



DELASALLE EDUCATION CENTER

February 21, 2023 AGENDA

Time: 8:30 A.M

Location: Delasalle Education Center, 3737 Troost Ave. Kansas City, MO

Call to Order

1. Determination of Quorum / Agenda Approval
2. Public Comment
3. Approve Minutes from Prior Meetings
4. Finance Committee report
 - a. Update on January financials
 - b. Projections for the remainder of the fiscal year
 - c. Update on fundraising (received YTD)
5. Governance Committee report
 - a. Update on Board Calendar
 - b. Update on Board recruitment and other governance issues
6. Academic Committee report
 - a. Update on Academics
7. Executive Director report
 - c. Questions and Answers
8. New Business/Old Business
 - d. Revocation Policy (Review)

Next Meeting: March 21, 2023

MINUTES OF BOARD MEETING

Delasalle Education Center

January 17, 2023

CALL TO ORDER

The Board of Directors at Delasalle Education Center School convened for the regular board meeting on January 17th, 2022, at 8:30 A.M. Virtually Meeting, and Scott Ferber, called the meeting to order.

ROLL CALL

The roll was called. Scott Ferber (YES) Lisa Krigsten (Yes) David Oliver (NO) Steve Gering (Yes) Teesha Miller (Yes) Bill Paterson (YES) Kenneth Garrett (YES)

Others Present, Sean Stalling Executive Director, Lisa Griffin Director of Operations and Dana Cutler

QUORUM PRESENT

Steve Gering determined a quorum was present.

PUBLIC COMMENT

The next order of business was the public comment session as provided by Board Policy. There were none.

AGENDA

The January 17, 2023 Board Meeting Agenda was reviewed. Steve moved to adopt the agenda. Scott seconded the motion. Kenneth yes, Steve yes, the agenda was approved by unanimous consent.

CONSENT AGENDA

The Board reviewed the minutes of the December 20th, 2022 regular board meeting. Steve moved to approve the December 20th, 2022 minutes. Scott seconded the motion. The motion passed with unanimous consent.

FINANCIAL REPORT

The Board reviewed the December, 2022, Financial Summary Report, prepared by Anne Nichols and presented by Steve Gering and Sean Stalling, a copy of which is attached hereto and includes the check registry.

Steve moved to approve the Financial Summary Report and the Check Registry as presented and the Budget report. Scott seconded the motion. Bill yes, Teesha yes, ayes, the motion passed with unanimous consent.

PRESIDENT'S REPORT

NO

GOVERNANCE COMMITTEE REPORT

NO

EXECUTIVE DIRECTOR REPORT

The Executive Director's Report is attached hereto.

NEW/OLD BUSINESS

The Board reviewed the DLS 2023, Cell Phone Policy, prepared by Sean Stalling and presented by Sean Stalling.

CLOSED EXECUTIVE SESSION

N/A

ADJOURNMENT

Steve moved and Scott Second All votes aye., Teesha yes, Bill yes and Kenneth yes. The meeting adjourned at 9:30A.M.

FUTURE MEETINGS

The next Board Meeting at 8:30 A.M. on February 21, 2023, location TBA

Minutes prepared by Lisa Griffin Director of Operations. Minutes approved by the DLS Board of Directors on February 21, 2023.

Lisa Krigsten

LISA KRIGSTEN, Board Secretary

DRAFT



January 2023 Financials

PREPARED FEB'23 BY

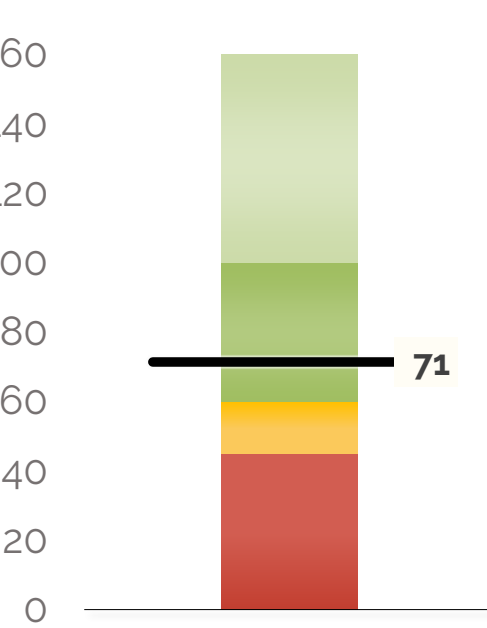


- **Executive Summary**
- **Key Performance Indicators**
- **State Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Forecast History**
- **Key Forecast Changes This Month**
- **Appendix**

