



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 February 27, 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 Review – **NEW ITEM**
5. Financial Committee Report - EdOps
 - a) EdOps Dashboard – **Need Board Approval**
 - b) Check Registry – **Need Board Approval**
6. Governance Committee Report –E.Sipes
7. Academic Committee Report – K. Dixon
8. Development Committee Report – K. Sales
9. Elementary School Update – E. Twyman-Brown
10. Middle School Update – R. Blake
11. Superintendent's Report – Roger Offield
 - a) Enrollment 22-23/Attendance/Enrollment 23-24
 - b) Board Policy 2023 Update – **Need Board Approval**
 - c) Staffing
 - d) BOE Training for 2023
12. Motion to adjourn
13. Enter Closed Session

Next Meeting - Monday, March 20, 2023

**Posted 2/23/2023
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.



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MINUTES January 30, 2023 5:30 pm

BCS Library and/or Join with ZOOM

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

Directors Present: Dr. Eric Sipes, Vicki Miller, Kiva Dennis (5:37p), Kraig Kohring (5:33p), DiAnna Saffold **Virtual:** Sherry Twyman, Dr. Kerry Dixon, Jason LaSalle, Tiffany Price (6:13p) **Directors Absent:** none **Guests Present:** Kelly Sales, Roger Offield **Guests Virtual:** Katie Hendricks, Rebecca Duguid, Anne Schaffa

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, January 30, 2022 at 5:31pm in the Library at Brookside Charter School and via Zoom.
2. Motion to accept the agenda
 - a) Vicki Miller 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) Jason LaSalle motioned to approve the minutes from the Brookside Charter School board of directors meeting on December 19, 2022.
 - 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 – **NEW ITEM**
 - a) Roger shared the agenda items for monthly Board Committee Meetings (Governance, Finance, Academics, Development.)

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Front Lobby, Website, and District Calendar



6. 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. Kraig Kohring 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. Kraig Kohring motioned to approve the check registry as presented.
 - c. Vicki Miller seconded the motion.
 - d. The board voted to approve the motion - Approved
7. Governance Committee Report –E.Sipes
 - a) Dr. Eric Sipes presented that there weren't any Governance Committee updates at this time.
8. Academic Committee Report – K. Dixon
 - a) Dr. Kerry Dixon presented the Academic Committee report including McKinney Vento Tutoring, MAP Test schedule planning, and an overview of the next round of Evaluate Testing.
9. Development Committee Report – K. Sales
 - a) Kelly Sales presented the Development Committee report.
10. Superintendent's Report – Roger Offield
 - a) Roger Offield shared that Brookside Charter School received their 5 year charter renewal on Tuesday, January 10th from the MO State Board of Education.
 - b) Enrollment 22-23/Attendance/Enrollment 23-24
2023-2024 Budgeted Enrolment – **Need Board Approval**



- a. Roger Offield shared an update on current enrollment and plans for future enrollment.
- b. Kraig Kohring motioned to approve the 2023-2024 Budgeted Enrollment as presented.
- c. Vicki Miller seconded the motion.
- d. The board voted to approve the motion - Approved
- c) Board Policy 2023 Review/Update
(Tuesday, February 7th & Thursday, February 9th) 5:30-7pm
 - e. Roger Offield invited Board Members to review board policy with staff.
- d) BCS Calendar 2023-24 – **Need Board Approval**
 - a. Kiva Dennis motioned to approve the check registry as presented.
 - b. Dr. Kerry Dixon seconded the motion.
 - c. The board voted to approve the motion - Approved
- e) NTS Update and 1800/1900 E. Meyer Blvd.
TBD Special Meeting
- f) BCS Years of Service Stipend – **Need Board Approval**
 - a. Roger Offield shared the BCS Years of Service Stipend amounts to be paid on March 3, 2023.
 - b. Kraig Kohring motioned to approve the check registry as presented.
 - c. DiAnna Saffold seconded the motion.
 - d. The board voted to approve the motion - Approved
- g) BOE Training for 2023
 - a. Roger Offield shared the plan for Board Training moving forward.

