



Phone: 816-531-2192 Fax: 816-756-3055



### BSDS, Inc dba Brookside Charter School

#### AGENDA August 26, 2024 5:30 pm

#### BCS STEAM Lab 6422 Woodland Ave, KCMO 64131

- 1. Motion to accept the agenda
- 2. Approval of Board of Director minutes
- 3. Visitors Comments and Addressing Agenda Items
- 4. <u>Committee Report</u> for upcoming Month
- 5. Financial Committee Report Ed-Ops
  - a) Ed-Ops Dashboard Need Board Approval
  - b) Check Registry Need Board Approval

#### 6. Board of Directors

- a) 2024-25 Board Roster
- b) 2024-25 Board Calendar and Agenda
  - i. Moving board dates to Thursday Need Board Approval
- c) 2024-25 Board Officers
- d) 2024-25 Board Committees
- 7. Superintendent's Report Roger Offield
  - a) Enrollment/Attendance
  - b) Expansion Update
- 8. Motion to adjourn

Next Meeting - Thursday, September 26, 2024





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

1815 E 63rd St

Kansas City, MO 64130

www.BrooksideCharter.org

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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#### BSDS, Inc dba Brookside Charter School

#### AGENDA June 24, 2024 5:30 pm

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

**Directors Present:** Dr. Eric Sipes, Vicki Miller, Dr. Kerry Dixon, Sherry Twyman, Kiva Dennis, Tiffany Price, Jason LaSalle **Directors Absent:** DiAnna Saffold **Guests Present:** Roger Offield, Jasmine George, Jamie Berry, Kelly Sales, Matt Twyman, Emily Twyman-Brown, Becca Bourdess, Ryan Blake, Monique Young, Amanda Szramiak, Christina Lorea

- 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 24, 2024 at 5:30pm.

- 2. Motion to accept the agenda
  - a. Kraig Kohring motioned to accept the agenda.
  - b. Vicki Miller 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 Monday, May 20, 2024.
  - b. Dr. Kerry Dixon seconded the motion
  - c. The board voted to approve the motion Approved
- 4. Visitors Comments and Addressing Agenda Items
  - a. R. Offield spoke in honor to board members S. Twyman & K. Kohring's service on the BCS board and resignation.
- 5. Committee Report for the upcoming month
  - a. Roger Offield shared the committee report for the upcoming month.
- 6. Financial Committee Report EdOps
  - a. Ed-Ops Dashboard Need Board Approval

Posted 6/21/2024 Front Lobby, Website, and District Calendar







- Jamie Berry reviewed the month's financial status. Providing information on revenue, expenses, days of cash and changes expected from state aid.
  Provided in board packet.
- ii. Kraig Kohring motioned to approve the EdOps Dashboard as presented.
- iii. Jason LaSalle seconded the motion.
- iv. The board voted to approve the motion Approved

#### b. Check Registry - Need Board Approval

- i. Vicki Miller presented the Check Registry. Provided in board packet.
- ii. Vicki Miller motioned to approve the check as presented.
- iii. Kraig Kohring seconded the motion.
- iv. The board voted to approve the motion Approved

#### c. 2024-2025 Budget – Need Board Approval

- i. Roger Offield & Jamie Berry presented the 2024-25 Budget.
- ii. Kraig Kohring motioned to approve the check as presented.
- iii. Vicki Miller seconded the motion.
- iv. The board voted to approve the motion Approved

#### 7. Board of Directors

- a. Roger Offield shared the following items:
  - i. 2024-25 Board Roster
  - ii. 2024-25 Board Calendar and Agenda
  - iii. 2024-25 Board Committees
- 8. Superintendent's Report Roger Offield
  - a. Enrollment/Attendance -EAD Report and 24/25 Numbers
    - i. Roger Offield shared an update on enrollment & attendance.
  - b. Superintendent Evaluation
    - i. Amanda Szramiak from Innovare shared the results of the Superintendent's Evaluation.
  - c. Board Policy Update
    - i. Roger Offield shared an update on the board policy updates.
  - d. Expansion Update