- We are currently forecasting a net income of -\$50k which is \$5k less than the budgeted net income of -\$45k.
- Our cash balance is forecasted to end the year at \$832k which results in 71 days of cash.
- Net Income decreased \$102k compared to last month.
 - Revenue decreased \$105k: State revenue reduced based on ADA.
 - Expense forecast increased by \$61k, primary due to transportation and substitute expenses.

Days of Cash

Cash balance at year-end divided by average daily expenses

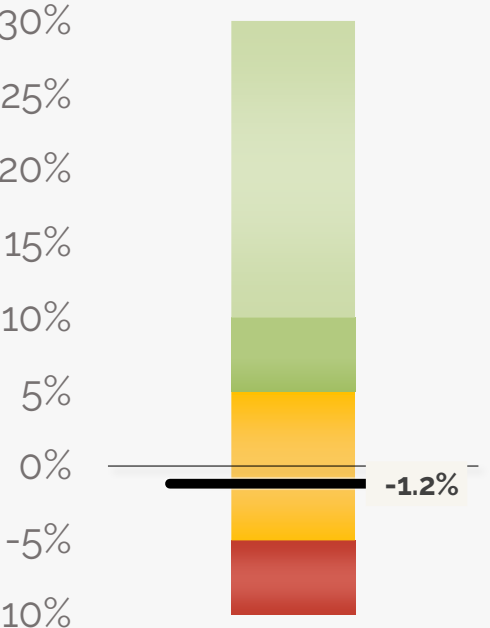


71 DAYS OF CASH AT YEAR'S END

The school will end the year with 71 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

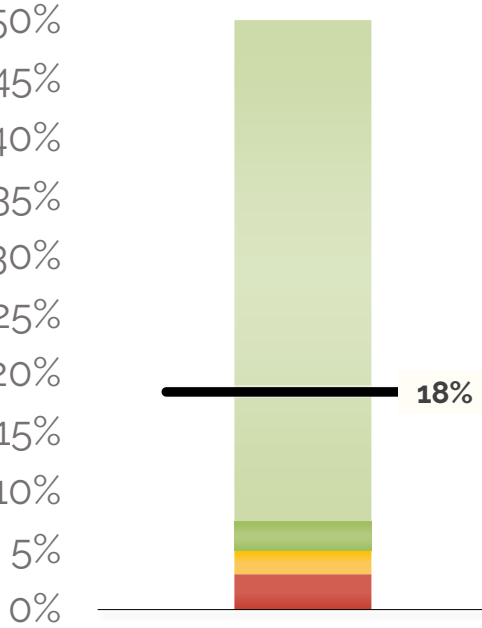


-1.2% GROSS MARGIN

The forecasted net income is -\$50k, which is \$5k below the budget. It yields a -1.2% gross margin.

Fund Balance %

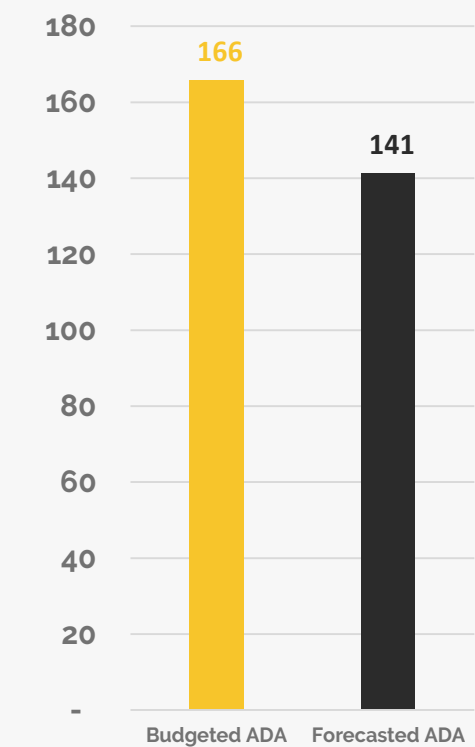
Forecasted Ending Fund Balance / Total Expenses



18.46% AT YEAR'S END

The school is projected to end the year with a fund balance of \$785,681. Last year's fund balance was \$835,692.


