



The Leadership School

STUDENT LEADERSHIP AT THE CENTER OF LEARNING

Board of Directors Meeting Minutes

Date: April 27, 2021

Location: Virtual (Zoom)

ATTENDANCE

- A. **TLS Directors Present:** Lennel Hunter, Kevie Hendrix, Sherita Love, Dr. Crystal Ulett
- B. **TLS Directors Absent:** Dr. Raegan Johnson
- C. **TLS Staff/Guests Present:** Kimberly Townsend, Paul Greenwood (EdOps)

CALL TO ORDER

A meeting of the Board of Directors of The Leadership School was duly called on Tuesday, April 27, 2020, at 6:04pm. Lennel Hunter called the meeting to order.

ACTION ITEMS

- A. Approval of minutes from March 30, 2021 board meeting and special meetings on April 13 and April 20 were approved.
- B. Financial statements from February 2021 and March 2021 were approved by the board. K. Hendrix motioned to approve. C. Ulett seconded the motion. Motion passes.
 - a. Paul Greenwood from EdOps presented March financial report.
 - b. K. Hendrix asked questions about how to hold/stretch the funds that we expect to have at the end of fiscal year 2021.
 - c. Fundraising was emphasized in order to ensure that we remain in a viable place during the additional planning year
 - d. L. Hunter emphasized that we need to cut off “non-essential” spending

INFORMATION ITEMS

- A. Executive Director Report
 - a. Communications to family members re: the delayed start of the school. While disappointed, parents were overwhelmingly supportive and would like to participate in summer learning opportunities and to support continued efforts towards the Fall 2022 launch.
 - b. Summer 2021 plans: TLS will run a summer camp to provide academic, social and leadership support for rising K-2nd grade students. Board requests that we strongly consider the costs incurred for the camp and how many students and families we can reach to maximize our efforts.
 - c. Planning year priorities: K. Townsend presented the four major priorities areas and targets that she will report on during this planning year:

Students & Families, Community Engagement, TLS Team Development, and Facilities & Operations. Board asked for a detailed list of concrete metrics that will be produced.

B. Board Committee Reports

a. Finance and Facilities:

- i. No update on facilities. The focus this next month is on a revised pre-opening budget to account for the additional year and focus on essential spending only

b. Governance:

- i. First draft of board agreement has been completed. Committee will take a final look at it before sharing with the rest of the board.
- ii. Board recruitment: Reiterated goal of 7 board members by the end of June. They are working through communicating with possible candidates.

c. School Performance:

- i. No report. The committee still needs to meet formally.

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 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.
- K. Hendrix motioned to move to a closed session. Seconded by C. Ulett and approved by board.
 - Lennel Hunter: Yea
 - Sherita Love: Yea
 - Kevie Hendrix: Yea
 - Crystal Ulett: Yea

ADJOURNMENT

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:13pm.

Prepared by:

Kimberly Townsend

4/27/2021

NAME

Date

Balance Sheet - Combined

	<u>10 GENERAL FUND</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources		
Current Assets		
1112 PNC MONEY MARKET	163,136.02	163,136.02
Current Assets	163,136.02	163,136.02
<hr/>		
Total Assets and Deferred Outflows of Resources	<u>163,136.02</u>	<u>163,136.02</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity		
Current Liabilities		
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
Fund Balance		
3111 FUND BALANCE	163,136.02	163,136.02
Fund Balance	163,136.02	163,136.02
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Total Liabilities, Deferred Inflows of Resources, and Fund Equity	<u>163,136.02</u>	<u>163,136.02</u>

	<u>YTD thru 2/28/21</u>	<u>3/31/21</u>	<u>4/30/21</u>	<u>5/31/21</u>	<u>6/30/21</u>
Starting Cash	21,000	34,963	176,431	166,969	154,231
Revenue					
Donations	31,500	164,863			
Expense					
Website development	4,050	-			
Misc fees	17	94	1,013		
Admin Software	547	472	162	150	150
Payroll	9,173	6,838	3,392	6,838	6,838
Phone/ internet	746	200	100	100	100
Marketing/Student Recruitm	2,623	6,831	2,015	1,000	1,000
Legal	380	715	779	500	500
Curriculum Consulting		5,350	-		
Business Support Services		-	2,000	750	750
Liability Insurance		2,895	-		
Summer Camp Rental				3,400	
Total Expense	17,537	23,395	9,462	12,738	9,338
Net Income	13,963	141,468	(9,462)	(12,738)	(9,338)
Ending Cash	34,963	176,431	166,969	154,231	144,893

