



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

Board of Directors Meeting Materials

Date: Tuesday, September 27, 2022

Time: 6:00 - 8:00pm

Location: 1785 Pennsylvania Ave
Pagedale, MO 63133

Meeting can also be access [Via Zoom](#)

Meeting ID: 936 4830 0851 **Passcode:** TLS2021

1. Minutes from August 2, 2022; August 16, 2022; and August 30, 2022
2. Revised FY23 Budget
3. August 2022 Financial Report from EdOps
4. 2022-23 TLS Policy Manual
5. 2022-23 TLS Staff Handbook
6. 2022-23 TLS Student & Family Handbook



Board of Directors Meeting Minutes

Meeting Date: 8/02/2020

Location: Virtual (Zoom)

Lennel Hunter, Brooke Black, Deanne Henderson, Gerren McHam, Chardae Rigdon, Janice Rogers Jones, Aaron Williams

ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Brooke Black, Janice Rogers, Gerren McHam.
- B. **TLS Directors Absent:** Deanne Henderson, Chardae Rigdon, Aaron Williams
- C. **TLS Staff/Guests Present:** Kimberly Townsend, Deborah Wright

CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, August 02, 2022, at 5:15 pm. Lennel Hunter called the meeting to order.

ACTION ITEMS

- Brooke motioned to delay opening for 2 weeks (no second motion). School opening will not be delayed.

INFORMATION ITEMS

A. Facilities Update

- No confirmed project completion date however, the Executive Director is confident the project could possibly be completed by August 10th.
- The concrete pathway to the school door has been completed.
- No confirmed date on completion of water tap from MSD.
- Temporary Occupancy Permit by 08/15.

Executive Director Report

ATTACHMENTS

No Attachments

ADJOURNMENT

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:45pm.

Prepared by:

Deborah Wright

Meeting Date 08/02/20

NAME

Date



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

Board of Directors Meeting Minutes

Meeting Date: 8/16/2022

Location: Virtual (Zoom)

Lennel Hunter, Brooke Black, Deanne Henderson, Gerren McHam, Chardae Rigdon, Janice Rogers Jones, Aaron Williams

ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Brooke Black, Deanne Henderson, Chardae Rigdon, Janice Rogers Jones, Gerren McHam, Aaron Williams
- B. **TLS Directors Absent:**
- C. **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Deborah Wright (TLS)

CALL TO ORDER

The Leadership School was duly called on Tuesday, August 16th 2022, at 5:00pm. Lennel Hunter called the meeting to order.

OPENING ITEMS

- No public comment

ACTION ITEMS

- A. D. Henderson made the motion to approve the contract for the vendor, Warford's Classic Food Service. B. Black second. Motion passed.

Executive Director Report

- The Executive Director shared updates on student enrollment and withdrawals.
- The school has been granted a temporary occupancy permit.
- MSD project complete and the water to the building is on.
- Shared updates on outstanding facility needs that have been completed.

ADJOURNMENT

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 pm.

Prepared by:

Deborah Wright

Meeting Date 08/16/2022

NAME

Date



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

Board of Directors Meeting Minutes

Meeting Date: 8/30/2022

Location: Virtual (Zoom)

Lennel Hunter, Brooke Black, Deanne Henderson, Gerren McHam, Chardae Rigdon, Janice Rogers Jones, Aaron Williams

ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Brooke Black, Deanne Henderson, Chardae Rigdon, Janice Rogers Jones
- B. **TLS Directors Absent:** Gerren McHam, Aaron Williams
- C. **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Denitra Neil (TLS) Deborah Wright (TLS)

CALL TO ORDER

Once a quorum was met a meeting of the Board of Directors of The Leadership School was duly called on Tuesday, August 30th 2022, at 6:30pm. Lennel Hunter called the meeting to order.

OPENING ITEMS

- No public comment

ACTION ITEMS

- A. C. Rigdon made the motion to approve the minutes for July 19, 2022 and July 26, 2022. D. Henderson seconded the motion. Motion passed.
- B. C. Henderson made the motion to approve the July financial report. B. Brooke seconded the motion. Motion passed. D. Henderson reported that due to her employment she is not allowed to be a treasurer for any business.

Board Business

- All background checks must be completed by September 9, 2022
- ED requested the Board approve Marr & Company to complete the audit for fiscal year 2022. After questions and discussion from the Board C. Rigdon made the motion to approve and B. Brooke seconded the motion. Motion failed.

- The Board asked the ED to look into whether the cost to be reduced given the limited income and expenses for the planning year.
- Board also suggested looking into Charity CFO.
- Adoption of Model Policies
 - TLS Board Policies - Board will review
 - TLS School Policies - Board will review
- TLS Staff Handbook Approval- Board will review
- TLS Family Handbook Approval - Board will review

Board Committee Reports

- a. Development Committee - no update at this time
- b. Finance + Facilities Committee - No additional updates
- c. Governance Committee - no update at this time
- d. School Performance Committee - no update at this time

Executive Director Report

- The Executive Director shared highlights of the 1st week of school.
- Kindergarten is fully enrolled and 1st and 2nd grade are still accepting enrollment.
- Transportation delays for the first few days have been worked out with our vendor..
- We are working closely with the Special School District to address specific needs and assure the right services are in place.
- Shared update that outstanding facility needs are being completed.

Closing

- Suggestion to move to in person meetings beginning in October.

ADJOURNMENT

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50pm.