11. Motion to adjourn

- a) Vicki Miller motioned to adjourn
- b) Kiva Dennis seconded the motion
- c) The board voted to approve the motion - Approved



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BOARD COMMITTEE AGENDAS Join with ZOOM

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Financial Committee Meeting

Thursday, March 23rd at 11am

Members: V. Miller, J. LaSalle, Ed-Ops, R. Offield, and J. George

- a) EdOps Dashboard
- b) Check Registry

Next Meeting, Thursday, April 20th at 11am

Governance Committee Meeting

Next Meeting, Monday, March 20th at 9am

Members: E. Sipes, K. Kohring, T. Price, and R. Offield

- a) Proposed Agenda
- b) Goal Review

Next Meeting, Monday, April 17th at 9am

Development Committee Meeting

Wednesday, March 22nd at 2:15pm

Members: K. Kohring, D. Saffold, and K. Sales

- a) Grant/Fundraising Update
- b) Events Planning

Next Meeting, Wednesday, April 19th at 2:15pm

Academic Committee Meeting

Thursday, March 22nd 4:30pm

Members: S. Twyman, K. Dixon, K. Dennis, E. Tywman-Brown, and R. Blake

- a) Goal Review
- b) Assessment Review/Update

Next Meeting, Wednesday, April 19th 4:30pm

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January 2023 Financials

PREPARED FEB'23 BY



Contents



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

Executive Summary



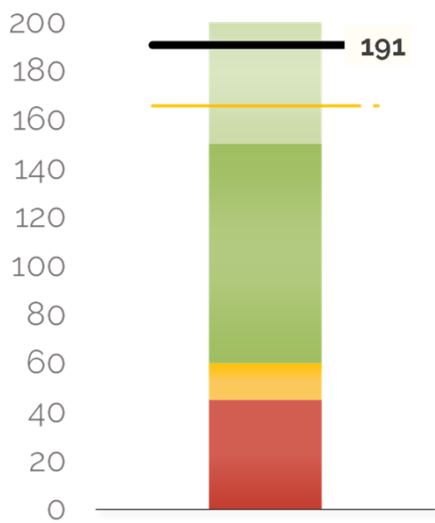
- **Brookside Charter closes January with a Net Income of 1.46M, which is 1.2M improved from Board-approved Net Income of 242k**
- **This Net Income is 544k decrease from December close**
- **28k increase to Revenue**
 - The largest change in Revenue is the 16k increase in Federal Title allocations for the year. Allocations are assigned around late May each year and may be updated the following January/February. They should not change further this year.
 - Net 7k increase to State Revenue with fluctuations in Basic Formula (Prior Year adjustment +12k is now reflected), increase in State Transportation funding, and decrease in Other State Revenue.
 - Interest increased by 5k; Watch for increases to Prop C.
- **572k increase to Expenses:**
 - 452k in Years of Service stipends added; 34.6k in taxes on those stipends added
 - 59k added to third-party expenses per leadership expense forecasts

Key Performance Indicators



Days of Cash

Cash balance at year-end divided by average daily expenses

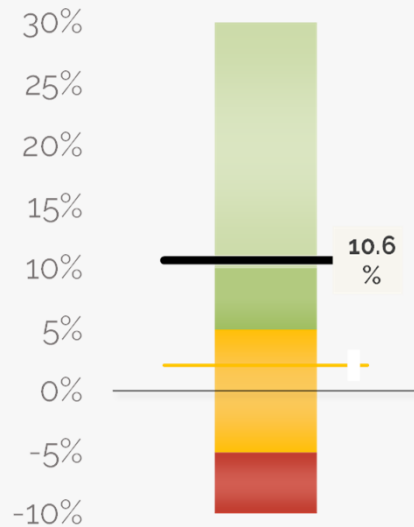


191 DAYS OF CASH AT YEAR'S END

The school will end the year with 191 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

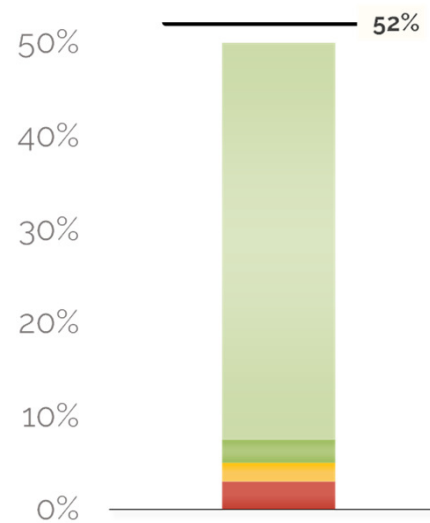


10.6% GROSS MARGIN

The forecasted net income is \$1.5m, which is \$1.2m above the budget. It yields a 10.6% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

