

September 11th, 2024 AGENDA

Time: 4:00 P.M.

Location: DeLaSalle High School, 3737 Troost Ave, Kansas City, MO 64109

Call to Order

1. Determination of Quorum / Agenda Approval
2. Public Comment
3. Approve Minutes from Prior Meetings
4. Governance Committee report
 - a) Board of Directors Resolution: **09112024-01 – Discuss and Approve**
 - b) Board Committees – **Discuss and Approve Memberships and Chairs**
 - c) Board Calendar – **Discuss and Approve**
5. Finance Committee report
 - a) Update on August financials
 - b) Projections for the remainder of the fiscal year
 - c) Update on fundraising (received YTD)
6. Academic Committee report
 - a) Update on Academics
7. Executive Director report
 - a) Questions and Answers
8. New Business/Old Business
 - a) Charter Renewal Process under Missouri Public Charter School Commission
9. Adjournment

Next Meeting: TBD – approved in item 5c

MINUTES OF BOARD MEETING

Delasalle High School

June 19th, 2024

CALL TO ORDER

The Board of Directors at Delasalle High School convened for the regular board meeting on June 19th, 2024, at 3:30 P.M. In person, Delasalle High School, Kansas City, MO 64109. David called the meeting to order.

ROLL CALL

The roll was called. Scott Ferber (present) Lisa Krigsten (absent) Steve Gering (present) Bill Paterson (present) Kenneth Garrett (present) Ernestine Key (present) Sean Sharp (absent) Tim Randle (present) Steven Anthony (present)

Others Present, Sean Stalling Executive Director, Lisa Griffin Director of Operations, Erin Wilmore Principal, Dr. Phillip Adam Chief Data Officer, David Schnall Chief Academic Officer, Erin Wilmore, Principal Dana Cutler.

QUOROM PRESENT

David 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 June 19th 2024 Board Meeting Agenda was reviewed. Steve moved to adopt the agenda. Ernestine seconded the motion. Kenneth yes, Bill yes, the agenda was approved by unanimous consent.

CONSENT AGENDA

The Board reviewed the minutes of the May 15th, 2024 regular board meeting. Steve moved to

approve the May 17th, 2024 minutes. Bill seconded the motion. The motion passed with unanimous consent.

FINANCIAL REPORT

The Financial Report is attached hereto.

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

Steve moved to approve the Financial Summary Report, Check Registry. Bill seconded the motion. Ernestine yes, Sean yes, Tim yes the motion passed with unanimous consent

PRESIDENT'S REPORT

None

GOVERNANCE COMMITTEE REPORT

We are continuing our search for female candidates.

ACADEMIC COMMITTEE REPORT

The Academic Committee report is attached hereto.

EXECUTIVE DIRECTOR REPORT

The Executive Director's and Principal Report is attached hereto.

NEW

FY25 Budget was approved and summarized by Scott Ferber. The Board reviewed the FY25 Budget Presentation , prepared by Anne Nichols and presented by Scott Feber, a copy of which is attached hereto and includes the check registry.

OLD BUSINESS

No old business that needed to be discussed

CLOSED EXECUTIVE SESSION

N/A

ADJOURNMENT

David moved and Ernestine Second All votes aye., Steven A, yes, Bill yes and Kenneth.
The meeting adjourned at 4:07PM.

FUTURE MEETINGS

The next Board Meeting at TBA at TBA. on August 7th or 17th 2024, location TBA

Minutes prepared by Lisa Griffin Director of Operations. Minutes approved by the DLS Board of Directors on June 19, 2024.

Ernestine Key

Ernestine Key, Board Secretary

DRAFT



August 2024 Financials

PREPARED SEP'24 BY

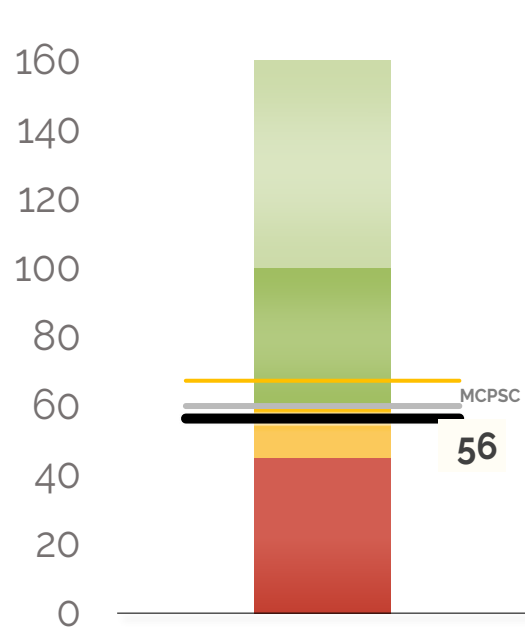


- **Executive Summary**
- **Key Performance Indicators**
- **State Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Action Items**
- **Appendix**

- We are currently forecasting August financials \$144k below budget. This is primarily due to State funding.
- State Revenue is based on student ADA, and FY25 enrollment is trending below budget. This forecast is based on FWADA (Formula Weighted ADA) that is the highest of 3 years. DLS is being paid on FY24 WADA.
- The state charter payment per WADA is as budgeted, which could potentially increase. This will be closely monitored and updated.
- While State Basic Formula Revenue is \$267k less, other areas have improved:
 - \$60k Additional for the MO Violence grant
 - \$38k Additional Federal grants
 - \$25k forecasted expense savings

Days of Cash

Cash balance at year-end divided by average daily expenses

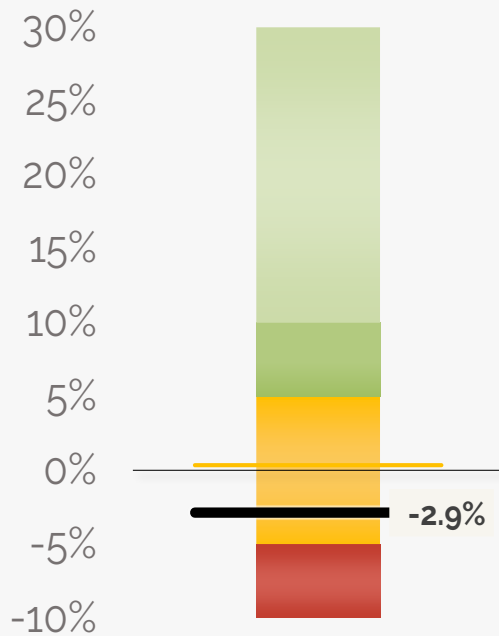


56 DAYS OF CASH AT YEAR'S END

The school will end the year with 56 days of cash. This is below the recommended 60 days, and 15 less day(s) than last month

Gross Margin

Revenue less expenses, divided by revenue

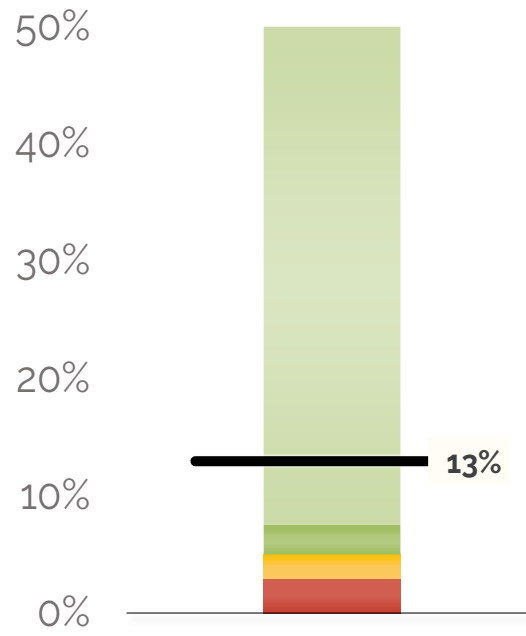


-2.9% GROSS MARGIN

The forecasted net income is -\$128k, which is \$144k below the budget. It yields a -2.9% gross margin.

