



**The Leadership School**

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

# Board of Directors Meeting Materials

**Date:** Tuesday, August 31, 2021

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

**Time:** 6:00 - 7:30pm

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

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1. Minutes from June 26, 2021, July 18, 2021 and July 27, 2021
2. June 2021 and July 2021 Financial Report from EdOps



# The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

## Board of Directors Meeting Minutes

**Date:** June 29, 2021

**Location:** Virtual (Zoom)

### ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Kevie Hendrix, Dr. Crystal Ulett
- B. **TLS Directors Absent:** Sherita Love, Dr. Raegan Johnson
- C. **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Denitria Neil (TLS), Pablo Flinn, Janice Jones

### CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, June 29, 2021, at 6:08pm. Lennel Hunter called the meeting to order.

### OPENING ITEMS

- A. Prospective board members, Pablo Flinn and Janice Jones, introduced themselves.
- B. Mr. Hunter announced that without a quorum, the board could not vote on any school business. The remainder of the meeting would be informational in nature, with a special meeting need held before the July board meeting.

### INFORMATION ITEMS

- A. Executive Director Report
  - a. Update on 2021 priorities: K. Townsend gave an update on the four major priorities areas. Board members asked questions about marketing efforts and community engagement. K. Hendrix named the top risks for the year around student recruitment, facilities and fundraising.
  - b. Update on summer camp: K. Townsend gave an update on summer camp enrollment and progress to date. We had 31 students enrolled: 24 students attended the first session; 5 new students are enrolled for the second session. Students will have a Leadership Showcase on Friday July 2nd and Friday July 23rd.
- B. Board Committee Reports
  - a. Finance and Facilities:
    - i. K. Hendrix talked through the budget; fundraising has to be a key priority. Facilities conversations will pick back up in July.
  - b. Governance:

- i. C. Ulett discussed that 6 people had been invited to join the board with 4 responding yes. Those individuals could not be voted on today due to lack of quorum but a special meeting will be held prior to the July 27 board meeting.
- ii. Second emails have been sent to another 15 top prospects for board or committee roles → 5 interested in knowing more, 1 not interested, 1 wants to volunteer with the school side of the work, and 1 email bounced back.

### **ADJOURNMENT**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:18pm.

### **Prepared by:**

Kimberly Townsend

6/29/2021

NAME

Date



## **Board of Directors (Special) Meeting Minutes**

**Date: 7/18 /2021**

**Location: Virtual (Zoom)**

### **ATTENDANCE**

- A. **TLS Directors Present:** Lennel Hunter, Kevie Hendrix
- B. **TLS Directors Absent:** Dr. Raegan Johnson
- C. **TLS Staff/Guests Present:** Kimberly Townsend

### **CALL TO ORDER**

A meeting of the Board of Directors of The Leadership School was duly called to order by Lennel Hunter Sunday, July 18, 2021 at 10:05am.

### **ACTION ITEMS**

- A. Minutes from the May 25, 2021 board meeting were approved by the board.
- B. Financial statements from May 2021 were approved by the board.

### **FY 2022 BUDGET**

- A. Contingency budget for FY 2022 (July 1, 2021 - June 30, 2022) was approved. Operating expenses for Q1 (July 1, 2021 - September 30, 2021) were approved.
  - a. Discussion was had regarding the best way to move forward with the budget prior to receiving the full grant that has been offered. TLS Board will revisit the budget at the end of Q1 after successfully securing an additional grant.

### **TLS Board and Staff**

- A. Five (5) new board members were approved: Brooke Black, Pablo Flinn, Janice Jones, Valerie Liddell and Gerren McHam
- B. A discussion was had regarding Executive Director, Kimberly Townsend, moving to TLS' payroll at the conclusion of her fellowship with The Opportunity Trust. The board determined that it was best to provide the ED with an offer letter of at-will employment until after Q1 when additional funding and budget for the school is finalized. At that time, the board anticipates issuing a formal contract.

### **ADJOURNMENT**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:25am.

### **Prepared by:**

Kimberly Townsend

NAME

7/18/2021

Date

# Board of Directors Meeting Minutes

**Date:** July 27, 2021

**Location:** Virtual (Zoom)

## ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Pablo Flinn, Janice Jones, Gerren McHam
- B. **TLS Directors Absent:** Kevie Hendrix, Dr. Raegan Johnson, Valerie Liddell, Brooke Black
- 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, July 27, 2021, at 6:07pm. Lennel Hunter called the meeting to order.