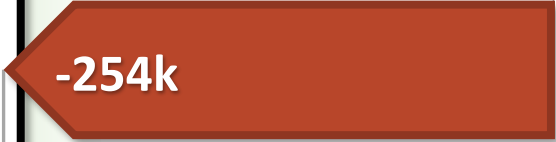
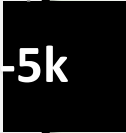
Student ADA Expectations



The school now forecasts 141 ADA for SY22-23. The budget target was 166.

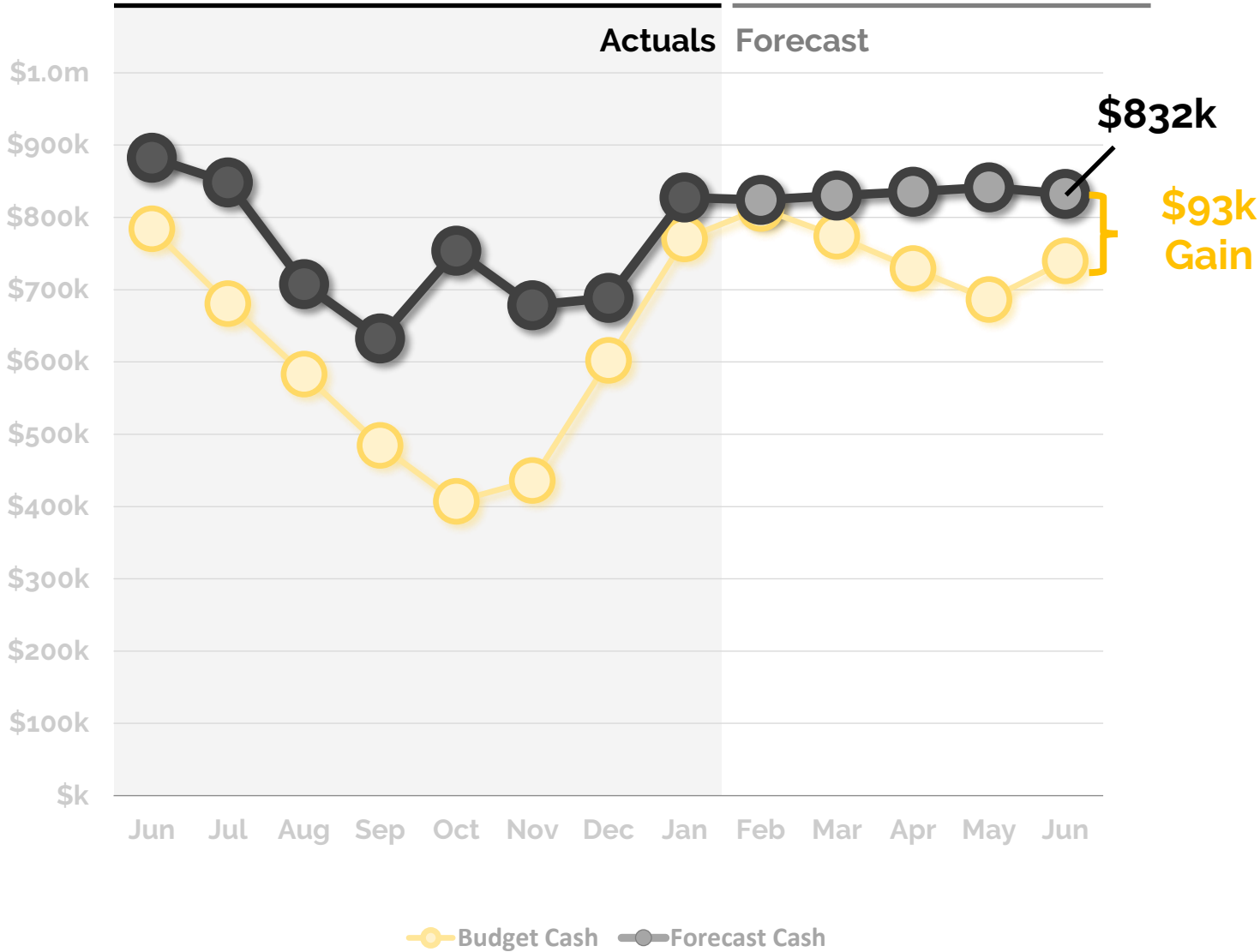
\$124K More Per-Pupil Funding Than Expected

