



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
December 19, 2022
5:30 pm

NTS Commons (Meeting at the Building for a tour at 4:30pm)

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. Financial Committee Report - EdOps
 - a) EdOps Dashboard – **Need Board Approval**
 - b) Check Registry – **Need Board Approval**
5. Governance Committee Report –E.Sipes
6. Academic Committee Report – K. Dixon
7. Development Committee Report – K. Sales
8. Audit Presentation – **Need Board Approval**
9. Superintendent's Report – Roger Offield
 - a) Enrollment/Attendance
 - b) NTS Update
 - c) BCS Legacy Foundation
 - d) Charter Renewal SBOE January 10, 2023
 - e) BOE Training for 2023
10. Motion to adjourn
11. Motion for Closed Session

Next Meeting - Monday, January 30, 2022

Posted 12/16/2022
Front Lobby, Website, and District Calendar



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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:
 - 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.



BSDS, Inc dba Brookside Charter School

MINUTES
November 28, 2022
5:30 pm

BCS Library and/or Join with ZOOM

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

Directors Present: Vicki Miller, Dr. Eric Sipes, Kiva Dennis, Dr. Kerry Dixon **Virtual:** DiAnna Saffold, Jason LaSalle, Tiffany Price **Directors Absent:** Sherry Twyman, Kraig Kohring **Guests Present:** Craig Fraizer, Kelly Sales **Virtual:** Anne Schaffa, Rebecca Duguid, Katie Bruns, Todd Baston, Ron Hyman

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, November 28, 2022 at 5:38pm in the library at Brookside Charter School via Zoom.
2. Motion to accept the agenda
 - a) Dr. Eric Sipes motioned to accept the agenda.
 - b) Dr. Kerry Dixon seconded the motion
 - c) The board voted to approve the motion - Approved
3. Approval of Board of Director minutes
 - a) Vicki Miller motioned to approve the minutes from the Brookside Charter School board of directors meeting on October 24, 2022
 - b) Kiva Dennis seconded the motion
 - c) The board voted to approve the motion - Approved
4. Visitors Comments and Addressing Agenda Items
 - a) No visitors comments.
5. Financial Committee Report - EdOps
 - a) EdOps Dashboard – **Need Board Approval**
 - a. Anne Schaffa 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. Jason LaSalle 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
6. Academic Committee Report – K. Dixon
- a) Kelly Sales and Roger Offield shared school academic goals focusing on Literacy as well as MAP proficiency and below basic.
7. Development Committee Report – K. Sales
- a) Kelly Sales presented the Development Committee report.
8. Operations Director Update – C. Frazier
- a) Director of Operations, Craig Fraizer presented an update on current progress and initiatives in the areas of Facilities, Food Service, Activities and Cleaning.
9. Board Policy - Transgender DRAFT
- a) Roger Offield presented the draft of the Transgender policy drafted by attorney Kevin Klein and the Brookside Charter School Leadership Team for Board Members to review.
10. Superintendent’s Report – Roger Offield
- a) Enrollment/Attendance
 - a. 744 students enrolled as of November 28, 2022.
 - b. Averaging 91% attendance.
 - b) NTS Update
 - c) BCS Legacy Foundation
 - a. Roger Offield provided an update on the BCS Legacy Foundation.



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- d) Charter Renewal SBOE moved to January 10, 2023
 - e) Focus Group Revised Instructional Model
 - a. Roger Offield provided an update from the staff focus group working on the Revised Instructional Model. He also provided four calendar options for the 2023-34 school year.
 - f) Equitable Funding Update
 - a. Brookside Charter School received the first Equitable Funding payment. Roger Offield will be presenting a staff stipend model to honor staff years of service to the board at the December meeting.
11. Motion to Adjourn
- a) Vicki Miller motioned to adjourn
 - b) Dr, Kerry Dixon seconded the motion
 - c) The board voted to approve the motion - Approved
12. Motion for Closed Session

