APPROVED




# The Leadership School

# Minutes

## Monthly Board Meeting for The Leadership School

**Date and Time**
Tuesday December 3, 2024 at 6:00 PM

**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

**Directors Present**
C. Page, G. Stevenson, R. Langrall, S. Madlinger, T. Curry, T. Montgomery

**Directors Absent**
A. Williams, K. Grangeno

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

## I. Opening Items

### A. Call the Meeting to Order

R. Langrall called a meeting of the board of directors of The Leadership School to order on Tuesday Dec 3, 2024 at 6:05 PM.

### B. Record Attendance

### C. Public Comment Section

## II. Review Minutes

### A. Oct. 29, 2024 Meeting Minutes

G. Stevenson made a motion to approve the minutes from Oct 29 Monthly Board Meeting for The Leadership School on 10-29-24.
T. Montgomery seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Vote to Approve Minutes

## III. Board Reports

### A. Board Chair Report

**Activity/Events**

- On 11/11, our sponsor, the Missouri Charter Public School Commission conducted its annual site visit, meeting with groups of teachers, parents, administrators, and Board members. We welcome Marisol, who is joining us from Kansas City and will be observing this evening's board meeting, as part of the data collection need for the MCPSC's annual report.
- On 11/14, Stephanie and Becky visited ELA classrooms at TLS.
- On 11/22, TLS held an event titled "Special Education Station" to orient TLS families to accessing special education services.
- On 11/26, the Finance and Facilities Committee met with our auditor to review the TLS Annual Audit Report. We welcome Clark Hanner from Marr and Company who is also joining us from Kansas City and will be presenting the Report this evening..
- On 11/30, the Development Committee led the Skate for Change event and several TLS leaders attending: Aaron, Tanisha, Gary, both Executive Directors, and myself. I would like to acknowledge several members of the Development Committee for their work on this event: TLS Coordinator of Family Outreach and Events Planning Ms. Carmen Ward, Family Ambassador President Ms. Mourisha

Ross, Ms. Paula Brown and Ms Mya Harris-Neal. Mr. Aaron Williams will tell us more about the funds this event raised.

**Upcoming Events - Please plan to attend:**

- Today is Giving Tuesday. Here is the QR code to share with friends and family to make giving to TLS easy.
- On 12/10 Christmas in the Kitchen will be held at the Sheldon to benefit Annie Malone Children and Family Services and various other recipients, including The Leadership School. Several levels of giving have been created. Volunteers are needed (3), 5:30 - 8:30 PM.
- On 12/17 Board on Track will offer a 1-hour webinar "From Good to Great: Measuring Board Effectiveness." Everyone who is able is encouraged to attend as we will be engaging in our mid-year self-evaluation as board members this month.
- 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.

## B. Finance Committee Report

Presentation by Mr. Clark Hanner regarding the 2024 TLS Audit Report on Financial Statement:

- **"No findings in the year ending June 30, 2024 to be resolved.**
- "We believe that the audit evidence we have obtained is sufficient..." "reasonable assurance"
- Positive change in new assets $89K
- Retirement PSRS & PEERS contributions 14.5% certified, 6.86% non certified
- Report on Internal Control Financial Committee: No findings. No evidence of being out of compliance.
- 5.5 Regarding employee theft: The RSMo 162.401 and RSMo160.405 recommend a bond should be purchased for the district's school treasure in the amount of $500,000. It is likely this will be a required expectation in future audits, so the school should consider purchasing now to be prepared.
- Prior year finding MO23-01 Finance: Public Financial Data - there was not posted revenue for the current calendar year on the school website required by Section 160.066 RSMo. The **finding was resolved in current year.**

November Financials:

- Less 45K in income than forecast: 3 students transferred out; bulk of expenses this past month were due to 3.5 subs hired resulting in a 130k in expense. This was to cover a position that will be absorbed by existing staff, so sub costs should decrease going forward.

- Cash on Hand: 52 days
- Fund balance: 14%
- Gross Margin: 10%
- We received more grant funding than expected: CSGF ($125 to $175) and NSVF ($100 to $127) This is start up funding for the first three years. Going forward, we should be sustainable based on our enrollment numbers.
- So while net Income was down $45K last month, we are still in a solid financial position.