Fund Balance %

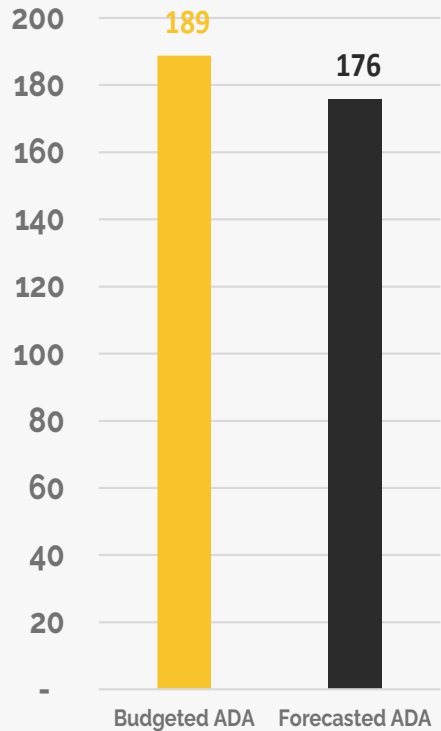
Forecasted Ending Fund Balance / Total Expenses



12.95% AT YEAR'S END

The school is projected to end the year with a fund balance of \$592,949. Last year's fund balance was \$720,736.

Student Expectations



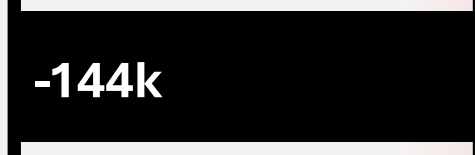


The school now forecasts 176 ADA, which is based on FY24 FWADA. The budget target was 189 ADA

\$267K Less Per-Pupil Funding Than Expected

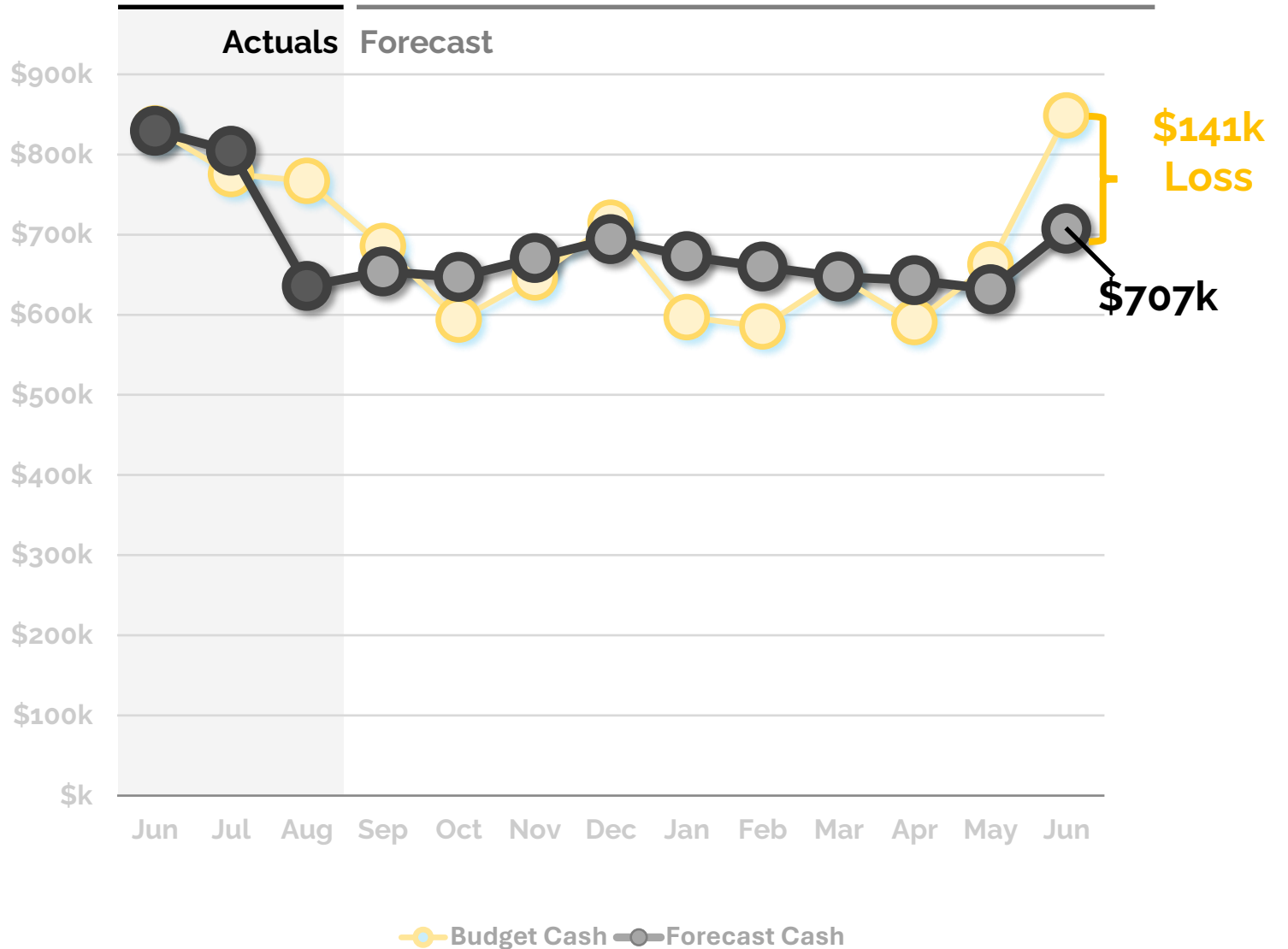
	Current Forecast	SY24-25 Budget	Difference	NOTES
FY25 Enrollment	210	230	-20	While 230 students were budgeted for FY25, the enrollment is trending less. 210 is the current count
FY25 Attendance	77.0%	77.0%	0.0%	
Total ADA FOR FWADA	176	189	-13	DLS will utilize FWADA from FY24. These ADA and Weights (FRL/IEP/LEP) are reflected in the Current Forecast Chart
FY24 ADA	172	185	-13	
FY25 Summer ADA	4	4	0	FY25 Summer Count is utilized in FWADA
FRL Count	168	181	-13	
FRL Weight	33	37	-5	
IEP Count	24	27	-3	
IEP Weight	1	1	0	
LEP Count	0	0	0	
LEP Weight	0	0	0	
FWADA	205	227	-22	Formula Weighted ADA (FWADA) is the highest in 3 years.
Per WADA Payment	\$12,443	\$12,443	0	State Aid rate will be monitored
State Aid	\$2.5M	\$2.8M	-\$267,215	

Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$4.5m	\$4.6m	-\$169k	 -169k	While State basic formula is down due to student enrollment, DLS received additional state and federal revenue.
Expenses	\$4.6m	\$4.6m	\$25k	 +25k	Salary/Benefit savings
Net Income	-\$128k	\$16k	-\$144k	 -144k	

56 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$707k**, **\$141k** below budget.



- **Monitor State Charter payment per WADA, and update as soon as the rate is settled for the fiscal year.**
- **Prepare for the FY24 audit, scheduled for October 14th**



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	Rem %
Revenue								
Local Revenue	70,277	49,755	20,522	313,818	313,818	0	243,541	78%
State Revenue	453,012	391,468	61,544	2,576,452	2,783,667	(207,215)	2,123,440	82%
Federal Revenue	24,206	0	24,206	565,967	527,463	38,504	541,761	96%
Private Grants and Donations	18,271	196,495	(178,224)	925,000	925,000	(0)	906,729	98%
Earned Fees	(375)	-	(375)	70,000	70,000	-	70,375	101%
Total Revenue	565,391	637,718	(72,327)	4,451,237	4,619,948	(168,711)	3,885,846	1
Expenses								
Salaries	327,572	345,878	18,305	2,058,387	2,075,265	16,878	1,730,815	84%
Benefits and Taxes	93,408	101,874	8,466	600,993	611,242	10,249	507,585	84%
Staff-Related Costs	10,154	4,700	(5,454)	39,900	39,900	0	29,746	75%
Occupancy Service	64,364	85,683	21,318	514,095	514,095	0	449,730	87%
Student Expense, Direct	174,899	109,075	(65,824)	786,250	786,250	0	611,351	78%
Student Expense, Food	956	83	(873)	55,500	55,500	(0)	54,544	98%
Office & Business Expense	69,016	58,453	(10,563)	354,257	349,539	(4,718)	285,240	81%
Transportation	17,147	2,000	(15,147)	169,643	171,932	2,289	152,497	90%
Total Expenses	757,517	707,745	(49,771)	4,579,025	4,603,723	24,698	3,821,508	2
Net Income	(192,125)	(70,027)	(122,098)	(127,787)	16,225	(144,013)	64,338	3
Cash Flow Adjustments	(1,291)	-	(1,291)	5,740	-	5,740	7,031	
Change in Cash	(193,416)	(70,027)	(123,389)	(122,047)	16,225	(138,273)	71,369	