Prepared by:

Deborah Wright

 NAME

Meeting Date 08/30/2022

 Date

FY23 Budget Revision

Income Statement	SY22-23 V1	SY22-23 V2	DIFF
Students	125	90	-35
Employees			
Instructional	7	6	
Support	2	1	
Admin	4	6	
Total Employees	13	13	0
Revenue			
Local Revenue	-	-	
State Revenue	1,205,363	867,861	-337,502
Federal Revenue	286,886	286,956	70
Private Grants and Donations	250,000	814,200	564,200
Total Revenue	1,742,248	1,969,017	226,769
Operating Expense			
Salaries	669,880	639,138	-30,742
Benefits and Taxes	164,501	162,575	-1,926
Staff-Related Costs	17,500	12,500	-5,000
Rent	172,811	157,406	-15,405
Occupancy Service	140,000	149,000	9,000
Student Expense, Direct	93,000	212,543	119,543
Student Expense, Indirect	100,050	100,050	0
Office & Business Expense	135,250	324,847	189,597
Transportation	110,000	110,000	0
Total Operating Expense	1,602,992	1,868,058	265,066
Net Operating Income	139,256	100,958	-38,298
Interest, Depreciation			0
			0
Total Expenses	1,602,992	1,868,058	265,066
Net Income	139,256	100,958	-38,298
Analysis	SY22-23	SY22-23	
Beginning Cash Balance	46,366	46,366	
Net cash increase	185,622	100,958	
Ending Cash Balance	185,622	147,325	-38,298

Fund Balance	12%	8%
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NOTES

Year End student count reduced to reflect current trend

Staffing budget modified to reflect current staff composition and needs. Counts now include:

3 Teachers; 2 Sub; 2 Aids (Half Time)

Counselor (**Removed** Nurse)

Exec Admin & **Added** Admin Assistant (3) /Ops Staff (2) / Dir of Teaching & Learning (1)

