



1815 E 63rd St
Kansas City, MO 64130
www.BrooksideCharter.org



Phone: 816-531-2192

Fax: 816-756-3055



BSDS, Inc dba Brookside Charter School

AGENDA August 28, 2023 5:30 pm

BCS Library and/or Join with ZOOM

<https://us02web.zoom.us/j/82127625843>

1. Motion to accept the agenda
2. Approval of Board of Director minutes
3. Visitors Comments and Addressing Agenda Items
4. Committee Report for upcoming Month
5. Financial Committee Report - EdOps
 - a) EdOps Dashboard – **Need Board Approval**
 - b) Check Registry – **Need Board Approval**
6. 4DX Presentation – K. Sales
7. Review 2023-24 [Board Calendar](#)
8. Board Officer Elections
9. Superintendent's Report – Roger Offield
 - a) Enrollment 23-24/Attendance
 - b) Staffing 2023-24
 - c) Expansion Update
 - d) STEAM Lab
10. Motion to adjourn

Next Meeting - Monday, September 25, 2023

Attending Meetings of the Board of Director

***Posted 6/23/2023
Front Lobby, Website, and District Calendar***



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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:
 - a. Submit a one-page brief of the issue. Briefs to the Board of should be sent to Brookside Charter School.
 - b. 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
 - a. 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.

b. Addressing Agenda Items

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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MINUTES
June 23, 2023
5:30 pm

BCS Library and/or Join with ZOOM
<https://us02web.zoom.us/j/82127625843>

Directors Present: Dr. Eric Sipes, Dr. Kerry Dixon **Virtual:** Jason LaSalle, Vicki Miller, Kiva Dennis, Kraig Kohring (6:15p) **Directors Absent:** Tiffany Price, Sherry Twyman, DiAnna Saffold **Guests Present:** Kelly Sales, Roger Offield **Guests Virtual:** Rebecca Duguid

1. Opening Items
 - a) Record Attendance and Guests
 - b) Call the Meeting to Order
 - i. Dr. Eric Sipes called the meeting of the board of directors of Brookside Charter School to order on Monday, June 26 at 5:32pm.
2. Motion to accept the agenda
 - a) Dr. Kerry Dixon motioned to accept the agenda.
 - b) Jason LaSalle seconded the motion
 - c) The board voted to approve the motion - Approved
3. Approval of Board of Director minutes
 - a) Dr. Kerry Dixon motioned to approve the minutes from the Brookside Charter School board of directors meeting on May 22, 2023.
 - b) Dr. Eric Sipes seconded the motion
 - c) The board voted to approve the motion - Approved
4. Visitors Comments and Addressing Agenda Items
 - a) No visitors comments.
5. Committee Report Review
 - a) Committees will not be meeting in July.
6. Financial Committee Report - EdOps

Posted 6/23/2023
Front Lobby, Website, and District Calendar



- a) **EdOps Dashboard – Need Board Approval**
 - a. Vicki Miller reviewed the month’s financial status. Providing information on revenue, expenses, days of cash and changes expected from state aid. Provided in board packet.
 - b. Vicki Miller motioned to approve the financial report within the EdOps Dashboard as presented.
 - c. Dr. Kerry Dixon seconded the motion.
 - d. The board voted to approve the motion - Approved
- b) **Check Registry – Need Board Approval**
 - a. Vicki Miller presented the Check Registry.
 - b. Vicki Miller motioned to approve the check registry as presented.
 - c. Dr. Kerry Dixon seconded the motion.
 - d. The board voted to approve the motion - Approved
- 7. **Governance Committee Report –E.Sipes**
 - a) Dr. Eric Sipes shared that updates would be shared later on in the agenda.
- 8. **Academic Committee Report – No Report**
- 9. **Development Committee Report – K. Sales**
 - a) Kelly Sales shared an update on the Golf Tournament and FEMA.
- 10. **2023-24 [Annual Budget](#) – Need Board Approval**
 - a) Roger Offield presented the Annual Budget.
 - b) Dr. Kerry Dixon motioned to approve the Annual Budget as presented.
 - c) Vicki Miller seconded the motion.
 - d) The board voted to approve the motion - Approved
- 11. **2023-24 [Board Calendar](#) – Need Board Approval**
 - a) Roger Offield presented the Board Calendar.
 - b) Dr. Kerry Dixon motioned to approve the Board Calendar as presented.
 - c) Dr. Eric Sipes seconded the motion.
 - d) The board voted to approve the motion - Approved
- 12. **Turner Construction Contract (STEAM Lab) – Need Board Approval**
 - a) Roger Offield presented the STEAM Lab Renderings.



