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## **BSDS, Inc dba Brookside Charter School**

**MINUTES**  
**July 25, 2022**  
**5:30 pm**

### **BCS Library and/or Join with ZOOM**

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

**Directors Present:** E. Sipes, V. Miller, J. LaSalle, Dr. K. Dixon, K. Kohring **Virtual:** S. Twyman, D. Saffold (left @6:03 pm), K. Dennis T. Price, **Guests Present:** R. Offield, K. Sales, **Virtual:** J. George, R. Hake, R. Duguid, T. Baston, K. Bruns

### **1. Opening Items**

#### **a) Record Attendance and Guests**

#### **b) Call the Meeting to Order**

- i. E. Sipes called the meeting of the board of directors of Brookside Charter School to order on Monday, July 25, 2022 at 5:33 pm in the library at Brookside Charter School and via Zoom

#### **c) Motion to accept the agenda**

- i. Remove the Closed Session from the agenda
- ii. V. Miller made a motion to accept the agenda with update
- iii. Dr. K. Dixon seconded the motion
- iv. The board VOTED to approve the motion – Approved

#### **d) Approval of Board of Director minutes**

- i. J. LaSalle made a motion to approve the minutes from the BSDS, Inc. dba Brookside Charter School on 6-27-2022.
- ii. K. Kohring seconded the motion
- iii. The board VOTED to approve the motion – Approved

#### **e) Visitors Comments and Addressing Agenda Items**

- i. No Visitor Comments



## 2. Board Term Renewals:

### a) Vicki Miller- Sherry Twyman-Kraig Kohring

i. Dr. K. Dixon made a motion to approve the 2-year term for Vicki Miller, Sherry Twyman and Kraig Kohring

ii. V. Miller seconded the motion

iii. The board VOTED to approve the motion – Approved

### b) Election of Officers

i. The Board decided the following Election of Officers

1. President – E. Sipes

2. Vice President – K. Kohring

3. Treasure – V. Miller

4. Secretary – S. Twyman

ii. K. Kohring made a motion to approve the election of officers

iii. Dr. K. Dixon seconded the motion

iv. The board VOTED to approve the motion – Approved

## 3. Financial Committee Report

### a) EdOps Dashboard – **Need Board Approval**

i. R. Offield and V. 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.

ii. K. Kohring motioned to approve the Financial Report within the EdOps Dashboard as presented

iii. V. Miller seconded the motion

iv. The board VOTED to approve the motion – Approved

### b) Check Registry – **Need Board Approval**

i. V. Miller presented to the Board of Directors the Check registry

ii. V. Miller made a motion to approve the check registry as presented

iii. J. LaSalle seconded the motion

iv. The board VOTED unanimously to approve the motion –



Approved

c) Revised Budget 2022-2023 – **Need Board Approval**

- i. Building Painting Project \$30,000 (additional \$23K)
- ii. Office Furniture \$12,000
- iii. Form 5500 Audit 2019/2020 \$20,000
- iv. Legacy Foundation Structuring \$22,000
- v. Total Increase of \$77,500
  1. K. Kohring made a motion to approve the budget revision as presented
  2. V. Miller seconded the motion
  3. The board VOTED unanimously to approve the motion - Approved

4. Governance Committee Update – E. Sipes

- a) Governance updates presented by E. Sipes
  - i. Succession Plan information provided by R. Offield
  - ii. No further updates

*D. Saffold left at 6:03 pm*

5. Development Committee Update – K. Sales

- a) K. Sales presented the Development Committee updates
  - i. Grants
    1. 5<sup>th</sup> FEMA
    2. Erate (USAC)
      - a. Will pay for entire T-Mobile bill
    3. T-Mobile Grant
    4. DESE is proving LETRS training for staff
      - a. Prior Reading grant was approved

6. Academic Committee Report – Dr. Kerry Dixon

- a) Academic Committee updates



i. 2022 MAP Data presented by R. Offield

7. Superintendent's Report – Roger Offield

a) 2022-23 Enrollment/Staff

i. Enrollment is at 87.4%

i. 634 as of 7/25/2022

ii. Does not include Pre-K

ii. 22-23 Staffing

i. Need a Speech Pathologist

ii. Instructional Coach resigned

b) 2022-23 Employee Handbook - **Need Board Approval**

c) 2022-23 Family Handbook - **Need Board Approval**

i. Reviewed both Employee and Family Handbooks

ii. K. Kohring made a motion to approve the Employee Handbook and Family Handbook as presented

iii. Dr. K. Dixon seconded the motion

iv. The board VOTED unanimously to approve the motion. – Approved

8. Approved Motion to adjourn

a) K. Kohring made a motion to adjourn the meeting

b) Dr. K. Dixon seconded the motion

c) The board VOTED unanimously to approve the motion. – Approved

d) There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:37 pm

Next Meeting - Monday, August 22, 2022

*Sherry Lutzman: Dec.*