Please complete the TLS Board Member Self-Evaluation Survey if you haven't yet.

Next **Board Meeting; Jan. 28**

		Purpose	Presenter	Time
B.	Adjourn Meeting	Vote	Rebecca Langrall	2 m

Coversheet

Dec. 17, 2024 Meeting Minutes

Section: II. Review Minutes
Item: A. Dec. 17, 2024 Meeting Minutes
Purpose: Discuss
Submitted by:
Related Material: 2024_12_17_december_17__2024_special_board_meeting_minutes.pdf

The Leadership School

Minutes

December 17, 2024 Special Board Meeting

Date and Time
Tuesday December 17, 2024 at 6:00 PM

Location
Virtual

Join Zoom Meeting
https://us06web.zoom.us/j/81428820667?pwd=yQhY4uZjABzGr4DzafhkB4ZAhE8tjM.1

Meeting ID: 814 2882 0667
Passcode: 1Epq90

Directors Present
A. Williams (remote), G. Stevenson (remote), R. Langrall (remote), S. Madlinger (remote), T. Curry (remote)

Directors Absent
C. Page, K. Grangeno, T. Montgomery

Guests Present
C. Moulder (remote), L. Moody Seymour (remote)

I. Opening Items

   A. Record Attendance

   B.

Call the Meeting to Order

R. Langrall called a meeting to order on Tuesday Dec 17, 2024 at 6:00 PM.

G. Stevenson made a motion to Motion to Amend December 3, 2024 minutes to correct the bank additions; edit the document to remove Whitney Hooks and add Keisha Seymour to be added to the account per the preceding discussion during presentation of the Finance and Facilities Committee report.

T. Curry seconded the motion.

The team **VOTED** unanimously to approve the motion.

C. Approve Minutes

G. Stevenson made a motion to Approve December 3, 2024 minutes Monthly Board Meeting for The Leadership School on 12-03-24.

T. Curry seconded the motion.

The Dec. 3 minutes needed to be revised to reflect a revision to the Consent Agenda to approve Keisha Seymour as a signer on the TLS checking account and remove Whitney Hooks, per the preceding discussion during presentation of the Finance and Facilities Committee report.

The team **VOTED** unanimously to approve the motion.

II. Board Business

A. Add TLS Treasurer to TLS Bank Account

T. Curry made a motion to Add Gary Stevenson, Board Treasurer, to the TLS Bank Account as a signer.

S. Madlinger seconded the motion.

The team **VOTED** unanimously to approve the motion.

G. Stevenson made a motion to Move into closed session to discuss 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.

T. Curry seconded the motion.

The team **VOTED** unanimously to approve the motion.

III. Closed Session

A. Closed Session

Discuss 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.

IV. Closing Items

A.

Adjourn Meeting

T. Curry made a motion to adjourn meeting.
S. Madlinger seconded the motion.
The team **VOTED** unanimously 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 6:57 PM.

Respectfully Submitted,
L. Moody Seymour

Coversheet

Finance Committee Report

Section: III. Board Reports
Item: B. Finance Committee Report
Purpose: Discuss
Submitted by:
Related Material: TLS - Supplemental Report - November 2024.xlsx - Dashboard.pdf
202411CheckRegisterbyType.pdf
12_18_24 Finance and Facilities Meeting Agenda and Notes.pdf

Dashboard
The Leadership School
July 2024 through November 2024

Key Performance Indicators		

Days of Cash (At Year End)	Gross Margin Margin	Fund Balance (At Year End)
51	**10%**	**14%**
Target > 45 days	Target > -5.0%	Target > 0,00

Cash Forecast
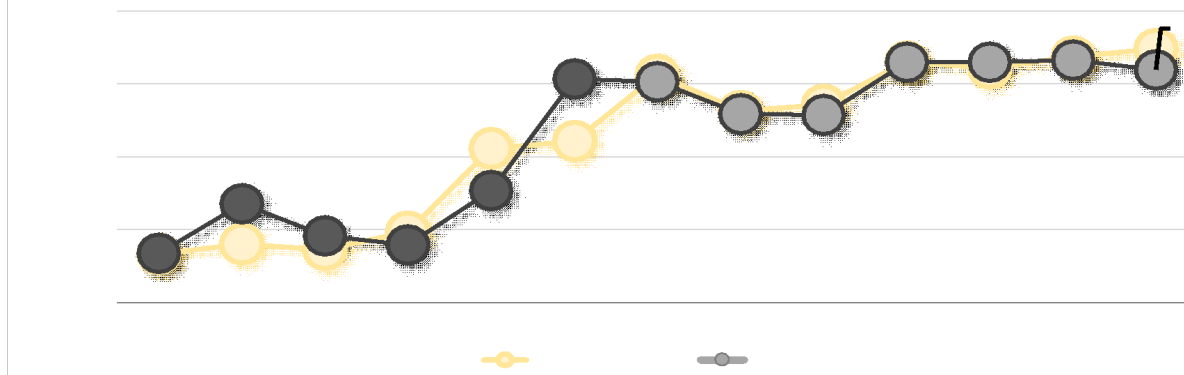
Financial Snapshot	Year-To-Date Financials			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	109,609	95,917	13,692	228,374	228,374	0	118,765
State Revenue	1,105,530	961,107	144,423	2,617,683	2,361,723	255,960	1,512,153
Federal Revenue	408,027	814,395	(406,368)	1,591,650	1,616,621	(24,971)	1,183,623
Private Grants and Donations	498,250	244,500	253,750	642,750	564,000	78,750	144,500
Earned Fees	7,493	2,478	5,015	7,515	2,500	5,015	22
Total Revenue	2,128,909	2,118,398	10,511	5,087,972	4,773,218	314,754	2,959,063
Expenses							
Salaries	786,337	686,142	(100,196)	1,943,966	1,646,740	(297,226)	1,157,629
Benefits and Taxes	196,606	186,980	(9,626)	505,415	451,752	(53,663)	308,809
Staff-Related Costs	59,204	70,902	11,698	121,065	121,440	375	61,861
Rent	115,588	169,712	54,123	412,908	412,908	0	297,320
Occupancy Service	89,475	99,677	10,202	259,839	248,375	(11,464)	170,364
Student Expense, Direct	212,404	350,433	138,029	617,232	611,996	(5,236)	404,829
Student Expense, Food	62,828	81,748	18,920	272,494	272,494	0	209,665
Office & Business Expense	98,326	82,208	(16,118)	215,861	203,070	(12,791)	117,535
Transportation	34,367	79,300	44,933	235,703	241,000	5,297	201,336
Total Ordinary Expenses	1,655,136	1,807,101	151,965	4,584,484	4,209,775	(374,709)	2,929,348
Net Ordinary Income	473,773	311,297	162,476	503,488	563,443	(59,955)	29,715
Extraordinary Expenses							
Depreciation and Amortization	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Facility Improvements	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	1,655,136	1,807,101	151,965	4,584,484	4,209,775	(374,709)	2,929,348
Net Income	473,773	311,297	162,476	503,488	563,443	(59,955)	29,715
Cash Flow Adjustments	5,349	-	5,349	504	-	504	(4,846)
Change in Cash	479,122	311,297	167,825	503,992	563,443	(59,452)	24,870

