



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**  
**March 28, 2022**  
**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. Financial Committee Report
  - a) EdOps Dashboard – **Need Board Approval**
  - b) Check Registry – **Need Board Approval**
5. Governance Committee Update – E. Sipes
6. Development Committee Update – K. Sales
7. Academic Committee Update – K. Dixon
8. Special Education Report – J. Hill
9. Technology Report – B.Bourdess and L. McDonald
10. Superintendent's Report – Roger Offield
  - a) 2022-23 Enrollment
  - b) 2022-2023 Budget – **Need Board Approval**
  - c) Public Hearing - Tuesday, April 19<sup>th</sup> (5:30 pm)
  - d) Board Interview - Tuesday, April 19<sup>th</sup> (6:30 pm)
  - e) Charter Renewal Update
11. Motion to adjourn
12. Motion for Closed Session

Next Meeting - Monday, April 25, 2022

*Posted 3/25/2022*  
*Supt. Office, Front Lobby, and Website*



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## Attending Meetings of the Board of Director

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## 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.
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  - 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

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### 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**

### **MINUTES February 28, 2022 5:30 pm**

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

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

**Directors Present:** E. Sipes, V. Miller (5:40), Dr. K. Dixon, **Virtual:** S. Twyman, T. Price, D. Saffold, K. Kohring (6:26 pm), K. Dennis, J. LaSalle, **Directors Absent:** N/A **Guests Present:** R. Offield, K. Sales, Virtual: A. Schaffa, S. Bryant, A. Heiserman, R. Hake, J. George, L. Banks, T. Cooke, E. Cotton, Y. Irvin, T. McGruder, B. Doss, C. Nelson, T. Baston, R. Duguid, B. Hallberg, M. Pozek

#### **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, February 28, 2022 at 5:32 pm in the library at Brookside Charter School and via Zoom

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

- i. S. Twyman made a motion to accept the agenda
- ii. J. LaSalle seconded the motion
- iii. The board VOTED to approve the motion – Approved

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

- i. Dr. K.Dixon made a motion to approve the minutes from the BSDS, Inc. dba Brookside Charter School on 1-31-2022.
- ii. K. Dennis seconded the motion
- iii. The board VOTED to approve the motion – Approved

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

- i. No Visitor Comments

V. Miller joined the meeting at 5:40 pm



2. Financial Committee Report

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

i. A. Schaffa presented the month's financial status. Providing information on revenue, expenses, days of cash and changes expected from state aid.

Provided in board packet.

ii. V. Miller motioned to approve the Financial Report within the EdOps Dashboard as presented

iii. Dr. K. Dixon 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. S. Twyman seconded the motion

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

3. Governance Committee Update – E. Sipes

a) No Updates

4. Development Committee Update – K. Sales

a) K. Sales presented the Development Committee updates

i. Development dashboard was presented

ii. Funding and Donation information

1. Golf Tournament

2. Selected as 1 of 10 charities for Play It Forward Golf Tournament

3. Reached 600K goal

iii. Fourth Round of FEMA

iv. The Art of the Ask – Goal is

1. 100% of Administration

a. 12 of 14 Administrators

2. 100% of the Board of Directors

a. 7 of the 9 Board members

5. Academic Committee Report – Dr. Kerry Dixon



- a) Dr. K. Dixon presented the Academic Committee updates
  - i. Discussed test scores, priorities, and other academic goals

K. Kohring joined the meeting at 6:26 pm

6. Business Director Report - J. George

- a) J. George introduced the Office Staff and Nurses and presented information about BambooHR.
  - i. Business Director – Jasmine George
  - ii. Administrative Assistant – Elise Cotton
  - iii. Secretaries
    - 1. Yolanda Irvin – Early Morning Front Office Secretary
    - 2. Raquel Lewis – Front Office Secretary
    - 3. Tamica Whetstone-Cooke – Middle School Secretary
    - 4. Lorean Banks - Elementary School Secretary
  - iv. Nurses
    - 1. [Bridget Doss](#)
    - 2. Taykema McGruder

7. Extended Care Report - C. Nelson

- a) C. Nelson presented information about Extended Care
  - i. Enrollment
  - ii. Revenue
  - iii. Staffing
  - iv. Preparation for the future

8. Superintendent's Report – Roger Offield

- a) 2021-22 Enrollment
  - i. Current enrollment 704, 732 with PK
  - ii. Enrollment is in a good place
- b) 2022-23 Enrollment
  - i. 399 enrolled for 2022-23
  - ii. 55% of enrollment completed



