



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

TLS October 31, 2023 Board Meeting (Virtual Only)

Published on October 18, 2023 at 2:53 PM CDT

Amended on October 30, 2023 at 9:05 AM CDT

Date and Time

Tuesday October 31, 2023 at 6:00 PM CDT

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>).

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 September 27, 2023, Board Minutes	Approve Minutes	Lennel Hunter	5 m
B. Approve September 2023 Monthly Financials	Vote	Deanne Henderson	15 m
III. Board Business			6:30 PM
A. Approve Student/Parent Handbook			
B. Board Chair Updates	FYI	Lennel Hunter	10 m
C. Board Retreat			5 m
IV. Board Committee Reports			6:45 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			7:05 PM
A. End of Q1 Progress	Discuss	Kimberly Townsend	15 m
VI. Closed Session			7:20 PM
A. Closed Session	Discuss	Kimberly Townsend	25 m

	Purpose	Presenter	Time
	<ul style="list-style-type: none">• 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			7:45 PM
A. Next Steps			5 m
B. Adjourn Meeting	Vote		

Coversheet

Approve September 27, 2023, Board Minutes

Section: II. Action Items
Item: A. Approve September 27, 2023, Board Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for TLS September 27, 2023 Board Meeting on September 27, 2023
2023_09_27_board_meeting_minutes.pdf

DRAFT



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

Minutes

TLS September 27, 2023 Board Meeting

Moved to Wednesday for the month of September only

Date and Time

Wednesday September 27, 2023 at 6:00 PM

Location

The Leadership School
1785 Pennsylvania Ave
Pagedale, MO 63133

All board meetings will be fully in-person.

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

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Directors Present

A. Williams, D. Henderson, L. Hunter

Directors Absent

G. McHam

Ex Officio Members Present

K. Townsend

Non Voting Members Present

K. Townsend

Guests Present

D. Wright

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 Wednesday Sep 27, 2023 at 6:15 PM.

B. Record Attendance

C. Public Comment Section

No public comment at this time

II. Action Items

A. Approve August 29, 2023 Minutes

A. Williams made a motion to approve the minutes from TLS August 29, 2023 Board Meeting on 08-29-23.

D. Henderson seconded the motion.

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

Roll Call

L. Hunter Aye

A. Williams Aye

G. McHam Absent

D. Henderson Aye

B. Approve August 16, 2023 Minutes

A. Williams made a motion to approve the minutes from TLS August 16, 2023 Special Board Meeting on 08-16-23.

D. Henderson seconded the motion.

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

Roll Call

A. Williams Aye

D. Henderson Aye

L. Hunter Aye

G. McHam Absent

C. Approve August 2023 Monthly Financials

A. Williams made a motion to Approve August Monthly Financials.

D. Henderson seconded the motion.

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

Roll Call

L. Hunter Aye

D. Henderson Aye

A. Williams Aye

G. McHam Absent

III. Board Committee Reports

A. Governance Committee

No update at this time

B. Finance & Facilities Committee

1. D. Henderson gave an update on state and local revenue.
2. Discussion on an error made in the financial presentation and the importance of the accuracy of this each month.
3. Discussion on renovations of building A.
4. Chris Duran shared information on renovation preparations and applying for permits by December

C. Development Committee

1. Discussed grant opportunities.
2. Discussed an upcoming event (Skating for Change on November 4th).
3. Discussed another future event Christmas in The Kitchen in which our student leaders will be performing
4. Discussed the Board's commitment to The Leadership School and donation deposited in Midwest Bank Center.

D.

School Performance Committee

No update at this time

IV. Executive Director Report

A. General Updates

1. Reviewed the beginning of the year assessment data.
2. Status of 3rd-grade testing 'Ramp Up.'
3. Discussion on parent engagement and involvement.
4. Discussion on structure and expectations.