The Leadership School						Check Register by Type			Page: 1
12/12/2024 10:42 AM									User ID: SAS

Payee Type: Vendor **Check Type: Automatic Payment** **Checking Account ID: 1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
52024281	11/13/2024	X			REPUBLIC	Republic Services	825.99
52024282	11/12/2024	X			BAMBOOHR	Bamboo HR	289.43
52024283	11/05/2024	X			GSUITE	Google Suite	208.32
52024284	11/18/2024	X			NEXTIVA	Nextiva	701.91
52024285	11/01/2024	X			SCCHARTER	SC Charter - Rent	25,615.79
52024286	11/19/2024	X			WELLSFARGO	Wells Fargo Vendor	137.98
52024287	11/25/2024	X			LEVEL3	Level 3 Communications, LLC	1,706.58
52024338	11/05/2024	X			AMAZON	Amazon	101.05
52024339	11/07/2024	X			AMAZON	Amazon	12.99
52024340	11/08/2024	X			AMAZON	Amazon	29.38
52024341	11/08/2024	X			AMAZON	Amazon	15.49
52024342	11/12/2024	X			AMAZON	Amazon	23.98
52024343	11/12/2024	X			AMAZON	Amazon	132.99
52024344	11/12/2024	X			AMAZON	Amazon	360.88
52024345	11/12/2024	X			AMAZON	Amazon	21.07
52024346	11/13/2024	X			AMAZON	Amazon	11.99
52024347	11/13/2024	X			AMAZON	Amazon	15.96
52024348	11/13/2024	X			AMAZON	Amazon	26.97
52024349	11/14/2024	X			AMAZON	Amazon	61.76
52024350	11/18/2024	X			AMAZON	Amazon	139.00
52024351	11/20/2024	X			AMAZON	Amazon	33.97
52024352	11/20/2024	X			AMAZON	Amazon	69.64
52024353	11/20/2024	X			AMAZON	Amazon	65.85
52024354	11/21/2024	X			AMAZON	Amazon	27.18
52024355	11/21/2024	X			AMAZON	Amazon	47.98
52024356	11/21/2024	X			AMAZON	Amazon	23.60
52024357	11/21/2024	X			AMAZON	Amazon	54.99
52024358	11/25/2024	X	X	11/25/2024	AMAZON	Amazon	33.97
52024359	11/12/2024	X			MAGICWRIGH	MAGIC-WRIGHTER	34.95
52024360	11/18/2024	X			SELECTIVE	Selective Insurance Co	6,694.00

	Checking Account ID: 1			Void Total:	33.97	Total without Voids:	37,491.67
	Check Type Total: Automatic Payment			Void Total:	33.97	Total without Voids:	37,491.67

Payee Type: Vendor **Check Type: Check** **Checking Account ID: 1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
84220497	11/06/2024	X			CINTAS	Cintas Corp	177.08
84225711	11/08/2024	X			DANACOLE	Dana Coleman Consulting	200.00
84225712	11/08/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	1,485.00
84225713	11/08/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	923.75
84225714	11/08/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	1,000.00
84225715	11/08/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	1,000.00
84225716	11/08/2024	X			BEISPLUMB	Beis Plumbing LLC	4,647.00
84225717	11/08/2024	X			MIDWESTERN	Mid-Western Adverstising	836.96
84225718	11/08/2024	X			MIDWESTERN	Mid-Western Adverstising	263.05
84226186	11/08/2024	X			SHANDS	Shands, Elbert, Gianoulakis, Giljum Law Firm	400.65
84226187	11/08/2024	X			SAVVAS	Savvas Learning Company LLC	8,810.90
84226891	11/08/2024	X			FRESHPALAT	Anthony Foster	16,468.40
84253039	11/13/2024	X			STATUSQUO	Status Quo	2,975.00
84290370	11/15/2024	X			CINTAS	Cintas Corp	518.75
84290371	11/15/2024	X			CINTAS	Cintas Corp	429.77
84315819	11/18/2024	X			THOMASENTE	Thomas Enterprise LLC	1,000.00
84315820	11/18/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	3,800.00
84315821	11/18/2024	X			CULLIGAN	CULLIGAN	144.95
84315822	11/18/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	550.00
84315823	11/18/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	1,798.00
84315824	11/18/2024	X			DATARECO	Data Recognition Corp.	75.60
84316270	11/18/2024	X			ROTTLER	Rottler Pest Solutions	103.00
84316607	11/18/2024	X			PAYPOOL	Paypool LLC	174.18
84316608	11/18/2024	X			EDOPS	EdOps	9,701.00

The Leadership School					**Check Register by Type**		Page: 2
12/12/2024 10:42 AM							User ID: SAS

Payee Type: Vendor   **Check Type: Check**   **Checking Account ID: 1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
84316609	11/18/2024	X			CSD	CSD Insurance Trust	17,231.02
84377702	11/21/2024	X			DANACOLE	Dana Coleman Consulting	150.00
84377703	11/21/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	155.00
84377948	11/21/2024	X			ROTTLER	Rottler Pest Solutions	150.00
84384597	11/22/2024	X			GADELLNET	GadellNet Consulting Services, LLC.	1,000.00
84384598	11/22/2024	X			PERRYPROMO	PERRY PROMOTIONAL PRODUCTS LLC	3,879.50
84384911	11/22/2024	X			CINTAS	Cintas Corp	475.38
84385138	11/22/2024	X			OFFICEESSE	Office Essentials	469.10
84394756	11/25/2024	X			WORTHINGTO	Worthington Direct	1,695.95
84394757	11/25/2024	X			CITYBLUE	CityBlue Technologies, LLC	8,980.00
84395166	11/25/2024	X			MIDWESTEL	Midwest Electric Systems	87.50
84416748	11/29/2024	X			GALMICHE	Galmiche & Sons	692.07
84416749	11/29/2024	X			MILLVIC	Victoria Miller	200.00
84417028	11/29/2024	X			CINTAS	Cintas Corp	345.56
84417161	11/29/2024	X			OFFICEESSE	Office Essentials	467.30
84417461	11/29/2024	X			STATUSQUO	Status Quo	2,975.00
84417462	11/29/2024	X			FRESHPALAT	Anthony Foster	12,668.00
84420576	12/02/2024	X			FIRSTSTUDE	First Student Bus	19,383.42
84420982	12/02/2024	X			CSD	CSD Insurance Trust	20,227.62

Checking Account ID:	1	Void Total:	0.00	Total without Voids:	148,715.46
Check Type Total:	Check	Void Total:	0.00	Total without Voids:	148,715.46
Payee Type Total:	Vendor	Void Total:	33.97	Total without Voids:	186,207.13
Grand Total:		Void Total:	33.97	Total without Voids:	186,207.13

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

Finance and Facilities Committee Meeting Agenda and Notes - 12.18.24

TLS Mission: The Leadership School exists to grow our students' leadership capacity through earnest engagement in an academically rigorous, culturally relevant, and relationship-oriented environment.