*Specials Teachers & Nurse outsourced

Prop C will begin in FY24

Reduced WADA from 132 to 95; Per WADA rate \$9235; See Enroll Tab for detail

Reflects donor commitments

Decrease in staff; Outsource Specials Teachers and Nurse

*Added FICA Tax

Code change for student recruitment to Office & Business

Adjusted rent to agreement

Code change for Copier from Office & Business

Outsourced Specials, Curriculum, Student Tech Equipment & Supplies

Furniture, Staff Computers, Start up Consultants

Account	SY22-23 V1	SY22-23 V2	DIFF	Notes
Revenue				
State Revenue				
5311 - Basic Formula	1,205,363	867,861	-337,502	WADA reduced from 132.51 to 95.41
State Revenue Total	1,205,363	867,861	-337,502	
Federal Revenue				
5412 - Medicaid	20,000	20,000	0	
5445 - Food Service-Lunch	65,033	65,033	0	
5446 - Food Service-Breakfast	30,015	30,015	0	
5451 - Title I	156,172	156,172	0	
5465 - Title II	15,666	15,736	70	
Federal Revenue Total	286,886	286,956	70	
Private Grants and Donations				
5192 - Donations	250,000	814,200	564,200	Opportunity Trust \$274,200; CSGF \$300,000; NSVF \$240,000
Private Grants and Donations Total	250,000	814,200	564,200	
Earned Fees				
5198 - Miscellaneous Revenue	-	-	0	
Earned Fees Total	-	-	0	
Revenue Total	1,742,248	1,969,017	226,769	
Expenses				
Salaries				
1111-6111 - ES Instruction Cert FT	331,000	136,500	194,500	K-2 Teachers; Specials outsourced; Current \$48k savings
1111-6151 - ES Instruction NC FT		29,100	-29,100	2 in house Subs (1st & 2nd)
1111-6153 - ES Instruction Subs		58,200	-58,200	1 in House Instructional Aid
2122-6151 - Counseling NC FT	47,500	47,500	0	
2134-6151 - Nursing NC FT	22,500	22,500	0	Nursing Staff removed; replace by Maxim at same cost
2321-6151 - Exec Admin NC FT	165,000	195,000	-30,000	Admin Assistant/Family Coord
2329-6151 - Other Exec Admin NC FT		68,958	-68,958	Dir of Teaching & Learning Recode
2511-6151 - Bness Off NC FT	103,880	103,880	0	
Salaries Total	669,880	639,138	30,742	*Savings offset by contract MAXIM & COCA
Benefits and Taxes				
1111-6211 - ES Instruction Cert PRS	46,837	13,200	33,637	
1111-6221 - ES Instruction NC PRS		5,989	-5,989	
1111-6231 - ES Instruction Soc Sec	4,800	13,876	-9,076	
1111-6232 - ES Instruction Medicare		3,245	-3,245	
1111-6241 - ES Instruction Emp Ins	33,600	18,900	14,700	
2122-6221 - Counseling NC PRS	6,721	3,259	3,463	
2122-6231 - Counseling Soc Sec	689	2,945	-2,256	
2122-6232 - Counseling Medicare		689	-689	
2122-6241 - Counseling Emp Ins	4,800	6,300	-1,500	
2134-6221 - Nursing NC PRS	3,184	3,184	0	
2134-6231 - Nursing Soc Sec	326	326	0	
2134-6241 - Nursing Emp Ins	2,400	2,400	0	
2311-6261 - Board WC		3,000	-3,000	
2321-6221 - Exec Admin NC PRS	23,348	13,377	9,971	
2321-6231 - Exec Admin Soc Sec	2,393	12,090	-9,697	
2321-6232 - Exec Admin Medicare	0	2,828	-2,828	
2321-6241 - Exec Admin Emp Ins	9,600	18,900	-9,300	
2329-6221 - Other Exec Admin NC PRS		4,731	-4,731	
2329-6231 - Other Exec Admin Soc Sec		4,275	-4,275	
2329-6232 - Other Exec Admin Medicare		1,000	-1,000	
2329-6241 - Other Exec Admin Emp Ins		6,300	-6,300	
2511-6221 - Bness Off NC PRS	14,699	7,126	7,573	
2511-6231 - Bness Off Soc Sec	1,506	6,441	-4,935	
2511-6232 - Bness Off Medicare	0	1,506	-1,506	
2511-6241 - Bness Off Emp Ins	9,600	12,600	-3,000	
Benefits and Taxes Total	164,501	162,875	1,626	
Staff-Related Costs				
2213-6319 - PD Prof Serv	7,500	7,500	0	
2642-6319 - Recruitment Prof Serv	10,000	5,000	5,000	Moved Student Recruitment to 2322 6319
Staff-Related Costs Total	17,500	12,500	5,000	
Rent				
2542-6333 - Facilities Rent	166,177	157,406	8,771	
Rent Total	172,811	157,406	15,405	
Occupancy Service				
2541-6319 - Maint of Plant Prof Serv	140,000	140,000	0	
2542-6338 - Rentals Of Computers And Related		9,000	-9,000	Recode 2511
Occupancy Service Total	140,000	149,000	-9,000	
Student Expense, Direct				
1111-6319 - ES Instruction Prof Serv	1,000	70,125	-69,125	COCA-Specials teachers
1111-6312 - ES Instruction Consultant	3,125	3,125	0	
1111-6391 - ES Field Trip	7,500	7,500	0	
1111-6411 - ES Instruction Supplies	3,125	5,000	-1,875	
1111-6412 - ES Instruction Tech Supplies	10,625	22,023	-11,398	Student Software/devices/carts/headphones
1111-6413 - ES Instruction Specialist Mat	3,125	3,125	0	
1111-6431 - Textbooks	12,500	65,000	-52,500	Curriculum
1111-6543 - ES Instruction Tech Equipment		17,395	-17,395	Capital: Smart Boards
1111-6544 - ES Instruction Capitalized So	52,000	52,000	0	Split
2134-6319 - Nursing Prof Serv		22,500	-22,500	Maxim
3912-6411 - Par Involve Supplies		3,000	-3,000	Recode
Student Expense, Direct Total	93,000	212,543	-119,543	
Student Expense, Indirect				
2563-6411 - Food Delivery Supplies	100,050	100,050	0	
Student Expense, Indirect Total	100,050	100,050	0	
Office & Business Expense				
2114-6412 - Technology Supplies		15,175	-15,175	PowerSchool
2311-6315 - Board Audit		1,500	-1,500	Marr & Co 990
2311-6317 - Board Legal	2,500	2,500	0	
2311-6352 - Board Liab Insur	15,900	4,385	11,515	Work Comp Recode
2321-6319 - Exec Admin Prof Serv		29,700	-29,700	HR Consultant +5k Other
2321-6411 - Exec Admin Supplies		0	0	
2322-6319 - Community Serv Prof Serv		5,000	-5,000	Recode Student Recruitment
2322-6411 - Community Serv Supplies		6,068	-6,068	School Mint
2329-6319 - Other Exec Admin Prof Serv		1,800	-1,800	
2331-6319 - IT Admin Prof Serv	18,750	19,850	-1,100	
2331-6411 - IT Admin Supplies		8,670	-8,670	Staff Computers
2411-6319 - Building Admin Prof Serv	1,000	1,000	0	
2411-6411 - Building Admin Supplies	500	500	0	
2511-6319 - Bness Off Prof Serv		13,000	-13,000	SUI; Bank Fees; MISC
2511-6334 - Business Office-Copier Rent	9,000	9,000	0	Recoded to 2542 6338
2511-6411 - Bness Off Supplies	7,200	7,200	0	
2511-6412 - Bness Off Tech Supplies		0	0	
2511-6391 - Other Purchased Services	11,800	11,800	0	Recoded to 2511 6319
2525-6319 - Financial Accounting Service	6,900	6,180	720	
2572-6411 - Purchasing Services Supplies		95,000	-95,000	Furniture
2572-6541 - Purchasing Services Equipment		50,679	-50,679	Furniture
Office & Business Expense Total	135,250	324,847	-189,597	
Transportation				
2551-6341 - Transportation - Contracted, Non-Disabled Student		110,000	-110,000	
Transportation Total		110,000	-110,000	
Expenses Total	1,602,992	1,868,058	-265,066	

	FY 23
K	25
1ST	50
2ND	50
3RD	
4TH	
5TH	
6TH	
7TH	
8TH	

AVAILABLE SEATS 125

UNDER ENROLLMENT	28%
BEGINING OF YR STUDENTS	90
ATTRITION	0%
END OF YEAR STUDENTS	90
ATTENDANCE %	92%

ADA CALCULATED	83
SUMMER SCHOOL	
TOTAL ADA	83

	FRL	LEP	IEP
Expected % (prev % of actual count/	90.00%	2.00%	
COUNT	74.52	1.66	0
Threshold %	29.10%	2.50%	13.11%
Threshold Count	24.09	2.07	10.86
For weighting	50	0	-10.86
Weight	0.25	0.6	0.75
WADA Resident	12.60	0.00	0.00

TOTAL WADA	95.40
State Aid Per WADA	\$9,235
STATE AID TOTAL	\$880,985
SPONSOR FEE	\$13,215
BASIC FORMULA	\$867,770
CLASS TRUST FUND	\$0
	\$867,770

This rate is not the funding equity rate; We will adjust the forecast when the rate is announced.