Posted 6/21/2024 Front Lobby, Website, and District Calendar







- i. Roger Offield shared an update on land acquisition.
- 9. Motion to adjourn
  - i. Dr. Kerry Dixon motioned to approve the check as presented.
  - ii. Sherry Twyman seconded the motion.
  - iii. The board voted to approve the motion Approved

Next Meeting - Monday, August 26, 2024

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

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# July 2024 Financials

**<b>Î** EDOPS

PREPARED AUG'24 BY

# Contents



- Executive Summary
- Key Performance Indicators
- Cash Forecast
- Forecast Overview
- Monthly Financials

# **Executive Summary**



- July 2024 marks the beginning of FY25! BCS ended the month with projected cash reserves of \$6.83M, just slightly ahead of budget. Days of Cash sits at 163 days.
- Revenue
  - Revenue for the full year is trending higher due to an improved forecast in grant revenue. Two grants totaling more than \$250K have already been secured. The BCS leadership team meets with The Opportunity Trust Foundation over the coming weeks to discuss a CSP grant in support of the virtual learning program.
  - The federal revenue forecast has also improved slightly due to funds due to \$23k in FEMA grant funds.



# Expenses

- Staffing expenses are higher, but the referenced grant revenue above covers those new positions. BCS students and their families will benefit this year from additional social emotional support provided by this increased staffing.
- STEAM Lab final expenses also resulted in \$357k of facility improvement costs hitting the FY25 financials. \$180k of these expenses had already been built into the budget. Additionally, as the school works through the land purchase and associated bridge loan from Country Club bank, it is likely at least a portion of these costs will be included in the loan.



# Net Income

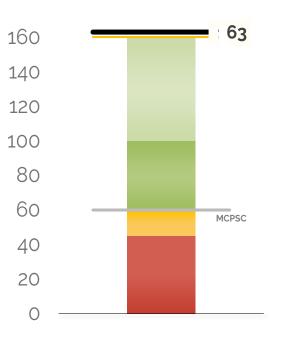
 It is very early in the fiscal year to be making any full year projections for Net Income. But as of the end of July, we are trending positively in this area.

# **Key Performance Indicators**

# 

# **Days of Cash**

Cash balance at year-end divided by average daily expenses

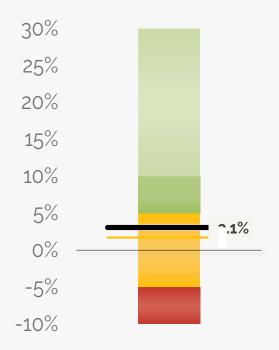


## 163 DAYS OF CASH AT YEAR'S END

The school will end the year with 163 days of cash. This is above the recommended 60 days

# Gross Margin

Revenue less expenses, divided by revenue

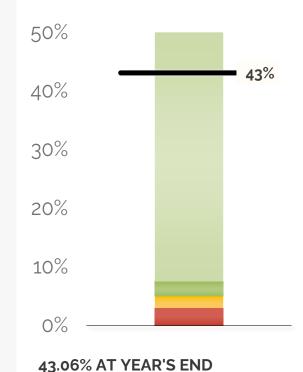


## 3.1% GROSS MARGIN

The forecasted net income is \$483k, which is \$218k above the budget. It yields a 3.1% gross margin.

# Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



The school is projected to end the

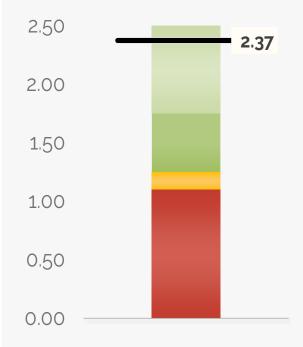
\$6,586,314. Last year's fund balance

year with a fund balance of

was \$6,103,393.