	Current Forecast	SY22-23 Budget	Difference	Financial Gain / (Loss)
Enrollment	188	202	-32	
Attendance	76%	78%	2%	
Onsite	71%			
MO Options	80%			
Virtual	65%			
Total ADA	141	166	-25	
Regular Term K-12	140	165	-25	
Summer	1	1	0	
FRL Count	137	161	-24	
FRL Weight	23	27	-4	
IEP Count	21	0	21	
IEP Weight	2	0	2	
LEP Count	0	0	0	
LEP Weight	0	0	0	
WADA	166	193	-27	
Per WADA Payment	10,492	8,383	2109	
State Aid	\$1.7M	\$1.6M	\$123,748	124k

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.2m	\$4m	\$248k		While State Funding Equity has increased funding for DLS this year, the WADA reduction this month decreased state funding by \$105k compared to last month.
Expenses	\$4.3m	\$4m	-\$254k		
Net Income	-\$50k	-\$45k	-\$5k		

71 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$832k**, **\$93k** above budget.



Forecast History of June 30, 2023 Cash Balance

Source	Days of Cash at 6/30/23	Change	Description of change
Budget	67		From SY22-23 Budget
Jul	79	11	
Aug	71	-8	Payroll updates
Sep	73	3	
Oct	94	21	Funding Equity
Nov	86	-9	State Rev decrease with ADA adjustment and \$30k expense forecast increase.
Dec	85	0	Increase in Fed Food Revenue. Expense increase in student supply and website...
▶ Jan	70	-15	Decrease in WADA
Feb			
Mar			
Apr			
May			
Jun			

Key Forecast Changes This Month

The January forecast **decreased** the year-end cash expectation by \$163k. *Key changes:*

<i>Annual Change</i>	<i>Category</i>	<i>Impact On Cash</i>
105,120 less cash	State Revenue WADA 166 based on 141 ADA	\$105k
56,053 less cash	Transportation Forecast expense for bus drivers.	\$56k
28,994 more cash	Office & Business Expense SIS expense not as budgeted	\$29k
28,985 less cash	Student Expense, Direct Forecast for additional substitute and dual credit expense.	\$29k
28,000 less cash	Student Expense, Food Increase based on food expense trends YTD	\$28k



QUESTIONS?

Please contact your EdOps Finance Team:

Anne Nichols

anichols@ed-ops.com

816.985.5144

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	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	129,495	115,824	13,671	211,314	203,200	8,114	81,818
State Revenue	1,231,833	836,365	395,468	1,905,739	1,598,446	307,293	673,906
Federal Revenue	525,897	626,553	(100,656)	1,171,748	1,142,552	29,196	645,851
Private Grants and Donations	671,831	720,000	(48,169)	900,000	900,000	(0)	228,168
Earned Fees	16,838	56,491	(39,653)	16,838	112,981	(96,143)	-
Total Revenue	2,575,895	2,355,233	220,662	4,205,638	3,957,178	248,460 ①	1,629,743
Expenses							
Salaries	1,120,846	1,083,610	(37,236)	1,861,558	1,857,617	(3,941)	740,712
Benefits and Taxes	333,572	326,724	(6,848)	566,003	560,098	(5,905)	232,431
Staff-Related Costs	37,880	13,533	(24,347)	50,080	22,950	(27,130)	12,200
Rent	-	-	-	-	-	-	-
Occupancy Service	268,367	292,342	23,974	500,200	501,157	957	231,833
Student Expense, Direct	380,196	245,241	(134,954)	516,084	414,030	(102,054)	135,888
Student Expense, Food	33,333	21,292	(12,041)	63,500	35,500	(28,000)	30,167
Office & Business Expense	274,471	259,811	(14,660)	447,715	426,452	(21,263)	173,244
Transportation	160,450	126,733	(33,717)	250,510	184,000	(66,510)	90,060
Total Ordinary Expenses	2,609,115	2,369,286	(239,830)	4,255,649	4,001,804	(253,846)	1,646,534
Total Expenses	2,609,115	2,369,286	(239,830)	4,255,649	4,001,804	(253,846) ②	1,646,534
Net Income	(33,220)	(14,053)	(19,167)	(50,011)	(44,625)	(5,386) ③	(16,791)
Cash Flow Adjustments	(21,543)	-	(21,543)	0	-	0	21,543
Change in Cash	(54,763)	(14,053)	(40,710)	(50,011)	(44,625)	(5,386)	4,752