Account	Vendor	SY22-23	Start Up Expense
1111-6319 · ES Instruction Prof Serv	COCA -5 Residency Specials Teachers	65,000	Will be reflected in staff next year
1111-6319 · ES Instruction Prof Serv	SUBS	3,125	
1111-6319 · ES Instruction Prof Serv	MISC Instructional	2,000	
1111-6391 · ES Field Trip	Field Trips	7,500	
1111-6411 · ES Instruction Supplies	Classroom Instructional Supplies	2,500	
1111-6411 · ES Instruction Supplies	Specials Instructional Supplies	2,500	
1111-6412 · ES Instruction Tech Supplies	Student Software	4,750	
1111-6412 · ES Instruction Tech Supplies	Best Buy: Computers/Tablets	12,749	x
1111-6412 · ES Instruction Tech Supplies	Best Buy: Carts	2,554	x
1111-6412 · ES Instruction Tech Supplies	Lite Tech Headphones	1,970	x
1111-6431 · Textbooks	Curriculum	60,000	
1111-6431 · Textbooks	Library & Media Center Supplies (Classroom Books)	5000	
1111-6543 · ES Instruction Tech Equipment	Lite Tech Smart Boards	17,395	x
2114-6412 · Stu Sup Prof Serv	PowerSchool	15,175	
2134-6319 · Nursing Prof Serv	Maxim	22,500	Will be reflected in staff next year
2213-6319 · PD Prof Serv	Staff PD	7,500	
2311-6317 · Board Legal	Legal	2,500	
2311-6315 · Board Audit	Marr & Co 990	1,500	
2311-6352 · Board Liab Insur	Liability D&O	4,385	
2321-6319 · Exec Admin Prof Serv	HR Consulting	4,000	
2321-6319 · Exec Admin Prof Serv	Other Consultants	5,000	
2321-6319 · Exec Admin Prof Serv	Brandon Sorlie	20,700	Consultant-funded Opportunity Trust
2322-6319 · Recruitment Prof Serv	Student Recruitment	5,000	
2322-6411 · Community Services Supplies	School Mint Enroll	6,068	
2329-6319 · Other Exec Admin Prof Serv	Bank Fees	1800	
2331-6319 · IT Admin Prof Serv	Lite Tech IT Support Services	18,750	
2331-6319 · IT Admin Prof Serv	Lite Touch: Computer for Server Room	440	x
2331-6319 · IT Admin Prof Serv	Lite Tech Tech Set Up throughout Building	660	x
2331-6412 · IT Admin Supplies	Lite Tech Tech Set Up throughout Building	2,781	x
2331-6412 · IT Admin Supplies	Lite Touch: Computer for Server Room	1,689	x
2331-6412 · IT Admin Supplies	Best Buy: Teacher laptops under \$1000k	4,200	x (Budget next yr less)
2411-6319 · Building Admin Prof Serv	Principal Dues & Subscriptions	1,000	
2411-6411 · Building Adminl Supplies	Principal Discretionary	500	
2511-6319 · Bness Off Prof Serv	SUI Software	8,000	
2511-6319 · Bness Off Prof Serv	Business Office Services MISC	5,000	
2511-6411 · Bness Off Supplies	Office Supplies	7,200	
2525-6319 · Bness Off Prof Serv	Paypool	2,820	
2525-6319 · Bness Off Prof Serv	EdOps	60,000	
2541-6319 · Facilities Rep & Maint	ALL Occupancy (Janitorial, utilities, etc.)	140,000	
2542-6333 · Facilities Rent	Rent	157,406	
2542-6334 · Facilities Equip Rent	Copier	9,000	
2551-6341 · Transportation - Contracted, Non-Disabled Students Home to	Transportation Services	110,000	
2563-6411 · Food Delivery Supplies	Food Services	100,050	
2572-6411 · Purchasing Services Equipment	Warehouse of Fixtures: Classroom/Office Furniture	95,000	x
2572-6541 · Purchasing Services Equipment	Furniture-Cafeteria Tables	20,000	x
2572-6541 · Purchasing Services Equipment	Sylman Brothers: Appliances etc.	14,114	x
2572-6541 · Purchasing Services Equipment	Herizon: School Signage	16,565	x
2642-6319 · Recruitment Prof Serv	Faculty Recruitment	5,000	
3912-6411 · PARENT INVOLVEMENT	Parent Involvement	3,000	
3912-6411 · PARENT INVOLVEMENT	Parent Involvement	3,000	



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

August 2022 Financials

PREPARED SEP'22 BY

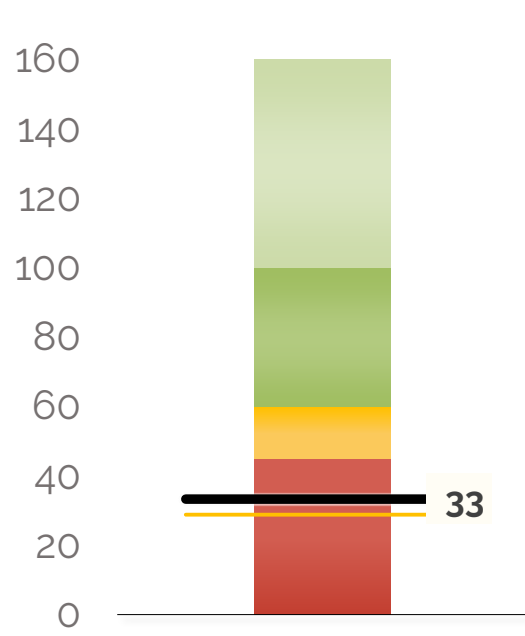


- **Executive Summary**
- **Key Performance Indicators**
- **State Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Appendix**

- Our goal is to provide a clear financial map for The Leadership School during your launch year. Therefore, we provided a revised budget that includes the additional grant funds, start up expenses and student enrollment changes.
- We are currently forecasting a net income of \$122k which is \$22k higher than the revised budgeted net income of \$101k.
- Our cash balance is forecasted to end the year at \$169k, which results in 33 days of cash.
- The state Funding Equity per WADA payment increase is not included in the budget or current projection. We will update as more information is received from DESE.