① REVENUE: \$169K BEHIND

② EXPENSES: \$25K AHEAD

③ NET INCOME: \$144K behind

Monthly Financials

Income Statement	Actual		Forecast										TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Revenue													
Local Revenue	28,232	42,045	24,354	24,354	24,354	24,354	24,354	24,354	24,354	24,354	24,354	24,354	313,818
State Revenue	225,068	227,944	206,344	206,344	206,344	206,344	206,344	206,344	206,344	206,344	206,344	266,344	2,576,452
Federal Revenue	17,390	6,816	63,295	43,574	70,710	63,295	43,574	43,574	63,295	43,574	43,574	63,295	565,967
Private Grants and Donations	0	18,271	90,673	90,673	90,673	90,673	90,673	90,673	90,673	90,673	90,673	90,673	925,000
Earned Fees	-375	0	7,038	7,038	7,038	7,038	7,038	7,038	7,038	7,038	7,038	7,038	70,000
Total Revenue	270,315	295,076	391,703	371,983	399,119	391,703	371,983	371,983	391,703	371,983	371,983	451,703	4,451,237
Expenses													
Salaries	161,087	166,485	173,081	173,081	173,081	173,081	173,081	173,081	173,081	173,081	173,081	173,081	2,058,387
Benefits and Taxes	45,352	48,056	50,713	50,713	50,713	49,709	49,709	52,694	50,833	50,833	50,833	50,833	600,993
Staff-Related Costs	466	9,688	2,975	2,975	2,975	2,975	2,975	2,975	2,975	2,975	2,975	2,975	39,900
Occupancy Service	32,766	31,599	45,147	45,147	45,147	40,766	40,766	50,069	45,672	45,672	45,672	45,672	514,095
Student Expense, Direct	25,007	149,892	61,135	61,135	61,135	61,135	61,135	61,135	61,135	61,135	61,135	61,135	786,250
Student Expense, Food	0	956	5,454	5,454	5,454	5,454	5,454	5,454	5,454	5,454	5,454	5,454	55,500
Office & Business Expense	26,234	42,783	17,865	23,042	23,042	21,201	46,201	25,817	51,285	23,263	30,263	23,263	354,257
Transportation	2,395	14,751	18,050	18,050	14,550	14,550	14,550	14,550	14,550	14,550	14,550	14,550	169,643
Total Ordinary Expenses	293,307	464,210	374,420	379,597	376,097	368,871	393,871	385,776	404,986	376,964	383,964	376,964	4,579,025
Total Expenses	293,307	464,210	374,420	379,597	376,097	368,871	393,871	385,776	404,986	376,964	383,964	376,964	4,579,025
Net Income	-22,991	-169,134	17,283	-7,614	23,022	22,832	-21,888	-13,793	-13,283	-4,981	-11,981	74,740	-127,787
Cash Flow Adjustments	-1,761	470	703	703	703	703	703	703	703	703	703	703	5,740
Change in Cash	-24,752	-168,664	17,986	-6,911	23,725	23,536	-21,185	-13,090	-12,580	-4,278	-11,278	75,443	-122,047
Ending Cash	804,559	635,895	653,881	646,970	670,695	694,231	673,046	659,956	647,376	643,098	631,821	707,263	

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
Assets			
Current Assets			
Cash	829,311	635,895	707,263
Other Current Assets	12,136	12,136	12,136
Total Current Assets	841,447	648,031	719,400
Total Assets	841,447	648,031	719,400
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	120,711	119,420	126,451
Total Current Liabilities	120,711	119,420	126,451
Total Long-Term Liabilities	0	0	
Total Liabilities	120,711	119,420	126,451
Equity			
Unrestricted Net Assets	720,736	720,736	720,736
Net Income	0	-192,125	-127,787
Total Equity	720,736	528,611	592,949
Total Liabilities and Equity	841,447	648,031	719,400

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>
3605	08/13/2024	X			KCMO	KC WATER SERVICES DEPARTMENT	287.09
3606	08/02/2024	X			BCBS	BLUE CROSS BLUE SHIELD OF KANSAS CITY	17,707.03
3607	08/27/2024	X			WASTE	WASTE MANAGEMENT	419.96
3609	08/12/2024	X			GUIDEONE	GUIDE ONE	7,225.80
3610	08/20/2024	X			EVERGY	EVERGY	6,129.96
3611	08/20/2024	X			TIMEWARNER	TIME WARNER CABLE	119.97
3621	08/16/2024	X			DIVVY	CC - DIVVY	18,492.53
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 50,382.34
Check Type Total: Automatic Payment					Void Total:	0.00	Total without Voids: 50,382.34

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>
34283	08/08/2024	X			KCPREM	KC PREMIER TRANSPOR	5,000.00
83605163	08/05/2024	X			SOULBIRD	Soulbird Studios LLC	2,470.00
83605164	08/05/2024	X			STEWRIH	Rihanna Stewart	200.00
83605165	08/05/2024	X			BROWSHA	Shanel Brown	200.00
83605166	08/05/2024	X			REEVESWIDE	REEVES WIDEMAN MIDTOWN - CC	52.77
83605167	08/05/2024	X			ARTSTECH	ArtsTech	4,500.00
83605168	08/05/2024	X			ARTSTECH	ArtsTech	1,500.00
83605169	08/05/2024	X			INNOVATIV	INNOVATIVE OPTIONS	694.00
83605170	08/05/2024	X			GREATAMERI	GREAT AMERICA FINANCIAL SVCS CORP	195.77
83605320	08/05/2024	X			CHARTERCOM	CHARTER COMMUNICATIONS	409.17
83605384	08/05/2024	X			K12	K12 ITC, INC.	5,176.73
83605495	08/05/2024	X			CUNNTOS	To'sha Cunningham	200.00
83605496	08/05/2024	X			EVERGY	EVERGY	366.66
83605497	08/05/2024	X			PAYPOOL	Paypool LLC	370.75
83605498	08/05/2024	X			BREEMAR	MARGARET BREECE	546.00
83605499	08/05/2024	X			FRONTLNPR	FRONTLINE PROTECTION SERVICES LLC	900.00
83605500	08/05/2024	X			TRUEEMPOWE	TRUE Empowering, LLC	5,000.00
83605501	08/05/2024	X			TPTEDU	TPT EDUCATION LEADERS	5,750.00
83605502	08/05/2024	X			EDOPS	EDOPS	7,058.33
83605503	08/05/2024	X			BAKESAM	Samantha Baker	10,500.00
83605504	08/05/2024	X			AMAZON	AMAZON	202.19
83613718	08/08/2024	X			JACKJAY	Jayla Jackson	200.00
83613719	08/08/2024	X			MOORSKY	Skyelia Moore	200.00
83613720	08/08/2024	X			MOORCEI	Ceidasty Moore	200.00
83614234	08/08/2024	X			JANEMAR	Mary Jane	200.00
83625265	08/12/2024	X			BIGGJAV	Javion Biggins	200.00
83625742	08/12/2024	X			BREEMAR	MARGARET BREECE	500.00
83632096	08/13/2024	X			TMOBILE	T-MOBILE	776.19
83632097	08/13/2024	X			NWEA	NWEA	4,000.00
83634497	08/13/2024	X			STERICYCLE	STERICYLCLE, INC	24.15
83634498	08/13/2024	X			TRAVELERS	TRAVELER'S	707.00
83634499	08/13/2024	X			HIGENES	Hi-Gene's Janitorial Service, Inc	8,521.00
83634500	08/13/2024	X			MOORSKY	Skyelia Moore	200.00
83634501	08/13/2024	X			MOORCEI	Ceidasty Moore	200.00
83634682	08/13/2024	X			RCLAWN	R C LAWN & TREE	915.00
83634683	08/13/2024	X			K12	K12 ITC, INC.	15,037.23
83634884	08/13/2024	X			JANEMAR	Mary Jane	200.00
83634885	08/13/2024	X			BROWSHA	Shanel Brown	200.00
83634886	08/13/2024	X			STEWRIH	Rihanna Stewart	200.00
83634887	08/13/2024	X			BREEMAR	MARGARET BREECE	1,279.20
83634888	08/13/2024	X			CONCIERGE	CONCIERGE .	1,500.00
83634889	08/13/2024	X			MOLASHY	Shykela Mo'land	1,818.18
83634890	08/13/2024	X			TPTEDU	TPT EDUCATION LEADERS	34,500.00
83660443	08/15/2024	X			HENRDOR	DORETHA HENRY	3,500.00
83727208	08/19/2024	X			KCSIGNCO	KANSAS CITY SIGN COMPANY	4,390.27
83727209	08/19/2024	X			SMITMAK	Makalo Smith	240.00
83727420	08/19/2024	X			K12	K12 ITC, INC.	5,177.39