Next Meeting - Monday, December 19, 2022



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November 2022 Financials

PREPARED DEC'22 BY



Contents



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

Executive Summary



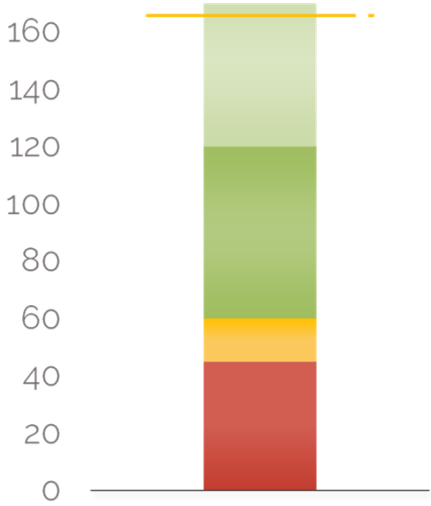
- **Brookside Charter closes November with a Net Income of 2.06M, which is 1.8M improved from Board-approved Net Income of 242k**
- **This Net Income is 154k increase from October close**
- **135k increase to Revenue**
 - Increase of 4.2 WADA: Improvement in IEP Weight and LEP Weight. No change in the forecasted per-WADA payment amount. 43k increase to State Aid.
 - 50k increase to Prop C. DESE calculations suggest that there could be additional increase.
 - 36k addition of FCC Emergency Connectivity Fund Round 2 received in November. Associated costs are already reflected in current year forecast.
- **19k decrease to Expenses:**
 - 10k decrease to Wages. Each month that additional forecast is not used will result in savings.
 - 14.6k decrease to Benefits: 20k Unemployment budget reduced by 5k. Additional reforecasting made.
 - 4.6k in Van rental added

Key Performance Indicators



Days of Cash

Cash balance at year-end divided by average daily expenses

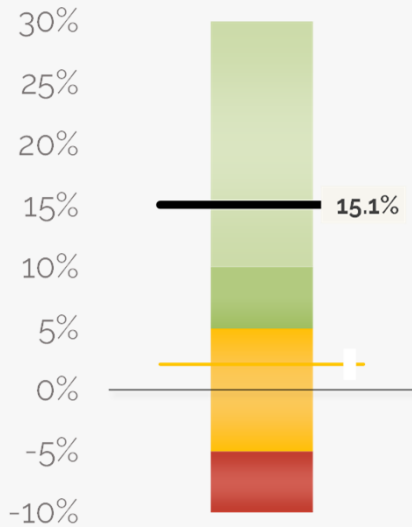


221 DAYS OF CASH AT YEAR'S END

The school will end the year with 221 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

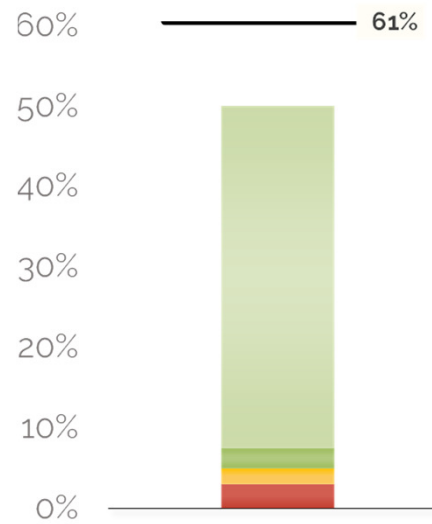


15.1% GROSS MARGIN

The forecasted net income is \$2.1m, which is \$1.8m above the budget. It yields a 15.1% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

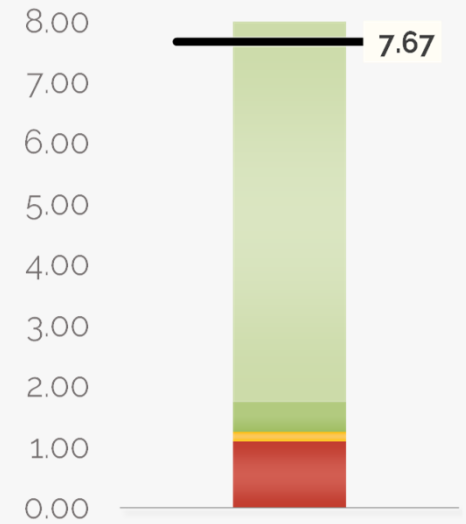


60.54% AT YEAR'S END

The school is projected to end the year with a fund balance of \$7,014,824. Last year's fund balance was \$4,958,770.