Days of Cash

Cash balance at year-end divided by average daily expenses

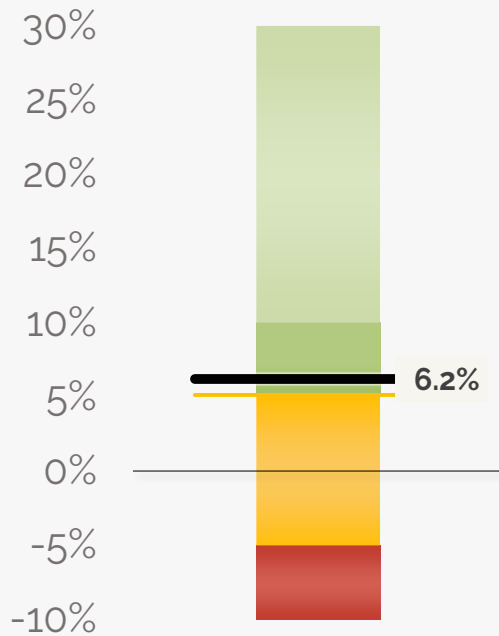


33 DAYS OF CASH AT YEAR'S END

The school will end the year with 33 days of cash. This is below the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

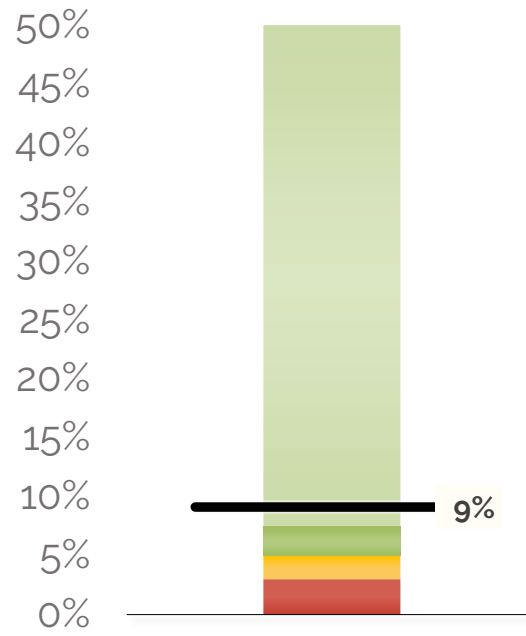


6.2% GROSS MARGIN

The forecasted net income is \$122k, which is \$22k above the budget. It yields a 6.2% gross margin.

Fund Balance %

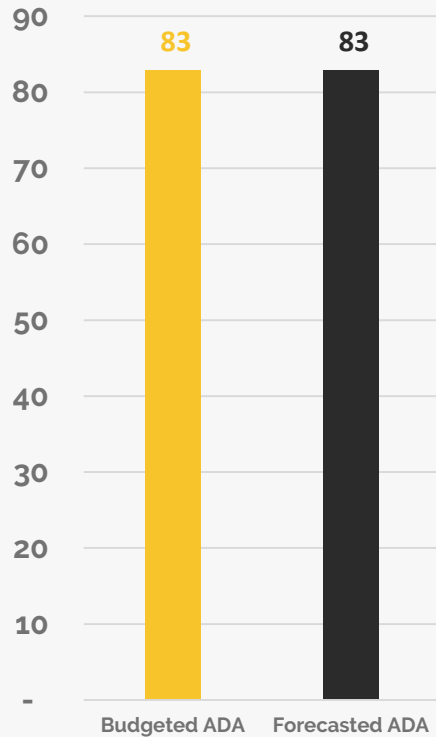
Forecasted Ending Fund Balance / Total Expenses



9.13% AT YEAR'S END

The school is projected to end the year with a fund balance of \$168,854. Last year's fund balance was \$46,366.

ADA Expectations



The school now forecasts 83 ADA for SY22-23. The revised budget target was 83.

State funding forecast as budgeted

	Current Forecast	SY22-23 Budget	Difference	Financial Gain / (Loss)
Enrollment	90	90	0	
Attendance	92.0%	92.0%	0.0%	
Total ADA	83	83	0	
Regular Term PK	0	0	0	
Regular Term K-12	83	83	0	
Remedial	0	0	0	
Summer	0	0	0	
FRL Count	75	75	0	
FRL Weight	13	13	0	
IEP Count	0	0	0	
IEP Weight	0	0	0	
LEP Count	2	2	0	
LEP Weight	0	0	0	
WADA	95	95	0	
Per WADA Payment	9235	9235	0	
State Aid	\$867,861	\$867,81	\$0.0	