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- b) Dr. Kerry Dixon motioned to approve the STEAM Lab Renderings as presented.
 - c) Jason LaSalle seconded the motion.
 - d) The board voted to approve the motion - Approved
- 13. Superintendent Evaluation Review – E. Sipes
- 14. Superintendent's Report – Roger Offield
 - a) Enrollment 22-23/Attendance
 - b) Enrollment and Staffing 2023-24
 - c) Expansion Update
 - d) Leadership Team Match (403B to 457B)
- 15. Motion to adjourn
 - a) Dr. Kerry Dixon motioned to adjourn
 - b) Vicki Miller seconded the motion
 - c) The board voted to approve the motion - Approved

Next Meeting - Monday, August 28, 2023

Attending Meetings of the Board of Director

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June 2023 Financials

PREPARED AUG'23 BY

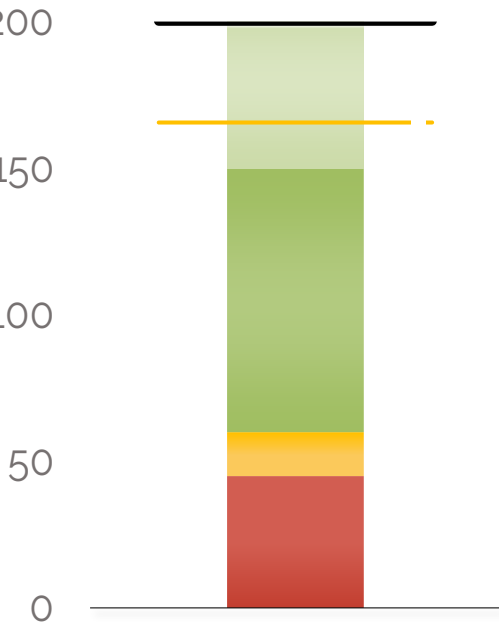


- **Executive Summary**
- **Key Performance Indicators**
- **Cash Forecast**
- **Key Forecast Changes This Month**
- **Monthly Financials**

- At the end of FY23, BCS has \$6.5M in cash and sits at 200 Days of Cash. These metrics are awesome and position BCS well for the future!
- Revenue – ahead of budget by \$1.6M
 - Primarily attributed to funding equity legislation which increased per pupil funding for charter schools
 - ESSER III funds – we did not spend the full allocation as originally planned, so around \$300K will roll to FY24, which is good news!
- Expenses – over budget by \$390K, but completely offset by the revenue increases!
- End of year cash – ahead by \$1.3M! All in all, an excellent year! Congratulations!

Days of Cash

Cash balance at year-end divided by average daily expenses

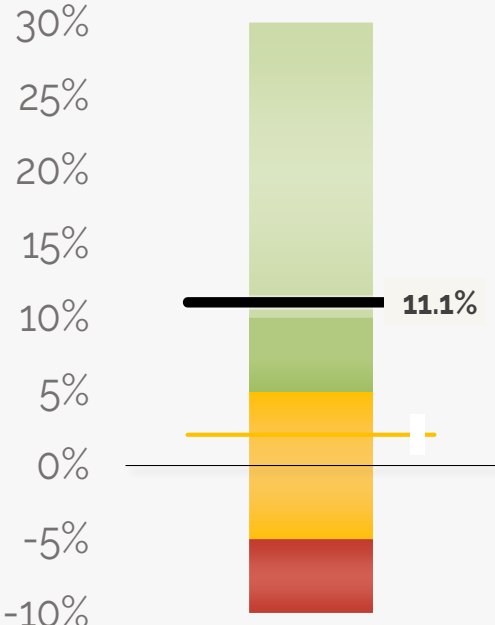


200 DAYS OF CASH AT YEAR'S END

The school will end the year with 200 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