## OPENING ITEMS

- A. New board members, Gerren McHam, Pablo Flinn and Janice Jones, introduced themselves.
- B. Mr. Hunter announced that without a quorum, the board could not vote on any school business. The remainder of the meeting would be informational in nature. Items requiring a vote would be held until the August 31, 2021 meeting.

## INFORMATION ITEMS

- A. 2021-22 Budget/Finances
  - a. P. Greenwood from EdOps presented the June financial report and addressed questions related to the planning year budget.
  - b. L. Hunter shared recent updates to 2021-22 grant funding.
  - c. The finance committee of the board will take another look at the budget to adjust for changes in grant funding.
- B. Board Updates + Committee Reports
  - a. Finance and Facilities:
    - i. J. Jones asked questions regarding fundraising to close gaps.
    - ii. P. Greenwood discussed opportunities for regional funding. This is the focus of the development committee.
  - b. L. Hunter discussed possible dates for the board retreat and the return of the board agreement from each member.
  - c. Due to increased COVID cases/Delta variant, board meetings will remain virtual for now.

C. Executive Director Report

- a. 2021 Summer Camp Review: K. Townsend shared summer camp enrollment and progress.
  - i. We had 34 students enrolled: 26 students attended the summer sessions, with 18 students attending both sessions. 20 of our camp students are eligible to join TLS as founding K, 1st or 2nd graders → all are pre-enrolled
  - ii. 100% of parents surveyed agreed that the camp was beneficial to their children and 100% were satisfied or very satisfied with the experience. Three new parent ambassadors committed to spreading the word and helping to recruit families.
  - iii. Students completed two community impact projects:
    - 1. Raised \$125 from families/friends
    - 2. delivered 26 baskets of activities to Children's Hospital
    - 3. 12 additional youth at 3-on-3 Basketball tournament
  - iv. Our team is revising components of our model around student leadership and tracking of progress. We will re-pilot those changes in our fall engagements.
- b. Update on 2021 priorities: K. Townsend gave an update on student recruitment: 64 students were pre-enrolled. The first open-enrollment period begins August 1, 2021.

**ADJOURNMENT**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:29pm.

**Prepared by:**

Kimberly Townsend

7/27/2021

NAME

Date

**Balance Sheet - Combined**

Period Ending:  
June 2021

	<u>10 GENERAL</u> <u>FUND</u>	<u>Total</u>
<b>Total Assets and Deferred Outflows of Resources</b>		
<b>Current Assets</b>		
1112 Midwest Bank Checking	137,577.64	137,577.64
Current Assets	137,577.64	137,577.64
<hr/>		
<b>Total Assets and Deferred Outflows of Resources</b>	<b>137,577.64</b>	<b>137,577.64</b>
<hr/>		
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>		
<b>Current Liabilities</b>		
2151 FIT Withholding Payable	0.00	0.00
2152 Social Security Payable	0.00	0.00
2155 Missouri Income Tax Payable	0.00	0.00
Current Liabilities	0.00	0.00
<hr/>		
<b>Fund Balance</b>		
3111 FUND BALANCE	137,577.64	137,577.64
Fund Balance	137,577.64	137,577.64
<hr/>		
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>	<b>137,577.64</b>	<b>137,577.64</b>
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**Balance Sheet - Combined**

Period Ending:

	<u>10 GENERAL</u> <u>FUND</u>	<u>Total</u>
<b>Total Assets and Deferred Outflows of Resources</b>		
<b>Current Assets</b>		
1112 PNC MONEY MARKET	113,613.69	113,613.69
Current Assets	113,613.69	113,613.69
<b>Total Assets and Deferred Outflows of Resources</b>	<u>113,613.69</u>	<u>113,613.69</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>		
<b>Current Liabilities</b>		
2151 FIT Withholding Payable	0.00	0.00
2152 Social Security Payable	0.00	0.00
2155 Missouri Income Tax Payable	0.00	0.00
Current Liabilities	0.00	0.00
<b>Fund Balance</b>		
3111 FUND BALANCE	113,613.69	113,613.69
Fund Balance	113,613.69	113,613.69
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity</b>	<u>113,613.69</u>	<u>113,613.69</u>