



Board Meeting 8/18/25

Zoom Meeting ID: 874 6332 5544

Zoom Passcode: 807397

Call to Order: Board Chair, Bishop Mark Tolbert

- Bishop Tolbert called to order the monthly Board Meeting at 7:09pm.

Roll Call

- Bishop Mark Tolbert
- Troy Nash
- Clyde Irvin
- Linda Edgely
- Aldon Jones
- Blaine Clark

First Motion: Motion to approve June's minutes.

-Troy Nash put forth the motion to approve June's minutes.

-Linda Edgely seconded the motion.

-Motion approved.

Questions about monthly bills

- **Blaine Clark** – I had one question about the \$25,000 for the cubbies and lockers. I don't remember that being on any planning documents. Was that recently identified? Or when did we identify we needed to incur that cost?
 - **Bishop Tolbert** – I think during the summer, when they started trying to move some of the lockers and stuff that had been there for over 20 years, they started falling apart.

Second Motion: Motion to approve monthly bills.

-Linda Edgely put forth the motion to approve monthly bills.

-Clyde Irvin seconded the motion.

-Motion approved.

Superintendent's Report – Dr. Mitchell

- Our ReportWell compliance continues to be at 100%. I continually check-in twice a month with the commission office to make sure we are in compliance.
- We are going to be meeting with St. Louis University. I will keep the Board of Education informed on how that meeting goes with myself, Bishop Tolbert, and Dr. Roper.
- This school year the energy among staff, especially during professional development and the first 2 weeks of school, was excellent. The staff morale has been excellent, and it is noticeable as you walk around the building.
- As Bishop said, the enrollment is at 452. As of 10am, we did a building count, and 73% of the students have shown up. As Bishop said, probably a couple of days after Labor Day we will have the full complement of students. There are a lot of students who I know are still enrolling and some who just didn't come on the first day. I project that by Labor Day most of our students will be here, but it just takes 2-3 weeks for people to filter in. But the teachers have done an excellent job, and Dr. Hayes had a very excellent Monday morning assembly. Students are getting acclimated quickly, and it's been very positive.

Questions about the Superintendent's Report

- **Dr. Troy Nash** – What conversations are you having with St. Louis University?
 - **Dr. Mitchell** – We are having a conversation about them being a potential charter sponsor. They have interest in our school, and so we are going to talk with them tomorrow, Tuesday 8/19.
- **Bishop Tolbert** – Do we have any synopsis on summer school of what our final attendance was and those kind of things?
 - **Dr. Mitchell** – I think Dr. Hayes or Ms. Middlebrooks may have that exact number in terms of attendance
- **Clyde Irvin** – Do you have a target number of students that you are looking for this year?
 - **Dr. Mitchell** – Our goal for the school is always to come as close to 500 as possible. When Dr. Hayes and I were meeting today, along with Ms. Middlebrooks, we thought that 73% showing up on the first day is actually very good. Typically, the first day, we are in between 50%-60% attendance.
 - **Clyde Irvin** – Is 500 our building capacity in terms of what we can accommodate within the building?
 - **Dr. Mitchell** – One year we did go up to 550 students, but we had people in stairwells and everywhere else.

Principal's Report – Dr. Hayes

- We had a very good recruitment event and then a wonderful back to school event this summer. I believe we ended summer school with about 250 students. We have had most of them pick up their awards, and several of them have not. The opening of the school, the professional

development, even just leading up to the opening of school, as Dr. Mitchell stated, the energy was just different.

- This year we have five certified teachers that have come in to replace some of the teachers who could not get certified. So now all of our 6th-8th grade teachers are certified. Everybody on the first floor (K-2nd grade) is certified except we have one kindergarten teacher that's still working on their certification, and we have one other teacher that has a degree she just needs to complete her paperwork. So we are completely turning around the caliber of staff that we have as far as making a difference in the grades.
- The other thing that we did is hire an instructional coach, Heather Jackson Smith, who has expertise in both general education and special education. So she could work with us with all the influx of special ed students and help us bridge that gap. We have also transitioned one of our existing teachers to being a literacy specialist. So she is going to be going in every classroom to make sure that all those programs like Istation and Really Great Reading are ran with fidelity. We are really holding the teachers to the line this year. We also have one of our higher level math teachers acting as a math coach. So we will be pulling the math teachers once a month to give them specialized training.
- The Boys and Girls Club stopped having morning care. That threw us for a loop because a lot of our middle school kids come to Lee A. Tolbert because we have on-site Boys and Girls Club. Our staff jumped right in and said, "Hey, we will watch them in the morning." I talked to Ms. Lily from Boys and Girls Club and she said if they will come and watch them, we will pay them. So we have Boys and Girls Club back for the mornings just like that.
- One issue we are having this year is with LINC's capacity. Last year with LINC, the capacity was 150 students. This year the capacity has been reduced to 77 students. I talked to LINC today, and told her that I was going to talk to the Board President to see if we can discuss with LINC having our capacity raised because I think that is part of the reason why some of our students haven't come into the building yet.