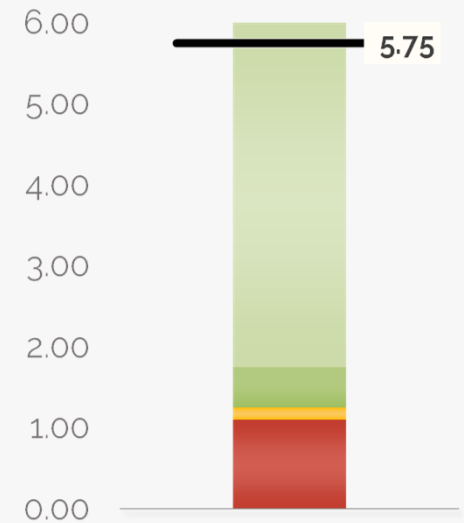


52.24% AT YEAR'S END

The school is projected to end the year with a fund balance of \$6,421,523. Last year's fund balance was \$4,958,770.

DSCR

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



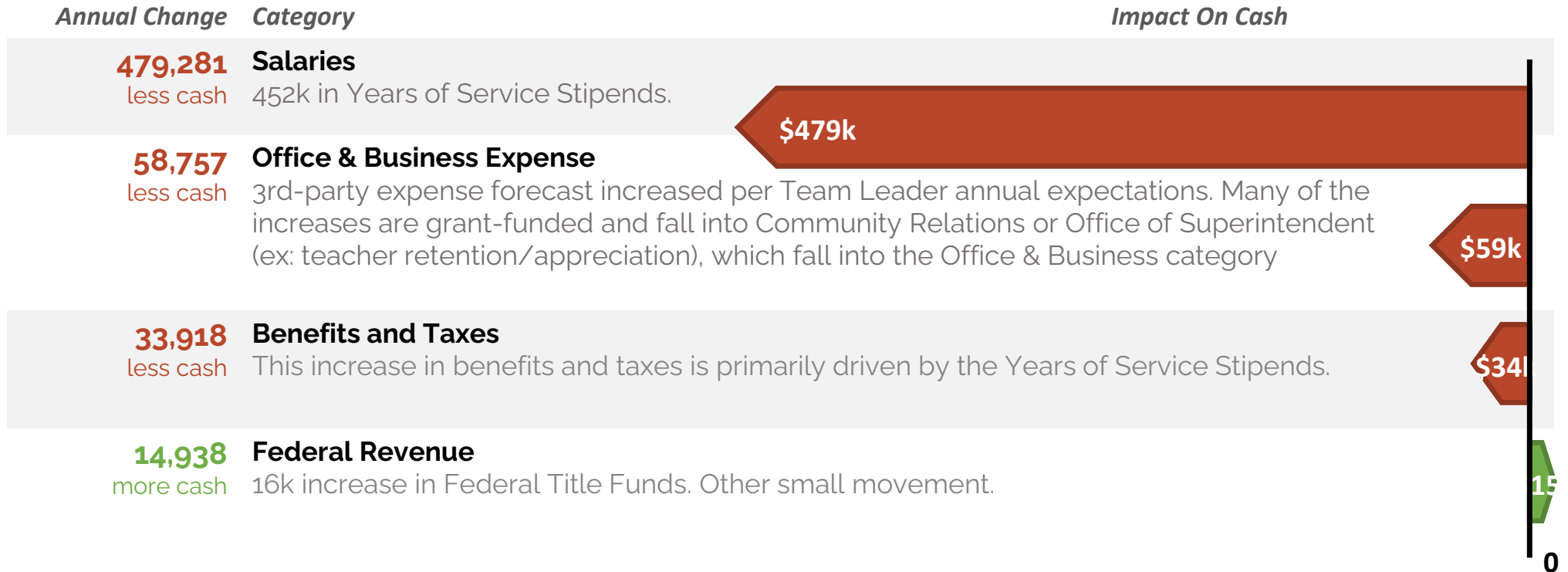
DSCR IS 5.75

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

Key Forecast Changes This Month



The January forecast **decreased** the year-end cash expectation by \$544k. Key changes:



	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	649,887	493,221	156,667	921,950	865,177	56,772	272,062
State Revenue	5,216,496	3,396,884	1,819,611	8,850,345	6,491,532	2,358,814	3,633,850
Federal Revenue	996,732	1,440,253	(443,521)	3,262,340	3,245,133	17,207	2,265,608
Private Grants and Donations	295,185	400,000	(104,815)	500,000	500,000	(0)	204,815
Earned Fees	157,394	323,234	(165,841)	220,856	626,367	(405,511)	63,463
Total Revenue	7,315,694	6,053,592	1,262,102	13,755,491	11,728,209	2,027,282 ①	6,439,797
Expenses							
Salaries	3,549,390	3,645,834	96,443	6,824,001	6,250,000	(574,000)	3,274,611
Benefits and Taxes	1,083,645	1,074,107	(9,538)	1,945,829	1,841,326	(104,504)	862,185
Staff-Related Costs	64,319	78,823	14,504	135,801	135,126	(675)	71,481
Rent	19,000	49,583	30,583	85,000	85,000	(0)	66,000
Occupancy Service	458,403	388,539	(69,865)	670,694	666,066	(4,628)	212,291
Student Expense, Direct	369,111	214,842	(154,269)	421,486	368,309	(53,177)	52,375
Student Expense, Food	165,773	144,273	(21,500)	264,500	264,500	0	98,727
Office & Business Expense	531,985	725,695	193,711	1,308,675	1,244,049	(64,626)	776,691
Transportation	85,403	175,091	89,688	326,385	321,000	(5,385)	240,982
Total Ordinary Expenses	6,327,028	6,496,786	169,759	11,982,371	11,175,376	(806,995)	5,655,343
Net Operating Income	988,666	(443,194)	1,431,860	1,773,120	552,833	1,220,287	784,454
Extraordinary Expenses							
Interest	180,012	180,012	(0)	308,592	308,592	0	128,580
Facility Improvements	-	1,036	1,036	1,776	1,776	(0)	1,776
Total Extraordinary Expenses	180,012	181,048	1,036	310,368	310,368	0	130,356
Total Expenses	6,507,039	6,677,834	170,795	12,292,738	11,485,743	(806,995) ②	5,785,699
Net Income	808,654	(624,242)	1,432,896	1,462,753	242,466	1,220,287 ③	654,098
Cash Flow Adjustments	47,875	-	47,875	(0)	-	(0)	(47,876)
Change in Cash	856,530	(624,242)	1,480,772	1,462,753	242,466	1,220,287	606,223

① REVENUE: \$2M AHEAD

The 2.0M increase from Board-approved budget is primarily driven by Funding Equity, which accounts for 1.7M, less 500k KCPS MOU = 1.2M increase. The next largest increase is the 63.8 WADA improvement of WADA from budget. Additional unbudgeted revenue brought by Direct of Development appear primarily in Earned Fees.

② EXPENSES: \$807K BEHIND

487k of the 807k total increase in expenses is the Years of Service Stipend and associated taxes. Much of the remaining change in Wages is attributed to grant-funded stipends. Increases in third-party expenses are mostly grant-funded (DESE Teacher Retention Grant) and/or direct student instruction expenses.

③ NET INCOME: \$1.2M ahead

	Actual							Forecast					
Income Statement	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	54,412	54,412	54,412	54,412	54,412	921,950
State Revenue	571,082	547,499	598,178	1,184,174	621,406	623,904	1,070,253	726,770	726,770	726,770	726,770	726,770	8,850,345
Federal Revenue	0	98,467	38,542	59,256	221,260	543,617	35,591	453,122	453,122	453,122	453,122	453,122	3,262,340
Private Grants and Donations	3,090	155,449	20,168	4,976	972	110,030	500	40,963	40,963	40,963	40,963	40,963	500,000
Earned Fees	7,633	8,312	25,900	10,568	50,005	42,352	12,624	12,693	12,693	12,693	12,693	12,693	220,856
Total Revenue	691,423	909,604	769,279	1,349,358	976,952	1,405,840	1,213,238	1,287,959	1,287,959	1,287,959	1,287,959	1,287,959	13,755,491
Expenses													
Salaries	483,267	496,115	499,966	511,315	503,519	515,064	540,143	517,862	969,862	567,862	517,862	701,162	6,824,001
Benefits and Taxes	137,764	189,912	141,390	148,222	144,933	172,090	149,333	161,989	196,567	165,814	161,989	175,828	1,945,829
Staff-Related Costs	19,750	12,968	2,820	6,250	11,809	5,531	5,192	14,296	14,296	14,296	14,296	14,296	135,801
Rent	2,500	1,250	10,000	1,500	0	2,500	1,250	13,200	13,200	13,200	13,200	13,200	85,000
Occupancy Service	71,620	60,546	124,074	53,882	52,745	49,395	46,142	42,458	42,458	42,458	42,458	42,458	670,694
Student Expense, Direct	14,861	47,606	66,377	132,357	33,850	32,533	41,526	10,475	10,475	10,475	10,475	10,475	421,486
Student Expense, Food	0	17,377	30,308	39,886	30,658	29,266	18,279	19,745	19,745	19,745	19,745	19,745	264,500
Office & Business Expense	63,234	69,759	95,447	101,451	59,207	60,611	82,275	155,338	155,338	155,338	155,338	155,338	1,308,675
Transportation	0	0	394	39,644	2,227	0	43,137	48,196	48,196	48,196	48,196	48,196	326,385
Total Ordinary Expenses	792,997	895,533	970,776	1,034,507	838,947	866,989	927,278	983,560	1,470,138	1,037,385	983,560	1,180,699	11,982,371
Operating Income	-101,575	14,071	-201,497	314,851	138,005	538,850	285,960	304,399	-182,179	250,574	304,399	107,260	1,773,120
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	355	355	355	355	355	1,776
Total Extraordinary Expenses	25,716	25,716	25,716	25,716	25,716	25,716	25,716	26,071	26,071	26,071	26,071	26,071	310,368
Total Expenses	818,713	921,249	996,492	1,060,223	864,663	892,705	952,994	1,009,631	1,496,209	1,063,456	1,009,631	1,206,770	12,292,738
Net Income	-127,291	-11,645	-227,213	289,135	112,289	513,134	260,244	278,328	-208,250	224,503	278,328	81,189	1,462,753
Cash Flow Adjustments	-92,969	120,143	1,595	449	18,171	-4,442	4,928	-9,575	-9,575	-9,575	-9,575	-9,575	0
Change in Cash	-220,259	108,498	-225,618	289,585	130,460	508,692	265,172	268,753	-217,825	214,928	268,753	71,614	1,462,753



QUESTIONS?

Please contact your EdOps Finance Team:

Anne Schaffa

anne@ed-ops.com

816.945.2918

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02/22/2023 8:50 PM

User ID: SAS

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
998	01/11/2023	X			EMPLFID	Employee Fiduciary	2,112.83
1022	01/26/2023	X			ATT1	AT&T	188.57
1023	01/01/2023	X			BANKCARD	BANKCARD	10.00
1024	01/21/2023	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	887.62
1025	01/25/2023	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	2,965.44
1026	01/25/2023	X			KANSASCIT	KANSAS CITY POWER & LIGHT	7,237.18
1027	01/26/2023	X			KCWATER	KC WATER SERVICES	2,584.30
1028	01/21/2023	X			ARBITER	ArbiterPay Trust Account	1,000.00
1029	02/01/2023	X			AFLAC	AFLAC	4,328.31
1047	01/24/2023	X			COUNTRYCCC	Country Club Bank Credit Card	20,945.41
1048	01/25/2023	X			UNITEDHEAL	United Health Care	68,917.24
Checking Account ID: 6		Void Total:		0.00	Total without Voids:		111,176.90
Check Type Total:		Automatic Payment		Void Total:	0.00	Total without Voids:	111,176.90

