THE LEADERSHIP SCHOOL
EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

The Leadership School

Minutes

Finance and Facilities Committee Meeting

Date and Time
Wednesday September 16, 2026 at 6:00 PM

Committee Members Present
C. Moulder (remote), G. Stevenson (remote), J. Book (remote), R. Langrall (remote), S. Madlinger (remote)

Committee Members Absent
T. Curry

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 Sep 16, 2026 at 6:16 PM.

II. Finance and Facilities

A. The Pulse: Dashboard Review

Focus Area 1: Financial Position - 4 tasks reviewed

- Two are on track, 1 is off-track (annual student retention percentage needed), 1 is at-risk (month-by-month spend down plan for CSP grant),

Focus Area 2: Financial Process - 9 tasks reviewed

- Six are on track, 3 are off-track (AY 27 Budget modeling - 2 tabs need updating; granting our financial partner access to Give; and consolidating donations tracking)

Focus Area 3: Compliance - 3 tasks reviewed

- Two are on track, 1 is off-track (ensure the Annual Policy Compliance Tracker is updated monthly)

Focus Area 4: Facilities - 3 tasks reviewed

- All are on track.

B. Compliance & Reporting

Reportwell reporting is 100% complete and 95% on time as of 9.16.

Board conducted a gap analysis between current policy and the TLS Comprehensive Safety Guide. Found several areas in the plan that need updating to align with policy. Revisions to be completed and shared with relevant staff by 10.21

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

Emergency Succession Planning

- Discussed the need to add the Board Chair to the TLS bank account to ensure the continued functioning of day to day operations during an emergency.
- Discussed the need for a cyber-security plan that included a list of master passwords to be stored in a secure area.

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

2026 08 Cash Receipt Listing.pdf
2026 08 TLS Check Register.pdf
2026 08 Credit Card InvoiceListing-1.pdf
2026 08 Donation Report-1.csv
2026 08 Invoice Listing.pdf
TLS - Supplemental Report - August 2026.xlsx
TLS - Monthly Presentation - August 2026.pdf

August KPIs:

- Days of Cash: 51
- Gross Margin: .4%
- Fund Balance: 11%

- All KPIs are depressed because we have had two months of spending against a revenue stream pegged to last year's enrollment numbers. Enrollment is 100 students higher this year. The State will determine an accurate count in September and adjust our revenue stream accordingly. October's financials should show improvement.

Donations: Need to align donation tracking at the school level with donation tracking completed by EdOps.

CSP:

- For the 10.21 Finance Committee meeting, Courtney will supply a month-by-month projection for the remaining seven months.
- Starting in September, ED Monthly reports to the board will include a CSP dashboard indicating how much has been applied for reimbursement each month against the total available.

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

Financial Controls Questionnaire
Oct. 1 - Quarter 1 Questionnaire will go out to the ED and Director of Operations
Oct. 15 - Surveys due to the Finance Committee
Oct 21 - Committee review
Oct. 28 - Treasurer Report to the Board

Proposed revision to the Annual Operating Budget
SECTION 1.3. Each year before the annual operating budget is drafted the Executive Director or their designee shall ensure that a needs assessment of The Leadership School, is drafted and finalized by a budget committee consisting of the CFO/DO, the School Leader, and ~~other individuals as designated by the board~~ **members of the Finance and Facilities Committee**. The needs assessment shall inform the drafting of the annual budget.

F. Board Inquiry & Actions

Obtain additional information about August monthly reports.

G. Next Month Focus

- Review Q1 Report
- Status of first payment of TOT grants arriving at the end of Sept/early Oct. for Ignite, Red Thread, and Relay Program.
- Status of Annual Audit
- Q1 Internal Controls Questionnaire data analysis

- SOP for building the budget, including anticipated needs assessment discussed with TLS personnel and committee/board members.
- Board and ED monthly activity to attract donors.
- CSP Dashboard review in prep for 10.27.26 Board Meeting ED Report

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 7:43 PM.

Respectfully Submitted,
R. Langrall

Documents used during the meeting

None