B. Fall Assessment Overview & Plans

Discussed data numbers, strategies, and planning

V. 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 7:29 PM.

Respectfully Submitted,
L. Hunter

DRAFT



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

The Leadership School

Minutes

TLS September 27, 2023 Board Meeting

Moved to Wednesday for the month of September only

Date and Time

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K. Townsend

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Roll Call

G. McHam Absent

A. Williams Aye

L. Hunter Aye

D. Henderson Aye

B. Approve August 16, 2023 Minutes

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D. Henderson seconded the motion.

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Roll Call

D. Henderson Aye

L. Hunter Aye

G. McHam Absent

A. Williams Aye

C. Approve August 2023 Monthly Financials

A. Williams made a motion to Approve August Monthly Financials.

D. Henderson seconded the motion.

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

Roll Call

D. Henderson Aye

G. McHam Absent

L. Hunter Aye

A. Williams Aye

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1. D. Henderson gave an update on state and local revenue.
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Respectfully Submitted,
L. Hunter

Coversheet

Approve September 2023 Monthly Financials

Section:	II. Action Items
Item:	B. Approve September 2023 Monthly Financials
Purpose:	Vote
Submitted by:	
Related Material:	TLS - Monthly Presentation - September 2023.pdf 2023 09 TLS Check Register.pdf 2023 09 TLS Outstanding Invoices.pdf



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

September 2023 Financials

PREPARED OCT'23 BY



- **Executive Summary**
- **Key Performance Indicators**
- **State Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Appendix**

Executive Summary

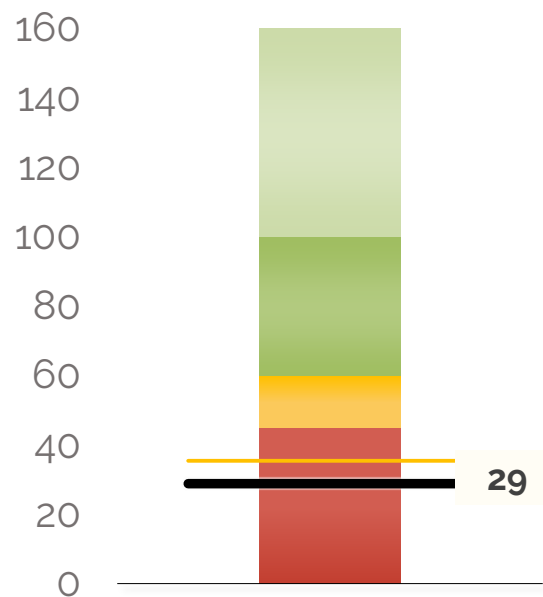


- Year end net income forecast is \$170k, \$33k less than the budgeted net income of \$203k.
- The projected cash balance at year end is \$213k, providing an 8% Fund Balance.
- We continue to track cash flow closely as private donations and state funds continue to stabilize.
- The FY23 audit is scheduled for October 2023.

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

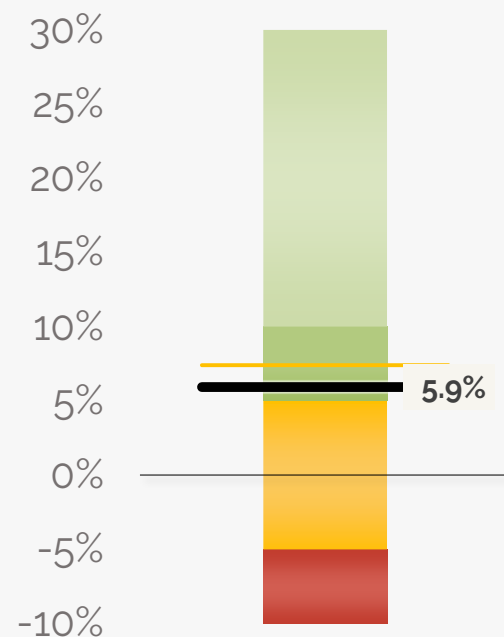


29 DAYS OF CASH AT YEAR'S END

The school will end the year with 29 days of cash. This is below the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