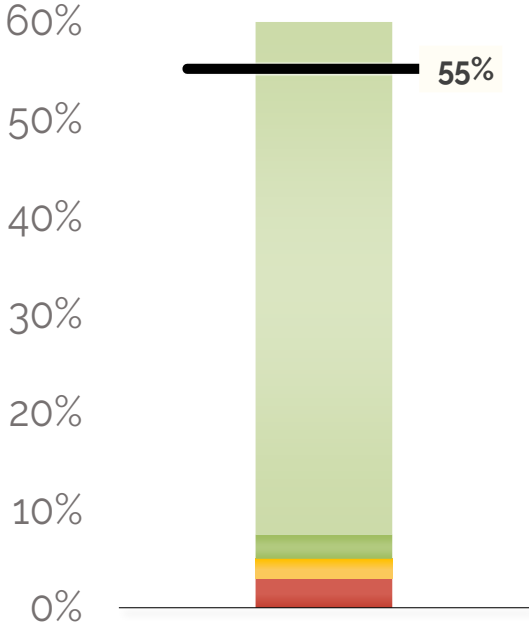


11.1% GROSS MARGIN

The forecasted net income is \$1.5m, which is \$1.2m above the budget. It yields a 11.1% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

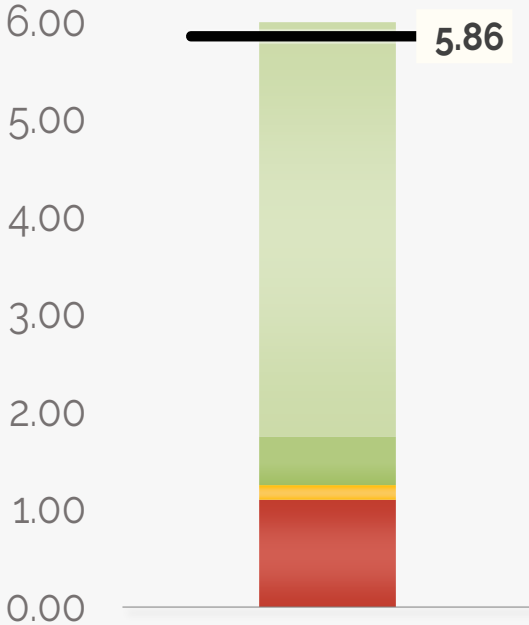


55.19% AT YEAR'S END

The school is projected to end the year with a fund balance of \$6,564,907. Last year's fund balance was \$5,086,872.

DSCR

Amount of cash flow available to meet annual interest and principal payments on debt