# DSCR

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



# **DSCR IS 2.37**

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

# **Forecast Overview**



	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$15.8m	\$15.5m	\$325k	+325k	Added \$300k to the grants/donations forecast + \$25K in federal revenue from FEMA grant funds received and not budgeted
Expenses	\$15.3m	\$15.2m	- <b>\$107</b> k	-107k	Removed \$125K in expenses associated with the STEAM Lab (furnishings) which hit below the line in Facility Improvements
Net Income	\$483k	\$265k	\$218k	218k	
Cash Flow Adjustments	-\$47k	0	<b>-\$47</b> k	-47k	AP adjustments for FY end
Change in Cash	\$436k	\$265k	\$170k	170k	
PAGE 7				0	

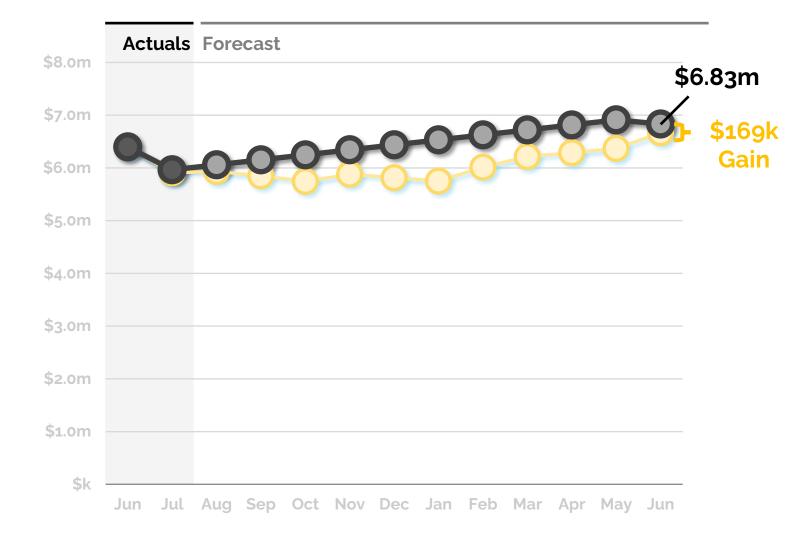
# **Cash Forecast**



# 163 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$6.8m**, **\$169k** above budget.

Although this is a positive trend, it is still very early in the year!



	Yea	ar-To-Date		Annual Forecast				
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining	Rem %
Revenue								
Local Revenue	168,663	97,225	71,438	1,386,483	1,386,483	(O)	1,217,819	88%
State Revenue	909,464	625,852	283,611	12,158,745	12,158,745	0	11,249,281	93%
Federal Revenue	23,159	43,010	(19,851)	1,265,245	1,242,086	23,159	1,242,086	98%
Private Grants and Donations	333	-	333	650,000	350,000	300,000	649,667	100%
Earned Fees	6,413	8,333	(1,920)	316,530	315,000	1,530	310,117	98%
Total Revenue	1,108,032	774,421	333,611	15,777,003	15,452,314	324,689	14,668,971	0
Expenses								
Salaries	699,529	720,094	20,565	8,893,147	8,641,126	(252,021)	8,193,618	92%
Benefits and Taxes	190,712	200,204	9,492	2,327,455	2,402,451	74,995	2,136,743	92%
Staff-Related Costs	48,828	11,594	(37,233)	139,131	139,131	(O)	90,304	65%
Rent	6,263	14,833	8,570	178,000	178,000	0	171,737	96%
Occupancy Service	42,392	54,663	12,271	655,950	655,950	(O)	613,558	94%
Student Expense, Direct	29,959	71,172	41,213	924,166	854,066	(70,100)	894,207	97%
Student Expense, Food	-	23,917	23,917	287,000	287,000	0	287,000	100%
Office & Business Expense	57,290	120,708	63,417	1,253,390	1,448,490	195,100	1,196,100	95%
Transportation	756	22,688	21,931	272,250	272,250	0	271,494	100%
Total Ordinary Expenses	1,075,729	1,239,872	164,143	14,930,490	14,878,464	(52,026)	13,854,761	93%
Interest	51,432	25,716	(25,716)	308,592	308,592	0	257,160	83%
Facility Improvements	357,479	-	(357,479)	55,000	-	(55,000)	(302,479)	-550%
Total Extraordinary Expenses	408,911	25,716	(383,195)	363,592	308,592	(55,000)	(45,320)	-12%
Total Expenses	1,484,640	1,265,588	(219,052)	15,294,082	15,187,056	(107,026)	13,809,441	2
Net Income	(376,608)	(491,167)	114,559	482,921	265,258	217,663	859,530	3
Cash Flow Adjustments	(56,898)	-	(56,898)	(47,417)	-	(47,417)	9,481	4
Change in Cash	(433,506)	(491,167)	57,661	435,505	265,258	170,246	869,011	5