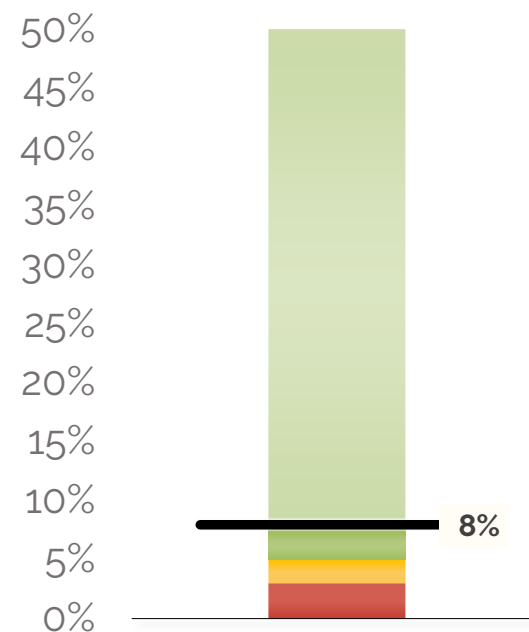


5.9% GROSS MARGIN

The forecasted net income is \$170k, which is \$33k below the budget. It yields a 5.9% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



7.95% AT YEAR'S END

The school is projected to end the year with a fund balance of \$214,823. Last year's fund balance was \$44,714.

State and Local Revenue

\$75k Less State Per-Pupil Funding offset by Federal Summer School Rev of \$47k

	Current Forecast	SY22-23 Budget	Difference	
Enrollment	153	144	9	
Attendance	86%	92%	-6%	
Total ADA	130	138	-8	
Regular Term K-12	130	134	-4	
Summer	0	4	-4	Summer School Funded by ESSER funds
FRL Count	113	113	0	FRL count likely to increase
FRL Weight	18	18	0	
IEP Count	0	0	0	
IEP Weight	0	0	0	
LEP Count	0	0	0	
LEP Weight	0	0	0	
WADA	148	156	-8	
Per WADA Payment	\$9,735	\$9,735	0	
State Aid	\$1,422,92	\$1,497,663	-\$74,743	