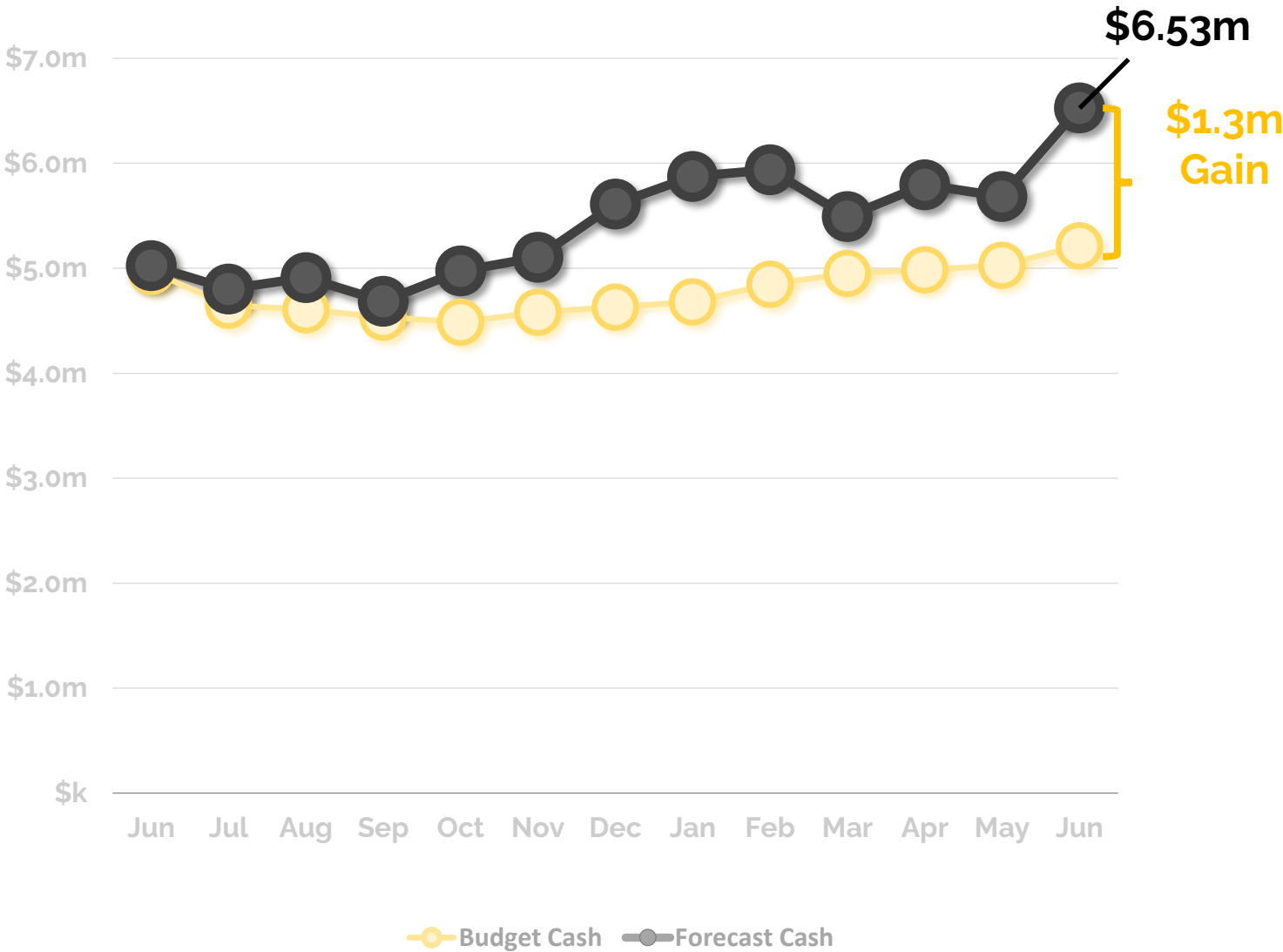
DSCR IS 5.86

Debt Service Coverage Ratio is defined by the school's bank covenants.

200 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$6.5m**, **\$1.3m** above budget.

BCS demonstrates strong financial health entering FY24!