All TLS School Goals
Goal 10 - Board Engagement:
- Each year, 100% of board members will attend, at a minimum, 80% of the scheduled board meetings.
- For each fiscal year, 100% of board members will contribute financially to fundraising goals.

Goal 11 - Financial Sustainability:
- By year three, The Leadership School will maintain at least 30 days of cash on hand at all times.
- For each fiscal year, the annual audit will have no material findings and unqualified opinion.

Goal 12 - Data Reporting:
- Annually, at least 90% of state data, reporting and compliance submissions to the sponsor and to DESE will be accurate and on time.

2024 - 2025 Finance & Facilities Committee Goals
- **School fund balance over 12% at year end**
  - Action:
    - Monitor school financial progress and trends monthly
- **Financial policies are followed 100% of the time**
  - Action:
    - Inquire about financial controls via a quarterly questionnaire
    - Incorporate TLS financial policies as outlined in the Board Bylaws
- **90% or higher comprehension of Finance/Facilities Board Bylaws by all board members based on self evaluation at mid/end of year assessments**
  - Action:
    - Short presentation on key points at each board meeting
- **Completion of a long term financial plan by June 30th, 2025**
  - Action:
    - Participate in long-term financial strategy planning in collaboration with School Executive Directors and TLS Board Development Committee via monthly meetings

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Meeting Date: 12.18.2024 @ 5:00 - 6:30 PM **Link:** **https://us06web.zoom.us/j/82718449287?pwd=7g1rw7HcWE03NVgQt8gNQyax9TyLqA.1**	**Attendees: Whitney Hooks, Becky Langrall, Anne Nichols, Courtney Moulder, Gary Stevenson**

Financial Status Summary

	July	August	Sept	October	November
Days of Cash (< 45)	59	70	71	52	51
Gross Margin (> 5%)	12%	14%	14%	10%	10%
Fund Balance @ Year's End (> 0.0)	16%	19%	19%	14%	14%

Topic	
Financial Policies Followed & Fund Balance over 12% **Monthly Financials**	Updates: ○ **Presentation by EdOps - Anne** ■ **Supplemental Report for November** ■ **Check Registry for November** ○ **Staffing costs: Will be following up with TOT regarding funding for some staff positions for 2024 - 2025.** ○ **Anne will introduce Courtney to Nan, who does monthly grants reporting. Whitney will this bring up at the Operations meeting with Anne on Thursday.**
Financial Policies Followed **Audit Report Followup**	Status Updates: ● **On 12/17, the Board approved the minutes that included approval of the Annual Audit. Becky will send a copy of the minutes to Whitney to submit to DESE by 12/20.** ● **Whitney will reach out to Daniel and Henry (Risk management and insurance company for TLS) to determine the cost of a policy to cover employee theft. - Given the size of the school (rec from Annual Audit). $250K will be added to next year's budget in anticipation of this being an Audit requirement for next year.** ● **Whitney will set up a folder where copies of all audit docs will be stored and invite the F & F Committee, so that we will be audit ready for next year (receipts, contracts, correct coding of CSP expenditures). Shortcut into the F & F folder.**
Financial Policies Followed: 3. Status Updates	Status: ● **Financial Info on Report Well. Whitney will upload tomorrow**

TLS Bylaws	● **Courtney reached out to Martha to get report dates/expectations updated in Reportwell. Being treated as a pilot so no deductions on our score through December.**
	● **Petty cash ledger - now set up.**
	
	Action:
	  ● **Whitney to share service contracts with Gary**
	  ● **Gary will pull together a draft of the questionnaire by Jan. 1 for the Committee's review.**
	  ● **Whitney will compile all of the donations from Christmas in the Kitchen by the end of day 12/20 from Give Butter.**
	  ● **Becky will send a spreadsheet re: GB to Whitney.**
	  ● **Whitney will create a policy governing procedure for buying uniforms. SOP to K/C in the first week of Jan.**
	  ● **Whitney/Courtney will work out GB procedure. SOP first week of Jan.**
	  ● **Need a routine for transferring funds to ensure that they are covered by FDIC. Sweep Account will be set up by Courtney and Gary at 1:00 PM on Thursday.**
	  ● **Gary will build the internal controls questionnaire by the next F & F meeting, Jan. 15. Courtney/Whitney will then respond to the questionnaire before the Feb. 19 F & F meeting.**

4. Building Financial Understanding	**Status:** ● **Alternate months for PD from the Finance & Facilities Committee** ● **Next presentation - February 25** **Upcoming:** ● **Look at the finance questions results on the mid-year Board self-evaluation. Discuss topics to be presented for Board professional development.**

5. Long Term Financial Plan	● **Facilities Expansion status update:**
	  ○ **Linsday (consultant) is coming to town in the third week in Jan. Will meet with The Opportunity Trust re how to approach the acquisition of the Normandy building. May need an extra Board meeting to approve the loan and the expansion plan.**
	  ○ **In negotiations with UMSL re: a deposit to hold Normandy Hall during a 6-month due diligence period.**
	
	Upcoming:
	● **At 1/28 board meeting, Courtney will present:**
	  ○ **Short-term facilities plan**
	  ○ **Brief overview of the long term plan**
	  ○ **1 - pager summarizing the loan arrangements.**

6. Corporate Matching	**Action:** ○ **Tanisha will look into this and how to set this up on our end.**

	○ **Whitney will start a spreadsheet for direct donations** ○ **Gary will look into possible donations from The Buddy Fund**

Coversheet

Development Committee Report

Section: III. Board Reports
Item: C. Development Committee Report
Purpose: Discuss
Submitted by:
Related Material: 12_2_2024 Development Committee Meeting Agenda & Notes-1.pdf

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

Development Committee Meeting Agenda & Notes 12.2.24

TLS Mission: The Leadership School exists to grow our students' leadership capacity through earnest engagement in an academically rigorous, culturally relevant, and relationship-oriented environment.