① **REVENUE: \$248K AHEAD**
\$780k forecast in Federal ESSER

② **EXPENSES: \$254K BEHIND**

③ **NET INCOME: \$5K behind**

Income Statement	Actual							Forecast					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	21,435	19,463	17,099	17,988	17,009	17,417	19,084	16,364	16,364	16,364	16,364	16,364	211,314
State Revenue	164,988	168,730	131,883	269,187	139,793	127,974	229,279	134,781	134,781	134,781	134,781	134,781	1,905,739
Federal Revenue	1,104	12,096	6,343	280,780	20,139	153,192	52,243	129,170	129,170	129,170	129,170	129,170	1,171,748
Private Grants and Donations	47,049	64,761	169,871	10,224	137,338	78,753	163,837	45,634	45,634	45,634	45,634	45,634	900,000
Earned Fees	16,049	118	25	27	26	563	30	0	0	0	0	0	16,838
Total Revenue	250,625	265,167	325,221	578,206	314,304	377,899	464,473	325,949	325,949	325,949	325,949	325,949	4,205,638
Expenses													
Salaries	144,542	147,120	167,062	163,237	166,326	176,226	156,334	152,336	143,433	144,099	143,433	157,411	1,861,558
Benefits and Taxes	47,147	48,211	46,591	49,318	48,451	48,259	45,596	46,691	46,155	46,206	46,155	47,224	566,003
Staff-Related Costs	17,630	9,908	2,509	3,250	71	262	4,250	2,440	2,440	2,440	2,440	2,440	50,080
Occupancy Service	15,411	60,186	42,972	33,461	36,699	39,784	39,854	46,367	46,367	46,367	46,367	46,367	500,200
Student Expense, Direct	14,776	32,895	90,542	98,881	73,950	32,988	36,165	27,178	27,178	27,178	27,178	27,178	516,084
Student Expense, Food	0	739	2,604	9,286	8,873	6,990	4,842	6,033	6,033	6,033	6,033	6,033	63,500
Office & Business Expense	32,145	84,342	24,533	30,800	34,100	43,303	25,249	34,649	34,649	34,649	34,649	34,649	447,715
Transportation	2,864	11,019	20,806	69,814	25,504	18,277	12,167	18,012	18,012	18,012	18,012	18,012	250,510
Total Ordinary Expenses	274,513	394,420	397,617	458,046	393,974	366,088	324,457	333,705	324,266	324,984	324,266	339,314	4,255,649
Total Expenses	274,513	394,420	397,617	458,046	393,974	366,088	324,457	333,705	324,266	324,984	324,266	339,314	4,255,649
Net Income	-23,889	-129,253	-72,396	120,160	-79,670	11,811	140,016	-7,756	1,683	965	1,683	-13,365	-50,011
Cash Flow Adjustments	-9,972	-11,482	-2,726	1,116	4,176	-1,664	-992	4,309	4,309	4,309	4,309	4,309	0
Change in Cash	-33,861	-140,734	-75,122	121,276	-75,493	10,146	139,025	-3,447	5,991	5,274	5,991	-9,057	-50,011

	Previous Year End 6/30/2022	Current 1/31/2023	Year End 6/30/2023
Assets			
Current Assets			
Cash	882,332	827,569	832,321
Intercompany Transfers	-446,506	-446,506	-446,506
Other Current Assets	11,571	11,571	11,571
Total Current Assets	447,397	392,634	397,386
Noncurrent Assets			
Facilities, Net	497,422	497,422	497,422
Operating Fixed Assets, Net	96,348	96,348	96,348
Total Noncurrent Assets	593,770	593,770	593,770
Total Assets	1,041,167	986,403	991,155
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	190,800	185,432	190,800
Accounts Payable	14,675	-1,500	14,675
Total Current Liabilities	205,475	183,932	205,475
Total Long-Term Liabilities	0	0	
Total Liabilities	205,475	183,932	
Equity			
Unrestricted Net Assets	835,692	835,692	835,692
Net Income	0	-33,220	-50,011
Total Equity	835,692	802,472	785,681