	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	1,082,573	865,177	217,395	1,082,573	865,177	217,395	-
State Revenue	8,977,538	6,491,532	2,486,007	8,977,538	6,491,532	2,486,007	-
Federal Revenue	2,676,225	3,245,133	(568,908)	2,676,225	3,245,133	(568,908)	-
Private Grants and Donations	408,856	500,000	(91,144)	408,856	500,000	(91,144)	-
Earned Fees	227,612	626,367	(398,755)	227,612	626,367	(398,755)	-
Total Revenue	13,372,803	11,728,209	1,644,594	13,372,803	11,728,209	1,644,594 ①	-
Expenses							
Salaries	6,840,033	6,250,000	(590,033)	6,840,033	6,250,000	(590,033)	-
Benefits and Taxes	1,860,495	1,841,326	(19,169)	1,860,495	1,841,326	(19,169)	-
Staff-Related Costs	172,875	135,126	(37,749)	172,875	135,126	(37,749)	-
Rent	43,000	85,000	42,000	43,000	85,000	42,000	-
Occupancy Service	711,676	666,066	(45,610)	711,676	666,066	(45,610)	-
Student Expense, Direct	553,645	368,309	(185,336)	553,645	368,309	(185,336)	-
Student Expense, Food	307,301	264,500	(42,801)	307,301	264,500	(42,801)	-
Office & Business Expense	808,705	1,244,049	435,344	808,705	1,244,049	435,344	-
Transportation	268,023	321,000	52,977	268,023	321,000	52,977	-
Total Ordinary Expenses	11,565,753	11,175,376	(390,378)	11,565,753	11,175,376	(390,378)	-
Net Operating Income	1,807,050	552,833	1,254,216	1,807,050	552,833	1,254,216	-
Extraordinary Expenses							
Interest	308,592	308,592	(0)	308,592	308,592	(0)	-
Facility Improvements	20,423	1,776	(18,647)	20,423	1,776	(18,647)	-
Total Extraordinary Expenses	329,015	310,368	(18,647)	329,015	310,368	(18,647)	-
Total Expenses	11,894,768	11,485,743	(409,025)	11,894,768	11,485,743	(409,025) ②	-
Net Income	1,478,035	242,466	1,235,569	1,478,035	242,466	1,235,569 ③	-
Cash Flow Adjustments	25,272	-	25,272	25,272	-	25,272 ④	-
Change in Cash	1,503,308	242,466	1,260,842	1,503,308	242,466	1,260,842 ⑤	-