Check Register by Type

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>
83727421	08/19/2024	X			JOSTENS	JOSTENS	16.90
83727593	08/19/2024	X			JANEMAR	Mary Jane	250.00
83727594	08/19/2024	X			BROWSHA	Shanel Brown	250.00
83727595	08/19/2024	X			STEWRIH	Rihanna Stewart	250.00
83727596	08/19/2024	X			MOORSKY	Skyelia Moore	250.00
83727597	08/19/2024	X			DEPRDAL	Da'Lene DePriest	490.00
83727598	08/19/2024	X			KANSASPS	KANSAS CITY PUBLIC SCHOOLS	956.25
83727599	08/19/2024	X			FRONTLNPR	FRONTLINE PROTECTION SERVICES LLC	1,575.00
83727600	08/19/2024	X			JAMES	JAMES W. TIPPIN & ASSOCIATES	3,000.00
83770817	08/26/2024	X			METROPOLIT	METROPOLITAN COMMUNITY COLLEGE - KANSAS CITY	1,270.50
83770818	08/26/2024	X			POMPSTIRE	CC - POMPS TIRE 123	2,148.03
83770819	08/26/2024	X			RICKS	RICK'S AUTO CLINIC, INC	12.00
83770820	08/26/2024	X			STERICYCLE	STERICYCLE, INC	18.65
83770821	08/26/2024	X			DOMAINNET	CC - DOMAIN NETWORKS	289.00
83771374	08/26/2024	X			RICHGLE	GLEN RICHARDSON	275.00
83771375	08/26/2024	X			RESTOREEDU	Restorative Education	1,500.00
83771376	08/26/2024	X			MOLASHY	Shykela Mo'land	1,818.18
83771377	08/26/2024	X			TPTEDU	TPT EDUCATION LEADERS	5,750.00
83771378	08/26/2024	X			BAKESAM	Samantha Baker	10,500.00
83771379	08/26/2024	X			BREEMAR	MARGARET BREECE	1,579.20
83771380	08/26/2024	X			AMAZON	AMAZON	1,281.34
83776450	08/27/2024	X			IMAGINELLC	IMAGINE LEARNING, LLC	14,400.00
83776984	08/27/2024	X			DISTRKCT50	Distrkct500	28,800.00
83781126	08/28/2024	X			TRANSFORME	Transformed Barber & Cosmetology Academy	5,805.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 218,663.03
Check Type Total:		Check			Void Total:	0.00	Total without Voids: 218,663.03
Payee Type Total:		Vendor			Void Total:	0.00	Total without Voids: 269,045.37
Grand Total:					Void Total:	0.00	Total without Voids: 269,045.37

March 6, 2024

David Oliver
Chair, Board of Directors
De La Salle Education Center
3737 Troost Ave.
Kansas City, MO 64109

RE: RESPONSE TO INTENT TO RENEW

Dear Mr. Oliver,

Thank you for submitting the letter of intent for De La Salle Education Center to renew its charter effective the 2025-26 school year. This letter and the accompanying timeline and guidelines will help you complete the renewal application. The timeline outlined on the attached document does include the FY24 MAP data.

It is important to note, the data collected over the term of the contract do not constitute an automatic determination of renewal. The School Quality Review (SQR) conducted in November 2022, the renewal application, a public hearing, and board interview will also be used when making its decision to renew.

I look forward to meeting with the board's renewal committee to review the timeline and process.

Sincerely,



Martha McGeehon
Deputy Director, Accountability and Monitoring

CC: Sean Stalling, Executive Director

ATTACHMENT

De La Salle Renewal

Renewal Timeline:

Dates are subject to change based on negotiated calendar with DLS, MCPSC and DESE.

- **School Quality Review- COMPLETE**

- **Statement of Intent- COMPLETE**

- **Introductory Meeting- March 2024**

Commission staff and the board's renewal committee review data and discuss areas that will need to be addressed in DLS's renewal application. The timeline for the renewal process will be reviewed. Tentative dates for the following activities are set.

- **Review of 2024 Data and Draft Renewal Application- August 2024**

Commission staff and the board's renewal committee meet to discuss 2024 MAP data and DLS's draft renewal application. Commission staff may modify the requirements of the renewal narrative based on the 2024 data. Modifications will be discussed at this meeting.

If the public release of 2024 data has not occurred, the School and the Commission staff will discuss how that should be addressed in the application.

- **Public Hearing and Board Interview- Fall 2024**

A public hearing on the renewal application will be held by the Commission. The school will provide a short presentation about the plans for the next charter term and the public will have the opportunity for comment. Following the public comment, Commission members will interview the school's board. The Commission will also provide a feedback form on its website for community input.

- **Final Renewal Application –Fall 2024**

If Commission staff determine enough evidence exists to continue toward renewal, a finalized timeline will be agreed upon between the school and Commission.

In the event the Commission staff does not believe enough evidence exists to proceed with renewal, Commission staff will recommend nonrenewal.

- **MCSPC Votes on Renewal**

The Commission will vote on the renewal at the meeting following submission of the final renewal application.

- **Renewal Submitted to SBOE**

If the Commission votes to renew, all required materials and a sponsorship letter will be sent to DESE's Charter School Office within seven (7) days. The Commission will request the renewal to be placed on the consent agenda for the next SBOE meeting.

If the Commission votes not to renew, the Commission will meet with the school leader and board chair to discuss closure procedures. A letter of non-renewal will be sent to the board and DESE's Charter School Office.

- **SBOE Vote on Renewal**

Following approval by the Commission, the school submits three (3) power point slides that describe the next charter term. Those slides will be presented with the renewal application to the SBOE. The date of this meeting is selected by the SBOE, but likely within 60 days of the submission. (Subject to change by DESE.)

MCPSC Renewal Narrative Requirements for DLS

- **Narrative:** The renewal narrative summarizes the school’s plans for the next charter term. This should include strategies for success and provides specific ways the organization intends to modify its current program to address challenges. The narrative includes plans for academics, governance, and operations. The narrative must include a one-page executive summary.

DLS application must specifically include strategies to:

- Accelerate focused instruction and rigor in all classrooms
- Increase understanding and use of the systems of support for academic needs
- Increase staff collaboration to impact student learning
- Increase board development and create a board succession plan
- Ensure timeliness of compliance related tasks

These areas have been identified by Commission staff through an analysis of the LEA’s annual evaluations, site visit reports and school quality review. The narrative should include an explanation and timeline for how each area will be addressed in the next charter term and provide a clear understanding for how the strategies are aligned to the school’s mission.

- **Goals** for next charter term. MCPSC will work with DLS to modify current goals or create new goals that are aligned to the student population served by DLS to ensure accurate measurement of the impact of DLS.
- **Enrollment** for each year of the next charter term
- **Five years of financials:** actual P&L for FY23 and FY24, FY25 budget, and budget projections for FY26 and FY27. Budgets must include assumptions and staffing plan (number of teachers, administrators and supports positions.)
- **Graduate Profile:** The application must include a graduate profile. A successful profile provides a description of the skills, character traits, and/or other competencies for success in further education, career, and life you expect students to leave your school having developed and any other metrics the board uses to define quality.
- **Best and promising practices:** this could include hosting other educators at your school, presenting at conferences, partnerships with other schools or sharing resources and programs.)

As noted in the Commission’s Renewal Policy, the Commission will consider renewing schools that have not met multiple measures in its latest school evaluation. But the Commission will only do so “after careful reflection by the school and analysis by the Commission staff of questions like these:

- Does the governing board understand the school’s challenges?

- What actions has the governing board taken considering the school’s failure to meet academic performance, operational, or financial management standards?
- What impact have the board’s actions had on the school’s academic performance, operations, and financial viability?
- Is there community support for renewing the school despite its challenges?
- Do community members understand the gap between recent performance and what will be necessary for the school to provide the kind of education it aspires to provide students?”

Please be sure that your renewal application addresses questions like these. Doing so does not guarantee renewal. But it will help Commission staff and commissioners determine whether renewing a struggling school is more or less likely to lead to more students being prepared for what’s next in their lives.