Forecast Overview

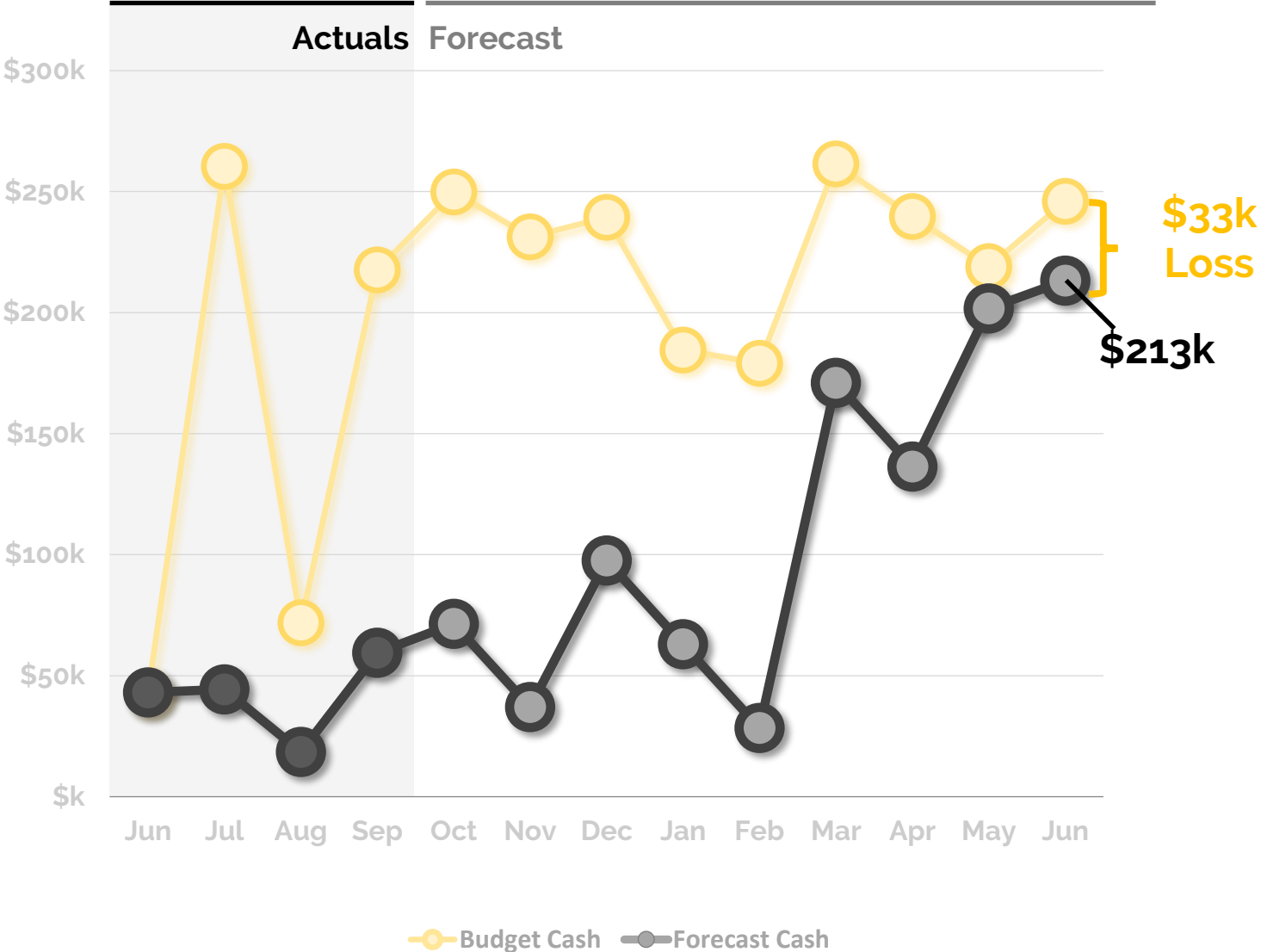


	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$2.9m	\$2.7m	\$133k		\$160k Private donations forecast increase. Pupil funding down \$27k due to 3 less ADA.
Expenses	\$2.7m	\$2.5m	-\$166k		Additional expense forecast for private funded expenses.
Net Income	\$170k	\$203k	-\$33k		

Cash Forecast

29 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$213k**, **\$33k** below budget.





QUESTIONS?

Please contact your EdOps Finance Team:

Anne Nichols

anichols@ed-ops.com

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	31,603	26,845	4,758	103,609	107,382	(3,773)	72,006
State Revenue	201,312	348,178	(146,866)	1,497,741	1,572,424	(74,683)	1,296,429
Federal Revenue	12,006	33,262	(21,256)	471,484	424,421	47,064	459,479
Private Grants and Donations	359,328	407,875	(48,547)	786,570	627,500	159,070	427,242
Earned Fees	2,919	1,300	1,619	12,200	6,700	5,500	9,281
Total Revenue	607,168	817,460	(210,292)	2,871,605	2,738,426	133,179 ①	2,264,437
Expenses							
Salaries	250,155	283,299	33,144	1,067,049	1,133,196	66,147	816,894
Benefits and Taxes	59,686	74,216	14,529	300,102	296,862	(3,240)	240,415
Staff-Related Costs	19,130	4,250	(14,880)	186,500	20,000	(166,500)	167,370
Rent	58,111	45,324	(12,787)	232,441	181,296	(51,145)	174,330
Occupancy Service	74,442	40,817	(33,625)	190,537	163,268	(27,269)	116,095
Student Expense, Direct	76,294	71,735	(4,559)	282,647	286,940	4,293	206,352
Student Expense, Food	7,262	25,000	17,738	100,000	100,000	0	92,738
Office & Business Expense	52,213	59,078	6,865	185,620	197,313	11,693	133,407
Transportation	8,935	39,150	30,215	156,600	156,600	(0)	147,665
Total Expenses	606,229	642,869	36,640	2,701,495	2,535,475	(166,020) ②	2,095,266
Net Income	939	174,591	(173,652)	170,109	202,951	(32,841) ③	169,171
Cash Flow Adjustments	15,496	-	15,496	(0)	-	(0)	(15,496)
Change in Cash	16,435	174,591	(158,157)	170,109	202,951	(32,841)	153,675

