



## Brookside Charter School

### Minutes

BSDS, Inc. dba Brookside Charter School Board of Directors

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#### **Date and Time**

Monday February 25, 2019 at 5:30 PM

#### **Location**

Library, Brookside Charter School, 1815 East 63rd St., Kansas City, MO 64130

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#### **Attending Meetings of the Board of Director**

Visitors are welcome to attend the open sessions of the meeting of the Board of Directors. Members of the Board of Directors and Brookside Administration are the participants during these meetings.

#### **Procedures for Petitioning the Board of Directors**

1. If the issue/concern involves the classroom, meet with your child's teacher. If the problem is not resolved, contact the Administration.
2. If the issue/concern involves the daily operation of the school, contact the Administration.
3. If the issue/concern involves school policy (Family Handbook), contact the Board of Directors following these procedures:
  1. Submit a one-page brief of the issue. Briefs to the Board of should be sent to Brookside Charter School.
  2. The Board of Directors will respond. Responses could be inclusion on the agenda for a Board of Director's meeting, or a written reply, or a referral to the Administration.
4. Guidelines for Speaking at a Board Meeting

1. Visitor's Comments

Each regular business meeting opens with an opportunity for visitors to make comments to the board. Persons who wish to address any subject concerning education may do so at this time. The board president will call the meeting to order and then ask for comments from the audience. Patrons are asked to keep their remarks concise. This portion of the meeting shall not exceed one-half hour and those addressing the board are asked to limit their remarks.

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## 1. Addressing Agenda Items

1. A person wishing to address an item on the official agenda during the business portion of the meeting must complete a request form, these forms are located as you enter the board room. The form is to be completed and returned to the Board Secretary/Clerk prior to the start of the meeting. Persons may speak only once on an agenda item and for no more than three minutes without consent of the board. In the event board members agree that the normal flow of business is being unnecessarily delayed, they may, by majority vote, waive public participation.

The above information is part of the Family Handbook. Families are given a copy of the Family Handbook.

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### **Directors Present**

E. Sipes, K. Dennis, K. Kohring, L. Ehren, S. Twyman, V. Miller

### **Directors Absent**

J. LaSalle

### **Directors Arrived Late**

K. Dennis

### **Guests Present**

Ally Heiserman, Ashley Grannell, Debra Sipes, E. Twyman, J. George, James Smith, Katie Bruns, Paul Greenwood, R. Offield, Rebecca Duguid, Rebecca Hallberg, Shaun Bryant

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

E. Sipes called a meeting of the board of directors of Brookside Charter School to order on Monday Feb 25, 2019 @ 5:32 PM at Library, Brookside Charter School, 1815 East 63rd St., Kansas City, MO 64130.

### **C. Motion to Accept the Agenda**

E. Sipes made a motion to accept the Agenda.  
V. Miller seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **D. Approve Minutes**

V. Miller made a motion to approve minutes from the BSDS, Inc. dba Brookside Charter School Board of Directors on 01-28-19.  
S. Twyman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **E. Visitors Comments and Addressing Agenda Items**

## **II. Finance**

### **A. Dashboard**

K. Dennis arrived late.

Presented by Paul Greenwood

- Forecast shows school is moving in the right direction
  - Except Donations are under forecasted - will be updated
- Budget looks good from an operational standpoint
  - Benefits are still low even with new hires
- Food Services is trending in the right direction
  - Lowered forecast due to numbers
  - Will be budget neutral

### **B. Check Registry - NEED BOARD APPROVAL**

L. Ehren made a motion to approve the Check registry as presented by Vicki Miller.

V. Miller seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. Charter Board Partner (CBP) UPDATE**

### **A. Governance Training**

- Board will need to look at Governance Plan and Training
  - March 15 - Training - will be too soon
  - Next Step is to participate in a training
    - Board will be notified about next training opportunity and any further information about the training

### **B. July 1st Transition - Strategic Plan**

## **IV. Superintendent Report**

### **A. Enrollment/Attendance**

- Current Enrollment 700
- Attendance/Enrollment
  - will possibly drop due to excessive absences

### **B. School Quality Review (SQR)**

School Quality Review (SQR)

- conducted review Wednesday Feb. 6, 2019
  - was suppose to be a 2 day process; however, due to snow days SQR was only one day
- Commission does an annual review for all Commission schools
  - Accountability structure
- Report should be received by March 4th
  - will have information at the next board meeting

### **C. School Smart KC (SSKC) Grant**

- Every month there is a check in and school reports required
  - Checking to ensure BSDS is on Track
  - Accountability structure

- Connector Documents
- SSKC
  - Next Payment from SSKC will be received April 2019

#### **D. MCPSC (Commission)**

- EpiCenter Dashboard
  - There specific school reports and certifications required to upload to EpiCenter Dashboard
    - Currently need
      - Board Certifications - need board to certify and sign information
      - Board Member Conflict of Interest Forms completed, signed and returned for upload

#### **E. Organizational Chart**

#### **F. 2019-2020 Calendar - Need Board Approval**

L. Ehren made a motion to Approve the 2019-2020 Calendar as presented by Roger Offield.

S. Twyman seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **V. Closing Items**

##### **A. Adjourn Meeting**

V. Miller made a motion to adjourn the meeting.

L. Ehren seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:53 PM.

Respectfully Submitted,  
E. Sipes