Commission Review will include:

- Soundness of the plan- does this plan get to the results you desire?
- Does the plan serve the student population?
- Are these outcomes both rigorous and realistic?
- Does the plan address gaps identified in annual reports, site visits and SQRs?
- Does the plan include ways to secure continuation of successes?

DeLaSalle Charter Renewal Update
Prepared by the Academic Committee for the Board of Directors
September 11, 2024

The Academic Committee is working with the Executive Director to complete the Charter Renewal application. All Board members are invited to participate in this effort.

Board action is required today. As outlined in the timeline below, the Board is asked to select one of the following three dates for a public meeting hosted by the Missouri Charter Public School Commission (MCPSC) for the purposes of reviewing DeLaSalle's preliminary application for renewal and seeking public comment. The MCPSC will hold a separate meeting with the Board immediately following the public meeting.

- Tuesday, November 12
- Wednesday, November 13, or
- Thursday, November 14

For clarity and context, following is a timeline of events related to the Charter Renewal process:

February 2024: DLS (via a letter from Board Chair David Oliver) stated its intention to renew our charter with the Missouri Charter Public School Commission (MCPSC).

March 2024: The MCPSC acknowledged receipt of the letter and provided a timeline for the charter renewal process.

August 2024: DLS Chief Officer of Data and Accountability Dr. Phillip Adam has met with Bruce from the MCPSC to discuss data points necessary to accompany the Charter renewal application.

September 2024: The Academic Committee met with Sean Stalling to discuss status and next steps.

November 2024: The MCPSC has requested DLS set a date for a public hearing in which DeLaSalle will present its preliminary application for renewal, the public will be invited to provide comments. Following the public hearing, the Commission will hold a separate meeting to interview the Board.

November 2024: Following the public hearing and private meeting with the MCPSC, DeLaSalle will submit its final application. The MCPSC will vote to recommend Charter Renewal to the Missouri Department of Elementary and Secondary Education (DESE).

December 2024: Missouri DESE will hold a hearing to review DeLaSalle's application and vote to renew the school's Charter with the State of Missouri. Robbyn Wahby of the MCPSC, acting as

DeLaSalle's sponsor, will represent the school at the meeting. The Board Chair and Sean Stalling will also attend.

Next Steps:

Dr. Adam and the Administration are assembling data and supporting narrative to complete the initial application renewal. Specific areas of concern outlined in the MCSPC's March 2024 letter are listed below:

As noted in the Commission's Renewal Policy, the Commission will consider renewing schools that have not met multiple measures in its latest school evaluation. But the Commission will only do so "after careful reflection by the school and analysis by the Commission staff of questions like these:

- Does the governing board understand the school's challenges?
- What actions has the governing board taken considering the school's failure to meet academic performance, operational, or financial management standards?
- What impact have the board's actions had on the school's academic performance, operations, and financial viability?
- Is there community support for renewing the school despite its challenges?
- Do community members understand the gap between recent performance and what will be necessary for the school to provide the kind of education it aspires to provide students?"

Members of the Academic Committee will assist the administration in creating materials to support the application, including graphic design to illustrate "what a DeLaSalle graduate looks like," and other elements to create a professional-looking presentation.

The Key to Good Governance &
Good Administration

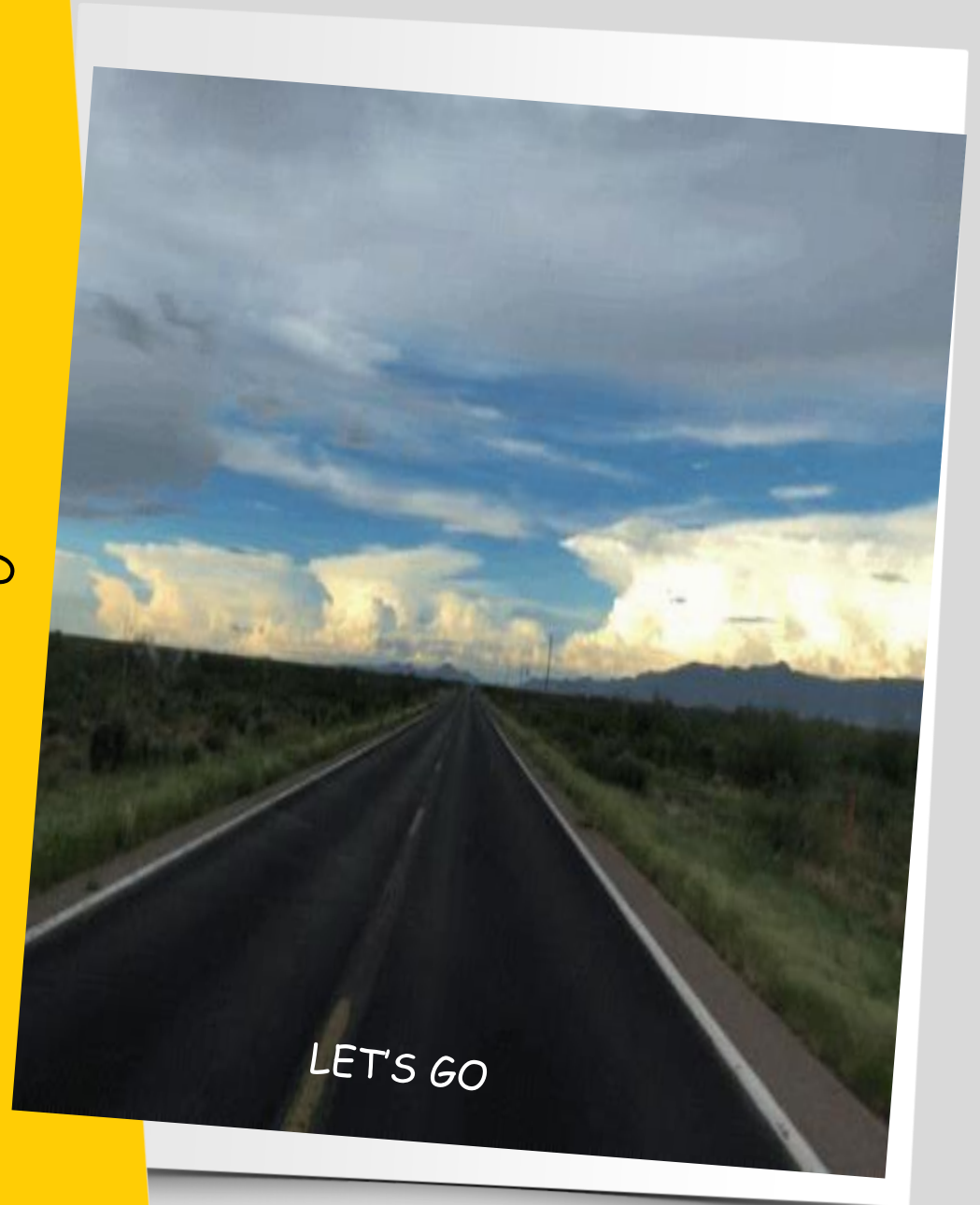


Stay in Your Lane

*Presented by Dana Tippin Cutler of
James W. Tippin & Associates*

TOPICS

- Governing Law
 - Charter School Laws
 - Sunshine Law Requirements
 - NFP Corporate Requirements
 - Fiduciary Duty
 - What is It?
 - Conflict of Interests
 - What Are They?
 - How Should They Be Handled?
- Staying in Your Lane
 - Hiring & Evaluating ED
 - Proposed Evaluation Process for ED for 2023-2024 and 2024-2025
 - ED's Contract
 - School Policy
 - Managing the Resources
 - Student Discipline
 - Due Process
 - Piloting Schools Trajectory
- Pointers from Successful Boards
- Pointers from EDs of Successful Boards
- Conclusion



Governing Law



Charter Schools are Created & Governed by Statute

Pursuant to RSMo. § 160.400. 1. Each charter school is an independent public school district.

As such, charter schools are considered to be quasi-governmental entities and must conduct their business and board meetings like a traditional public school, with public meetings governed by the Missouri Sunshine Laws. RSMo. § 610.010 et seq.

*Stay in
Your Lane*

SUNSHINE LAW REQUIREMENTS



- Open Meeting Requirements
 - Except in emergency situations, a public body must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision within Section 610.021, RSMo., that allows the meeting to be closed.
 - The Sunshine Law allows for public meetings to be both audio and video recorded by attendees. Each public governmental body may set up guidelines regarding the recording process. These guidelines can be found in the body's Sunshine Law Policy. No one is allowed to record a closed meeting, if they are not given permission to do so.
 - This includes telephone conferences and internet chat sessions.