① REVENUE: \$133K AHEAD

② EXPENSES: \$166K BEHIND

③ NET INCOME: \$33K behind

Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	0	13,964	17,640	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001	103,609
State Revenue	86,963	6,235	108,113	144,048	144,048	144,048	144,048	144,048	144,048	144,048	144,048	144,048	1,497,741
Federal Revenue	10,450	1,556	0	89,640	43,268	47,217	47,217	47,217	47,217	47,217	47,217	43,268	471,484
Private Grants and Donations	51,784	178,821	128,723	0	0	100,000	0	0	177,242	0	100,000	50,000	786,570
Earned Fees	672	11	2,236	1,031	1,031	1,031	1,031	1,031	1,031	1,031	1,031	1,031	12,200
Total Revenue	149,869	200,587	256,712	242,720	196,348	300,297	200,297	200,297	377,539	200,297	300,297	246,348	2,871,605
Expenses													
Salaries	57,221	107,211	85,724	90,766	90,766	90,766	90,766	90,766	90,766	90,766	90,766	90,766	1,067,049
Benefits and Taxes	12,512	25,207	21,967	23,927	23,927	23,927	28,106	28,106	28,106	28,106	28,106	28,106	300,102
Staff-Related Costs	980	0	18,150	18,597	18,597	18,597	18,597	18,597	18,597	18,597	18,597	18,597	186,500
Rent	19,370	19,370	19,370	19,370	19,370	19,370	19,370	19,370	19,370	19,370	19,370	19,370	232,441
Occupancy Service	30,853	24,234	19,355	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	190,537
Student Expense, Direct	3,639	44,452	28,204	22,928	22,928	22,928	22,928	22,928	22,928	22,928	22,928	22,928	282,647
Student Expense, Food	0	0	7,262	10,304	10,304	10,304	10,304	10,304	10,304	10,304	10,304	10,304	100,000
Office & Business Expense	19,921	13,825	18,467	13,823	13,823	22,823	13,823	13,823	13,823	13,823	13,823	13,823	185,620
Transportation	8,935	0	0	16,407	16,407	16,407	16,407	16,407	16,407	16,407	16,407	16,407	156,600
Total Ordinary Expenses	153,431	234,299	218,499	229,021	229,021	238,021	233,201	233,201	233,201	233,201	233,201	233,201	2,701,495
Total Expenses	153,431	234,299	218,499	229,021	229,021	238,021	233,201	233,201	233,201	233,201	233,201	233,201	2,701,495
Net Income	-3,562	-33,712	38,213	13,698	-32,673	62,275	-32,904	-32,904	144,338	-32,904	67,096	13,147	170,109
Cash Flow Adjustments	4,868	7,878	2,750	-1,722	-1,722	-1,722	-1,722	-1,722	-1,722	-1,722	-1,722	-1,722	0
Change in Cash	1,306	-25,834	40,963	11,977	-34,395	60,554	-34,626	-34,626	142,616	-34,626	65,374	11,426	170,109
Ending Cash	44,349	18,514	59,478	71,454	37,060	97,613	62,988	28,362	170,978	136,352	201,727	213,152	23,416

Balance Sheet

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
Assets			
Current Assets			
Cash	43,043	59,478	213,152
Total Current Assets	43,043	59,478	213,152
Total Assets	43,043	59,478	213,152
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	-1,671	13,825	-1,671
Total Current Liabilities	-1,671	13,825	-1,671
Total Long-Term Liabilities	0	0	
Total Liabilities	-1,671	13,825	-1,671
Equity			
Unrestricted Net Assets	44,714	44,714	44,714
Net Income	0	939	170,109
Total Equity	44,714	45,652	214,823
Total Liabilities and Equity	43,043	59,478	213,152

