



**The Leadership School**

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

## Board of Directors Meeting Materials

**Date:** Tuesday, April 5, 2022

**Time:** 6:00 - 7:45pm

**Location:** [Via Zoom](#)

**Log in:** Meeting ID: 936 4830 0851; Passcode: TLS2021

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1. Minutes from February 22, 2022 and March 8, 2022
2. February 2022 Financial Report from EdOps



## Board of Directors Meeting Minutes

**Date:** Tuesday, February 22,, 2022

**Location:** Virtual (Zoom)

### ATTENDANCE:

- A. **TLS Directors Present:** Lennel Hunter, Janice Jones, Pablo Flinn, Gerren McHam, Brooke Black
- B. **TLS Directors Absent:** Valerie Liddell, Kevie Hendrix
- C. **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Denitria Neil (TLS), Paul Greenwood (EdOps)

### CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, February 22, 2022, at 6:03pm. Lennel Hunter called the meeting to order.

### OPENING ITEMS

- A. No public comment

### ACTION ITEMS

- A. G. McHam made a motion to approve the minutes for the Jan 25, 2022 and Feb 8, 2022 meetings. P. Flinn seconded the motion. Motion passed (5/5).
- B. After a brief discussion, G. McHam made a motion to approve the January 2022 financial report. P. Flinn seconded the motion. Motion passed (5/5).

### INFORMATION ITEMS

- A. EdOps Presentation
  - a. Paul Greenwood gave an overview of the budget and financial process for charter school. He discussed the items that the board must look at every month in terms of the impact on revenue: enrollment, attendance, demographic information.
  - b. Paul shared budget liabilities that the board should take note of: current facility numbers are below what he's modeled in the budget, the projections are without any actual operating costs, and there are worries about the cost of phase 2 of the building renovations.

### MOVED TO CLOSED SESSION OF THE BOARD

- Roll call vote to move to a closed session to discuss facility options pursuant to RSMo. 610.021.2, which states: Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore. G. McHam made a motion to move to a closed session. Seconded by P. Flinn. Motion passed.
  - Lennel Hunter: Yea



- Pablo Flinn: Yea
  - Janice Jones: Yea
  - Gerren McHam: Yea
  - Brooke Black: Yea
  - Kevie Hendrix: Absent
  - 
  - Valerie Liddell: Absent
- Actions taken: None
  - G. McHam made a motion to end the closed session at 6:58pm. Seconded by P. Flinn. Motion passed.

### **INFORMATION ITEMS**

#### B. Board Committee Reports

- a. Finance and Facilities Committee - Discussed facility in closed session. No other items to report.
- b. Governance Committee - The committee reported meeting with prospective board/committee members. Board chair and executive director to share additional contact information.
- c. School Performance Committee - The committee is working with board consultant (Mr. Haft)
- d. Development Committee - The committee held a meeting earlier today. They have broken down the goal from the Finance Committee (\$200K) into various components: grants, giving campaigns, individual donors. A stretch goal of \$400K has been set. The Committee Chair asked for 100% board commitment for giving. More details will be shared.

#### C. Executive Director Report

- a. K. Townsend shared an update on student enrollment application numbers and staff recruitment.

### **ADJOURNMENT**

There being no further business to be transacted, P. Flinn made a motion to adjourn the board meeting. G. McHam seconded the motion. Motion passed (5/5) and the meeting was adjourned at 7:34pm.

### **Prepared by:**

Kimberly Townsend

2/22/2022

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NAME

Date



## Board of Directors Meeting Minutes

**Date: March 8, 2022**

**Location: Virtual (Zoom)**

### ATTENDANCE

- **TLS Directors Present:** Lennel Hunter, Brooke Black, Kevie Hendrix, Gerren McHam, Pablo Flinn
- **TLS Directors Absent:** Valerie Liddell, Janice Jones
- **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Rebecca Secrest (CSDC)

### CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, March 8, 2022, at 6:05pm.

### OPENING ITEMS

- No public comment

### MOVED TO CLOSED SESSION OF THE BOARD

- Roll call vote to move to a closed session to discuss facility options pursuant to RSMo. 610.021.2, which states: Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore..
- G. McHam made a motion to move to a closed session. Seconded by K. Hendrix. Motion passed.
  - Lennel Hunter: Yea
  - Pablo Flinn: Yea
  - Brooke Black: Yea
  - Gerren McHam: Yea
  - Kevie Hendrix: Yea
  - Janice Jones Absent
  - Valerie Liddell: Absent
- Actions taken: K.Hendrix made a motion to approve a lease agreement between The Leadership School and Charter Schools Development Corporation (CSDC) pending a favorable review from legal counsel. G. McHam seconded the motion. Motion passed unanimously.
  - Lennel Hunter: Yea
  - Pablo Flinn: Yea
  - Brooke Black: Yea

- Gerren McHam: Yea
- Kevie Hendrix: Yea
- G. McHam made a motion to end the closed session. Seconded by K. Hendrix. Motion passed; Adjourned closed session at 6:55pm.

**INFORMATION ITEMS**

- Executive Director Report
  - K. Townsend gave a brief update on student recruitment/enrollment, staff recruitment and hiring process, and community engagement.

**ADJOURNMENT**

There being no further business to be transacted, and upon motion duly made (G. McHam) seconded (P. Flinn) and approved, the meeting was adjourned at 7:14pm.

**Prepared by:**

Kimberly Townsend

3/8/2022

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NAME

Date

## The Leadership School January 2022 Financial Report

Cash Position – 12/31/21: \$169,658

Cash Position – 1/31/22: \$152,696

Cash Position – 2/28/22: 143,533

Summary: The school’s February spend was just under 21K, up from January. Increased spending is coming from grant funded activities. YTD burn continues to trend about favorable, as total spend is 61% of budget. As such, now expect to be closer to 120K at end of q3. It will still be important for all constituents to be focused on fundraising, as cash flow will be very tight without additional funding.

Annual Operating Expense Budget										
	Budget	July	August	September	October	November	December	January	February	Totals
Facilities	20,000	5,000	5,000	5,000	5,000	-	-	-	-	20,000
Board	8,895	-	-	-	95	-	-	-	929	1,024
Personnel	193,235	13,587	15,071	14,232	14,791	14,960	15,570	14,247	14,798	117,256
Contracted	2,500	-	-	-	-	-	-	-	-	-
Admin	26,439	2,202	836	238	4,555	6,185	447	461	4,018	18,941
Marketing	16,380	1,000	238	943	196	-	2,963	275	573	6,187
Program	8,500	163	1,200	-	208	-	87	1,980	525	4,162
Total	275,949	21,953	22,345	20,412	24,845	21,145	19,066	16,962	20,843	167,571

One would expect a burn rate of 66.6% after 8 months of the fiscal year.

Budget Category	Annual Spend	Actual Spend	Burn Rate
Facilities	20,000	20,000	100.0%
Board	8,895	1,024	11.5%
Personnel	193,235	117,256	60.7%
Contracted	2,500	-	0.0%
Admin	26,439	18,941	71.6%
Marketing	16,380	6,187	37.8%
Program	8,500	4,162	49.0%
Total	275,949	167,571	60.7%