



Board Meeting 5/18/26

Zoom Meeting ID: 977 7313 9415

Zoom Passcode: 3400

Call to Order: Board Chair, Bishop Mark Tolbert

- Bishop Tolbert called to order the monthly Board Meeting at 7:05pm.

Roll Call

- Bishop Mark Tolbert
- TuJuania Scott
- Linda Edgely
- Raevynn Carter
- Clyde Irvin

First Motion: Motion to approve April's minutes.

-Linda Edgely put forth the motion to approve April's minutes.

-Clyde Irvin seconded the motion.

-Motion approved.

Second Motion: Motion to approve monthly bills.

-Clyde Irvin put forth the motion to approve monthly bills.

-Linda Edgely seconded the motion.

-Motion approved.

Superintendent's Report – Dr. Mitchell (Presented by Dr. Hayes)

- Dr. Mitchell has been working on the transition with DeLaSalle
- Enrollment Report (As of 5/18/26)
 - PreK – 10
 - Kinder – 34
 - 1st – 36
 - 2nd – 56
 - 3rd – 38
 - 4th – 36
 - 5th – 36
 - 6th – 24
 - 7th – 37
 - 8th – 29
 - **Total – 336**

Principal's Report – Dr. Hayes

- We just finished our Spring Concert.
- We finished our Shark Tank entrepreneurial presentations from our students and their businesses. We had several people who came out and voted on the student's business presentations. It was really nice.
- We also had a volunteer award ceremony. We know all the board members could not join us, but we do want you at some point to stop by and pick up donated crystal apples with the Lee A. Tolbert Community Academy name on it. The volunteers that have served the school the most in the past few years which was Mr. Lumis and Ms. Taylor who had the 4th and 5th grade write and publish their own books. Capital One who has donated several things to the school. The Jewish Community Center who also came and gave presents to every student to give to their parents for Mother's Day. And then we have them, of course, for all of our board members.
- We are almost to the end of our school year. This is what we have coming up next:
 - Kindergarten graduation on Wednesday, 5/20, at 9:30am.
 - 8th grade graduation on Thursday, 5/21, at 1:30pm.
 - Field day on Wednesday, 5/27.
 - Last day of school and talent show on Thursday, 5/28.
- I wanted to say, academically, we finished all of our MAP testing and all students tested. We didn't have any students this year that did not test. We feel like the MAP testing went well, finished out well.

- I wanted to say to all of the board members that we able to get quite a bit done in these past few years. As we are making our reports and ending some things out, I did want to thanks everybody for how well you all have worked with me. Because we were able to get board approvals from everyone and working together to get quite a bit of things done.
- I wanted to talk about just a couple of the things that we were able to accomplish.
 - In the past few years we have come up in several areas, especially in reading and ELA. We have matched the two schools (Central and Faxon) that we were to match as far as grade levels.
 - We were able to do some improvements with extra ESSER funds throughout the building. We were able to put in a library and that is something that we still have to finish out as far as counting those books and everything to finish out the year.

Adjournment

- TuJuania Scott put forth motion for adjournment.
- Clyde Irvin seconded the motion.
- Motion approved.

Next Board Meeting: Monday June 15th at 7pm



Board Meeting 5/19/26

Zoom Meeting ID: 977 7313 9415

Zoom Passcode: 3400

Call to Order: Board Chair, Bishop Mark Tolbert

- Bishop Tolbert called to order the monthly Board Meeting at 7:13pm.

Roll Call

- Bishop Mark Tolbert
- TuJuania Scott
- Linda Edgely
- Raevynn Carter
- Clyde Irvin
- Blaine Clark
- Troy Nash

Treasury Report – Mr. Clark

- On page 3 of 10:
 - CD Balance - \$1.16 million.
 - General Operating Account – little over a million dollars.
 - The other asset is the prepaid lease. What we have done is shift dollars out of the CD into the lease. It's a prepaid lease. It's a 36-month lease that we have got on the books. The lease will amortize itself out over the 36 months. That prepaid lease begins on July 2026 and goes until June 2029. That's really the overall change in the balance sheet. Overall value is still the same. We just shifted dollars from the CD to a prepaid lease that will amortize out over time.
- On page 4 of 10:
 - Monthly Total Income - \$595,485
 - YTD Total Income - \$6.495 million
- On page 10 of 10:
 - April Net Operating Income - \$1090 (pretty much breakeven)
 - YTD Operating Income - \$441,007 (July through April of 2026)

- Linda Edgely put forth motion to approve the reported financials as presented.
- Blaine Clark seconded the motion.
- Motion approved.