[All TLS School Goals HERE](#)

Goal 5 - Attendance:
- Annually, for the first three years, we will have at least a **90%** average daily attendance rate. By year five, we will increase to **93%** average daily attendance rate. As of 2019, the state average daily attendance rate was 87.3%. The Normandy Schools Collaborative and adjacent districts had average daily attendance rates ranging between 70.% - 81.2%, while the highest performing districts in our area have rates above 93%. Therefore, we have rooted our attendance goal in the current reality of the target population and the **anticipated strong partnerships with families** to ensure a higher attendance rate than what has been the norm for our target population.

Goal 6 - Student Leadership:
- Before renewal, The Leadership School will achieve the **Leader in Me Lighthouse School Certification** by meeting the following criteria:
- The principal, school administration and staff engage in ongoing learning and develop as leaders, while championing leadership for the school.
  - Leadership principles are effectively taught to all students through direct lessons, integrated approaches, and staff modeling. Students are able to think critically about and apply leadership principles.
  - **Families and the school partner together in learning about the 7 Habits and leadership principles through effective communication and mutual respect.**
  - The school community is able to see leadership in the physical environment, hear leadership through the common language of the 7 Habits, and feel leadership through a culture of caring, relationships, and affirmation.
  - Leadership is shared with students through a variety of leadership roles and student voice leads to innovations within the school.
  - **Schoolwide, classroom, family and community leadership events provide authentic environments to celebrate leadership, build culture, and allow students to practice leadership skills.**
  - The school utilizes The 4 Disciplines of Execution process to identify and track progress toward the high priority goals of the school, classroom, and staff members.
  - Students lead their own learning with the skills to assess their needs, set appropriate goals, and carry out action plans. They track progress toward goals in Leadership Notebooks and share these notebooks with adults in student-led conferences.
  - Teacher planning and reflection, **trusting relationships,** and student-led learning combine to create environments for highly engaged learning.

Goal 7 - Positive School Culture:
- Annually, for the first three years, at least **85%** of students will respond positively on the Panorama Education survey that their voice matters in the school and that they are satisfied with our culture. By year five, student voice and satisfaction will increase to 95% of students.
- **Annually, for the first three years, 85% of parents/family members will respond positively on the Panorama Education Family & Community Engagement survey that they are satisfied with the school. By year five, satisfaction will increase to 95% of parents/family members.**
- Annually, **90%** of staff members will respond positively on the Panorama Education survey that their voice matters in the school and that they are satisfied with our cult

Goal 10 - Board Engagement:
- Each year, 100% of board members will attend, at a minimum, 80% of the scheduled board meetings.
- For each fiscal year, **100% of board members will contribute financially to fundraising goals.**

2024 - 2025 Development Committee Goals

1. **By June 30, 2025, build a Long Term Coordinated Finance & Development Fund Plan that works with the Academic Calendar to present to the Board. [Long Term Plan]**
   Actions:
   a. Coordinate with EDs and TLS Board Treasurer to review existing 3 - 5 year financial plan
   b. Determine where the Development Committee can best contribute.

2. **By June 30, 2025, raise at least $10K from Board members and their personal networks by supporting each member to promote and attend at least three (3) TLS events. [Board Fundraising]**
   Actions:
   a. Continually educate the Board and TLS Staff on connecting their "Why" with the work of the Committee.
   b. Partner a member of the Development Committee with a member of the Board to encourage participation.
   c. Build a team of helpers to support event planning.

3. **By June 20, 2025 establish partnerships with at least ten (10) local and national organizations and businesses that can build our portfolio. [Partnerships]**
   Action:
   a. Craft clear and persuasive messaging about the purpose and needs of the school.

4. **By June 30, 2025, raise at least 10 K? from partners, school, and community members. [Community Fundraising Events)**
   Actions:
   a. Incentivize community members and partners.

5. **By June 20, 2025, identify 5 - 10 realistic grant opportunities during the AY 2024 - 2025 and apply for at least five (5). [Grants]**

Standing Virtual Meeting Dates for 2024 - 2025: First Monday of the month at 5:00 PM	
Date of this Meeting: 12/2/2024 5:00 PM	Members: ● Aaron Williams, Board Member and Committee Chair

https://us06web.zoom.us/j/87073590307?pwd=gGvWVnOFw3ovi3dwS6MsDGv0dwP5ad.1 Meeting ID: 870 7359 0307 Passcode: FX8n3V	● **Zaneta Ford** ● **Michelle Gregory** ● **Talayna Hardin** ● **Paula Brown** ● **Terrence (TC) Curry, TLS Board Member** ● **Michelle Gregory** ● **Crystal Huntspon** ● **Lauren Martin** ● **Marilyn McCarthy** ● **Elaine McDonald** ● **Caity McDonnell** ● **Ariel Miller** ● **Keisha Seymour, TLS Co-Executive Director** ● **Terrie Moore** ● **Ashley Rhodes** ● **Mourisha Ross, Family Ambassador President** ● **Danielle Williams** ● **Carmen Ward, Director of Family Outreach & Events** ● **Rebecca Langrall, TLS Board Chair, Ex-Officio Committee Member/Acting Committee Secretary**

Meeting Date/Time Change:	**Meetings: First Monday of the month @ 5:00 PM**
Present:	**Carmen Ward; Paula Brown; Terrence Curry; Talana Hardin; Becky Langrall, Secretary; Marilyn McCarthy; Co-ED Keisha Seymour; Aaron Williams, Chair**
1. Charter	1. **Review and provide feedback, especially the proposed work plan for the fundraising events for the remainder of the year.** 2. **Aaron will present this at the Board meeting on Dec. 3 for approval.**
2. Board Fundraising	1. **Contributions in November: $1072 (includes Skating for Change (SFC) tickets, SFC supporters linked to a Board member, recurring monthly donations, unreimbursed expenses related to the Board Retreat)** 2. **YTD: $2605 ~ 25% of Goal**

3. Partnerships
 	
Previous partners
	1. **Status of protocol to enlist interest in TLS**
	   a. **Video for Give Butter** - Carmen, Marilyn
	2. **Letters completed.**
	   a. **Donation Request Letter**
	   b. **Tax Letter/Donation Thank You Letter**

	c. [EOY Appeal Letter](#)

4. Events
 	
[**TLS Calendar**](#)
	1. **Skating for Change: Amount raised -**
	   ● $130 Cash
	   ● $2500 MWBC
	   ● $1000 Drink House STL
	   ● $875 Mr. Williams
	   ● **TOTAL: $7185, gross**
	
	2. [**Giving Tuesday**](#)
	   a. **We have a Give Butter QR code**
	      i. **Carmen will send the QR code and draft language.**
	      ii. **Carmen will share both with Becky to share with the Board for posting on personal websites.**
	      iii. **Post QR code with the donate button on the new website - Keisha/Courtney**
	      iv. **New website should launch at the end of the week/early next week.**
	
	   b. **Post on LinkedIN - Carmen**
	      i. **Corporate matching?**
	      ii. **Tax Write-Offs?**
	      iii. **Consider expanding our subscription/audience on LinkedIN.**
	
