



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



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

**MINUTES**  
**May 22, 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:** DiAnna Saffold (left @5:50p), Sherry Twyman, Tiffany Price, Kiva Dennis **Directors Absent:** Vicki Miller, Kraig Kohring, Jason LaSalle **Guests Present:** Kelly Sales, Roger Offield **Guests Virtual:** Rebecca Duguid, Anne Schaffa, Shawn Williams

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, May 22 at 5:32pm via Zoom.
2. Motion to accept the agenda
  - a) Dr. Kerry Dixon motioned to accept the agenda.
  - b) DiAnna Saffold 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 March 27, 2023.
  - b) DiAnna Saffold 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) Roger shared the agenda items and dates for monthly Board Committee Meetings (Governance, Finance, Academics, Development.)
6. Financial Committee Report - EdOps

**Posted 5/19/2023**  
**Front Lobby, Website, and District Calendar**



- 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. Dr. Kerry Dixon motioned to approve the financial report within the EdOps Dashboard as presented.
  - c. Sherry Twyman seconded the motion.
  - d. The board voted to approve the motion - Approved
- b) **Check Registry – Need Board Approval**
  - a. Anne Schaffa presented the Check Registry.
  - b. Dr. Kerry Dixon motioned to approve the check registry as presented.
  - c. Kiva Dennis seconded the motion.
  - d. The board voted to approve the motion - Approved
- 7. **Governance Committee Report –E.Sipes**
  - a) Dr. Eric Sipes presented that Roger Offield would share updates during the Superintendent's Report.
- 8. **Academic Committee Report – K. Dixon**
  - a) Dr. Kerry Dixon reported that the Academic Committee was unable to meet due to testing season.
- 9. **Development Committee Report – K. Sales**
  - a) Kelly Sales gave an update on the Play it Forward campaign, the Golf Tournament and FEMA.
- 10. **Annual Report from the Missouri Charter Public School Commission – S. Williams**
  - a) Shawn Williams presented the 2022 Annual Report and accepted questions from board members.
- 11. **Superintendent's Report – Roger Offield**
  - a) Enrollment 22-23/Attendance
    - a. 709 students, 90.4% attendance
  - b) Enrollment and Staffing 2023-24



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- a. 96% full for the 2023-24 school year
  - b. Majority of staffing openings are filled
  - c) 2023-24 Annual Budget – **Need Board Approval**
    - a. The board watched a budget overview video created by Paul Greenwood from EdOps.
    - b. The board agreed that this item will be voted on at the June board meeting when members of the Finance Committee are in attendance.
  - d) Superintendent Evaluation (REVIEW)
    - a. Due May 22
  - e) NTS and 1800/1900 E Meyer Blvd Update
    - a. Roger Offield shared an update on potential property to expand to.
12. Motion to adjourn
- a) Dr. Kerry Dixon motioned to adjourn
  - b) Kiva Dennis seconded the motion
  - c) The board voted to approve the motion - Approved

**Next Meeting - Monday, June 26, 2023**

*Sherry Jayman, Sec.*

### **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.

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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.