SUNSHINE LAW REQUIREMENTS



- Closed Meeting Requirements
 - Except in emergency situations, a public body must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision within Section 610.021, RSMo., that allows the meeting to be closed.
- Reasons for Closed Meetings
 - Legal Actions or Legal Communications
 - Leasing/Purchase/Sale of Real Estate
 - Personnel Actions for Named Personnel
 - Individually Identifiable Personnel Records
 - Suspensions, Expulsions, Probations or Graduation of individual students
 - Testing and Exam Materials
 - Specs for Competitive Bidding
 - Sealed Bids
 - Records Protected from Disclosure by Law
 - Confidential Info Provided to Entity's Auditor
 - Security Measures



SUNSHINE LAW REQUIREMENTS



ASKING,
"WILL THERE BE A QUORUM?"
ISN'T ENOUGH

Meetings, phone conferences,
chatrooms involving fewer than
a quorum of the members
where the members deliberately
attempt to discuss public
business equals a meeting.



SUNSHINE LAW REQUIREMENTS

Board Minutes



- *Must be Available in Draft Form within 72 hours*
- *Record of Topics Discussed and Votes Taken*
- *Not a transcript*
- *Only One set of Minutes*
 - *Notes of Others Cannot Supersede Official Minutes of Board*
- *Open Minutes Approved in Open Session*
- *Closed Minutes Approved in Closed Session*



NOT FOR PROFIT CORPORATION



As a member of the De La Salle Board of Directors you have unique responsibilities under the laws governing charter schools and the laws governing Boards of Not-for-Profit Corporations in the State of Missouri (RSMo. § 355.010 et seq.)

The key to successful governance and Boards is for Board members to know their lane(s) and to stay in them. This presentation is a guide to help you do just that.

Stay in Your Lane

Bylaws & Resolutions

What are Bylaws?

Why do we need Bylaws?

Focus on Article Seven

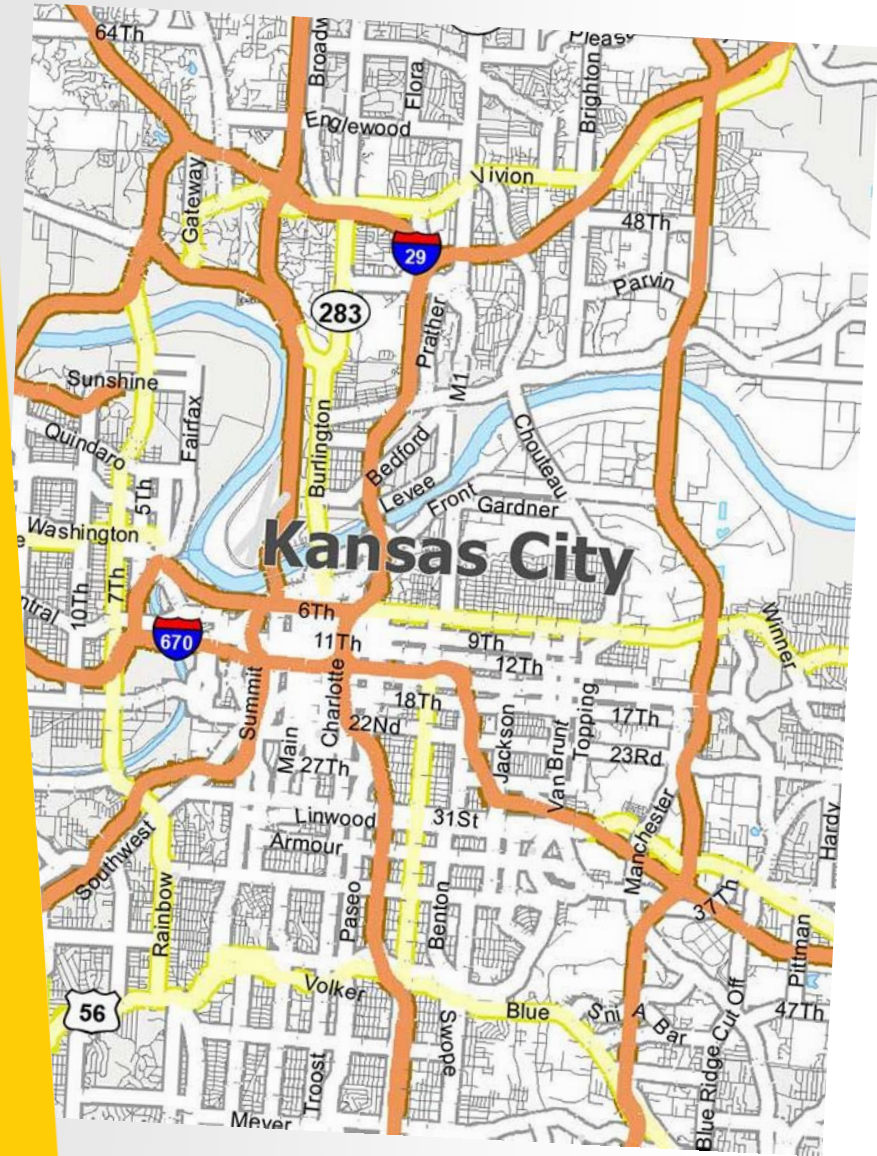
The Board of Directors, by resolution, may delegate specified authority to a committee and may appoint or remove members of a committee. A committee shall include two or more directors and may include persons who are not Directors. Staff members, including the lead administrator, may serve on any committee as ex-officio, non-voting member of such committee.

Required Committees:

- Finance Committee
- Governance Committee
- Educational Success Committee

What do they do?

What are Board Resolutions and why do we have them?



Fiduciary Duty

Trust

A fiduciary has control over another individual's money, property, or person, and has a duty to always act on that person's/entities' behalf in a loyal, honest, and trustworthy manner. A fiduciary must put the individual's/entities' needs, goals, and benefit ahead of their own by virtue of their position.

Your duty as a Board member are to the taxpayers of the State of Missouri and to DLS.

The fiduciary duty is an obligation of loyalty and good faith to someone or some entity that is the highest duty known to the law. It requires a degree of loyalty and care that does not allow any violation without exposing the violator to personal liability. Often, it can apply without you even expressly agreeing to undertake it. It does not allow for any conflict of interest whatsoever and requires full disclosure of any potential conflict of interest. It requires complete honesty and disclosure of any relevant information from the fiduciary to the person to whom it is owed. As one great jurist wrote, it does not allow for, "...a scintilla" of disloyalty to exist.



Fiduciary Duty

Synonyms of Fiduciary

- Curator
- Depository
- Guardian
- Trustee
- Administrator
- Conservator
- Executor
- Steward

Antonyms of Fiduciary

- Unbelievable
- Untrustworthy
- Dubious
- Unreliable
- Unreasonable
- Doubtful
- Unethical

FIDUCIARY DUTY & CONFLICT OF INTERESTS

What is a Conflict of Interest in this Context?

Simply put, you cannot have any other interest or duty relationship that impedes the ability to act solely in the best interest of DLS.

How Do Ensure You're Acting in the Best Interest of DLS?

Err on the side of caution and disclose any issue that might be a conflict of interest, rather than failing to disclose. It is better to open the door of disclosure and it not be a conflict



FIDUCIARY DUTY & CONFLICT OF INTERESTS

MAINTAINING A “CULTURE OF CANDOR”

1. Conflicts can be nuanced and have more to do with a “duality of interests” than a financial conflict.
2. DLS should make it a regular practice to take time at a board meeting at least once a year to discuss the types of hypothetical situations that could result in a conflict of interest, and then discuss how the board would manage that potential conflict, role-playing, so that when a real conflict arises the board will be ready to handle it with more ease.
3. DLS's minutes should reflect when a board member discloses that s/he has a conflict of interests and how the conflict was managed, such as that there was a discussion on the matter without the board member in the room, and that a vote was taken but that the “interested” board member abstained (board members with a conflict are “interested” - board members without a conflict are “disinterested”).
4. DLS should circulate a questionnaire each year to find out whether any board member (or staff member) has a conflict of interest. Typically, the questionnaire asks board and staff members to disclose existing conflicts and reminds them to disclose any that may crop up in the future.

