

# Board of Directors Meeting Minutes

**Meeting Date:** 10/25/2022

**Location:** Hybrid: In-person (1785 Pennsylvania Ave) and Virtual (Zoom)

## ATTENDANCE

- A. **TLS Directors Present In Person:** Lennel Hunter, Deanne Henderson, Chardae Rigdon, Aaron Williams, Brooke Black
- B. **TLS Directors Present Virtually:** Gerren McHam, Janice Rogers Jones
- C. **TLS Directors Absent:** None
- D. **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Denitra Neil (TLS), Deborah Wright

## CALL TO ORDER

Once a quorum was met a meeting of the Board of Directors of The Leadership School was duly called on Tuesday, October 25, 2022 at 6:14 pm. Lennel Hunter called the meeting to order.

## OPENING ITEMS

- No public comment

## ACTION ITEMS

- A. G. McHam made the motion to approve the minutes for September 27, 2022. D. Henderson seconded the motion. Motion passed (7/7).
- B. G. McHam made a motion to approve the August 2022 Financials. B. Black seconded the motion. Motion passed (7/7).
- C. G. McHam made a motion to approve the September 2022 Financials B. Black seconded the motion. Motion passed (7/7).
  - a. The school has expected 39 days of cash on hand. Fund balance and gross margin is good.

## BOARD BUSINESS

- A. G. McHam made a motion to add review of TLS Family Handbook and Board Policies to the agenda. D. Henderson seconded. Motion passed (7/7).
  - a. C. Rigdon discussed suggested changes to the family handbook. Some suggestions involve a review of policies. Most relate to school procedures. The conversation was tabled to the School Performance Committee meetings.
  - b. G. McHam had a number of suggested changes to the model policies. This will be discussed in the governance committee. ED will connect him with the School Operations Manager.
- B. Board Chair Report

- a. Sponsor had concerns about compliance and the timeliness of items being submitted.
  - b. ED was significantly behind on submissions to the sponsor and DESE. The board would like to see a compliance dashboard, a list of upcoming items and any past due items every month. By 10/31 to reduce to 0% past due. The goal is 80% submission on time.
- C. MEC Filing - ED gave an update on the status and requirements of the annual filing

## **BOARD COMMITTEE REPORTS**

- A. Development Committee:
  - a. 800,000 in fundraising projected this year.
  - b. Giving Tuesday is coming up and Brooke will be asking Board members to participate.
  - c. 30% of the proceeds from the November 19th event "Becoming Carmen" will be donated to The Leadership School.
  - d. Grant applications totaling \$171,000 have been submitted.
- B. Finance + Facilities Committee -
  - a. Cash flow was a concern.
  - b. We are expecting a grant disbursement this week. ED will reach out tomorrow.
  - c. We are also expecting our DESE payment by 10/28.
  - d. The board the ED to email and update tomorrow.
- C. Governance Committee - Reviewed Model Policy
- D. School Performance Committee -
  - a. C. Ridgon and J. Rogers Jones will co-chair the school performance committee.
  - b. Ms Roger-Jones suggested that the board meet with teachers the 1st week of November to address their concerns and gather feedback on the how's and what's from an academic perspective.
    - i. The Board agreed that they should be mindful of scheduling meetings with the teachers. Instead they would invite the directors to present at one of the upcoming meetings.

## **EXECUTIVE DIRECTOR REPORT**

- A. The Executive Director shared highlights on student attendance and enrollment.
  - a. Enrollment is still ongoing for 1st and 2nd grade.
  - b. Attendance remains a concern. Specifically tardies.

- c. Culture surveys will be sent out to parents allowing them to give feedback.
- d. Updates on events with Family and Community engagements.

### **CLOSING**

- ED will connect School Operations Mgr with the Governance Committee.
- ED will assure that the Director of Community Affairs connect School Committee

### **ADJOURNMENT**

There being no further business to be transacted, and upon motion duly made (G. McHam), seconded (D. Henderson) and approved, the meeting was adjourned at 8:50pm.

### **Prepared by:**

Deborah Wright

NAME

Meeting Date 10/25/2022

Date