Treasury Report – Mr. Clark

- On the first report, it is for the period ending in June 30th, and that would be for the profit and loss represented for the full year of last year.
- On page 10, it shows the year-to-date column on the right, spanning from July 24th to June 25th year-to-date. So our year-to-date net income was \$994,926.00. So that's a pretty good year, strong profitability. What drove that profitability was the \$500,000 ERC tax credit and the \$250,000 from the final ESSER reimbursements that we got back. So of the \$995,000, about \$750,000-\$800,000 is driven by those one-time items. This year, we need to be cognizant of spending and tighten expenditures. 3%-5% is typically the monthly target for profit.
- On page 3 of the July report, you will see the CD balance at roughly \$3,200,000. We took \$350,000 on the \$900,000 profit we had last year and moved it into our CD. Our CD is normally around \$2.7-\$2.8 million. We are in the process of moving another \$250,000 or so into a money market account. We are working through getting a good rate and what the right company to use is, but anticipate the move either by end of August or going into the month of September. We are aiming for a 4%-4.5% interest rate on that.
- Our general operating account is sitting at \$917,000 which is a little on the high side. We want that to be in the \$550,000-\$600,000 range so that the difference between that is what we are going to take out of that \$917,000 and flow into the money market account. We should see that balance in the \$500,000-\$600,000 range each month.

- On page 8, you see the net income for the month is \$5630 which is a little low, about less than 1%. 5% profit margin would put us at about \$29,000. I haven't looked into the drivers for the low probability yet, but some of the factors to consider are summer school enrollment, regular enrollment, who you had on extended learn, and IEPs. So there may be an adjustment factor in the profitability.
 - Our annual ASBR report was filed on August 12th. The target deadline was August 15th.
 - The next report that we are working on is the Federal Expenditures Report called the fair. It is due in October 15th. The Special Education Coordinator is working with Mr. Wallace to get all of those expenditures associated with special education, so we can get that filed, so we can continue getting all those reimbursements on time.
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- Clyde Irvin put forth motion that we accept the financial report.
 - Tujuaniana Scott seconded the motion.
 - Motion approved.

Informational Items

- **Blaine Clark** - We didn't have an official Board meeting in July but we did have a Board vote to approve the auditor. We had a unanimous vote from all the Board members to approve and accept the letter of engagement for Johnson and Associates to complete our annual audit for this year, and that was approved on July 28th, 2025.
 - **Potential of adding another bus and bus route pending enrollment**
 - **Dr. Mitchell** – I talked to Dr. Collier about the bus. He said that's something that we are not sure of yet, so we won't address that just yet. We will do it on our next meeting if we need to.
 - **Update on requirements of website per Missouri Charter Commission Policy**
 - **Dr. Mitchell** – This is an informational item to the Board that is a part of the Charter Commission requirement now that minutes from each meeting are posted on the website, in a user friendly fashion. Karen Brooks has worked on reestablishing that on our website so that it's easy for people to find. It will be labeled by the school year and the actual date of the meeting
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- Troy Nash put forth motion to accept that we agree with the updates that we put the minutes of the Board meeting on the website.
 - Linda Edgely seconded the motion.
 - Motion approved.

Items for Consideration/Approval

- **Request approval of student handbook as required by Missouri Charter Commission policy**
 - **Dr. Mitchell** – The Board of Education has to approve the student handbook, and it has to go on our Board minutes.
 - **Dr. Hayes** - There were no major changes to the student handbook. We were required to add some information on the McKinney Vento homeless policy, but I think that was the only change that we were required to make. The student rules and dress code, and all that, are still the same.
 - **Bishop Tolbert** – I recommend when we go through this next year, that we just have a sheet that says, here are the changes, then we can approve the changes going into the handbook.
- Linda Edgely put forth motion to approve changes to the student handbook for the 25/26 SY.
- Clyde Irvin seconded the motion.
- Motion approved.

Adjournment

- Clyde Irvin put forth motion for adjournment.
- Linda Edgely seconded the motion.
- Motion approved.

Next Board Meeting: Monday September 15th at 7pm