Forecast Overview

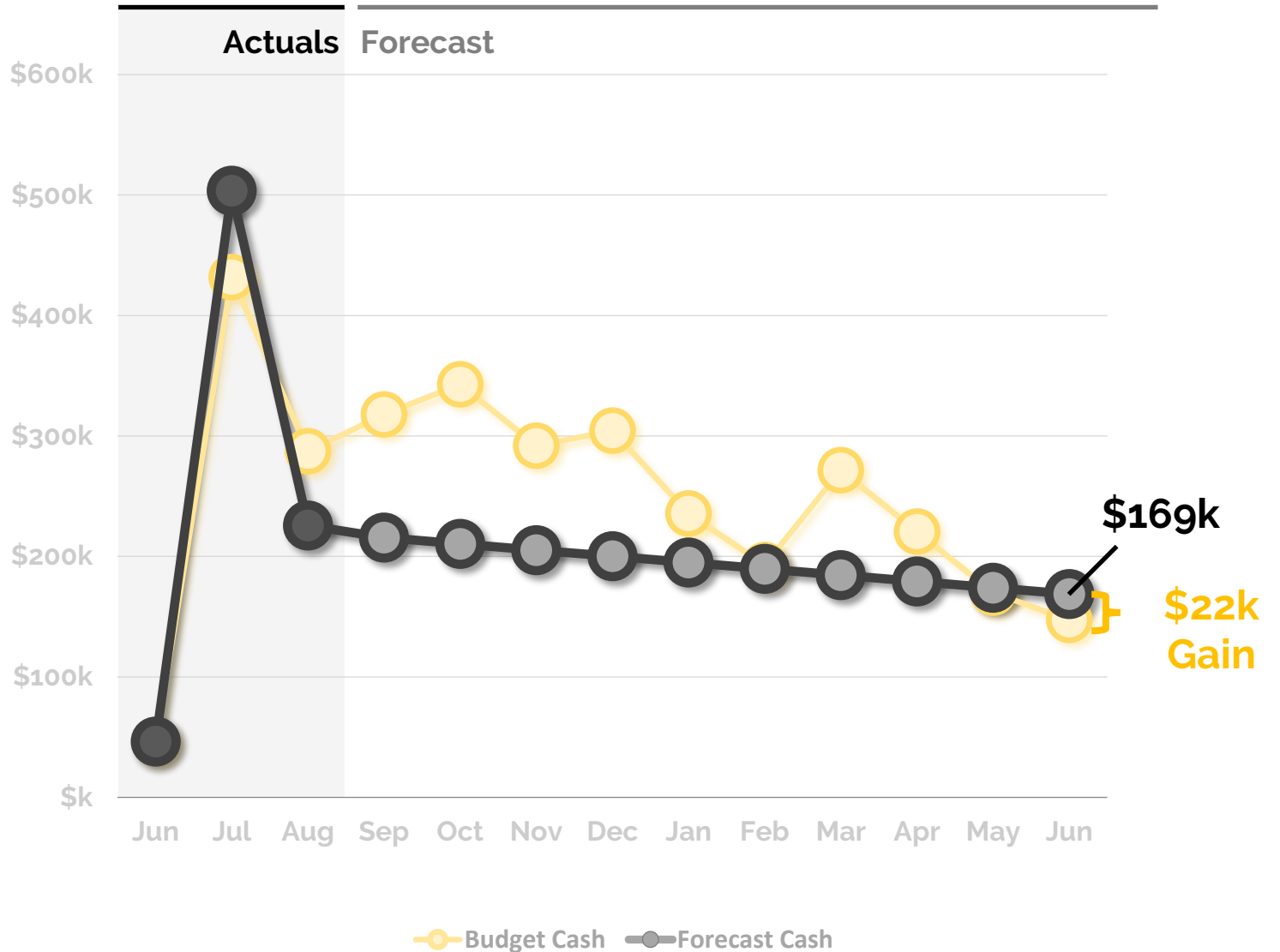
	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$2m	\$2m	\$3k	+3k	Misc Revenue
Expenses	\$1.8m	\$1.9m	\$19k	+19k	Projected savings on staff benefits, due to insurance timing and retirement for part time staff.
Net Income	\$122k	\$101k	\$22k	22k	

33 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$169k**, **\$22k** above budget.

Current cash in **August** is **\$225k**.

This budget model and forecast does not currently include Funding Equity.





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			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	-	-	-	-	-	-	-
State Revenue	-	-	-	867,861	867,861	0	867,861
Federal Revenue	-	19,175	(19,175)	286,956	286,956	0	286,956
Private Grants and Donations	516,700	529,230	(12,530)	814,200	814,200	-	297,500
Earned Fees	2,906	-	2,906	2,906	-	2,906	-
Total Revenue	519,606	548,405	(28,799)	1,971,922	1,969,017	2,906 ①	1,452,317
Expenses							
Salaries	74,170	106,523	32,353	639,837	639,138	(699)	565,667
Benefits and Taxes	13,507	27,096	13,589	141,483	162,575	21,092	127,976
Staff-Related Costs	438	1,583	1,145	12,500	12,500	0	12,062
Rent	-	26,234	26,234	157,406	157,406	(0)	157,406
Occupancy Service	21,122	24,833	3,712	149,000	149,000	0	127,878
Student Expense, Direct	73,264	34,924	(38,340)	212,543	212,543	(0)	139,279
Student Expense, Food	-	16,675	16,675	100,050	100,050	-	100,050
Office & Business Expense	156,165	51,209	(104,956)	326,617	324,847	(1,770)	170,452
Transportation	501	18,333	17,833	110,000	110,000	0	109,499
Total Ordinary Expenses	339,166	307,411	(31,756)	1,849,434	1,868,058	18,624	1,510,268
Total Expenses	339,166	307,411	(31,756)	1,849,434	1,868,058	18,624 ②	1,510,268
Net Income	180,439	240,994	(60,555)	122,488	100,958	21,530 ③	(57,951)
Cash Flow Adjustments	(1,235)	-	(1,235)	0	-	0	1,235
Change in Cash	179,205	240,994	(61,789)	122,488	100,958	21,530	(56,717)

① **REVENUE: \$3K AHEAD**
Unbudgeted Misc Revenue

② **EXPENSES: \$19K AHEAD**
Benefits savings on insurance and retirement.