Finance and Facilities committee report:

- Clean Audit for 2024.
- TLS will get a sweep account, as FDIC only ensures deposits up to $250,000. The sweep account will allow funds in excess of that amount to be insured.
- Keisha will be added on the TLS checking account. Historically the Board Treasurer is on the account. Since Gary is new, he will not be added at this time.
- Gary will put together a quarterly questionnaire to document that internal controls have been followed.
- TLS needs to initiate a process for Corporate Matching.
- Chief of Staff, Whitney Hooks is creating a donor tracking form.
- Gary is looking into the organization Buddies of the School donating sports equipment
- Gary reviewed Technical Terms for TLS Board Members, viewable here.
- Finance & Facilities Professional Development Presentation. View here.

## C. Development Committee Report

Development Committee Monthly Report

- The date of the Trivia Night fundraiser in March will be finalized as soon as a venue is located. Bowling for Change fundraiser will take place on April 27, 2025
- Becky will create a grants folder with all documents called for in the Common Grant Application to ease the application process for grants specific to building a playground, social-emotional support, and iPads for kindergartners - the three funding goals TLS has identified for 2024 - 2025.
- Krysta Grangeno will set up a meeting between the Homeworks program coordinators and TLS to explore how this might work for us. The program entails paying teachers to make home visits to support families as math and ELA tutors for their children.
- Youth Opportunities Program (YOP) - Becky will develop a promotional statement for prospective donors related to potential tax benefits that YOP will make available beyond those normally received for charitable giving
- The Development Committee Charter was presented. Please see attachment

- Shout-Outs to the team for raising over $7,000 on the Skating for Change event on Nov. 30th!

### D. Governance Committee

Governance Committee Report was shared. Please see attachment.

The Governance Committee Charter was presented. Please see attachment.

A proposal to revise the committee structure by eliminating the Executive Committee and folding its goals into the other committees was presented. Please see attachment.

### E. School Performance Committee Report

G. Stevenson made a motion to (in the interests of time) table the School Performance Committee report and the professional development presentations by the Development, Governance, and School Performance Committees.
C. Page seconded the motion.
The board **VOTED** unanimously to approve the motion.

### F. Executive Committee Report

The Executive Committee report was shared. Please see attachment.

## IV. Executive Directors Report

### A. Presentation

The Co-Executive Directors presented reports on:

- November Attendance, Tardies, and Discipline Referrals
- Staffing and Enrollment
- Testing Information
- Facilities Planning

View the presentation here.

## V. Consent Agenda

### A. Pending Previous Discussion:

1. TLS 2024 Annual Audit
2. TLS October 2024 Financials
3. Addition of Keisha Moody as signer to the TLS Bank Account, deletion of Dr. Townsend
4. Nov 2024 TLS Board Committee Meeting Reports
5. Development Committee Charter
6. Governance Committee Charter

7. Committee Revision Proposal
T. Montgomery made a motion to approve the Consent Agenda.
C. Page seconded the motion.
The board **VOTED** unanimously to approve the motion.

## VI. Closing Items

### A. Next Steps

1. If not already done,  Board members need to 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, Board members should consider making a monthly donation to TLS via GiveButter. Any amount is welcome and will help us reach our Board giving goal of $10K for 2024 - 2025.

3. To promote enrollment and fundraising, if not already done, Board members should consider posting the TLS promotional flyer on your social media and share within your personal networks. The Leadership School Promotional Flyer

**4. Board members are encouraged to continue learning by consulting the** Committee-Based Opportunities for Professional Development Resource and documenting your learning on the TLS Board Member Professional Development Tracker .

5. Register for the next Board on Track Training:  Tuesday, 12/17 @ 1:00 PM "From Good to Great:  Measuring Board Effectiveness"

6. Look for a Self-Evaluation Survey from the Governance Committee around mid-December.

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:08 PM.

Respectfully Submitted,
L. Moody Seymour

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**Documents used during the meeting**

- TLS 2024 Communications Letter draft 11-15-24.pdf
- TLS 2024 Audit Report draft 11-15-24.pdf

- TLS - Monthly Presentation - October 2024.pdf
- 202410CheckRegisterbyType.pdf
- 11_26_24 Finance and Facilities Meeting Agenda and Notes.pdf
- 11_1_2024 Development Committee Meeting Agenda & Notes.pdf
- 11_26_2024 Grants Work Meeting Agenda & Notes.pdf
- 1. 2024 - 2025 TLS Development Committee Charter.pdf
- 11.25.24 Governance Committee Meeting Agenda & Notes.pdf
- DRAFT Committee Revision Proposal.pdf
- 2. TLS 2024 - 2025 Governance Committee Charter.docx-1.pdf
- 11_14_24 TLS Executive Committee Agenda & Notes .pdf