### REVENUE: \$325K AHEAD

Increased the full year outlook for grants/donations by \$300K + \$25K in FEMA grant revenue which was unbudgeted

### **2** EXPENSES: \$107K BEHIND

Eliminated \$125k of STEAM Lab expenses for furnishings which hit the Facility improvements category

### **8** NET INCOME: \$218K ahead

### • CASH ADJ:\$47K BEHIND AP adjustments for YE FY24

# NET CHANGE IN CASH: \$170K AHEAD

	Actual	Forecast											
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	TOTAL
Revenue													
Local Revenue	168,663	110,711	110,711	110,711	110,711	110,711	110,711	110,711	110,711	110,711	110,711	110,711	1,386,483
State Revenue	909,464	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	1,022,662	12,158,745
Federal Revenue	23,159	112,917	112,917	112,917	112,917	112,917	112,917	112,917	112,917	112,917	112,917	112,917	1,265,245
Private Grants and Donations	333	59,061	59,061	59,061	59,061	59,061	59,061	59,061	59,061	59,061	59,061	59,061	650,000
Earned Fees	6,413	28,192	28,192	28,192	28,192	28,192	28,192	28,192	28,192	28,192	28,192	28,192	316,530
Total Revenue	1,108,032	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	1,333,543	15,777,003
Expenses													
Salaries	699,529	730,715	730,715	730,715	730,715	730,715	730,715	730,715	730,715	730,715	730,715	886,465	8,893,147
Benefits and Taxes	190,712	192,885	192,885	192,885	192,885	192,885	192,885	192,885	192,885	192,885	192,885	207,890	2,327,455
Staff-Related Costs	48,828	8,209	8,209	8,209	8,209	8,209	8,209	8,209	8,209	8,209	8,209	8,209	139,131
Rent	6,263	15,612	15,612	15,612	15,612	15,612	15,612	15,612	15,612	15,612	15,612	15,612	178,000
Occupancy Service	42,392	55,778	55,778	55,778	55,778	55,778	55,778	55,778	55,778	55,778	55,778	55,778	655,950
Student Expense, Direct	29,959	81,292	81,292	81,292	81,292	81,292	81,292	81,292	81,292	81,292	81,292	81,292	924,166
Student Expense, Food	0	26,091	26,091	26,091	26,091	26,091	26,091	26,091	26,091	26,091	26,091	26,091	287,000
Office & Business Expense	57,290	108,736	108,736	108,736	108,736	108,736	108,736	108,736	108,736	108,736	108,736	108,736	1,253,390
Transportation	756	24,681	24,681	24,681	24,681	24,681	24,681	24,681	24,681	24,681	24,681	24,681	272,250
Total Ordinary Expenses	1,075,729	1,244,001	1,244,001	1,244,001	1,244,001	1,244,001	1,244,001	1,244,001	1,244,001	1,244,001	1,244,001	1,414,755	14,930,490
Operating Income	32,303	89,542	89,542	89,542	89,542	89,542	89,542	89,542	89,542	89,542	89,542	-81,213	846,513
Extraordinary Expenses													
Interest	51,432	23,378	23,378	23,378	23,378	23,378	23,378	23,378	23,378	23,378	23,378	23,378	308,592
Facility Improvements	357,479	-27,498	-27,498	-27,498	-27,498	-27,498	-27,498	-27,498	-27,498	-27,498	-27,498	-27,498	55,000
Total Extraordinary Expenses	408,911	-4,120	-4,120	-4,120	-4,120	-4,120	-4,120	-4,120	-4,120	-4,120	-4,120	-4,120	363,592
Total Expenses	1,484,640	1,239,881	1,239,881	1,239,881	1,239,881	1,239,881	1,239,881	1,239,881	1,239,881	1,239,881	1,239,881	1,410,635	15,294,082
Net Income	-376,608	93,662	93,662	93,662	93,662	93,662	93,662	93,662	93,662	93,662	93,662	-77,093	482,921
Cash Flow Adjustments	-56,898	862	862	862	862	862	862	862	862	862	862	862	-47,417
Change in Cash	-433,506	94,524	94,524	94,524	94,524	94,524	94,524	94,524	94,524	94,524	94,524	-76,231	435,505
Ending Cash	5,964,833	6,059,357	6,153,881	6,248,405	6,342,929	6,437,454	6,531,978	6,626,502	6,721,026	6,815,550	6,910,074	6,833,844	PAGE 10