	3. **Dec. 10 Christmas in the Kitchen/Fund A need: Volunteers needed. - Marilyn**
	   a. **800 candles donated; have a popup table and sell a bundle of 3 candles under the umbrella theme "Light the Way for Learning at The Leadership School" ($10 each bundle)**
	   b. **Marilyn has created a video to encourage understanding and support**
	   c. **QR code will be shared to allow supporters to donate under the umbrella of "Fund a Need" from a separate audience from the Leadership School community. (Can be general: Technology for Kindergarten, beautification of the school, mental health initiative)**
	   d. **Carmen will be there; needs board and committee members to give 1.5 hours to help out at the TLS table. (3 people, 2 shifts: 6 - 7; 8:30 ish)**
	      i. **Help with candle sales. (80 - 90 bundles of 3)**
	      ii. **People arrive around 6 PM; the concert starts at 7 PM with a 20-minute intermission around 8:15 PM**
	      iii. **QR code on a poster with 3 - 4 levels of giving specified.**
	      iv. **Collages from the Skating for Change event could also be set up (6).**
	   e. **Marilyn will put together a 1-pager and be the point person to organize the volunteers. Deep understanding of the Leadership School and its mission, vision, and values; and the passion for the individuals involved with the school is needed.**
	   f. **Those on the Committee or Board who are willing/interested in volunteering should contact Marilyn.**
	
	4. **Trivia Night - Try for Pagedale Community Center**

5. Grants	1. **Grants Work Team met on 11/11, 11/18, and 11/26.**
	    a. **Current Needs: Playground, guidance counselor, iPads for Kindergartners**
	    b. **Notes from the 11/26 Grants Meeting**
	    c. **Compile docs for the common grant application**
	    d. **Youth Opportunity Credits could help businesses who donate to the school.**

6. Board Professional Development	1. **Google Slide presentation to be completed for 12/3 Board Meeting**
	    a. **Aaron - TLS Charter. TLS Mission, Vision, Philosophy, Goals. pp. 9 - 13**
	    b. **TC - TLS Policies. Board Conduct, Sec. 3.: Duties and Responsibilities, p. 63., pp. 86-90**

Coversheet

Governance Committee

Section:	III. Board Reports
Item:	D. Governance Committee
Purpose:	Discuss
Submitted by:	
Related Material:	12.16.24 Governance Committee Meeting Agenda and Notes .pdf

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

Governance Committee Meeting Agenda and Notes - 12/16/24

TLS Mission: The Leadership School exists to grow our students' leadership capacity through earnest engagement in an academically rigorous, culturally relevant, and relationship-oriented environment.

TLS School Goals (All)
Goal 10 - Board Engagement:
- Each year, 100% of board members will attend, at a minimum, 80% of the scheduled board meetings.
- For each fiscal year, 100% of board members will contribute financially to fundraising goals.

Goal 12 - Data Reporting:
- Annually, at least 90% of state data, reporting and compliance submissions to the sponsor and to DESE will be accurate and on time.

2024 - 2025 Governance Committee Goals
1. **100% compliance with TLS Charter and Missouri Public School Expectations.**
   a. Action: Ensure compliance by reading, synthesizing, and regularly sharing legal expectations with the Board and Co-Executive Directors based on the TLS charter, TLS Bylaws & Policies, DESE, and the MSPSC
   b. Action: Recommend and develop additions and revisions to the Bylaws, as needed.
   c. Action: Monitor report submissions to ReportWell.

2. **90% or higher satisfaction** by TLS Leaders with the **lifecycle plans** for school board members as reported on end-of-year self-report evaluations.
   a. Action: Develop structured onboarding, goal-setting, continuous development, and efficient functioning.

3. **90% or higher satisfaction by TLS Leaders (EDs, Board) with assessment and evaluation processes**
   a. Action: Develop useful, relevant criteria and implement effective assessment and evaluation processes

Standing Meeting Dates for 2024 - 2025: 3rd Monday @ 4:30 PM
https://us06web.zoom.us/j/85797465297?pwd=XbelY0QmOlM0G4bbvS58D8mjbAaDv9.1

Date of this Meeting: 12/16/24	Present: Krysta Grangeno, Committee Chair; Rebecca Langrall, Board Chair and Committee Secretary; Keisha

	Moody-Seymour, Co-Executive Director
Bylaws	**Governance Committee Charter**
1. Compliance: **ReportWell Upload Status**	**Background:** ● **Meeting the standard requires 100% material compliance and 95% on time.** ● **Status re December:** 　○ **Summary: Awaiting completion of Dec. 17 Special Board Meeting & December Committee meetings to upload current docs. Issue with embedded links.** ● **ReportWell is viewing the fall as "a beta period" and will implement consistent submission expectations starting in January.** **Action:** ● **Add a slide/slides to the monthly COD Report ppt to the Board showing the status of uploads during the preceding month. - Jan.7.**
2. Compliance: **PD Presentations re: Charter and Bylaws during Board Meetings**	**Discussion:** ● **Began at Dec. 3 meeting. Only enough time for Finance and Facilities.** ● **Feature 1 - 2 Committees a month** ● **Could make it more interactive by providing a scenario and applying what was learned** ● **PD Tracker (Coaching, fellowships)** 　○ **Rationale: Expected by the charter commission. ID other sources to justify.** 　○ **Add EDs to Board Tracker** 　○ **How to incentivize completion?** 　　■ **Identify current barriers** ● **Governance PD for Jan. 7 or Jan. 28 board meeting:** 　○ **Krysta - Bylaws Article III. Directors, Sec. 3.2 Powers, p. 27** 　○ **Gary - Article VII. General Provisions, Sec. 7.5 Liability & Indemnification, p. 40** 　○ **Becky - Board Professional Development Policy, p. 62**

3. Compliance	• **§ 160.400.14 RSMo - Board members need to complete background checks (MACHS). (p. 175 of Bylaws, "Background Checks and Fingerprinting Policy") - Requested Board members to stop by TLS to have their IDs scanned.** 　○ **Status: Three completed.** 　○ **Becky will reach out to the other five board members.**
4. Compliance/Life Cycle **Board Member Agreement** **MO /TLS Model Bylaws** **Transition Task List**	• **Midyear Board Self-Evaluation Survey** 　■ **Krysta will tune length, sequence, content** 　■ **Distribute by Friday, Dec. 20.** 　■ **Compile results for Jan 7 or Jan 28** • **Succession Planning for EDs** 　■ **Review supporting docs - Becky** 　■ **Work team to meet January 13 @ 4:30 to draft - Krysta, Becky** • **Upcoming:** 　■ **ED Evaluation - set up a work date at Jan Committee meeting to draft in Feb.** 　■ **Board Info (meetings, interest, current members, procedure for joining) to be added to new website** 　■ **Parent, Staff, Student Handbooks - Family Handbook is done; Staff Handbook needs updates.** 　■ **Review charter amendments posted on MCPSC website.** 　■ **Review revisions introduced by the EDs last summer that have not yet been submitted to the Commission.** 　■ **Collaborate with EDs on parent and staff satisfaction surveys**

Coversheet

School Performance Committee Report

Section:	III. Board Reports
Item:	E. School Performance Committee Report
Purpose:	Discuss
Submitted by:	
Related Material:	12.16.24 School Performance Committee Meeting Agenda and Notes.pdf
	2. 2024 - 2025 TLS School Performance Committee Charter.pdf

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

School Performance Committee Meeting Agenda and Notes - 12.16.24

TLS Mission: The Leadership School exists to grow our students' leadership capacity through earnest engagement in an academically rigorous, culturally relevant, and relationship-oriented environment.