Payee Type: Vendor		Check Type: Check				Checking Account ID: 6	
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
6158	01/05/2023	X			LEEKAM	KAMILAH LEE	143.76
6159	01/05/2023	X			TUCKVAL	VALERIE TUCKER	126.17
6160	01/19/2023	X			CLEANING	CLEANING KING, LLC	13,636.37
6161	01/19/2023				NAZARENE	Nazarene Theological Seminary	75.00
6162	01/19/2023				NAZARENE	Nazarene Theological Seminary	1,250.00
6163	01/19/2023	X			TUCKVAL	VALERIE TUCKER	4,750.00
79634301	01/06/2023	X			KRIGEL	Krigel & Krigel, PC	570.00
79634302	01/06/2023	X			WALDO	PHILWORLD, INC	327.43
79634303	01/06/2023	X			TEACCEN	Teachercentric Inc	250.00
79634304	01/06/2023	X			TMOBILE	T-MOBILE	6,057.66
79634305	01/06/2023	X			USASEALING	Usa Sealing Inc.	995.00
79634306	01/06/2023	X			RELILIFE	Reliance Standard Life Insurance Company	1,314.24
79634549	01/06/2023	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	125.40
79634623	01/06/2023	X			GRAPEVINED	GRAPEVINE DESIGNS	1,525.69
79634624	01/06/2023	X			HOMEDEPOT	HOME DEPOT CARD SERVICES	935.45
79634625	01/06/2023	X			JADE	JADE ALARM CO., INC.	379.69
79634626	01/06/2023	X			SIGNATUREL	Signature Landscape LLC	940.00
79634627	01/06/2023	X			AMAZONCOM	SYNCB/AMAZON	8,493.28
79634628	01/06/2023	X			K12ITC	k12 ITC, Inc	12,179.65
79634629	01/06/2023	X			KCPREMIERE	KC PREMIERE TRANSPORTATION	3,367.62
79634630	01/06/2023	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	2,779.73
79634631	01/06/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	5,945.43
79634804	01/06/2023	X			NCSPEARS	NCS PEARSON, INC.	65.00
79634805	01/06/2023	X			PAYPOOL2	Paypool LLC	198.00
79634806	01/06/2023	X			21STCENTUR	21st Century Therapy, P.C.	3,659.38
79634807	01/06/2023	X			ASSIST	Assist Services, LLC	39,769.80
79828911	01/24/2023	X			SNOWMEN	Snowmen, Inc.	612.00
79828912	01/24/2023	X			BLUEMARK	BlueMark Energy, LLC	1,713.34
79828913	01/24/2023	X			MARRANDCO	Marr and Company, P.C.	15,505.00
79828914	01/24/2023	X			WHITLOCK	The Whitlock Company	4,500.00
79828915	01/24/2023	X			ESTREAM	ESTREAM Technology Solutions, LLC	1,875.00
79828916	01/24/2023	X			ESTREAM	ESTREAM Technology Solutions, LLC	1,264.56
79829324	01/24/2023	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00
79829325	01/24/2023	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00
79829326	01/24/2023	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	224.65
79829327	01/24/2023	X			STAPLES	STAPLES ADVANTAGE	3,475.13
79829328	01/24/2023	X			STAPLES	STAPLES ADVANTAGE	2,806.97
79829329	01/24/2023	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	125.40
79829485	01/24/2023	X			FRYWAGNER	FRY-WAGNER MOVING & STORAGE	45.41
79829486	01/24/2023	X			GRANDMAS	GRANDMAS OFFICE CATERING, LLC	1,660.30
79829487	01/24/2023	X			HOMEDEPOT	HOME DEPOT CARD SERVICES	1,020.21
79829488	01/24/2023	X			NEWTONAL	NEWTON ALLIANCE, LLC	18,354.62

Payee Type: Vendor		Check Type: Check			Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
79829489	01/24/2023	X			PROJECTLEA	Project Lead the Way, Inc	3,544.50
79829490	01/24/2023	X			SIGNATUREL	Signature Landscape LLC	285.00
79829491	01/24/2023	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	963.16
79829492	01/24/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	8,590.48
79829856	01/24/2023	X			BLOSMIC	MICAH BLOSSER	500.00
79829857	01/24/2023	X			INNOVOPTIO	Linda Ann Kirkpatrick, dba Innovative Options, LLC	881.00
79829858	01/24/2023	X			21STCENTUR	21st Century Therapy, P.C.	2,916.88
79829859	01/24/2023	X			EDOPS	EDOPS	13,166.67
Checking Account ID: 6					Void Total:	0.00	Total without Voids: 197,596.03
Check Type Total: Check					Void Total:	0.00	Total without Voids: 197,596.03
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 308,772.93
Grand Total:					Void Total:	0.00	Total without Voids: 308,772.93