DSCR

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



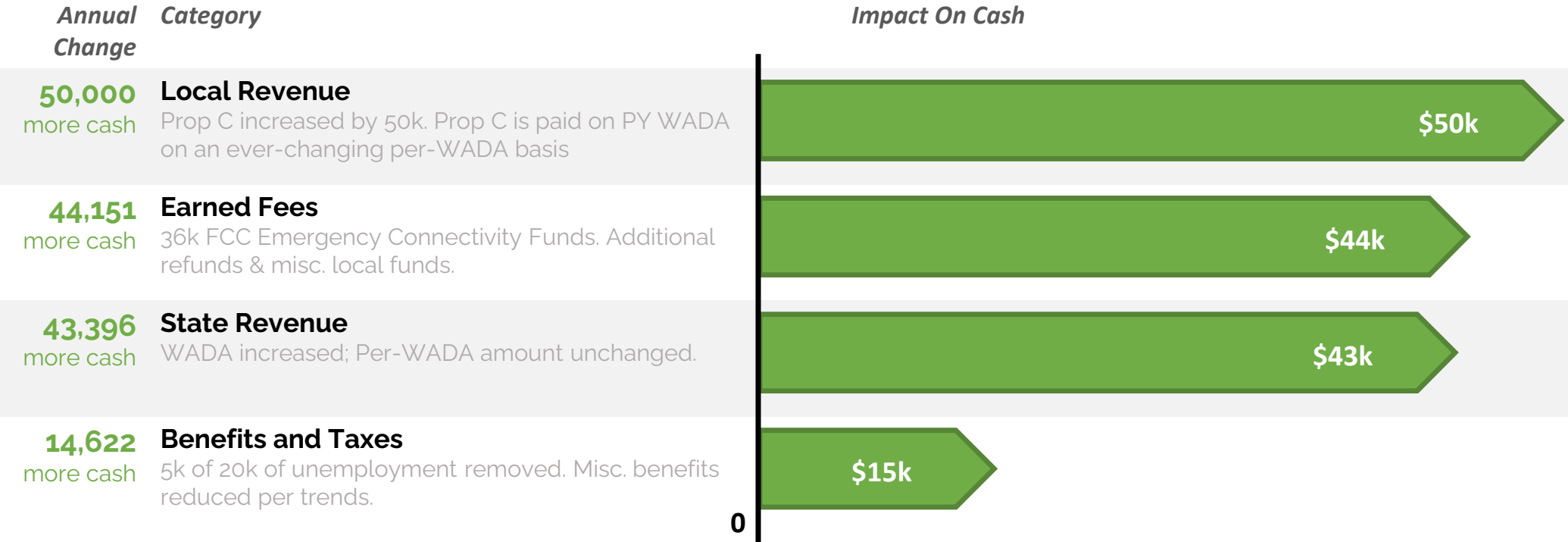
DSCR IS 7.67

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

Key Forecast Changes This Month



The November forecast **increased** the year-end cash expectation by **\$154k**. Key changes:



	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	469,680	371,957	97,723	915,177	865,177	50,000	445,498
State Revenue	3,522,339	2,479,107	1,043,232	8,818,682	6,491,532	2,327,150	5,296,343
Federal Revenue	417,524	742,487	(324,962)	3,240,328	3,245,133	(4,805)	2,822,804
Private Grants and Donations	178,798	100,000	78,798	500,000	500,000	(0)	321,202
Earned Fees	88,045	201,981	(113,936)	169,527	626,367	(456,840)	81,483
Total Revenue	4,676,385	3,895,531	780,855	13,643,714	11,728,209	1,915,505 ①	8,967,329
Expenses							
Salaries	2,494,183	2,604,167	109,984	6,266,226	6,250,000	(16,226)	3,772,043
Benefits and Taxes	762,221	767,219	4,998	1,857,640	1,841,326	(16,314)	1,095,418
Staff-Related Costs	53,597	56,302	2,705	135,801	135,126	(675)	82,204
Rent	15,250	35,417	20,167	85,000	85,000	(0)	69,750
Occupancy Service	362,866	277,528	(85,339)	670,694	666,066	(4,628)	307,828
Student Expense, Direct	295,052	153,455	(141,596)	421,460	368,309	(53,151)	126,408
Student Expense, Food	118,228	96,182	(22,046)	264,500	264,500	0	146,272
Office & Business Expense	389,094	518,354	129,260	1,249,587	1,244,049	(5,538)	860,494
Transportation	42,265	116,727	74,462	326,385	321,000	(5,385)	284,119
Total Ordinary Expenses	4,532,756	4,625,351	92,595	11,277,292	11,175,376	(101,917)	6,744,537
Net Operating Income	143,630	(729,820)	873,450	2,366,422	552,833	1,813,588	2,222,792
Extraordinary Expenses							
Interest	128,580	128,580	(0)	308,592	308,592	0	180,012
Facility Improvements	-	740	740	1,776	1,776	0	1,776
Total Extraordinary Expenses	128,580	129,320	740	310,368	310,368	0	181,788
Total Expenses	4,661,336	4,754,670	93,335	11,587,660	11,485,743	(101,917) ②	6,926,324
Net Income	15,050	(859,140)	874,190	2,056,054	242,466	1,813,588 ③	2,041,004
Cash Flow Adjustments	47,390	-	47,390	(0)	-	(0)	(47,390)
Change in Cash	62,440	(859,140)	921,580	2,056,054	242,466	1,813,588	1,993,614

① REVENUE: \$1.9M AHEAD

Of the 1.9M increase from Board-approved budget, the largest driver is the State Revenue, which is driven by a higher-than-budgeted WADA and higher per-WADA payment amount. The removal of corresponding KCPS MOU explains the decrease in Local Revenue. We expect to see further increases to Local Revenue as the per-WADA payment amount for Prop C is expected to increase.

② EXPENSES: \$102K BEHIND

The largest driver of increased expenses is Special Education student services. Additional increases in wages and benefits total 32k.