[Original TLS School Goal (All areas)](#)

Updated Academic Goals (Summer 2024)

MAP Lag Goal: 37% of students will achieve proficiency in ELA on the Missouri MAP State Exam in Spring 2025. 25% of students will achieve proficiency in Mathematics on the Missouri MAP State Exam in Spring 2025. In 2023-2024, 18.5% of students were proficient/advanced in ELA and 9.3% of students were proficient/advanced in Mathematics.

NWEA Lag Goal: 32% of students will achieve proficiency in ELA on the Spring EOY NWEA Assessment. In 2023-2024, 16% of students were proficient in Math and 16% were proficient in Reading.

30% of students will achieve proficiency in Math on the Spring EOY NWEA Assessment.

Lead Indicators:
- Q1 & Q2 (Semester 1) 20 4th grade students enrolled in Ignite tutoring sessions, 2 hours per week
- Q1 Every teacher will receive 4 action steps
- Q1 The ILT will hold 5 instructional walkthroughs that inform weekly PD - Q2 Every teacher will receive 4 action steps
- Q2 The ILT will hold 5 instructional walkthroughs that inform weekly PD - Q3 & Q4 (Semester 2) 20 4th grade students enrolled in Ignite tutoring sessions, 2 hours per week
- Q3 Every teacher will receive at least 3 action steps directly aligned to coaching feedback and data collected from MOY assessments
- Q3 The ILT will hold 5 instructional walkthroughs that inform weekly PD - Q4 Every teacher will receive at least 2 action steps directly aligned to coaching feedback
- Q4 The ILT will hold 5 instructional walkthroughs that inform weekly PD **Milestones**
- 20% of students will be proficient on NWEA ELA and Math assessments in Winter MOY - 50% of students will meet their growth goals by

Spring NWEA

Updated Student Culture Goals (Summer 2024)

Lag goal: By EOY 85% of students will respond positively on the SEL Web Survey that "their voice matters."

By EOY 85% of families will respond positively on a formal survey that "they are satisfied with The Leadership School."

Lead Indicators:

- Q1 By 10/1 - 60% of students will respond positively on the SEL Web Survey that "their voice matters."
- Leader in Me Lessons with our SEL Teacher 2-3 times per week
- 8/26 Students will begin a check in/check out with a staff member (teacher, SEL Teacher, Office Manager, ect) if needed
- By 9/3 SEL Groups will begin –focus small group setting, groups will target success for students with tier 2 and tier 3 identified behaviors.
- Weekly Pride Meeting with recognized student leaders at each meeting
- On culture audit 1 60% of routines will score proficient plus on the school culture rubric - By August 31 the culture audit document will be finalized
- Minute by minute procedures will be written, trained, and practiced the second week of Summer Institute
- During week 1 - All whole school routines and procedures will be audited, adjusted, and solidified through daily walkthroughs
- Q3: 80% of routines will score proficient plus on culture audit 2 during Q3 - In January PD, 1 lagging whole school routine/procedure will be retrained, practiced and solidified for relaunch
- The week of January 6, refresh routine will be audited, adjusted, and solidified through daily walkthroughs
- Families will participate in Family University monthly. Each family will commit to attending 1 Family University. Each month will be dedicated to programming aligned with family survey results and include and academic support and SEL component.

2024 - 2025 Committee Goals

1. **(Committee Operations) On end-of-year self-assessments, 90% or more of School Performance Committee members report strongly agree that the Committee functioned optimally.**
   - Create an action plan that includes meeting dates, tasks, and action steps for the committee by October 30, 2024
   - Meet monthly with the Executive Directors to review benchmark, curriculum-based, and walkthrough data capturing progress toward academic and climate indicators.
   - Recruit committee members from the Board, school and community

2. **(Board Education) On End-of-year self-assessments, 80% or more of TLS Board members report:**
   a. **An understanding of high use technical terms and acronyms associated with achievement and climate data.**
   b. **Ease with interpreting data displays of NWEA, iReady, climate survey, monthly school attendance, tardies, and discipline data.**
   c. **An ability to explain how each grade level is performing at the mid and end of year relative to key performance indicators as compared to students in other local charter and public schools.**

   - Develop a process to educate and train the Board and school stakeholders on proper academic oversight by November 30, 2024
     - Educate the Board and stakeholders on key terminology, academic indicators, how to read data reports (includes parents, educators, and community)
     - Generate a monthly report to the Board within our Committee meeting minutes based on synthesizing school performance and climate data.

     - Recruit committee members from the Board, school and community

3. **(Data-Driven) On end-of-year self-assessments, 90% or more of School Performance committee members report satisfaction with School Performance Committee and Executive Director efforts to use key performance indicators to guide academic and school climate-related decision-making.**
   a. Analyze performance and climate data at least four times this year (i.e. quarterly) for the purpose of communication to the Board and school community/stakeholders.
     - Research and determine resources for collecting comparative data
     - In collaboration with the co-executive director(s)/school leader(s), complete a quarterly SWOT analysis based on data to help determine action steps for continued student success.

Board Responsibilities **TLS Performance Contract** **TLS Board Task List**	**School Performance Committee folder on Drive** **DESE DATA PORTAL**
Meeting Dates for 2024 - 2025: 3:00 - 4:30 PM the second Monday of the month **TLS School Calendar** **Google calendar**	
Date of this Meeting: Dec. 16, 2024 2:45 PM **Link:** **https://us06web.zoom.us/j/86499892936?pwd=auvJEduy9bATMabdKbZwNVAeSbiAxu.1**	**Present: Rebecca Langrall, Committee Secretary; Stephanie Madlinger; Courtney Moulder, Co-ED; Keisha Moody -Seymour, Co-ED; Carrie Page, Committee Chair**

Meeting ID: 864 9989 2936 **Passcode: 920468**	

Topic	
1. Board Education | Week Of:	Testing Session:
August 26th	BOY NWEA Testing
September 2nd	BOY iReady Testing
December 16th	MOY NWEA Testing
March 10th	EOY NWEA TEsting
April 28th- May 5th	MAP Testing

May 12th	EOY iReady Testing |
	
	[Achievement Data folder on Google](#)
		Action:
		1. Reviewed [iReady and NWEA data from 2022 - 2023, 2023 - 2024, and Fall 2024](#) against:
		   a. The [Performance Contract](#) goals (p. 22) established with the MCPSC that will be used in its annual evaluation report due in January 2025.
		   b. The [Lag Goals](#) the EDs established with The Opportunity Trust last summer/fall.
		
