

2025 - 2026 Gov Comm Charter



2025 – 2026 Governance Committee Charter

General Purpose of the Committee

- The Governance Committee is responsible for **overseeing** the activities, membership, and committees of The Leadership School (TLS) Board, providing **ongoing feedback** on the **structure and functioning** of each.
- The Governance Committee also **promotes and monitors Board Engagement** via attendance of the Board at TLS events including Fam U and PTO, finding partners, and communicating with community members through reports/coffees
- The Governance Committee plays a crucial role in designing and implementing an **assessment and evaluation** process for Board Members and School Leaders.
- Ultimately, the Governance Committee ensures that the Board and Executive Director are consistently **monitoring compliance** with DESE and the Missouri Charter Public School Commission policies.

Committee Composition

Chair	• Rebecca Langrall, Board Chair, Committee Chair & Secretary
Members	• Gary Stevenson, TLS Board Treasurer • Stephanie Madlinger • Shinita (Jones) Simpson
TLS Staff/ Community Members	• Courtney Moulder, Executive Director (non-voting member)

Committee Member Qualifications

- Must be a TLS board member; or
- Must meet one of the following qualifications:
 - a. Be a TLS staff member who is:
 - i. A **full-time** staff member



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- ii. In **good standing with the school** as determined by TLS employee guidelines
- iii. **Able to attend regularly scheduled** TLS Governance Committee meetings, full board meetings, and other board-related activities
- b. Preferably possess **previous experience related to governance committee structures, responsibility, and policies** or other experience the Board may find pertinent
- c. A **Community stakeholder** with an interest in charter school governance

Responsibilities of the Committee

- **Perform** the duties of the Committee as set forth in this charter

Recruitment and Education

- **Identify individuals** qualified to become Board members and to recommend to the Board nominees for consideration
- Establish the procedures and processes by which to **develop board members' understanding** of their roles and responsibilities
- Ensure the Board is leading TLS towards its mission, purpose, and objectives by **sharing summaries** of relevant sections of TLS Charter documents, TLS Policies, and TLS Bylaws at Board meetings

Compliance and Committee Oversight

- **Ensuring school leaders and Board members comply with all statutory and regulatory requirements as outlined in the TLS Charter.**
- **Review and determine** the size, composition, function, and duties of board **committees**
- Ensure board committees are operating effectively and following bylaws and policies, by **representing the Governance Committee while attending other Committees' meetings** and reviewing Committees' meeting agendas and minutes
- Create and maintain a **board calendar** that includes scheduling a **semi-annual review** of Board agreements and conduct self-assessments by the Board and EDs.
- Monitor and promote **Board engagement in the school** through advertising, attending and tracking attendance of the Board at TLS events including Fam U and PTO, finding fund-raising partners, and communicating with community members through reports/coffees



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- Oversee and approve the process and guidelines for the **annual evaluation** of the performance of TLS Directors, the Board, and its committees
- Support the **use of feedback** to adjust actions and increase effectiveness.

2025-2026 Goals of the Committee

- **100% compliance with TLS Charter and Missouri Public School Expectations.**
 - Action: Ensure compliance by reading, synthesizing, and regularly sharing legal expectations with the Board and Executive Director based on the TLS charter, TLS Bylaws & Policies, DESE, and the MSPSC's expectations.
 - Action: Recommend and develop additions and revisions to the Bylaws, as needed.
 - Action: Monitor report submissions to ReportWell.
- **90% or higher satisfaction with the lifecycle plans** for school board members as reported on end-of-year board member self-report evaluations.
 - Action: Develop structured onboarding, goal-setting, continuous development, and efficient functioning
- **90% or higher satisfaction of TLS Board and the Executive Director with assessment and evaluation processes**
 - Action: Develop useful, relevant criteria and implement effective assessment and evaluation processes

Monthly Committee Meeting Date/Time

- Second Tuesday of the month at 6:00 PM, virtual

[Board Annual Task Calendar](#)

2024 - 2025 Gov Comm Charter



2024 - 2025 Governance Committee Charter

General Purpose of the Committee

- The Governance Committee is responsible for **overseeing** the activities, membership, and committees of The Leadership School (TLS) Board, providing **ongoing feedback** on the **structure and functioning** of both.
- In addition, the Governance Committee plays a crucial role in designing and implementing an **assessment and evaluation** process for Board Members and School Leaders.
- Ultimately, the Governance Committee ensures that the Board and Co-Executive Directors are consistently **monitoring compliance** with DESE and the Missouri Charter Public School Commission policies.

Committee Composition

Chair	• Krysta Grangeno
Members	• Gary Stevenson, TLS Board Treasurer • Rebecca Langrall, Committee Secretary and TLS Board Chair
TLS Staff/ Community Members	• Keisha Moody-Seymour, TLS Co-Executive Director

Committee Member Qualifications

- Must be a TLS board member; or
- Must meet one of the following qualifications:
 - a. Be a TLS staff member who is:
 - i. A **full-time** staff member



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- ii. In **good standing with the school** as determined by TLS employee guidelines
- iii. **Able to attend regularly scheduled** TLS Governance Committee meetings, full board meetings, and other board-related activities
- b. Preferably possess **previous experience related to governance committee structures, responsibility, and policies** or other experience the Board may find pertinent
- c. A **Community stakeholder** with an interest in charter school governance

Responsibilities of the Committee

- **Perform** the duties of the Committee as set forth in this charter

Recruitment and Education

- **Identify individuals** qualified to become Board members and to recommend to the Board nominees for consideration
- Establish the procedures and processes by which to **develop board members' understanding** of their roles and responsibilities
- Ensure the Board is leading TLS towards its mission, purpose, and objectives by **sharing summaries** of relevant sections of TLS Charter documents, TLS Policies, and TLS Bylaws at Board meetings

Compliance and Committee Oversight

- **Ensuring school leaders and Board members comply with all statutory and regulatory requirements as outlined in the TLS Charter.**
- **Review and determine** the size, composition, function, and duties of board **committees**
- Ensure board committees are operating effectively and following bylaws and policies, by **representing the Governance Committee while attending other Committees' meetings** and reviewing Committees' meeting agendas and minutes

Assessment and Evaluation

- Create and maintain a **board calendar** that includes scheduling a **semi-annual review** of Board agreements and conduct self-assessments by the Board and EDs.
- Oversee and approve the process and guidelines for the **annual evaluation** of the performance of TLS Directors, the Board, and its committees



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- Support the **use of feedback** to adjust actions and increase effectiveness.

2024-2025 Goals of the Committee

- **100% compliance with TLS Charter and Missouri Public School Expectations.**
 - Action: Ensure compliance by reading, synthesizing, and regularly sharing legal expectations with the Board and Co-Executive Directors based on the TLS charter, TLS Bylaws & Policies, DESE, and the MSPSC’s expectations.
 - Action: Recommend and develop additions and revisions to the Bylaws, as needed.
 - Action: Monitor report submissions to ReportWell.
- **90% or higher satisfaction** by TLS Leaders with the **lifecycle plans** for school board members as reported on end-of-year self-report evaluations.
 - Action: Develop structured onboarding, goal-setting, continuous development, and efficient functioning
- **90% or higher satisfaction by TLS Leaders (EDs, Board) with assessment and evaluation processes**
 - Action: Develop useful, relevant criteria and implement effective assessment and evaluation processes

Monthly Committee Meeting Date/Time

- Third Monday of the month at 4:30 PM, virtual

2024-25 Governance Committee meeting & work plan by month:

	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
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THE LEADERSHIP SCHOOL

EMPOWERING LITTLE LEARNERS TO BECOME LITTLE LEADERS

2024 - 2025 Governance Committee Charter

Meeting topics/ items to discuss or draft	Understand the scope of the committee's responsibilities Encourage reaching out to TLS staff/community members at Sept. 24 Board meeting to encourage recruitment.	Read the Bylaws, Policies, and Charter	-Read the Charter -ID criteria for Board and ED self-assessment - Checklist of Board docs required to stay in compliance	Begin review of ED contracts, job descriptions and evaluation categories. Begin work on Board Handbook, including succession planning. Help with update of new website re: Board info: (meeting dates, current members' pics/bios, procedure for expressing interest in joining; meeting minutes)	Mid-Year Board Self-Evaluation: (Jan. 3, intro; Jan. 28 share out) Continue review of evaluation criteria & collaborate with EDs re: progress indicators Continue work on Board Handbook	Share key content from the MCPSC Portfolio Conference Continue work on Board Handbook
Items finalized this month	Develop committee charter goals Review docs on the MCPSC website	-Complete committee charter -Met with MCPSC Chair -Met with BOT Rep		Organize Board Committee PD-Based Presentations	Provide report on synthesis of Board mid-year Self-Evaluation Organize Board Committee PD-Based Presentations	Presentation on Key Takeaways from the Conference Organize Board Committee PD-Based Presentations
Tasks to execute/ do	- Started reading the Bylaws and Policies - Met with	- Plan Board Retreat - Finish review of Policies/ Bylaws and divide into chunks for	Create assignments for Board Members to report on Policies and Bylaws at Board	Monthly reports by Board members on the content of the Policies, and Bylaws at Board	Monthly reports by Board members on the content of the Policies, and Bylaws at Board	Monthly reports by Board members on the content of the Policies, and Bylaws at Board meetings, as well as



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	outgoing TLS Board Chair and Chair of Atlas Charter for orientation - Shared Board Member Agreement Docs and expedited MEC filing requirements (ID portal, directions, location of disclosure forms for 2023 activity) to new board members.	reporting -Review monthly committee notes	meetings	meetings, as well as committee-specific training (technical terms), concepts, key info	meetings, as well as committee-specific training (technical terms), concepts, key info	committee-specific training (technical terms), concepts, key info
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	Mar 2025	Apr 2025	May 2025	Jun 2025
Meeting topics/ items to discuss or draft	Development of ED evaluation and process Parent, Staff, & Student Handbook Development	Finalize ED evaluation rubric, process Succession plans for Board Members, EDs	ED Evaluation - solicit input from EDs and the Board	End of Year Evaluation Report for Board and EDs Review TLS Charter Amendments on MCPSC website, including those not yet uploaded to the website.
Items finalized this month	Board Handbook Organize Board Committee PD-Based Presentations	Drafts of plans to share with Leaders for feedback. Organize Board Committee PD-Based Presentations	Organize Board Committee PD-Based Presentations Work on Summer Retreat Planning	Organize Board Committee PD-Based Presentations Work on Summer Retreat Planning



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Tasks to execute/do	Monthly reports by Board members on the content of the Policies, and Bylaws at Board meetings, as well as committee-specific training (technical terms), concepts, key info Gather resources for Parent, Staff, & Student Handbook Development	Monthly reports by Board members on the content of the Policies, and Bylaws at Board meetings, as well as committee-specific training (technical terms), concepts, key info Succession docs to be presented at April 29 Board meeting Continue developing Parent, Staff, & Student Handbooks	Monthly reports by Board members on the content of the Policies, and Bylaws at Board meetings, as well as committee-specific training (technical terms), concepts, key info Continue developing Parent, Staff, & Student Handbooks	Monthly reports by Board members on the content of the Policies, and Bylaws at Board meetings, as well as committee-specific training (technical terms), concepts, key info Presentation of EDs Evaluation Presentation of Parent, Staff, & Student Handbooks

Potential Responsibility/Goal	Member Responsible	Completion date	Notes
Complete Governance Committee Goals	Gary & Becky	Sept. 24 Board meeting	Proposed revision of committee; elim Exec Comm and include its goals in other Committees.
Complete the Governance Committee Charter	Becky & Gary	Nov. 25	Present at Dec. 3 Board Meeting
Read the Bylaws & Policies	Gary/Becky	Oct. 22	Determine key points - Becky
Divide into chunks for sharing	Becky	Oct. 22	Share first chunks at Dec. 3 Board meeting - Gary
Read the 22 - 27 TLS Charter	Gary/Becky	Nov. 25	Create a list of key points - Becky