③ NET INCOME: \$1.8M ahead

Monthly Financials

Income Statement	Actual					Forecast							TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Revenue													
Local Revenue	109,617	99,878	86,490	90,386	83,310	63,643	63,643	63,643	63,643	63,643	63,643	63,643	915,177
State Revenue	571,082	547,499	598,178	1,184,174	621,406	756,620	756,620	756,620	756,620	756,620	756,620	756,620	8,818,682
Federal Revenue	0	98,467	38,542	59,256	221,260	403,258	403,258	403,258	403,258	403,258	403,258	403,258	3,240,328
Private Grants and Donations	3,090	155,449	19,618	608	32	45,886	45,886	45,886	45,886	45,886	45,886	45,886	500,000
Earned Fees	7,633	8,312	11,527	10,568	50,005	11,640	11,640	11,640	11,640	11,640	11,640	11,640	169,527
Total Revenue	691,423	909,604	754,355	1,344,991	976,013	1,281,047	1,281,047	1,281,047	1,281,047	1,281,047	1,281,047	1,281,047	13,643,714
Expenses													
Salaries	483,267	496,115	499,966	511,315	503,519	511,963	511,963	511,963	511,963	511,963	511,963	700,263	6,266,226
Benefits and Taxes	137,764	189,912	141,390	148,222	144,933	154,371	154,371	154,371	154,371	154,371	154,371	169,193	1,857,640
Staff-Related Costs	19,750	12,968	2,820	6,250	11,809	11,743	11,743	11,743	11,743	11,743	11,743	11,743	135,801
Rent	2,500	1,250	10,000	1,500	0	9,964	9,964	9,964	9,964	9,964	9,964	9,964	85,000
Occupancy Service	71,620	60,546	124,074	53,882	52,745	43,975	43,975	43,975	43,975	43,975	43,975	43,975	670,694
Student Expense, Direct	14,861	47,606	66,377	132,357	33,850	18,058	18,058	18,058	18,058	18,058	18,058	18,058	421,460
Student Expense, Food	0	17,377	30,308	39,886	30,658	20,896	20,896	20,896	20,896	20,896	20,896	20,896	264,500
Office & Business Expense	63,234	69,757	95,445	101,451	59,207	122,928	122,928	122,928	122,928	122,928	122,928	122,928	1,249,587
Transportation	0	0	394	39,644	2,227	40,588	40,588	40,588	40,588	40,588	40,588	40,588	326,385
Total Ordinary Expenses	792,997	895,531	970,774	1,034,507	838,947	934,488	934,488	934,488	934,488	934,488	934,488	1,137,609	11,277,292
Operating Income	-101,575	14,073	-216,418	310,483	137,066	346,559	346,559	346,559	346,559	346,559	346,559	143,437	2,366,422
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	254	254	254	254	254	254	254	1,776
Total Extraordinary Expenses	25,716	25,716	25,716	25,716	25,716	25,970	25,970	25,970	25,970	25,970	25,970	25,970	310,368
Total Expenses	818,713	921,247	996,489	1,060,223	864,663	960,458	960,458	960,458	960,458	960,458	960,458	1,163,579	11,587,660
Net Income	-127,291	-11,643	-242,134	284,768	111,350	320,589	320,589	320,589	320,589	320,589	320,589	117,468	2,056,054
Cash Flow Adjustments	-92,969	120,143	1,595	449	18,171	-6,770	-6,770	-6,770	-6,770	-6,770	-6,770	-6,770	0
Change in Cash	-220,259	108,501	-240,539	285,217	129,521	313,819	313,819	313,819	313,819	313,819	313,819	110,698	2,056,054



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: Vendor		Check Type: Automatic Payment			Checking Account ID: 6			
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>	
991	11/25/2022	X			ATT1	AT&T	186.86	
992	11/01/2022	X			BANKCARD	BANKCARD	10.00	
993	11/21/2022	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	918.01	
994	11/26/2022	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	3,695.57	
995	11/25/2022	X			KANSASCIT	KANSAS CITY POWER & LIGHT	6,657.18	
996	11/24/2022	X			KCWATER	KC WATER SERVICES	1,937.57	
1000	11/09/2022	X			ARBITER	ArbiterPay Trust Account	1,000.00	
1008	11/15/2022	X			COUNTRYCCC	Country Club Bank Credit Card	19,728.28	
1009	11/29/2022	X			UNITEDHEAL	United Health Care	69,554.16	
Checking Account ID: 6					Void Total:	0.00	Total without Voids:	103,687.63
Check Type Total:		Automatic Payment			Void Total:	0.00	Total without Voids:	103,687.63