③ **NET INCOME: \$22K ahead**

Monthly Financials

Income Statement	Actual		Forecast										TOTAL	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Revenue														
State Revenue	0	0	86,786	86,786	86,786	86,786	86,786	86,786	86,786	86,786	86,786	86,786	86,786	867,861
Federal Revenue	0	0	28,696	28,696	28,696	28,696	28,696	28,696	28,696	28,696	28,696	28,696	28,696	286,956
Private Grants and Donations	514,200	2,500	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	29,750	814,200
Earned Fees	0	2,906	0	0	0	0	0	0	0	0	0	0	0	2,906
Total Revenue	514,200	5,406	145,232	145,232	145,232	145,232	145,232	145,232	145,232	145,232	145,232	145,232	145,232	1,971,922
Expenses														
Salaries	25,710	48,460	60,558	56,123	56,123	56,123	56,123	56,123	56,123	56,123	56,123	56,123	56,123	639,837
Benefits and Taxes	4,652	8,855	13,006	12,774	12,774	12,774	12,774	12,774	12,774	12,774	12,774	12,774	12,774	141,483
Staff-Related Costs	438	0	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206	12,500
Rent	0	0	15,741	15,741	15,741	15,741	15,741	15,741	15,741	15,741	15,741	15,741	15,741	157,406
Occupancy Service	1,160	19,962	12,788	12,788	12,788	12,788	12,788	12,788	12,788	12,788	12,788	12,788	12,788	149,000
Student Expense, Direct	3,000	70,264	13,928	13,928	13,928	13,928	13,928	13,928	13,928	13,928	13,928	13,928	13,928	212,543
Student Expense, Food	0	0	10,005	10,005	10,005	10,005	10,005	10,005	10,005	10,005	10,005	10,005	10,005	100,050
Office & Business Expense	22,575	133,590	17,045	17,045	17,045	17,045	17,045	17,045	17,045	17,045	17,045	17,045	17,045	326,617
Transportation	501	0	10,950	10,950	10,950	10,950	10,950	10,950	10,950	10,950	10,950	10,950	10,950	110,000
Total Ordinary Expenses	58,035	281,131	155,226	150,560	150,560	150,560	150,560	150,560	150,560	150,560	150,560	150,560	150,560	1,849,434
Total Expenses	58,035	281,131	155,226	150,560	150,560	150,560	150,560	150,560	150,560	150,560	150,560	150,560	150,560	1,849,434
Net Income	456,165	-275,726	-9,995	-5,329	-5,329	-5,329	-5,329	-5,329	-5,329	-5,329	-5,329	-5,329	-5,329	122,488
Cash Flow Adjustments	1,096	-2,331	123	123	123	123	123	123	123	123	123	123	123	0
Change in Cash	457,261	-278,056	-9,871	-5,205	-5,205	-5,205	-5,205	-5,205	-5,205	-5,205	-5,205	-5,205	-5,205	122,488

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>8/31/2022</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	46,366	225,571	168,854
Total Current Assets	46,366	225,571	168,854
Total Assets	46,366	225,571	168,854
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	0	-1,235	0
Total Current Liabilities	0	-1,235	0
Total Long-Term Liabilities	0	0	
Total Liabilities	0	-1,235	
Equity			
Unrestricted Net Assets	46,366	46,366	46,366
Net Income	0	180,439	122,488
Total Equity	46,366	226,806	168,854

Check Register by Type

Payee Type: Vendor		Check Type: Automatic Payment			Checking Account ID: 1			
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>	
89	08/09/2022	X			BAMBOOHR	Bamboo HR	175.00	
90	08/05/2022	X			CRICKET	Cricket Wireless	90.00	
91	08/27/2022	X			ZOOM	Zoom	14.99	
95	08/24/2022	X			MIDWESTBNK	Midwest Bank Credit Card	598.85	
Checking Account ID: 1					Void Total:	0.00	Total without Voids:	878.84
Check Type Total: Automatic Payment			Void Total:		0.00	Total without Voids:	878.84	

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1			
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>	
990078	08/05/2022	X			HONEYBOOK	Honeybook	3,852.50	
990079	08/05/2022	X			MANDYSON	iManidyson	500.00	
990080	08/05/2022	X			MANDYSON	iManidyson	500.00	
990081	08/11/2022	X			LITETECH	Lite Technology Solutions, LLC	3,404.10	
990082	08/15/2022	X			LITETECH	Lite Technology Solutions, LLC	2,385.00	
990083	08/15/2022	X			ALDI	Aldi	24.78	
990084	08/17/2022	X			LITETECH	Lite Technology Solutions, LLC	17,395.00	
990085	08/17/2022	X			SELECTIVE	Selective Insurance Co	548.00	
990086	08/17/2022	X			LITETECH	Lite Technology Solutions, LLC	544.00	
990087	08/19/2022	X			BOXWOOD	Boxwood Landscaping	4,300.00	
990088	08/19/2022	X			JONEERI	Eric Jones	2,000.00	
990089	08/19/2022	X			MANDYSON	iManidyson	500.00	
990090	08/22/2022	X			SAMSCLUB	Sams Club	293.01	
990091	08/22/2022	X			HOMEDEPOT	The Home Depot	162.26	
990092	08/22/2022	X			PARTYCITY	Party City	82.30	
990093	08/22/2022	X			FIVEBELOW	Five Below	16.35	
990094	08/23/2022	X			DOMINOS	Dominos Pizza	128.69	
990095	08/24/2022	X			BOXWOOD	Boxwood Landscaping	4,888.00	
990096	08/24/2022	X			SELECTIVE	Selective Insurance Co	1,124.00	
990097	08/24/2022	X			AMAZON	Amazon	1,061.60	
990098	08/30/2022	X			ALLSTARLOC	All Star Locksmith	239.50	
990099	08/31/2022	X			AMAZON	Amazon	939.90	
78688686	08/08/2022	X			HORIZON	HORIZON SIGN COMPANY	8,282.39	
78695895	08/10/2022	X			AMPLIFY	Amplify Education Inc.	22,977.00	
78696294	08/10/2022	X			PAYPOOL	Paypool LLC	1,059.00	
78700280	08/11/2022	X			SORLBRA	Brandon Sorlie	6,900.00	
78700281	08/11/2022	X			OPENUP	Open Up Resources	6,161.00	
78700713	08/11/2022	X			POWERSCHOO	PowerSchool	15,175.00	
78715283	08/15/2022	X			BESTBUY	Best Buy	15,303.15	
78715436	08/15/2022	X			FCOVEY	Franklin Covey Client Sales, Inc	1,193.83	
78715672	08/15/2022	X			EDOPS	EdOps	5,000.00	
78715673	08/15/2022	X			CSD	CSD Insurance Trust	4,522.74	
78834846	08/26/2022	X			WAREHOUSE	Warehouse of Fixtures	95,953.19	
Checking Account ID: 1					Void Total:	0.00	Total without Voids:	227,416.29
Check Type Total: Check			Void Total:		0.00	Total without Voids:	227,416.29	
Payee Type Total: Vendor			Void Total:		0.00	Total without Voids:	228,295.13	
Grand Total:					Void Total:	0.00	Total without Voids:	228,295.13

REQUIRED BOARD POLICY CHECK LIST 2021-2022 UPDATE

CHARTER: _____

DATE: _____

REVIEWER: _____

This school uses MCPSA Model Polices YES NO

MCPSA revises their policies to match changes in statutes. Boards should make sure their policy is the most current.