The Leadership School

Check Register by Checking Account

Page: 1

10/13/2023 12:37 AM

User ID: SAS

Checking Account ID: 1

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount	
52024037	09/09/2023	X			BAMBOOHR	Bamboo HR	216.00	
52024038	09/05/2023	X			CRICKET	Cricket Wireless	90.00	
52024039	09/27/2023	X			ZOOM	Zoom	0.00	
52024040	09/03/2023	X			GSUITE	Google Suite	220.33	
52024041	09/17/2023	X			NEXTIVA	Nextiva	587.26	
52024042	09/01/2023	X			SCCHARTER	SC Charter - Rent	19,370.42	
52024043	09/17/2023	X			WELLSFARGO	Wells Fargo Vendor	137.98	
52024044	09/13/2023	X			REPUBLIC	Republic Services	1,333.73	
52024045	09/23/2023	X			LEVEL3	Level 3 Communications, LLC	1,710.70	
52024053	09/25/2023	X			MIDWESTBNK	Midwest Bank Credit Card	7,751.98	
52024054	09/18/2023	X			BRADWHITE	Brad White Educational Consulting LLC	16,500.00	
52024055	09/07/2023	X			SKATEKING	SKATE KING CORPORATION	600.50	
Check Type Total:		Automatic Payment			Void Total:	0.00	Total without Voids:	48,518.90

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
81273716	09/13/2023	X			BOXWOOD	Boxwood Landscaping	11,420.00
81359672	09/19/2023	X			MANDYSON	Imani Dyson	2,150.00
81360170	09/19/2023	X			LITETECH	Lite Technology Solutions, LLC	535.00
81360171	09/19/2023	X			CSD	CSD Insurance Trust	9,020.57
81360172	09/19/2023	X			ANDRAND	Andrea Andrews	767.31
81391829	09/13/2023	X			FRESHPALAT	Fresh Palate Eats LLC	7,262.02
81417445	09/29/2023	X			TOWNKIM	KIMBERLY TOWNSEND	2,323.00
81417446	09/29/2023	X			TOWNKIM	KIMBERLY TOWNSEND	1,486.00
81417447	09/29/2023	X			TOWNKIM	KIMBERLY TOWNSEND	231.35
81417448	09/29/2023	X			TOWNKIM	KIMBERLY TOWNSEND	618.73
81417449	09/29/2023	X			TOWNKIM	KIMBERLY TOWNSEND	1,196.84
81417450	09/29/2023	X			TOWNKIM	KIMBERLY TOWNSEND	122.84
81417451	09/29/2023	X			SCHOOLMINT	Schoolmint	60.00
81417452	09/29/2023	X			CULLIGAN	CULLIGAN	71.12
81417453	09/29/2023	X			INNOVATIVE	Innovative Options LLC	49.00
81417815	09/29/2023	X			CINTAS	Cintas Corp	262.64
81417816	09/29/2023	X			CINTAS	Cintas Corp	74.12
81417817	09/29/2023	X			CINTAS	Cintas Corp	74.12
81417818	09/29/2023	X			MINUTEMAN	Minuteman Press	342.35
81417819	09/29/2023	X			MINUTEMAN	Minuteman Press	221.60
81417820	09/29/2023	X			CINTAS	Cintas Corp	74.12
81417821	09/29/2023	X			CINTAS	Cintas Corp	262.64
81418105	09/29/2023	X			WAREHOUSE	Warehouse of Fixtures	1,486.19
81418106	09/29/2023	X			HANGSAFE	HangSafe Hooks	676.71
81418107	09/29/2023	X			RICOH	Ricoh USA, Inc	11.50
81418108	09/29/2023	X			SHANDS	Shands, Elbert, Gianoulakis, Giljum Law Firm	399.00
81418109	09/29/2023	X			SPORTSPRIN	Sportsprint	5,930.00
81418110	09/29/2023	X			MIDWESTEL	Midwest Electric Systems	812.50
81418752	09/29/2023	X			POWERSCHOO	PowerSchool	3,860.00
81418753	09/29/2023	X			PAYPOOL	Paypool LLC	871.67
81418754	09/29/2023	X			LITETECH	Lite Technology Solutions, LLC	18,570.00
Check Type Total:		Check			Void Total: 0.00		Total without Voids: 71,242.94
Checking Account Total:		1			Void Total: 0.00		Total without Voids: 119,761.84
Grand Total:					Void Total: 0.00		Total without Voids: 119,761.84