Check Register by Type

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
3257	01/11/2023	X			KCMO	KC WATER SERVICES DEPARTMENT	438.84
3258	01/04/2023	X			BCBS	BLUE CROSS BLUE SHIELD OF KANSAS CITY	22,531.78
3259	01/24/2023	X			WASTE	WASTE MANAGEMENT	2,286.86
3260	01/03/2023	X			PRINCIPAL	PRINCIPAL INSURANCE	484.05
3261	01/06/2023	X			GUIDEONE	GUIDE ONE	0.00
3262	01/25/2023	X			EVERGY	EVERGY	6,888.88
3263	01/27/2023	X			HENRDOR	DORETHA HENRY	3,000.00
3264	01/25/2023	X			TOSHIBAFIN	TOSHIBA FINANCIAL SERVICES	2,678.75
3265	01/30/2023	X			TIMEWARNER	TIME WARNER CABLE	604.96
3266	01/30/2023	X			LOVEBRY	BRYAN LOVE	1,500.00
3267	01/03/2023	X			WOODRIVER	WOODRIVER ENERGY LLC	535.42
3276	01/30/2023	X			AVINLAN	Lanada Avinger	4,250.00
3289	01/25/2023	X			UMB	UMB	7,284.57
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 52,484.11
Check Type Total: Automatic Payment					Void Total:	0.00	Total without Voids: 52,484.11

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
79652225	01/11/2023	X			PROGRESSIV	PROGRESSIVE	2,250.00
79657908	01/12/2023	X			MSHSAA	MSHSAA	1,000.00
79658072	01/12/2023	X			RCLAWN	R C LAWN & TREE	700.00
79658073	01/12/2023	X			WATTSUP	WATTS UP	758.70
79658204	01/12/2023	X			AMAZON	AMAZON	91.95
79658205	01/12/2023	X			PAYPOOL	Paypool LLC	269.75
79658206	01/12/2023	X			INDUSPECIF	Industry Specific Solutions	1,505.00
79658207	01/12/2023	X			FRONTLNPR	FRONTLINE PROTECTION SERVICES LLC	4,250.00
79658208	01/12/2023	X			KANSASPS	KANSAS CITY PUBLIC SCHOOLS	4,842.35
79675427	01/13/2023	X			BREEMAR	MARGARET BREECE	562.50
79714428	01/17/2023	X			PATMIK	MIKALIA HERRON PATTERSON	1,250.00
79714429	01/17/2023	X			BORISJUDIT	JUDITH BORIS	2,153.25
79808524	01/20/2023	X			TMOBILE	T-MOBILE	658.00
79808525	01/20/2023	X			TOSHIBAL	TOSHIBA BUSINESS SOLUTIONS, USA	2,056.00
79808526	01/20/2023	X			STAPLES	STAPLES ADVANTAGE	452.11
79812216	01/20/2023	X			ADT	ADT COMMERCIAL	150.00
79812217	01/20/2023	X			ARTSTECH	ArtsTech	1,100.00
79812218	01/20/2023	X			INNOVATIV	INNOVATIVE OPTIONS	424.00
79812594	01/20/2023	X			K12	K12 ITC, INC.	4,173.60
79812595	01/20/2023	X			TOTALCONCE	TOTAL CONCEPT PEST CONTROL INC	200.00
79812887	01/20/2023	X			PRYOBRI	BRIANNA PRYOR	150.00
79812888	01/20/2023	X			EVERGY	EVERGY	366.66
79812889	01/20/2023	X			INDUSPECIF	Industry Specific Solutions	2,320.00
79812890	01/20/2023	X			FRONTLNPR	FRONTLINE PROTECTION SERVICES LLC	2,550.00
79812891	01/20/2023	X			JAMES	JAMES W. TIPPIN & ASSOCIATES	3,000.00
79812892	01/20/2023	X			EDOPS	EDOPS	8,415.00
79847283	01/26/2023	X			HIGENES	Hi-Gene's Janitorial Service, Inc	8,878.03
79847849	01/26/2023	X			AMAZON	AMAZON	25.00
79847850	01/26/2023	X			BREEMAR	MARGARET BREECE	700.00
79847851	01/26/2023	X			PATMIK	MIKALIA HERRON PATTERSON	800.00
79847852	01/26/2023	X			BORISJUDIT	JUDITH BORIS	1,282.50
79847853	01/26/2023	X			INDUSPECIF	Industry Specific Solutions	4,060.00
79887216	01/30/2023	X			PROLEARNIN	PROGRESSIVE LEARNING	2,250.00
79889292	01/30/2023	X			HIGENES	Hi-Gene's Janitorial Service, Inc	1,195.00
79889293	01/30/2023	X			MCGRW1	MCGRW-HILL SCHOOL EDUCATION HOLDINGS, LLC	14.25
79889294	01/30/2023	X			NORTHEAST	NORTHEAST NEWS	540.00
79889295	01/30/2023	X			GREATAMERI	GREAT AMERICA FINANCIAL SVCS CORP	195.77
79889651	01/30/2023	X			BREEMAR	MARGARET BREECE	775.00
79889652	01/30/2023	X			PATMIK	MIKALIA HERRON PATTERSON	850.00
79889653	01/30/2023	X			ELLICOR	CORNELL ELLIS	1,050.00