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Divide into chunks for sharing	Becky	Nov. 25	Share first piece/s of key info at Dec. 3 Board meeting
Engage in Board Recruitment	Both	On-going	Need at least one more member, preferably with a background in law
OnBoarding & Development Process	Both	Nov. 6 By Nov. 25 By Nov. 25	Planning for Board Retreat Conflict of interest statements distributed Background checks information shared
Ongoing compliance topics	Becky	Dec. 3 By Dec. 31	Conflict of interest statements signed Background checks completed
ID Self-Assessment criteria and processes for Board/Committees/EDs	Becky	Started in Sept. Complete by Dec. 15	Pulled content from Board on Track
ID Evaluation criteria and process for Board and EDs	Becky	September November Dec/January	EDs; BOT, Admin Eval Rubric Review with Committee Review with EDs Board: BOT questions, Conduct Self-Eval in January Report patterns - Jan Follow up from Self-Eval - Feb - June
Review Governance videos from Ed Partners on YouTube and other resources compiled in the Committee-Based Resource for Professional	All	Monthly	Share Most Important Points at Board Meetings.



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Learning			
Create assignments for other committees to update Board	Becky		
Attend MCPSC Portfolio Conference 1/27 - 1/28	Becky, Gary, Courtney, Keisha, Stephanie?		

2021 - 2022 - Gov Comm Charter

2021 - 2022 Governance Committee Charter

The purpose of the governance committee (the Committee) is to oversee The Leadership School (TLS) Board of Directors (the Board) activities as individual members and specialized committees. While maintaining the composition and identifying the qualities and attributes a board member must maintain and uphold upon selection, the Committee must ensure the board is guiding TLS towards its mission, purpose, and objectives.

Responsibilities of the Governance Committee

The Committee is appointed by the board to:

1. Establish the procedures and processes by which to consider, evaluate, and develop a new board member
2. Identify individuals qualified to become Board members and to recommend to the Board nominees for consideration;
3. Assist with maintaining the composition and identifying the qualities and attributes a board member must maintain and uphold upon selection;
4. **Ensure** the Board is leading TLS towards its mission, purpose, and objectives;
5. Provide board oversight and ensure members and committees are operating effectively and following bylaws and procedures;
6. Recommend to the Board governance principles, applicable to the TLS;
7. Oversee and approve the process and guidelines for the annual evaluation of the performance and effectiveness of TLS Director, the Board, and its committees;
8. Exercise and perform the authority, duties, and responsibilities of the Committee set forth in this charter;
9. Create a board calendar that includes scheduling quarterly and yearly board agreements, assessments, and other responsibilities as determined by the board
10. Review and determine the size, composition, function, and board committee duties

Committee Member Qualifications

1. Must be a TLS board member; or
2. Must meet one of the following qualifications;

- a. Be a TLS staff member who is:
 - i. A full-time staff member
 - ii. In good standing with the school as determined by TLS employee guidelines
 - iii. Able to attend regularly scheduled TLS Governance Committee meetings, full board meetings, and other board-related activities
 - iv. Previous experience related to governance committee structures, responsibility, and policies is preferred but not required
- b. Be an approved committee member who the TLS Governance Committee or the board has determined eligible to serve based on prior experience or any background information the committee or board may find pertinent

Governance Committee Composition

The Committee shall consist of at least three (2) members, including a board member and a TLS staff representative. The TLS Governance Committee and/or the Board may extend Committee membership to other board members, TLS staff, or a member-at-large. Members-at-large may serve a maximum of a two (2) year term which may be extended annually by the TLS Governance Committee and/or TLS board.

The Board shall recommend nominees for appointment to the Committee either annually and/or as vacancies or new positions occur.