		2. Reviewed [Spring 2024 MAP data](#) for TLS Grade 3 and comparable elementary schools in Normandy against the Performance Contract goals and Lag Goals.
		
		3. Reviewed student-level iReady and NWEA data from BOY and MOY to see changes in Growth.
		   a. NWEA data is still being collected.
		   b. Will be compiled and will be shared with TLS staff on Jan. 2.
		   c. Co-Eds think the lag goals may need to be revised upward based on growth already measured.
		
		Next month:
		Review BOY/MOY iReady and NWEA data against [Performance Contract](#) goals (p. 22)/TOT Lag Goals (top of this agenda).
		
		Next Steps:
		- **Simplify picture of context, growth per grade level.**
		- **Courtney will share slides with Becky on Jan. 2 for consolidation before they are shared with the Board:**
		   ○ **Context data for MAP (comparable public and charter schools) and TLS 2024 MAP Grade 3 - Becky**
		   ○ **BOY/MOY Grade level NWEA growth - Courtney**
		   ○ **BOY/MOY Grade level iReady growth - Courtney**
		- **C/K will discuss projections for MAP performance in Gr. 3 and Gr. 4 for ELA and Math based on midyear growth patterns.**

2. Data Driven Action Steps	**Updates:** 1. **Scaffolded Instruction PD at Delmar Divine - How to move students at grade level to beyond. Still working on this.** 2. **TOT Coaching model - Rebecca did analysis of student work - writing samples from first week of school to last week in Grade 1; significant growth shown.** **Action:** 1. **Consider doing portfolios for each student. Powerful for the student to see their own growth over the course of the year. Let the child pick the work with guidance from the teacher?** 2. **TLS Look-For Document - Courtney will share** 3. **Shared feedback from Nov. 10 classroom visit** a. **Next visit is scheduled for January 10 for sharing with the Board on Jan. 28. Classroom/ Coaching session/ PD session TBD.** **Upcoming** ● **Develop an observation protocol for monitoring progress within the Individualized Learning Block (ILB) and for tracking participation in classroom discussions.** ● **Review the Revised Lag Goals and Indicators above against the MOY data.**
3. Committee Operations	**Action:** ● **[SP Committee 2024 - 2025 Charter](#)** ● **Set up a work group meeting to build out the annual work plan for the SP charter presentation at the Jan. 7 Board meeting. Wednesday, 12/18 @ 7:45 AM.**
4. Board Education **[Technical Terms](#)** **[PD Presentation](#)**	**Action:** ● **Present PD slides on Jan. 7 we tabled from the Dec. 3 meeting due to time.** ● **How to make presentations more interactive? - Suggestion to limit committee presentations to 1 - 2 at a meeting and to ask driving questions or encourage reflections after each presentation to support understanding and engagement of board members.** **Upcoming** ● **For Feb/March presentation, discuss topics seen as needed/important.** ● **Review the [SSD Partnership Agreement](#) with the Board.**
Resources	**[Learning Progressions](#) (scaffolding support within the Individualized Learning Block to help students access grade level standards/material - Edutopia)**

	Hyperrubrics (guide differentiated instruction by clarifying performance steps toward desired achievement targets - Cult of Pedagogy) **Working with Leveled Texts** **Robin Wahby, Executive Director - MCPSC** **Noah Divine, Executive Director - MCSA** **Kent Peterson - Education Board Partners**

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

School Performance Committee Charter 2024 - 2025

General Purpose of the Committee

Partner with the school leader(s)/co-executive director(s) to set and reach rigorous academic goals and monitor school culture.

- Define *excellent school performance* based on the charter school's mission and vision - 2024 - 2025 Revised Academic and Culture Goals
- Verify that school leader(s)/co-executive director(s) are using student and staff performance data (academic & culture) to constructively inform decisions
- Learn about potential challenges to the academic program and school culture before they become urgent to research and/or allocate resources in response.

Build board-wide understanding of the school performance and progress toward academic and culture goals.

- Update the board, in partnership with the school leader(s)/co-executive director(s), on performance data and factors impacting student achievement and school climate
- Analyze and compare the student achievement and school culture data to similar charter schools and national standards[3
- Attend authorizer trainings on academic accountability

Maintain a viable working committee that supports the school's students, teachers, leaders, and stakeholders through collaboration and community connection.

- Identify committee goals to track performance and progress of the school and the committee.
- Foster strong committee membership through active participation and communication.
- Act as a liaison for understanding and translating school performance information.

2024-2025 Committee Values
- Family & student access to literacy learning, growth and emotional safety
- Transparency with performance data - clear, timely, and applicable
- Parent Involvement in student learning (ability, gap, needs, how)
- Support all students despite needs (homeless, special, gifted, trauma)

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

School Performance Committee Charter 2024 - 2025

Committee Composition

Chair	● Carrie Page
Board Members	● Becky Langrall, Stephanie Madlinger
TLS Staff	● Courtney Moulder , Keisha Seymour

Committee Meeting Date/Time
- Second Monday of every month, 3:00 PM, in person

2024 - 2025 Committee Goals
1. **(Committee Operations) On end-of-year self-assessments, 90% or more of School Performance Committee members report a "strongly agree" that the Committee functioned optimally.**
   - Create an action plan that includes meeting dates, tasks, and action steps for the committee by October 30, 2024
   - Meet monthly with the Executive Directors to review benchmark, curriculum-based, and walkthrough data capturing progress toward academic and climate indicators.
   - Recruit committee members from the Board, school and community

2. **(Board Education) On End-of-year self-assessments, 80% or more of TLS Board members report:**
   a. An understanding of high use technical terms and acronyms associated with achievement and climate data.
   b. Ease with interpreting data displays of NWEA, iReady, climate survey, monthly school attendance, tardies, and discipline data.
   c. An ability to explain how each grade level is performing at the mid and end of year relative to key performance indicators as compared to students in other local charter and public schools.

   - Develop a process to educate and train the Board and school stakeholders on proper academic oversight by November 30, 2024
     ○ Educate the Board and stakeholders on key terminology, academic indicators, how to read data reports (includes parents, educators, and community)
     ○ Generate a monthly report to the Board within our Committee meeting minutes based on synthesizing school performance and climate data.