Board of Directors

- ❖ Hiring & Evaluating the E.D.
- ❖ Overseeing and Developing School Policy
- ❖ Overseeing Finances/Budget
- ❖ Enforcing Student Discipline
- ❖ Conducting Due Process Hearings
- ❖ Piloting the School's Trajectory



Stay in Your Lane



- The Board of Directors is tasked with hiring and oversight of the ED. This includes providing a contract to the ED; providing an annual evaluation; setting annual goals for the ED; and assisting the ED in achieving professional goals.
- If there is a need the Board is tasked with termination of the ED.
- And, of course, the Board is responsible for hiring the ED which would include setting the criteria for the next hire; establishing a hiring process; and conducting the interview process that would culminate in a new hire.
- This process is the exclusive domain of the Board and should be controlled by the Board.

EXECUTIVE DIRECTOR



Proposed ED Evaluation Process for 2023-24 and 2024-25

1. Choose 4 Other areas of inquiry
Charter School Application
Requirements (80%)
 - a) Leadership Effectiveness
 - b) Parent & Community
Engagement
 - c) Staff Recruitment/Retention
 - d) Student Enrollment/Retention
 - e) Resource Management
 - f) Safety
2. Each Area of Inquiry is
Weighted
3. January check-in on Progress
4. Identify Professional
Development Opportunities

3 questions under each inquiry

- a) Please describe how you have
met the area of inquiry in
2023-24
- b) Please describe goals in this
area for 2024-25
- c) How can board assist with
achieving 2024-25 goals?



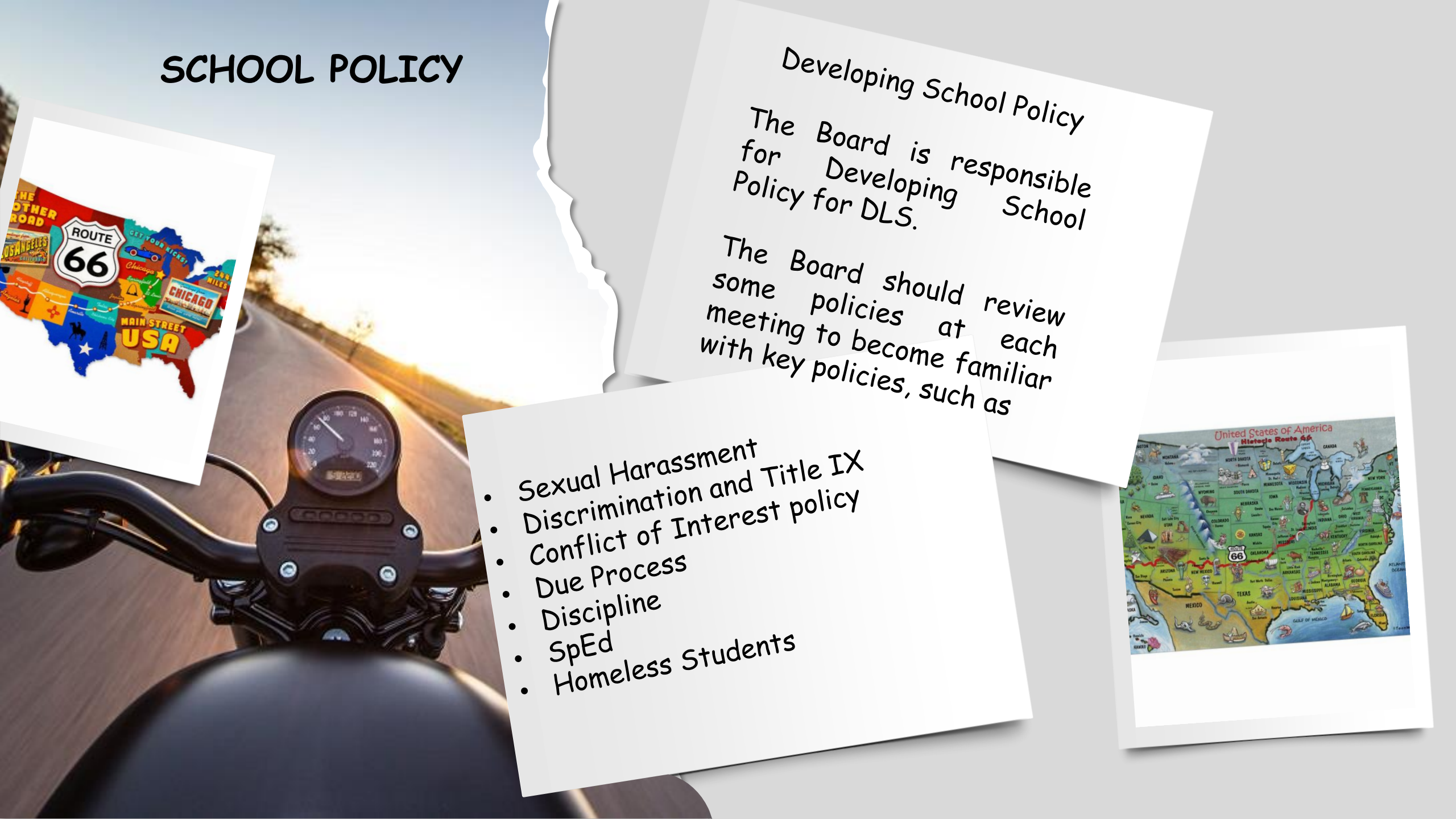
SCHOOL POLICY



Developing School Policy
The Board is responsible for Developing School Policy for DLS.

The Board should review some policies at each meeting to become familiar with key policies, such as

- Sexual Harassment
- Discrimination and Title IX
- Conflict of Interest policy
- Due Process
- Discipline
- SpEd
- Homeless Students



MANAGING the RESOURCES

- Charter Schools receive tax dollars to operate.
- Consequently, Board members are fiduciaries to the taxpayers of Missouri and the staff, parents and students of DLS.

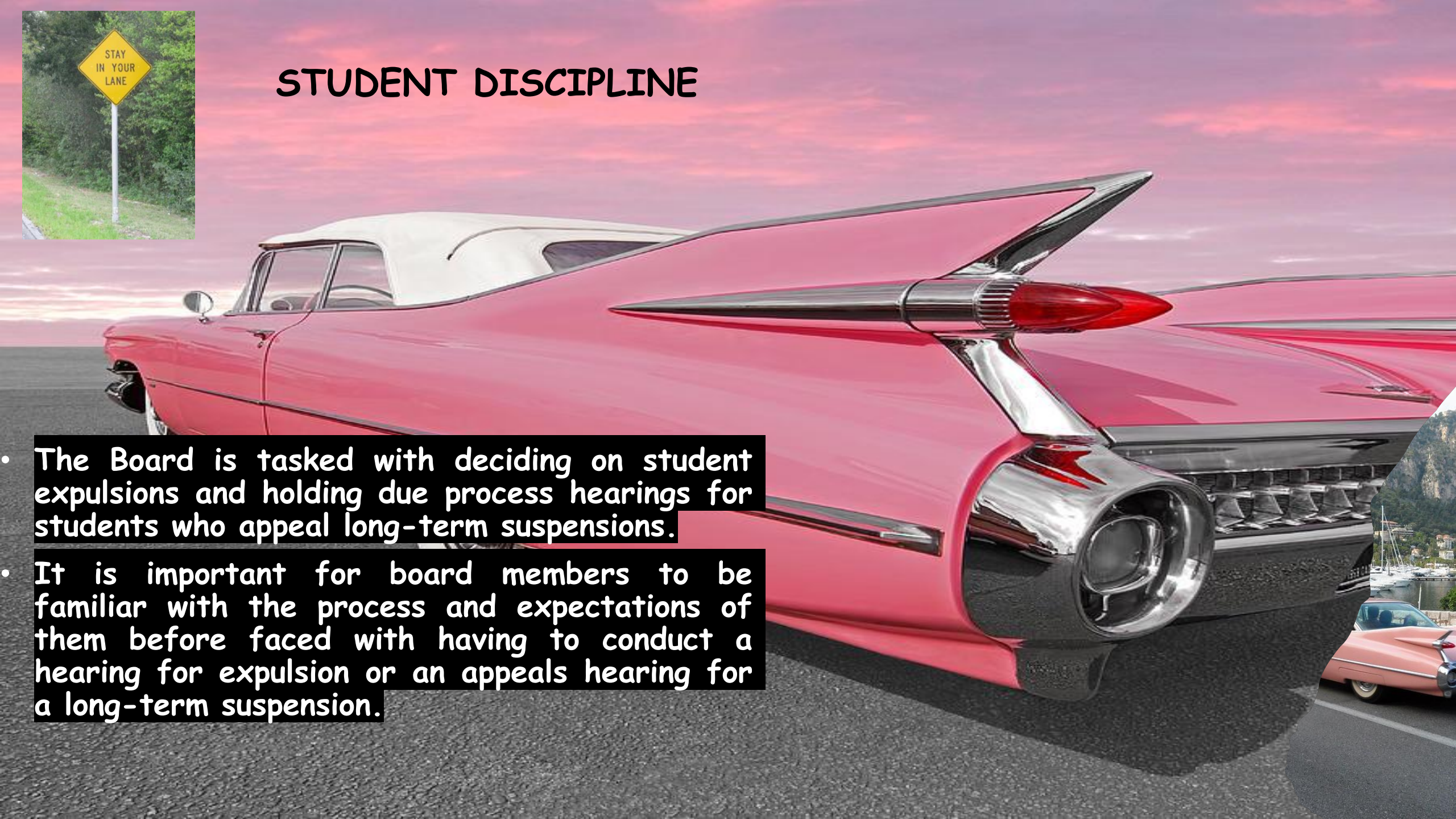
- You are charged with oversight of the budget
- Maintaining a reserve of at least 3% of
- Ensuring there are sound fiscal structures and controls
- Failure to do so could result in personal liability and criminal conviction