Responsibilities of The Leadership School Board of Directors and School Staff Representatives

The Committee shall ensure the Board and TLS staff representatives meet and maintain the following characteristics:

1. When appointed to The Leadership School Board of Directors, a member must:
 - a. Demonstrate the organization's work and values to the community, represent the organization and act as an ambassador;
 - b. Serve on at least one Committee;
 - c. Attend at least 80% of regular board and committee meetings and complete up to 10 hours (monthly) of board work;
 - d. Financially contribute to one or more fundraising activities annually;
 - e. Identify any personal or professional conflicts of interest and recuse themselves from discussions, votes, and decisions that impact The Leadership School or the Board of Directors;
 - f. Stay informed on matters on The Leadership School and the Board of Directors;
 - g. Participate in and take responsibility for making decisions on issues, policies, and other matters;
 - h. Effectively communicate questions and concerns while respecting the diverse opinions of others;
 - i. Provide feedback and participate in assessments regarding the Executive Director's performance and school direction;

- j. Work in good faith with staff and other board members as partners toward goal achievements;
 - k. Maintain the confidentiality of the private information of The Leadership School, staff, clients, and other board members;
 - l. Immediately notify the board chair if they cannot fulfill board responsibilities and duties and arrange to transfer any outstanding obligations to other board members.
2. When appointed to The Leadership School Board of Directors, a member must be:
- a. Demonstrate the organization's work and values to the community, represent the organization and act as an ambassador;
 - b. In good standing with the TLS;
 - c. Recommended by TLS Director
 - d. Identify any personal or professional conflicts of interest and recuse themselves from discussions and decisions that impact The Leadership School or the Board of Directors;
 - e. Stay informed on matters on The Leadership School and the Board of Directors;
 - f. Effectively communicate questions and concerns while respecting the diverse opinions of others;
 - g. Work in good faith with staff and other board members as partners toward goal achievements;
 - h. Maintain the confidentiality of the private information of The Leadership School, staff, clients, and other board members;
 - i. Immediately notify the TLS Director if they cannot fulfill board responsibilities and duties and arrange to transfer any outstanding obligations to other board members.

The Leadership School's Responsibilities to Board of Directors and School Staff Representatives

In turn, to the Board of Directors and School Staff Representatives, The Leadership School will:

- 1. Provide monthly financial reports and an update on organizational activities;
- 2. Provide opportunities to discuss with the Executive Director and the Board President the organization's programs, goals, activities, and status;
- 3. Consider board member requests regarding programs, goals, activities, and status;
- 4. Apprise board members about issues related to The Leadership School that may impact members personally or professionally.
- 5. Respond directly to questions that board members feel are necessary to carry out The Leadership School's fiscal, legal, and moral responsibilities.
- 6. Ensure Board members and staff work in good faith toward achieving goals.

Termination of a Board of Director or School Staff Representative

Failure to adhere to any of the aforementioned criteria under “Responsibilities of The Leadership School Board of Directors and School Staff Representatives” may result in termination of role as a TLS board member and staff representative. Termination of a board member or staff representative must:

1. Be proposed through a motion by a TLS board member during a closed-session
2. Board member or representative in question must be allowed an opportunity to address motion during TLS closed-session
3. A 2/3 affirmative vote of present board members to move to a vote to terminate a TLS board member or staff representative is required
4. A 2/3 affirmative vote of present members must be reached to terminate any board member or representative
5. Notification of termination must be provided to the board member or representative in question

Required Committee Composition

Chair	● Gerren McHam
Board Member(s)	● TBD
TLS Staff	● TBD

2022-2023 Goals of the Committee

1. Develop a calendar of activities and required responsibilities for the school year;
2. Hold a board retreat to offer training for members, discuss board priorities, build board member relationships and foster opportunities to influence positive morale, and consider the future direction of the board and school;
3. Develop a survey to receive feedback on school performance and board engagement, and productivity;
4. Review the board policy documents and, if necessary, provide updates

Committee Meeting Date/Time

- TBD

2021-22 Governance Committee meeting & work plan by month:

	Jun 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022
Meeting topics/ items to discuss or draft	- Continue Governance Committee Charter -Reach to potential committee members	Consider dates for board retreat (postpone until new board members assigned)	Reconsider board retreat dates			
Items finalized this month	Reached out to potential memebers					
Tasks to execute/ do		Board Retreat				