Accounts Payable Aging Summary

As of **9/30/2023**

The Leadership School

CLIENT: The Leadership School		REPORT DATE: 10/13/2023 1:36:41 AM ET				
Payee	Current	1-30	31-60	61-90	>90	Total
Amplify Education, Inc.	\$0.00	\$0.00	\$10,088.96	\$0.00	\$0.00	\$10,088.96
Association of Missouri Charter Schools	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Boxwood Landscape, LLC	\$7,671.74	\$0.00	\$0.00	\$0.00	\$0.00	\$7,671.74
Brad White Educational Consulting LLC	\$0.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$16,500.00
CharacterPlus	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Cintas Corp	\$248.22	\$519.48	\$0.00	\$0.00	\$0.00	\$767.70
COCA - Center of Creative Arts	\$28,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,500.00
CSD Insurance Trust	\$29,270.32	\$11,872.00	\$0.00	\$0.00	\$0.00	\$41,142.32
Curriculum Associates, LLC	\$0.00	\$0.00	\$10,875.00	\$0.00	\$0.00	\$10,875.00
EdOps	\$11,591.66	\$5,795.83	\$5,795.83	\$0.00	\$5,000.00	\$28,183.32
First Student, Inc	\$26,485.38	\$0.00	\$0.00	\$192.50	\$1,299.67	\$27,977.55
Franklin Covey Client Sales, Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$15,894.92	\$15,894.92
Fresh Palate Eats LLC	\$6,828.35	\$6,852.03	\$0.00	\$0.00	\$0.00	\$13,680.38
Imani Dyson	\$1,021.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,021.50

Payee	Current	1-30	31-60	61-90	>90	Total
inquirED	\$0.00	\$0.00	\$3,250.00	\$0.00	\$0.00	\$3,250.00
Lite Technology Solutions, LLC	\$2,035.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,035.00
Marr and Company PC	\$547.50	\$0.00	\$0.00	\$0.00	\$0.00	\$547.50
Midwest Electric Systems	\$0.00	\$2,263.80	\$0.00	\$0.00	\$0.00	\$2,263.80
Mid-Western Adverstising	\$0.00	\$364.05	\$0.00	\$0.00	\$0.00	\$364.05
NWEA	\$0.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00
Office Essentials	\$474.30	\$0.00	\$0.00	\$0.00	\$0.00	\$474.30
Open Up Resources	\$0.00	\$0.00	\$3,795.00	\$0.00	\$0.00	\$3,795.00
Paypool LLC	\$254.86	\$161.82	\$0.00	\$0.00	\$0.00	\$416.68
PowerSchool	\$6,581.50	\$0.00	\$0.00	\$0.00	\$0.00	\$6,581.50
Rottler Pest Solutions	\$298.00	\$98.00	\$0.00	\$0.00	\$0.00	\$396.00
Savvas Learning Company LLC	\$0.00	\$2,575.80	\$7,560.00	\$0.00	\$0.00	\$10,135.80
ULINE	\$0.00	\$672.83	\$0.00	\$0.00	\$0.00	\$672.83
Visions of Ease LLC	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
Warford's Classic Catering & Food Service	\$0.00	\$0.00	\$0.00	\$5,601.20	\$0.00	\$5,601.20
Total:	\$122,408.33	\$35,225.64	\$57,864.79	\$5,793.70	\$22,194.59	\$243,487.05