STUDENT DISCIPLINE



- The Board is tasked with deciding on student expulsions and holding due process hearings for students who appeal long-term suspensions.
- It is important for board members to be familiar with the process and expectations of them before faced with having to conduct a hearing for expulsion or an appeals hearing for a long-term suspension.



Due Process Hearings

Parents can file a complaint with the school regarding how discipline matter was handled or regarding Special Education services.

The Hearing is very much the same for Due Process Hearings and disciplinary hearings.

The Boards receiving evidence from relevant parties.

The Board Issues a written decision based on the evidence and the law.

Quick Overview

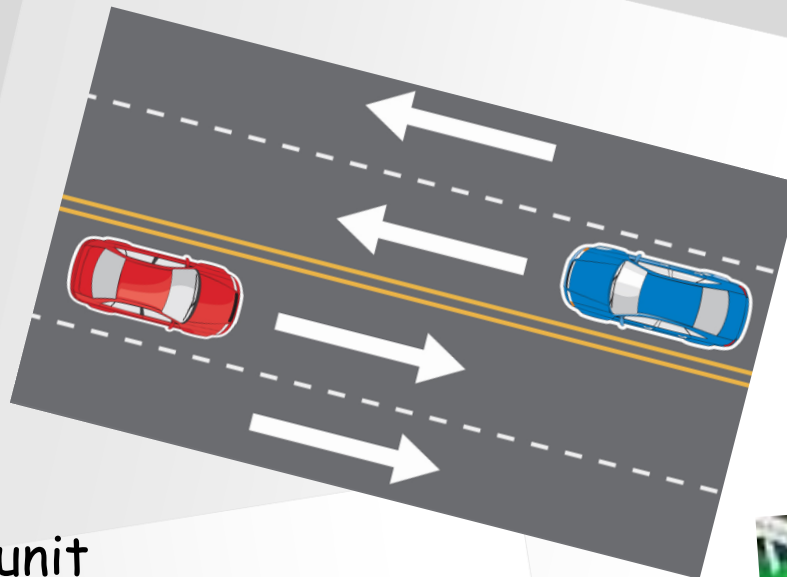
Piloting the School's Trajectory



IT IS ON YOU



Pointers from Successful Boards



- The Board work as a unit
- Board Issues Are Handled by the Board
- Board Members Are Prepared for Board Meetings
- Board Members Treat the ED like a Professional
- The Board Stays Out of the Weeds & School Management
- The Board Maintains a Line Between Themselves & the Staff, Parents & Other Stakeholders
- The Board Follows the Established Chain of Command
- The Board Leaves Public Comment to the Designated Representative

Working Hand in Hand

Pointers from EDs of Successful Boards

Do Your Part So
They Can Do
Theirs



- ✓ *Board Materials Should be Provided (inc. E.D. Report) No Less than 7 days before the meeting*
- ✓ *Be Open to Board Members Comments & Concerns*
- ✓ *Mutual Respect*
- ✓ *Re-Directing Board Level Conversations Back to the Board*
- ✓ *Reviewing and Updating Agenda with Board Chair to Match Board Calendar and Organizational Needs*





Fiduciary Duty

Student Discipline

School Policy

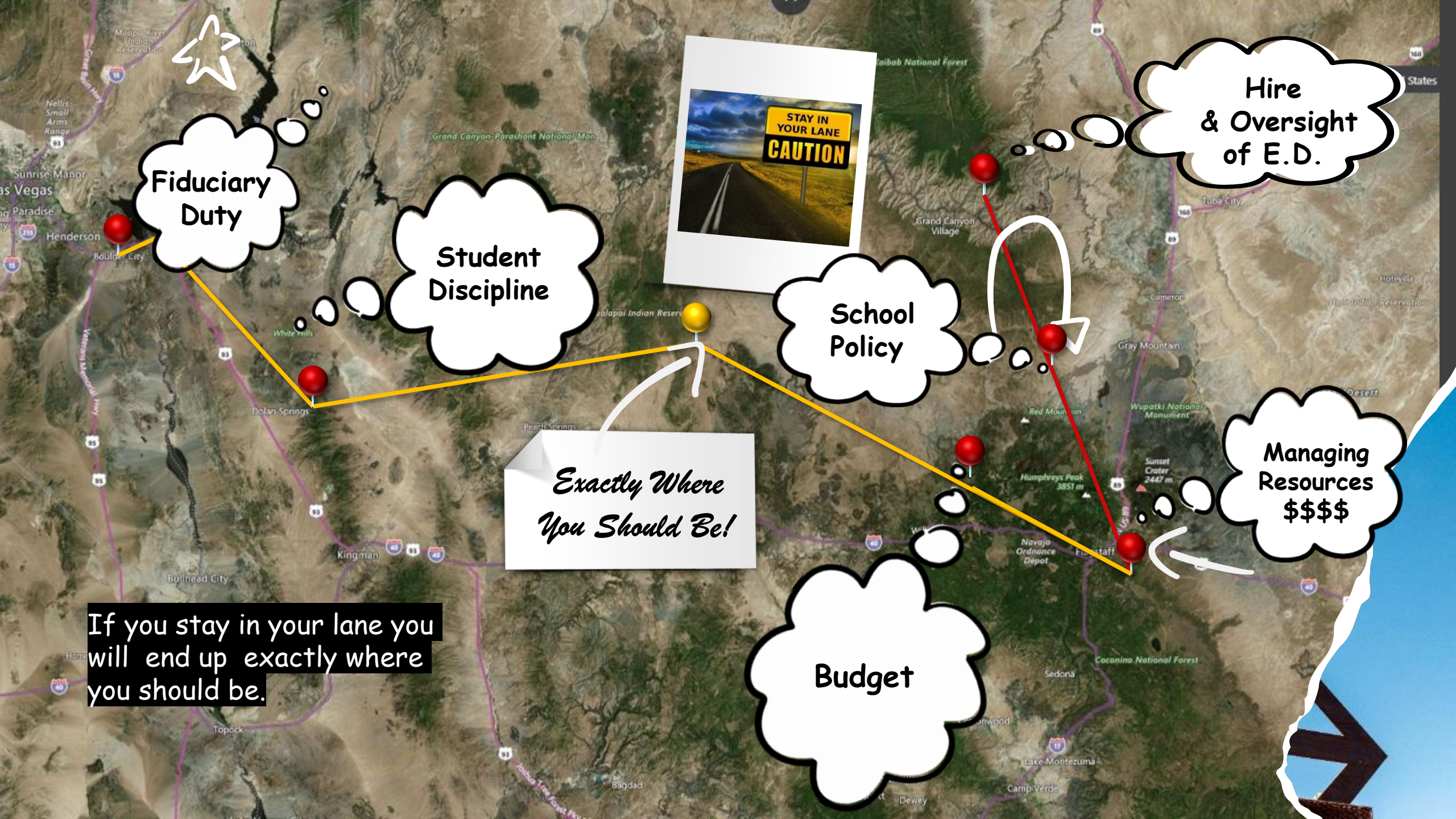
Hire & Oversight of E.D.

**Managing Resources
\$\$\$\$**

*Exactly Where
You Should Be!*

Budget

**If you stay in your lane you
will end up exactly where
you should be.**





A Happy Board

A Happy School

A Happy Sponsor

*We Stayed
in Our Lane*

Conclusion