Items for Consideration/Approval

- **Close Out and Transitioning Numbers (Presented by Mr. Clark)**
 - As you all know, we will be transitioning to DeLaSalle effective June 30th, and per the wind down, its LATCA's responsibility to wind down the activities to get it prepared for transition over to DeLaSalle. The key milestones:
 - Last day of school is May 28th
 - Our physical year is going to end June 30th
 - July 1st is when everything transitions over to DeLaSalle
 - Here are the key things that LATCA has to deliver before it transitions over to DeLaSalle.
 - The first thing is the final building inspection. That's what Mr. Edwards would do to go through and make sure everything's working, everything's operational, and I targeted to have that done by June 30th. So really, he could start that in May when school ends and pretty much has a month to go through that. And if we need to carry over, we can, but we will get a list from him on all the things he typically does. He looks at valves, electrical outlets, panels and all that.
 - Summer school starts on June 2nd and goes to July 2nd, and LATCA will be running that summer school there at the LATCA campus. From a shutdown perspective, Dr. Mitchell has received a school wind down checklist from DESE, a school wind down checklist from the Charter Commission, and then we have the wind down of the final DESE reporting that would include the ASBR report, the fair report, the special education report, and the audit report. I have pushed the team to get all of that reporting done by September 30th.
 - We broke it down into three categories that we need for the wind down. We called it personnel requirements, summer school requirements, and then wind down cost requirements. If you look at the breakdown of those three buckets, we will need about \$906,000 to wind down these activities. Just to put it in perspective, when we first started this discussion a couple of months ago, this \$906,000 was almost like \$1.3 million. So that's kind of where we are in the summary.
 - **Personnel category:**

- Teacher Contracts - The personnel category, which is the biggest category, is the people on teacher contracts. The teacher contracts run from August 30th to August 15th. So what happens is even though our physical year has ended, we still are required to pay them that money because of the way the contract ran. The school year ends in June, but their contract doesn't end till August 15th. We still have to process those three pay periods. That's about 44 people on those contracts, and that equates to about \$331,847.
 - Severance Package – We did a severance consideration for those who were not extended a job offer through DeLaSalle. I think that equates to about 10 people. What we did is we used a standard severance package best practice of one week of pay for each year of service and that equates to about \$72,600 total. That service would be paid out once the physical year ends after June.
 - Recurring Benefits – Recurring benefits will continue until September 30th. That's 90 days of benefits past the fiscal year shutdown dates. Folks have procedures planned and normally benefits carry 90 days after. We anchored on carrying 90 days of benefits and that's what we are doing with Etna, Guardian, and all the benefits services we offer. That equates to about \$210,000. We are also carrying the HR professional support, through Ms. Slaughter, through that time period.
 - Total Costs for Personnel Category:
 - Teacher Contracts – \$331,847
 - Severance Package – \$72,600
 - Recurring Benefits – \$210,000
 - **Total – \$624,789**
- **Summer School Category:**
 - We've got gift cards for the students. We estimated at about 100 students.
 - School supplies we estimated at about \$2500.
 - The salaries that had been discussed with DeLaSalle, on the head count that we will be supporting, that's about 90 something thousand dollars. I just rounded it to \$100,000 to keep it clean.
 - Total, that's about \$110,000 in summer school costs.
 - **Wind Down Category** – Basically the shutting down the office.

- In order to complete the required tasks, we anchored on the superintendent and the principal allocating 25 hours per week through September.
 - Because of the audit and the ASBR, the business office manager, Ms. Middlebrooks, will be full time for that first 90 days, and then part-time thereafter for whatever transition needs may arise. She will be working heavily with Mr. Wallace and Johnson and Associates during that time.
 - The consultant, Dr. Roper, will stay on through September giving her guidance and support on school policy.
 - Everyone will give us a check-in at the end of September on where we are in the shutdown, and how much more time do we need. The total cost is \$107,163 going through December. Now if it gets done sooner than that, that dollar amount would be less. But I think it would be naïve for us to think all this stuff will be done in 90 days.
 - We will use Mr. Wallace’s accountant services for 4 months from July to October. If it gets done at 90 days, that service shuts down sooner.
 - The audit normally cost about \$30,000 and we put that \$30,000 in there as the typical audit fee.
 - I added an unidentified item factor. It’s for if something comes up that we haven’t accounted for because we haven’t done this. I said let’s throw roughly 10% of the shutdown cost into this. That’s about \$5909.
 - In total, that gives us a wind down cost of \$172,160.
- **Total Costs: \$906,949, rounding to \$925,000**
 - Personnel - \$624,789
 - Summer School - \$110,000
 - Wind Down - \$172,160