Check Register by Type

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
79889654	01/30/2023	X			PEPTALK	PepTalk Speech Therapy	1,200.00
79889655	01/30/2023	X			BORISJUDIT	JUDITH BORIS	1,323.00
79889656	01/30/2023	X			INDUSPECIF	Industry Specific Solutions	3,480.00
79889657	01/30/2023	X			FRONTLNPR	FRONTLINE PROTECTION SERVICES LLC	7,000.00
79889658	01/30/2023	X			TPTEDU	TPT EDUCATION LEADERS	11,250.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 92,517.42
Check Type Total: Check					Void Total:	0.00	Total without Voids: 92,517.42
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 145,001.53
Grand Total:					Void Total:	0.00	Total without Voids: 145,001.53

Revocation of Charter Policy
Adopted March 3, 2017

1. Commission staff may recommend revocation of a charter for the following reasons:
 - One or more material violations of any of the charter agreement.
 - Failure to meet requirements for student performance as outlined in performance contract or failure to meet any performance standard set forth in the written charter.
 - Failure to meet generally accepted standards of fiscal management or audit requirements.
 - Violation of any provision of law from which the charter school has not been exempted, including federal laws and regulations governing children with disabilities.
 - Conviction of fraud.
2. Whenever the Commission staff has reason to believe that a charter contract should be revoked, the Commission staff shall notify the charter contract holder in writing of the prospect of revocation. The notification shall be served by registered or certified mail with return receipt requested and shall include the following:
 - The reason why revocation is contemplated
 - The date by which the charter contract holder shall respond, which shall be not less than thirty (30) days from the date of the notification
 - A statement that the charter contract holder may, in its response, request an administrative hearing or waive their right to a hearing
3. If the charter contract holder waives their rights to a hearing, the charter school holder also waives any and all rights to appeal to the State Board of Education as outlined in RSMo 160.405.8 (4). The Commission's vote on the recommendation to revoke is final.
4. If the charter contract holder pursues an administrative hearing pursuant to Missouri State Statute 160.405.8.(4) the Missouri Charter Public School Commission procedures to conduct administrative hearing are as follows:
 - a. The chair of the Commission will set a date for an administrative hearing. The date, time and place of the hearing will take place no less than 15 days from the date of written notification.
 - b. The hearing will be posted and held according to Missouri's Open Meeting Laws.
 - c. The staff of the Commission will provide evidence, based on one or more reasons outlined in section 1. of this policy.
 - d. The charter school may be represented by legal counsel, present evidence, and call witnesses, however, the Commission may exclude irrelevant or unduly repetitious evidence.
 - e. The hearing shall be recorded.

5. The Commission will make a final decision in closed session, within thirty (30) days of the hearing. The Commission will notify the charter contract holder in writing, served by registered or certified mail with return receipt requested, of its final decision. Notification of the decision shall be simultaneously transmitted to the State Board of Education. If after the administrative hearing the decision made by the Commission is to revoke, the charter school holder may appeal the Commission's decision to the State Board of Education.
6. A majority of Commissioner's present is required for revocation.