	<b>Previous Year End</b>	Current	Year End
Assets			
Current Assets			
Cash	6,398,339	5,964,833	6,833,844
Accounts Receivable	37,308	9,492	9,492
Other Current Assets	60,601	0	C
Total Current Assets	6,496,248	5,974,325	6,843,336
Total Assets	6,496,248	5,974,325	6,843,336
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	20,066	16,118	20,337
Accounts Payable	141,367	0	5,263
Total Current Liabilities	161,433	16,118	25,599
Total Long-Term Liabilities	0	0	
Total Liabilities	161,433	16,118	25,599
Equity			
Unrestricted Net Assets	6,334,815	6,334,815	6,334,815
Net Income	0	-376,608	482,921
Total Equity	6,334,815	5,958,207	6,817,737



# QUESTIONS?

Please contact your EdOps Finance Team: Jamie Berry jamie@ed-ops.com 816.444.1530

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BSDS, Inc.

Check Register by Type

Page: 1 User ID: JASMINE

BSDS, Inc.					Check Register	грутуре			Page: 1
08/26/2024 11:1									User ID: JASMINE
Payee Type: \	/endor				omatic Payment		Checking Acc	count ID: 6	
Check Number	Check Date		Void	Void Date	Entity ID	Entity Nam	_		Check Amount
1373	07/23/2024	Х			EMPLFID	Employee	Fiduciary		1,811.83
1406	07/23/2024	Х			ATT1	AT&T			195.07
1407	07/01/2024	Х			BANKCARD	BANKCAR			10.00
1408	07/23/2024	Х			DEFFENBAUG	DEFFENB	AUGH INDUSTI	RIES	1,051.33
1409	07/29/2024	Х			TOSHIBALEA	TOSHIBA	FINANCIAL SEF	RVICES	0.00
1410	07/24/2024	Х			KANSASCIT	KANSAS (	CITY POWER &	LIGHT	0.00
1411	07/23/2024	Х			KCWATER	KC WATE	R SERVICES		405.68
1412	07/24/2024	Х			AFLAC	AFLAC			7,339.71
1413	07/29/2024	Х			C&CPRODUCE	E C&C PROI	DUCE		0.00
1414	07/02/2024	Х			KLEINSOLO	Klein Solor	non PLLC		0.00
1415	07/09/2024	Х			COUNTRYCBA	Country Cl	ub Bank		0.00
1416	07/05/2024	Х			SHELLGAS	CC - Shell	Gas		0.00
1417	07/23/2024	Х			SPIRE	SPIRE FIR	STECH 240223		34.43
1431	07/25/2024	Х			UNITEDHEAL	United Hea	alth Care		79,587.25
1432	07/23/2024	Х			UNITEDHEAL	United Hea	alth Care		1,172.50
1434	07/05/2024	Х			CGNADVISOR	CGN Advis	ors, LLC		1,200.00
1435	07/05/2024	Х			FIRSTAMERI	FIRST AM	ERICAN TITLE		10,000.00
1436	07/30/2024	Х			MODIVEMPLO	MO DIV EN	MPLOYMENT S	ECURITY	822.00
1437	07/01/2024	Х			COUNTRYCCO	C Country Cl	ub Bank Credit (	Card	11,392.01
1438	07/26/2024	Х			COUNTRYCCO		ub Bank Credit (		6,693.41
	Checking A		6			/oid Total:	0.00	Total without Voids:	121,715.22