① REVENUE: \$1.6M AHEAD

Primarily due to funding equity legislation

② EXPENSES: \$409K BEHIND

Years of service stipends and facility improvements

③ NET INCOME: \$1.2M ahead**④ CASH ADJ: \$25K AHEAD****⑤ NET CHANGE IN CASH: \$1.3M AHEAD**

Income Statement	Actual												Forecast	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		TOTAL
Revenue														
Local Revenue	109,617	99,878	86,490	90,386	83,310	85,937	94,271	112,771	69,831	84,959	85,571	79,554		1,082,573
State Revenue	571,082	547,499	598,178	1,184,174	621,406	623,904	1,070,253	692,803	737,100	737,100	736,356	857,684		8,977,538
Federal Revenue	0	98,467	38,542	59,256	221,260	543,617	35,591	137,803	166,807	346,002	91,861	937,020		2,676,225
Private Grants and Donations	3,090	155,449	20,168	4,976	972	110,030	500	19,037	3,731	5,670	19,062	66,171		408,856
Earned Fees	8,267	8,312	25,900	10,568	49,937	42,352	12,624	4,427	14,582	5,411	40,156	5,076		227,612
Total Revenue	692,057	909,604	769,279	1,349,358	976,884	1,405,840	1,213,238	966,841	992,051	1,179,143	973,005	1,945,504		13,372,803
Expenses														
Salaries	483,267	496,115	499,966	511,315	503,519	515,064	540,143	515,578	963,554	527,725	580,382	703,404		6,840,033
Benefits and Taxes	137,764	189,912	141,390	148,222	144,933	172,090	149,333	148,006	181,591	146,545	148,066	152,642		1,860,495
Staff-Related Costs	19,750	12,968	2,820	6,250	11,809	5,531	5,192	31,244	11,415	5,795	33,371	26,731		172,875
Rent	2,500	1,250	10,000	1,500	0	2,500	1,250	6,000	6,000	6,000	0	6,000		43,000
Occupancy Service	71,620	60,546	124,074	53,882	52,745	49,395	46,142	45,439	53,539	29,832	62,659	61,804		711,676
Student Expense, Direct	14,861	47,606	66,377	132,282	33,850	32,533	41,526	19,659	23,438	27,191	94,499	19,822		553,645
Student Expense, Food	0	17,377	30,308	39,886	30,658	29,266	18,279	33,928	33,548	18,163	43,108	12,781		307,301
Office & Business Expense	64,583	67,383	95,447	101,451	59,926	60,611	82,275	55,821	58,342	46,339	87,184	29,341		808,705
Transportation	0	0	394	39,644	2,227	0	43,137	1,354	79,811	42,673	2,612	56,170		268,023
Total Ordinary Expenses	794,346	893,157	970,776	1,034,432	839,666	866,989	927,278	857,029	1,411,238	850,265	1,051,882	1,068,695		11,565,753
Operating Income	-102,290	16,447	-201,497	314,926	137,217	538,850	285,960	109,812	-419,188	328,878	-78,877	876,810		1,807,050
Extraordinary Expenses														
Interest	25,716	25,716	25,716	25,716	25,716	25,716	25,716	25,716	25,716	25,716	25,716	25,716		308,592
Facility Improvements	0	0	0	0	0	0	0	20,423	0	0	0	0		20,423
Total Extraordinary Expenses	25,716	25,716	25,716	25,716	25,716	25,716	25,716	46,139	25,716	25,716	25,716	25,716		329,015
Total Expenses	820,062	918,873	996,492	1,060,148	865,382	892,705	952,994	903,168	1,436,954	875,981	1,077,598	1,094,410		11,894,768
Net Income	-128,006	-9,269	-227,213	289,210	111,501	513,134	260,244	63,673	-444,904	303,162	-104,592	851,094		1,478,035
Cash Flow Adjustments	-94,204	117,767	1,595	449	18,171	-4,442	1,428	-247	-258	-794	-6,691	-7,502		25,272
Change in Cash	-222,210	108,498	-225,618	289,660	129,673	508,692	261,672	63,426	-445,161	302,368	-111,283	843,592		1,503,308

	<i>Previous Year End</i> 6/30/2022	<i>Current</i> 6/30/2023	<i>Year End</i> 6/30/2023
Assets			
Current Assets			
Cash	5,024,715	6,528,023	6,528,023
Accounts Receivable	567,847	323,403	323,403
Other Current Assets	32,166	41,565	41,565
Total Current Assets	5,624,728	6,892,990	6,892,990
Total Assets	5,624,728	6,892,990	6,892,990
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	27,235	24,652	24,652
Accounts Payable	278,370	71,180	71,180
Total Current Liabilities	305,605	95,832	95,832
Total Long-Term Liabilities	0	0	
Total Liabilities	305,605	95,832	
Equity			
Unrestricted Net Assets	5,319,123	5,319,123	5,319,123
Net Income	0	1,478,035	1,478,035
Total Equity	5,319,123	6,797,158	6,797,158



QUESTIONS?

Please contact your EdOps Finance Team:

Anne Schaffa

anne@ed-ops.com

816.945.2918

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Check Register by Type

Payee Type:		Check Type: Check				Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount	
6379	06/01/2023	X	X	06/01/2023			0.00	
Checking Account ID:		6		Void Total:		0.00	Total without Voids:	0.00
Check Type Total:		Check		Void Total:		0.00	Total without Voids:	0.00
Payee Type Total:				Void Total:		0.00	Total without Voids:	0.00

Payee Type: Vendor		Check Type: Automatic Payment				Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount	
1119	06/23/2023	X			ATT1	AT&T	187.48	
1120	06/01/2023	X			BANKCARD	BANKCARD	10.00	
1121	06/23/2023	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	861.57	
1122	06/23/2023	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	6,738.28	
1123	06/23/2023	X			KANSASCIT	KANSAS CITY POWER & LIGHT	8,476.28	
1124	06/23/2023	X			KCWATER	KC WATER SERVICES	3,484.26	
1125	06/28/2023	X			AFLAC	AFLAC	4,537.35	
1141	06/26/2023	X			UNITEDHEAL	United Health Care	57,378.76	
1147	06/26/2023	X			COUNTRYCCC	Country Club Bank Credit Card	3,923.23	
1149	06/16/2023	X			COUNTRYCCC	Country Club Bank Credit Card	22,130.26	
Checking Account ID:		6		Void Total:		0.00	Total without Voids:	107,727.47
Check Type Total:		Automatic Payment		Void Total:		0.00	Total without Voids:	107,727.47

Payee Type: Vendor		Check Type: Check				Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount	
6380	06/01/2023	X			NAZARENE	Nazarene Theological Seminary	1,500.00	
6382	06/15/2023	X			OFFIELD	ROGER OFFIELD	500.00	
6383	06/15/2023	X			OFFIELD	ROGER OFFIELD	5,000.00	
6390	06/22/2023	X			CLEANING	CLEANING KING, LLC	15,000.00	
6391	06/22/2023	X			CLEANING	CLEANING KING, LLC	555.00	
6392	06/22/2023	X			KCYA	Kansas City Young Audiences	497.00	
6393	06/22/2023	X			NAZARENE	Nazarene Theological Seminary	6,000.00	
6394	06/22/2023	X			NAZARENE	Nazarene Theological Seminary	69.27	
6395	06/27/2023	X			SALES	KELLY SALES	180.69	
6396	06/27/2023	X			TWYMAN	EMILY TWYMAN-BROWN	371.10	
6398	06/30/2023	X			TUCKVAL	VALERIE TUCKER	4,750.00	
80777522	06/16/2023	X			CUMPYS	Angela Romano; ASI Designs, LLC dba/Cumpy's	1,960.00	
80777523	06/16/2023	X			CUMPYS	Angela Romano; ASI Designs, LLC dba/Cumpy's	30.00	
80777524	06/16/2023	X			PLAZAAC	PLAZA ACADEMY	1,900.00	
80777527	06/16/2023	X			EDFUEL	EDFUEL	13,104.00	
80777528	06/16/2023	X			WALDO	PHILWORLD, INC	320.00	
80777885	06/16/2023	X			FRANKLIN	FRANKLIN COVEY CLIENT SALES, INC.	90.02	
80777886	06/16/2023	X			FRANKLIN	FRANKLIN COVEY CLIENT SALES, INC.	7,377.75	
80777887	06/16/2023	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00	
80778029	06/16/2023	X			HILLYARDKA	HILLYARD/ KANSAS CITY	20,594.84	
80778030	06/16/2023	X			JADE	JADE ALARM CO., INC.	379.69	
80778031	06/16/2023	X			KCPREMIERE	KC PREMIERE TRANSPORTATION	7,688.04	
80778032	06/16/2023	X			K12ITC	k12 ITC, Inc	13,416.91	
80778033	06/16/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	4,298.30	
80778034	06/16/2023	X			AMAZONCOM	SYNCB/AMAZON	2,488.00	
80778035	06/16/2023	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	8,482.66	
80778321	06/16/2023	X			PAYPOOL2	Paypool LLC	308.33	
80778322	06/16/2023	X			INNOVPTIO	Linda Ann Kirkpatrick, dba Innovative Options, LLC	1,939.00	
80778323	06/16/2023	X			ASSIST	Assist Services, LLC	48,482.00	
Checking Account ID:		6		Void Total:		0.00	Total without Voids:	167,428.60
Check Type Total:		Check		Void Total:		0.00	Total without Voids:	167,428.60
Payee Type Total:		Vendor		Void Total:		0.00	Total without Voids:	275,156.07

Check Register by Type

Grand Total:	Void Total:	0.00	Total without Voids:	<div></div> 275,156.07
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