Questions about Close Out and Transitioning Numbers

- **Bishop Tolbert** – So some of this is going to take until September?
 - **Blaine Clark** – The audit and accounting should take until September. It is probably 10-15 pages of stuff that they have to do from the shutdown and the list that they got from the state and from the Charter Commission. It is a lot of stuff they have to do, and if they get done sooner, great! But in talking with Dr. Mitchell, Dr. Hayes, and Dr. Roper, they felt that it would take longer than 90 days.

- **Dr. Mitchell** – Bishop, you charged me with working with the state transition team. We have been meeting every Monday for the last two months from 10:30am-11:30am. His name is Rich Haglund and he is over the transition team for the state. He recommended that to complete all of the tasks that Mr. Clark was speaking of, and whatever tasks may come up, that it's not uncommon for charter schools that close to keep the business office open past the date of closure. And so the superintendent and the business office person, which would be Ms. Middlebrooks and Dr. Hayes, would continue working to shut things down for several reasons. One is to protect the name of Tolbert in case we ever wanted to open up in the future on Tolbert's own. The second is to complete the transition. There are things that will definitely take place past June 30th, and so what they recommend is keep the office open and pay the individuals who work in the office a prorated rate to complete those tasks. Some of those tasks include the audit, financial reporting, and Dr. Hayes and I are doing academic closeout reporting because DESE does not release academic results prior to June 30th. Getting all of that categorized, getting evaluations categorized, getting inventory done, those things could take those 90 days that Mr. Clark is speaking of. Mr. Haglund also mentioned to me that they recommend that the principal and superintendent be on past June 30th because there may be families who come to the school who are not aware that there's going to be a transfer or maybe they have questions about the new school that someone needs to be there to answer. Mr. Haglund mentioned the LaSalle Charter School in St. Louis that closed a couple of years ago, and he said they stayed open 2 years past their closing date. Now again, obviously we wouldn't be staying open that long, but he said it's not an uncommon practice. He said you take your money that's in reserve, if your board approves it, and allocate some back to cover those costs because whatever is not spent by June has to either go to DeLaSalle or back to the state. DESE will take it back and I don't think that we want to do that.
- **Linda Edgely** – So did we compare this severance package with other charter schools or anybody else that has gone through this?
 - **Blaine Clark** – We just used the best practice for severance packages. That's what most companies would use if they were to offer severance. There are some other options out there but I think we should use best practice so that is what we anchored on.
 - **Dr. Mitchell** – I did some research through our Human Resources, Ms. Slaughter, and this is the typical standard rate. There are some charter school districts who have used a 3-month severance package, but for our school that would probably triple that cost.
- **Aldon Jones** – For the 10 people, are they still getting paid until August 15th?

- **Blaine Clark** – It depends on what contract they are on. If they are not on the teach contract, their pay ends June 30th. If they are on a teacher contract, it would end August 15th.
- **Dr. Mitchell** – If you are a 12-month employee, that's district office staff, then your last check is June 30th.
- **Bishop Tolbert** – Did they give us a drop dead date on when DeLaSalle or DESE has to get the balances of the fund? Because when you say you might need a little bit more, are we going to have access to it?
 - **Blaine Clark** – We keep this amount in our LATCA operating account to cut checks as usual, and then the rest of the assets would transfer over to DeLaSalle. In the MOU (Memorandum of Understanding), it said that assets transfer over on July 1st minus any identified expenses that we need for wind down. I think we ought to put in a breakage factor on the overall number. I think at minimum we need \$906,000.
 - **Dr. Mitchell** – Mr. Haglund, from the state, told me that come around August they are going to look to see how much money Lee A. Tolbert has not allocated. There's no drop dead date but around August/September they are saying that you should pretty much know what you're going to need.
- Blaine Clark put forth motion to accept and approve the wind down summary to reflect the key milestone dates and a wind down cost of \$925,000.
- Clyde Irvin seconded the motion.
- Motion approved.

Adjournment

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

Next Board Meeting: Monday June 15th at 7pm