Payee Type: Vendor		Check Type: Check			Checking Account ID: 6		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
6132	11/01/2022	X			BLUEVIV	Vivian Bluett	1,500.00
6133	11/01/2022	X			SALERAY	Raymond Sales	594.87
6134	11/09/2022	X			BEECEE	BeeCee's Authentic Barbeque, LLC	2,210.00
6135	11/09/2022				BELOVED	Beloved Community, Incorporated	4,640.00
6136	11/09/2022	X			BLUEVIV	Vivian Bluett	1,400.00
6141	11/22/2022	X			CLEANING	CLEANING KING, LLC	14,318.19
6142	11/22/2022	X			GEORGE	JASMINE GEORGE	98.03
6143	11/22/2022	X			TUCKVAL	VALERIE TUCKER	4,750.00
6144	11/30/2022				ALPHA	Robinson Youth LLC	3,500.00
79231616	11/04/2022	X			EWPLUMB	EW PLUMBING LLC	3,320.68
79231617	11/04/2022	X			UNIVMOKC	UNIVERSITY OF MISSOURI-KANSAS CITY AR	40.00
79231618	11/04/2022	X			REINHARTFO	REINHART FOOD SERVICES, LLC	9,210.40
79231619	11/04/2022	X			KCMOHEALTH	KCMO CITY TREASURER - HEALTH	708.00
79231620	11/04/2022	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	2,669.20
79231974	11/04/2022	X			BLOSMIC	MICAH BLOSSER	500.00
79231975	11/04/2022	X			DREAMBOX	DreamBox Learning	2,774.00
79353652	11/18/2022	X			BLUEMARK	BlueMark Energy, LLC	623.62
79353653	11/18/2022	X			TMOBILE	T-MOBILE	3,293.04
79354341	11/18/2022	X			STAPLES	STAPLES ADVANTAGE	3,024.86
79354342	11/18/2022	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	745.10
79354548	11/18/2022	X			EWPLUMB	EW PLUMBING LLC	1,855.42
79354549	11/18/2022	X			HOMEDEPOT	HOME DEPOT CARD SERVICES	545.31
79354550	11/18/2022	X			JADE	JADE ALARM CO., INC.	379.69
79354551	11/18/2022	X			NEWTONAL	NEWTON ALLIANCE, LLC	18,354.62
79354552	11/18/2022	X			NUE	NUESYNERGY, INC	207.00
79354553	11/18/2022	X			SCHOOLL	SCHOOL LUNCH SOLUTIONS	2,343.51
79354554	11/18/2022	X			JTM	JTM PROVISIONS CO., INC	1,623.29
79354555	11/18/2022	X			PILGRIM	Pilgrim	145.74
79354556	11/18/2022	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	2,646.90
79354557	11/18/2022	X			REINHARTFO	REINHART FOOD SERVICES, LLC	8,491.01
79354985	11/18/2022	X			PAYPOOL2	Paypool LLC	303.70
79354986	11/18/2022	X			BLOSMIC	MICAH BLOSSER	500.00
79402862	11/29/2022	X			STLUKES	Saint Luke's Hospital of Kansas City	4,000.00
79402863	11/29/2022	X			ESTREAM	ESTREAM Technology Solutions, LLC	1,250.00
79402864	11/29/2022	X			KLEINSOLO	Klein Solomon PLLC	3,135.20
79402865	11/29/2022	X			NARDONE	Nardone	263.78
79403187	11/29/2022	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00
79403188	11/29/2022	X			DESIGN	DESIGN MECHANICAL, INC.	642.00
79403189	11/29/2022	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	125.40
79403190	11/29/2022	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00
79403191	11/29/2022	X			WILSONLANG	Wilson Language Training Corp.	3,078.00
79403274	11/29/2022	X			FRYWAGNER	FRY-WAGNER MOVING & STORAGE	91.19
79403275	11/29/2022	X			HILLYARDKA	HILLYARD/ KANSAS CITY	810.67
79403276	11/29/2022	X			KCPREMIERE	KC PREMIERE TRANSPORTATION	2,227.14

Check Register by Type

Payee Type: Vendor		Check Type: Check			Checking Account ID: 6		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
79403277	11/29/2022	X			DIDAX	DIDAX, INC	67.91
79403278	11/29/2022	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	3,264.20
79403279	11/29/2022	X			K12ITC	k12 ITC, Inc	13,416.58
79403562	11/29/2022	X			21STCENTUR	21st Century Therapy, P.C.	3,681.88
79403563	11/29/2022	X			EDOPS	EDOPS	13,166.67
Checking Account ID: 6					Void Total:	0.00	Total without Voids: 150,242.80
Check Type Total: Check					Void Total:	0.00	Total without Voids: 150,242.80
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 253,930.43
Grand Total:					Void Total:	0.00	Total without Voids: 253,930.43