Numbers listed in policy name section correspond to MCPSA policy series. Add page numbers to the column on the right (PAGE#) to match your school's policy manual/submission.

FEDERAL AND STATE REQUIRED POLICIES

SECTION 1: BOARD GOVERNANCE

POLICY NAME	PAGE #
Model Bylaws 10	
Conflict of Interest Model Policy 31	
Sunshine Law Model Policy 36	
Nepotism Model Policy (NEW) 48	
Prohibition Expenditures Model Policy (NEW) 49	

SECTION 2: BOARD FINANCE

POLICY NAME	PAGE #
Annual Operating Budget Model Policy 56	
School Accounting System Model Policy 61	
Audit and Financial Statements Model Policy 62	
Payroll Model Policy 63	
Federal Fiscal Compliance Model Policy 64	
Capital Assets Accounting Model Policy 68	
State Tax Sources Model Policy 69	
State and Federal Projects Model Policy 70	
Borrowed Funds Model Policy 71	
Bonded Indebtedness Model Policy 72	
Authorized Signatures Model Policy 73 (SEE COMMISSION POLICY)	

SECTION 3: HUMAN RESOURCES

POLICY NAME	PAGE #
Family and Medical Leave Act Model Policy 84	
Equal Employment Opportunity Model Policy 106	
Harassment Model Policy 108	
Drug Free Workplace Model Policy 116	
Personnel Evaluations Model Policy 132	
Staff Complaints And Grievances Model Policy 135	
Personal Leave Model Policy 138	
Communicable Diseases Model Policy 142	
Employee Information Sharing Model Policy 149	
Victims' Economic Security and Safety Act (VESSA) (NEW) 150	

SECTION 4: SCHOOL OPERATIONS

POLICY NAME	PAGE #
Civil Rights, Title IX, Section 504 Model Policy	154
Title IX Sexual Harassment Model Policy	155
Official School Year And School Day Model Policy	164
School Calendar Model Policy (NEW)	166
School Annual Report Model Policy	168
Public Inspection Model Policy	169
Title I Model Policy	170
Equal Educational Opportunity Model Policy	171
Students of Legal Age Model Policy	172
Student Educational Records Model Policy	173
Health Information Records Model Policy	174
School Safety Plan and Emergency Closing Procedures Model Policy	175
Communicable Diseases Model Policy	176
Distribution of Medicine Model Policy	177
Immunizations Model Policy	179
Student Group Use of Facilities Model Policy	183
Student and Classroom Observations Model Policy	186
School Attendance Model Policy	187
Eye Protection Model Policy	190
Textbooks Model Policy	191
Parents and Student Complaints and Grievances Model Policy (NEW)	192
Technology Acceptable Use Model Policy	193
Drug Free Schools Model Policy	195
Student Fees Model Policy	196
Student Records Model Policy	197
Reporting of Child Abuse and Neglect Model Policy	198
Discipline Model Policy	199
Volunteers and Chaperone Model Policy (SECTION I REQUIRED NEW)	215
Weapons at School Model Policy	217
Student Safety Model Policy	218
Seclusion, Restraint and Corporal Punishment Model Policy (REVISED)	219
Active Shooter Training and Drills Model Policy	223
Age Criteria for Kindergarten Admission Model Policy	224
Program for Homeless Students Model Policy	225
Parental Involvement Model Policy	229
Model Migrant Procedure	234
Strip Searches Model Policy	236
Organ, Eye, and Tissue Donation Model Policy	240
School Admissions Model Policy (NEW)	241
Missouri Student Religious Liberties Act Model Policy (NEW)	244
Limited Public Forum Model Policy (NEW)	246
Interstate Compact of Educational Opportunity for Military Children Model Policy (NEW)	246/247

SECTION 5: EDUCATIONAL INSTRUCTION

POLICY NAME	PAGE #
Course Requirements – Constitution, American History, Missouri Government, Civics Model Policy 266	
Reading Instruction Model Policy 267	
Human Sexuality & Sexually Transmitted Diseases Instruction Model Policy 268	
Services for Students with Disabilities Model Policy 272	
Instruction for Students with Disabilities Model Policy 273	
Dyslexia Screening Model Policy 275	
English Language Learners (ELL) Model Policy 276	
Missouri Course Access and Virtual School Program Model Policy 279	
Braille Instruction Model Policy 282	
Physiology Textbook Model Policy 285	

COMMISSION POLICY

SECTION 1: BOARD GOVERNANCE

SECTION 2: BOARD FINANCE

POLICY NAME	PAGE #
Two signatures on a check (SEE AUTHORIZED SIGNATURE)	

SECTION 3: HUMAN RESOURCES

DRAFT: SECTION 4: SCHOOL OPERATIONS - *PENDING APPROVAL*

POLICY NAME	PAGE #
Common App	
Digitization of student records	
Digitization of personnel/HR records	
Digitization of board records (founding document, legal documents, minutes, all financial documents)	
Record Retention Policy	
Closure Plan	

SECTION 5: EDUCATIONAL INSTRUCTION