     ○ Recruit committee members from the Board, school and community

3. **(Data-Driven) On end-of-year self-assessments, 90% or more of School Performance committee members report satisfaction with School Performance Committee and Executive Director efforts to use key performance indicators to guide academic and school climate-related decision-making.**

School Performance Committee Charter 2024 - 2025

    a. Analyze performance and climate data at least three times this year for the purpose of communication to the Board and school community/stakeholders.
- ○ Research and determine resources for collecting comparative data
- ○ In collaboration with the co-executive director(s)/school leader(s), create and conduct a data analysis protocol to help determine action steps for continued student success.

Clarifying Information
- ● ***Academic Benchmark on route to Excellence Definition***- At The Leadership School, academic excellence means equipping every child with the knowledge, skills, and leadership tools to thrive in their educational journey and contribute positively to their community. For 2024-25 our success can be measured through achieving short-term benchmark goals as defined here: *Academic and Culture Goals*. The data collected guide our commitment to academic excellence, ensuring every student succeeds while embodying the values of leadership and lifelong learning. *Benchmark Data Dashboard*

2024-25 School Performance Committee Action Plan
- ● **Shared understanding of action plan**
  A shared belief within TLS Performance Committee ensures that all stakeholders are aligned on the school's goals, priorities, and strategies, fostering a unified vision for success. It is characterized by consistent communication, clear expectations, and agreement on key performance metrics, action steps, and timelines. This collaborative approach emphasizes accountability, transparent decision-making, and evidence-based strategies to drive continuous improvement, ensuring all efforts are focused on the academic, operational, and cultural success of the school. The below Action Plan supports this belief in monthly focused areas as well as documentation of tasks completed.

2024	July	August	September	October	November	December
Meeting topics (discussion or action)	Recruit board members	Committee forming / recruit board members	Committee Charter - understand & plan meetings	Committee Charter Goals & Action Plan	Committee learning & school visits	Mid year performance check - academic & culture
Items created / finalized this month			Performance Data Collection Folder(s) & Documents		School visit / observation feedback	Data Analysis / Dashboard Creation
Tasks to execute/ do	Work on recruitment	Work on recruitment	Review & analyze Performance Data	Schedule School Visit & request observation tool(s)	Read bylaws and educate Board Members	Review & analyze Performance Data

THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

School Performance Committee Charter 2024 - 2025

2025	January	February	March	April	May	June
Meeting topics (discussion or action)	Committee learning & school visits	Benchmark Data / LAG Goals Reflection	Committee learning & school visits	Committee data review	Plan summer PD	End of year performance check - academic & culture
Items created / finalized this month	Observation Protocol **AND** Data Analysis Protocol	Self-reflection survey for Performance Committee	School visit / observation feedback		School visit / observation feedback	
Tasks to execute/ do	Schedule School Visit - use observation tool(s)			Schedule School Visit	Send Performance Committee self-reflection survey to Board	Review & analyze Performance Data

Goal / Task	Member Responsible	Completion / Due Date	Notes
Form Board committee(s)	Becky Langrall	September 2024	BL became new Board Chair in September
September Committee Meeting	Carrie Page	09.17.24	First meeting - decided future meeting dates, shared current board goals, discussed items of importance
Working Meeting	Committee	09.24.24	Committee learning - review of document location & terminology
October Committee Meeting	Carrie Page	10.14.24	Discussed goals due 11.06 & charter due 12.03 - made edits to working documents
Working Meeting	Committee	10.15.24	Finalize Performance Committee Goals

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TLS Board Retreat	Committee	11.06.24	Board learning & collaboration; team building
November Committee Meeting	Carrie Page	11.11.24	Discussion of walk-throughs; divide bylaw sections; continued work on charter
TLS Classroom visits	Becky & Stephanie	11.14.24	Three ELA classroom observations Shared with ED's through Gdocs
Board / Committee Learning	Carrie & Stephanie	During November	Review bylaws; to be shared at 01.07.25 Board mtg
Bylaws Review	Carrie & Stephanie	12.03.24	Bylaws presentation slides
Sharing of Data Collection	Becky, Stephanie & Keisha	12.10.24	During Christmas in the Kitchen event discussed creation of shared folder & access to data
December Committee Meeting	Carrie Page	12.16.24	Literacy & Math assessment / data review (BOY, MOY) Benchmark Data Dashboard shared by Becky & Courtney 📗 TLS Performance Metrics for th…
Committee Learning	Becky Langrall	12.17.24	Conversation with DESE *Shawn Bates to learn and reflect on data
Working Meeting	Committee members	12.18.24	Addition of tasks on Action Plan of Charter
Working Meeting	Committee members	12.20.24	Clarification to charter sections; check comparative data; action plan & tasks
Working Meeting	Committee	01.02.25	Review Board Committee Goals & Monitoring Plan (see TLS Performance Contract 2.14, 5.1 & Appendix); Finalize Charter; Review Data Collection
TLS Classroom visits	Carrie & Stephanie	01.10.25	***Decide on observation tool(s) as pilot examples; observe classrooms
January Committee Meeting	Carrie Page	01.13.25	*Clarify process for data collection (timeline) & analysis with board*

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			(graphic organizer of system) that includes a benchmark school (City Garden or Atlas?) / Panorama data *shared understanding & agreement in how to achieve academic excellence/climate goals for discussion at next Board Meeting; review examples of observation tools
Committee Learning	Carrie & Stephanie	01.14.25	Participate in Performance Data webinar by TOT
Working Meeting	Committee	TBD	Observation Tool(s) & Data Analysis Protocol — co-design annual program that educates board about key strategies to close achievement gap & reach Leader In Me Goals/Climate/Community Engagement goals (include data collection of Panorama?)
Committee Learning	Committee members	01.27-28.25	Attend MCPSC Portfolio Conference; discuss, share, collaborate next steps for board
February Committee Meeting	Carrie Page	02.10.25	Create Self-Assessment
Working Meeting	Committee members	TBD	
March Committee Meeting	Carrie Page	03.10.25	
Working Meeting	Committee members	TBD	
April Committee Meeting	Carrie Page	04.14.25	Finalize Observation Tools

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Working Meeting	Committee members	TBD	
May Committee Meeting	Carrie Page	05.12.25	Summer PD Plan / Send Self-Reflection
Working Meeting	Committee members	TBD	
June Committee Meeting	Carrie Page	06.09.25	EOY Performance Data
Working Meeting	Committee members	TBD	

Potential Ideas for Consideration
- Parent training / workshop to understand curriculum content and data analysis
- Educational school - home system for all kids (including homelessness)
- Internal Staff Data Dives of Achievement / Performance Data - comparative
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