



## The Leadership School

### Minutes

#### Finance and Facilities Committee Meeting

---

##### **Date and Time**

Wednesday August 19, 2026 at 6:00 PM

---

##### **Committee Members Present**

C. Moulder (remote), J. Book (remote), R. Langrall (remote), S. Madlinger (remote)

##### **Committee Members Absent**

G. Stevenson, S. Lake, S. Simpson, T. Curry

##### **Guests Present**

Paul Greenwood (remote)

---

#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

R. Langrall called a meeting of the Finance and Facilities Committee of The Leadership School to order on Wednesday Aug 19, 2026 at 6:00 PM.

#### **II. Finance and Facilities**

##### **A. The Pulse: Dashboard Review**

Area 1: Financial Position

- Reviewed three items related to grants - all on track

## Area 2: Financial Processes

- Reviewed seven items - five are on track; two are at risk: Monthly donations tracker for 26-27 and the Prepared by Client (PBC) list and locations in preparation for the Annual Audit. ED will follow up with the Director of Operations.

## Area 3: Alignment with State Expectations

- Reviewed three items - two are on track, one is off-track: The Annual Compliance Tracker needs a protocol for completion and tasks for August, Sept and Oct should be indicated by the next Gov Comm meeting on 9/2.

### **B. Compliance & Reporting**

As of 8.17.26 the school was at 85% complete; 76% on time. Needs to improve. Target is 100% complete, 95% on time.

Addition of new position (Executive Assistant to the Executive Director) as of 8.24. Will be able to assist the Director of Operations in ensuring protocols to address reporting needs are efficiently addressed.

### **C. Strategic Deep Dive - Board Accountability Committee Goal #1: Committee Governance Efficacy**

Reviewed the [Finance and Facilities Committee Charter for 2026 - 2027](#).

Goals have been streamlined into focus areas (financial position, process, alignment, and facilities) and has a calendar of monthly tasks. It is aligned to the TLS Strategic Monitoring Framework (helping us oversee progress toward our 12 charter goals), TLS Policies and Bylaws, and the MCPSC Performance Framework.

The Committee recommends the Board adopt it.

### **D. Strategic Deep Dive: - Focus Area 1: Long-Term Financial Stability & Sustainability**

Reviewed the Monthly Financials.

KPIs for July - 64 Days of Cash; 2.1% Gross Margin; 14.92% Fund Balance.

Reviewed major expenses, in line with start of school requirements.

Cash projection is pretty even with actuals.

Higher than expected enrollment this first week of school. Going to exceed our budgeted enrollment.

### **E. Strategic Deep Dive - Focus Area 2: Operational Efficiency and Resource Stewardship**

Reviewed the objectives in the [Strategic Monitoring Framework](#) associated with Goals 10, 11, and 12 in line with new internal goal expectations.

The Executive Director will train her new Executive Assistant on the protocols for handling monthly documentation for our financial partner (EdOps) and for handling CSP drawdowns.

The board will continue to monitor timeliness of both and expect an update on the status of the drawdown as part of the Executive Director monthly report to the board.

Discussed the SOP for paying vendors on time (will shift from first class mail to ACH payments).

Will hold off on doing a 218 Agreement until we are a larger organization.

#### **F. Board Inquiry & Actions**

#### **G. Next Month Focus**

1. Audit Preparation

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
R. Langrall

---

#### **Documents used during the meeting**

- 2026 07 Invoice Listing - ALL.pdf
- 2026 07 TLS Check Register.pdf
- 2026 07 Cash Receipts.pdf
- 2026 07 31 Accounts Payable.pdf
- TLS - Monthly Presentation - July 2026.pdf
- TLS - Supplemental Report - July 2026.xlsx