	-		Ũ						
	Check Type	e Total:	Au	tomatic Paym	ent \	/oid Total:	0.00	Total without Voids:	121,715.22
Payee Type: \	/endor	c	heck	Type: Che	ck		Checking Acc	count ID: 6	
Check Number	Check Date	Cleared		Void Date	Entity ID	Entity Nam	-	•••••••	Check Amount
6588	07/19/2024	X	X		NAZARENE		. <u>∽</u> Theological Serr	inon/	12,000.00
6589	07/19/2024	×	X	07/19/2024		VALERIE 1	-	linary	4,750.00
		×	X					inon	
6590	07/19/2024		^	07/19/2024	NAZARENE		Theological Serr	linary	12,000.00
6591	07/19/2024	X			TUCKVAL	VALERIE 1			4,750.00
6592	07/19/2024	Х			NAZARENE		Nazarene Theological Seminary		12,000.00
6593	07/30/2024	Ň			NAZARENE		Nazarene Theological Seminary		263.00
83031572	05/07/2024	Х			SOFTWAREUN				5,850.00
83168885	05/21/2024	Х			COMPINFO	•	Information Con	•	600.00
83210218	06/06/2024	Х			IONWAVE		Fechnologies, Ll		7,525.00
83210371	06/06/2024	Х			FRANKLIN		I COVEY CLIEN		12,960.00
83342367	06/20/2024	Х			PROFESSION		IONAL SPORTS	S PUBLICATION/	7,000.00
83342583	06/20/2024	х			PROJECTLEA		ad the Way, Inc	LANDOON	950.00
		X			TYLER		CHNOLOGIES,	INC	2,625.00
83383308	07/08/2024						CHINOLOGIES,	INC	
83399067	07/11/2024	X			A2LLC	A2, LLC	_		501.03
83405918	07/12/2024	X			BULLSED	Jake Szab			7,000.00
83405925	07/12/2024	X			AIRMASS		LC d/b/a Proper		2,124.00
83406292	07/12/2024	Х			WILSONLANG		guage Training	•	1,182.60
83406293	07/12/2024	Х			SMITHEREEN		EEN PEST MAN	AGEMENT	146.00
83406481	07/12/2024	х			SHERWINWI3	SERVICES	in Williams Co.		689.53
83406483	07/12/2024	X			JADE		RM CO., INC.		334.12
83406485	07/12/2024	Х			K12ITC	k12 ITC, In			14,244.12
83406796	07/12/2024	Х			STEAMRENAI	STEAM Re	enaissance		6,666.00
83406797	07/12/2024	Х			EDOPS	EDOPS			16,233.34
83585844	07/29/2024	Х			FRANKLIN		I COVEY CLIEN	T SALES, INC.	15,000.00
83588107	07/29/2024	Х			GMPETERS	GM Peters			48,812.40
83588108	07/29/2024	Х			SPEC		cah Blosser		500.00
83588512	07/29/2024	Х			TURNERC	TURNER (	CONSTRUCTIO	N COMPANY	347,479.40
	Checking A	ccount ID:	6		N	/oid Total:	28,750.00	Total without Voids:	515,435.54
	Check Type	e Total:	Ch	eck	٨	/oid Total:	28,750.00	Total without Voids:	515,435.54
	Payee Type	e Total:	Ve	ndor	٨	/oid Total:	28,750.00	Total without Voids:	637,150.76

Grand Total: Void Total: 28,750.00 Total without Voids: