



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

Board of Directors Meeting Materials

Date: Tuesday, October 26, 2021

Time: 6:00 - 7:45pm

Location: [Via Zoom](#)

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

1. Minutes from September 28, 2021 and October 12, 2021
2. September 2021 Financial Report from EdOps

Board of Directors Meeting Minutes

Date: Tuesday, September 28, 2021

Location: Virtual (Zoom)

ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Pablo Flinn, Janice Jones, Gerren McHam, Kevie Hendrix, Valerie Liddell, Brooke Black
- B. **TLS Directors Absent:** None
- C. **TLS Staff/Guests Present:** Kimberly Townsend (TLS), Denitria Neil (TLS)

CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, September 28, 2021, at 6:04pm. Lennel Hunter called the meeting to order.

OPENING ITEMS

- A. The board welcomed a new board member, Valerie Liddell. She introduced herself.

ACTION ITEMS

- A. G. McHam made a motion to approve the minutes for the August 31, 2021 meeting, the August 2021 financial statement and the revised meeting calendar (to include 2 additional meetings before the end of the year). J. Jones seconded the motion. Motion passed.
- B. After a lengthy discussion on the budget and new expenses related to our facility, the board decided to hold on voting on a revised budget. The board asked the Finance Committee to make recommendations to the board at the next meeting for how to cut costs and to offer a fundraising target for the Development Committee.

INFORMATION ITEMS

- A. Board Updates + Committee Reports
 - a. General updates from committees provided.
 - b. Board will seek to finalize Fall retreat dates through a Doodle poll.
 - c. Board members encouraged to review the videotaped training from Ed Board Partners and from Tueth Keeney Sessions
- B. Executive Director Report
 - a. K. Townsend shared update on student enrollment: currently exceeding enrollment application goals for the September 30th deadline (81 applications received toward goal of 50).
 - b. K. Townsend discussed community engagement and partnership efforts over the last month.

- c. G. McHam asked to begin receiving more information about the teacher recruitment efforts.

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, and personnel pursuant to RSMo. 610.021.3, which states: Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
- J. Jones made a motion to move to a closed session. Seconded by P. Flinn. Motion passed.
 - Brooke Black: Yea
 - Pablo Flinn: Yea
 - Lennel Hunter: Yea
 - Janice Jones: Yea
 - Gerren McHam: Yea
 - Kevie Hendrix: Yea
 - Valerie Liddell: Yea
- Actions taken: None

ADJOURNMENT

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05pm.

Prepared by:

Kimberly Townsend	9/28/2021
NAME	Date

Board of Directors Meeting Minutes

Date: Tuesday, October 12, 2021

Location: Virtual (Zoom)

ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Pablo Flinn, Janice Jones, Kevie Hendrix (late - 6:14pm), Gerren McHam (late - 7:10pm)
- B. **TLS Directors Absent:** Brooke Black, Valerie Liddell
- C. **TLS Staff/Guests Present:** Kimberly Townsend (TLS)

CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, October 12, 2021, at 6:12pm with three directors present. Lennel Hunter called the meeting to order. Mr. Hunter announced that without a quorum, the board could not vote on any school business. A quorum was reached at 7:10pm.

INFORMATION ITEMS

- A. Executive Director Report
 - a. K. Townsend gave an update on the Round 1 student recruitment numbers: 99 applications received; 94 were eligible for enrollment. As of Oct 12, 2021: 20 student seats had been accepted with 6 completed enrollments. On track to reach the goal of 20 completed enrollment for Friday, Oct 15th deadline.

MOVED TO CLOSED SESSION OF THE BOARD

- Roll call vote to move to a closed session to discuss personnel pursuant to RSMP. 610.021.3, which states: Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
 - Pablo Flinn: Yea
 - Lennel Hunter: Yea
 - Janice Jones: Yea
 - Kevie Hendrix: Yea
- Actions taken: ED completed Q1 evaluation of the Executive Director. Based on the Q1 progress, the board voted unanimously to offer Kimberly Townsend a full contract for the remaining three quarters of FY22: October 1, 2021 - June 30, 2022.

ADJOURNMENT

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05pm.

Prepared by:

Kimberly Townsend
NAME

10/12/2021
Date

The Leadership School September 2021 Financial Report

Cash Position - 8/30/21: \$166,839

Cash Position - 9/30/21: \$158,518

Summary: Restricted grant of 10K received in September. Monthly spend trending at just over 20K, slightly below prior months. Q1 spending 10K less than budget, clear evidence of leadership focus on expense management. With 100K of obligated costs, current cash balance allows school to operate as planned through end of q2. Given better than expected enrollment numbers at this time, school is hitting milestones needed to keep moving forward, and will learn in November if second installment of operating grant will be received as planned.

Annual Budget: Budget vs. Actuals

Annual Operating Expense Budget					
	Budget	July	August	September	Totals
Facilities	20,000	5,000	5,000	5,000	15,000
Board	8,895	-	-	-	-
Personnel	193,235	13,587	15,071	14,232	42,890
Contracted	2,500	-	-	-	-
Admin	26,439	2,202	836	238	3,276
Marketing	16,380	1,000	238	943	2,181
Program	8,500	163	1,200	-	1,363
					-
Total	275,949	21,953	22,345	20,412	64,710

Q1 Budget: Budget vs. Actuals:

Quarterly Budget - Q1		
	<u>Budget</u>	<u>Actuals</u>
Monthly Contingency Payment through Oct 2021	15,000	15,000
Legal	500	-
Executive Director Salary/Benefits	26,845	24,502
Director of Student + Commuty Affairs Salary/Benefits	20,339	18,428
Accounting Software	2,500	-
Cell phones	300	219
G-Suite Licenses	60	138
Zoom License	45	45
Bamboo HR	297	297
Talent Recruitment	625	425
Student Recruitment	2,500	1,716
Family Ambassadors	625	-
2021 Summer Leadership Camp	4,000	1,363
Community Engagement	375	550
Not in Budget		2,027
Total	74,011	64,710