<u>Processed Date</u>	<u>Amount</u>	<u>Vendor/Payee</u>	<u>Budget Area</u>
11/3/20	\$ 1,140.00	Launch and Land	website development
11/17/20	\$ 11.25	Missouri Secretary of State	misc fees
12/9/20	\$ 398.00	Bamboo HR	admin software
1/11/21	\$ 99.00	Bamboo HR	admin software
1/19/21	\$ 2,750.00	Launch and Land	website development
1/28/21	\$ 2,541.41	Payroll	payroll
2/1/21	\$ 604.94	IRS	payroll
2/1/21	\$ 746.38	Cricket	phone / internet
2/1/21	\$ 100.00	Square	marketing
2/2/21	\$ 500.00	Square	marketing
2/3/21	\$ 25.00	Facebook	marketing
2/4/21	\$ 3.24	Facebook	marketing
2/8/21	\$ 500.00	BME STL	marketing
2/9/21	\$ 25.00	Facebook	marketing
2/9/21	\$ 50.00	Bamboo HR	admin software
2/10/21	\$ 6.00	Bank Fee	misc fees
2/11/21	\$ 2,541.41	Payroll	payroll
2/12/21	\$ 1,435.00	Jerri Johnson	marketing
2/16/21	\$ 35.00	Facebook	marketing
2/17/21	\$ 604.94	IRS	payroll
2/18/21	\$ 380.00	Shands, Elbert, Gianoulakis	legal
2/25/21	\$ 160.00	Launch and Land	website development
2/26/21	\$ 2,745.56	Payroll	payroll
2/26/21	\$ 134.97	MO DEPT REVENUE	payroll
3/2/21	48	Google	Admin Software
3/2/21	679.42	IRS	Payroll
3/1/21	5350	Ashley Heard	Curriculum Consultant
3/1/21	295	EduPlus	Admin Software
3/1/21	350	Jerri Johson	Marketing
3/1/21	100	Cricket Wireless	Phone

3/1/21	637.5	Tanish Joyce	Marketing
3/1/21	14.99	Zoom	Admin Software
3/1/21	1426.76	Minutement Press	Marketing
3/1/21	700	Jaquelyn Randle	Marketing
3/4/21	119.4	Canva	Marketing
3/4/21	2145	Jerri Johson	Marketing
3/4/21	45.73	Facebook	Marketing
3/9/21	99	Bamboo HR	Admin Software
3/10/21	6	Bank fee	Misc Fees
3/11/21	2541.41	Payroll	Payroll
3/16/21	\$ 266.50	Mo Tax	Payroll
3/17/21	361	SHANDS, ELBERT	Legal
3/16/21	50	Facebook	Marketing
3/16/21	604.94	IRS	Payroll
3/18/21	78.54	Office Depot	Misc fees
3/19/21	50	Facebook	Marketing
3/24/21	2895	Daniel Henry	Liabilty Insurance
3/26/21	772.5	Mena Darre	Marketing
3/26/21	9.79	Dollar	Misc Fees
3/26/21	200	Ashleigh Event	Marketing
3/26/21	267.07	Door Dash	Marketing
3/26/21	67.01	Wal-Mart	Marketing
3/29/21	14.99	zoom	Admin Software
3/30/21	353.75	Minutement Press	Marketing
3/30/21	2745.56	Payroll	Payroll
3/31/21	100	Cricket Wireless	phone
4/2/21	48	Google G Suite	Admin Software
4/5/21	1605	Minutement Press	Marketing/Student Recruitment
4/5/21	679.42	Federal Payroll Tax	Payroll
4/5/21	266.5	State Payroll Tax	Payroll
4/5/21	10.84	Facebook	Marketing/Student Recruitment
4/7/21	2000	EdOps	Business Support Services
4/8/21	399.6	IMPRINT	Marketing/Student Recruitment
4/9/21	99	Bamboo HR	Admin Software
4/12/21	6	Bank Fee	Misc Fees

4/20/21	779	SHANDS, ELBERT
4/20/21	954.97	Best Buy
4/22/21	51.84	Grub Hub
4/27/21	14.99	Zoom
4/30/21	100	Cricket Wireless
4/29/21	2446.55	Payroll

Legal
Misc Fees
Misc Fees
Admin Software
Phone / internet
Payroll