- c) 2022-23 Budget (DRAFT)
    - i. Introduced 2022-23 budget draft by R. Offield
      - i. Draft includes and needs to be reviewed and updated. Will be presented at a later date
      - ii. Salaries are not to exceed 6.25
      - iii. Discussed cost per student and funds received per student
      - iv. Final net income on the draft is 1.8
      - v. The budget was worked on with 1% increase in revenue and 3% increase in expenses
  - d) Board Training
    - i. Edpuzzle videos
    - ii. Reach out if you have questions
  - e) Charter Renewal Update
    - i. Presented the Renewal Form working draft to the Board of Directors
    - ii. Data Review
    - iii. Public Hearing - Tuesday, Apr 19, 2022 5:30 pm
      - i. BCS will need to advertise and provide information to the public during the hearing
      - ii. Virtual meeting
    - iv. Board Interview - Tuesday, April 19, 2022 6:30 pm
9. Motion to adjourn
- a) V. Miller 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 7:22 pm

Next Meeting - Monday, March 28, 2022



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# February 2022 Financials

PREPARED MARCH 2022 BY





# Contents



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

# Executive Summary



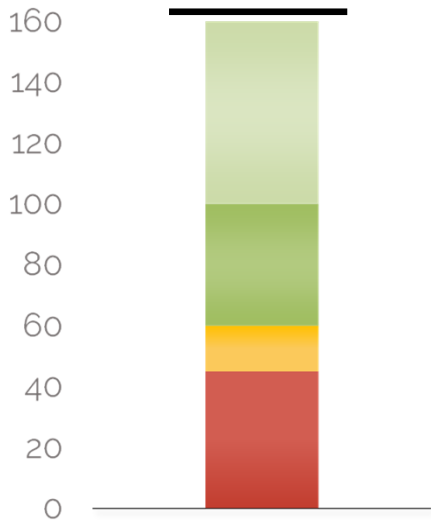
- Brookside Charter closes January with a Net Income of 927k, which is 1.4M improved from Board-approved Net Income of -507k.
- This Net Income is 711k improved from January close
- 830k net improvement to Revenue
  - Prop C 25k decrease. Prop C forecast does not yet reflect the possible Supplemental Appropriation, which could bring another 137k
  - ESSER III is now available to draw. We have increased the forecast by 684k to reimburse for FY22 expenses
  - 20k increase to Medicaid revenue
  - 88k in FEMA funds received
- 120k net increase to Expense: 19k decrease to staffing; 139k increase to 3<sup>rd</sup>-party, most of which in Student Expense Direct

# Key Performance Indicators



## Days of Cash

Cash balance at year-end divided by average daily expenses

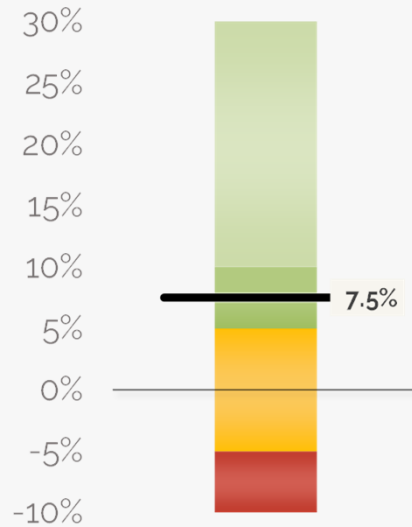


### 162 DAYS OF CASH AT YEAR'S END

The school will end the year with 162 days of cash. This is above the recommended 60 days

## Gross Margin

Revenue less expenses, divided by revenue

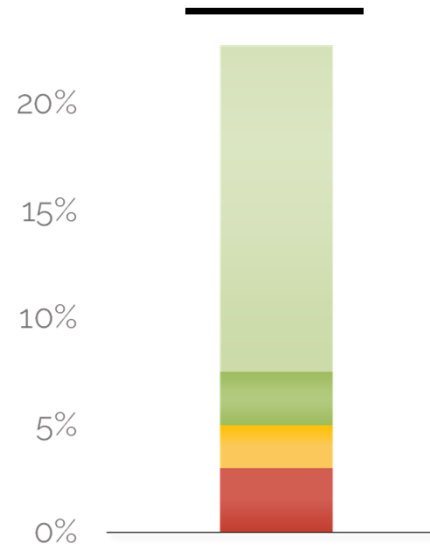


### 7.5% GROSS MARGIN

The forecasted net income is \$927k, which is \$1.4m above the budget. It yields a 7.5% gross margin.

## Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



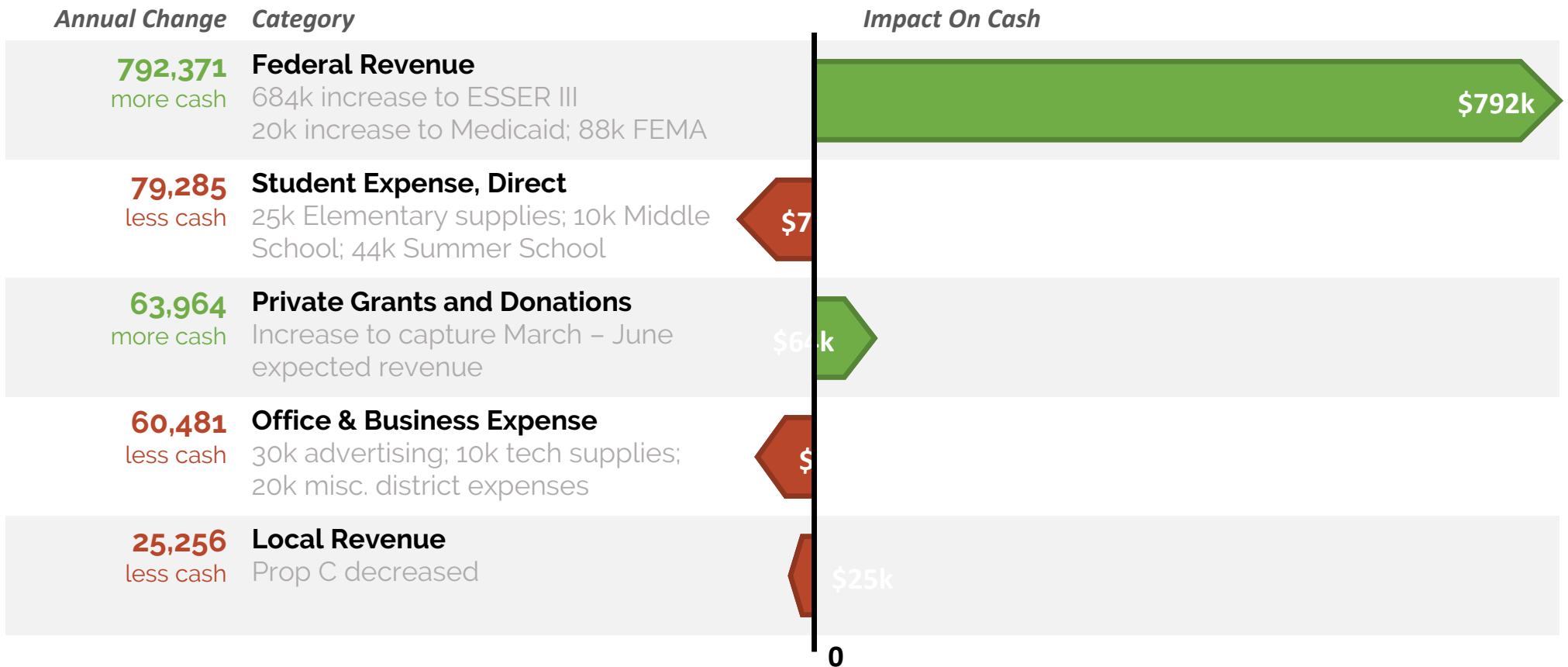
### 28.56% AT YEAR'S END

The school is projected to end the year with a fund balance of \$3,258,136. Last year's fund balance was \$2,331,135.

# Key Forecast Changes This Month



The February forecast **increased** the year-end cash expectation by **\$711k**. Key changes:



	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
<b>Revenue</b>							
Local Revenue	689,164	569,515	119,649	861,611	837,620	23,991	172,447
State Revenue	4,529,337	3,936,254	593,083	6,785,952	6,326,720	459,233	2,256,615
Federal Revenue	1,660,365	1,402,499	257,866	3,334,296	2,220,025	1,114,271	1,673,931
Private Grants and Donations	640,508	570,827	69,681	700,508	634,252	66,256	60,000
Earned Fees	450,657	216,606	234,051	652,950	356,166	296,784	202,293
<b>Total Revenue</b>	<b>7,970,032</b>	<b>6,695,701</b>	<b>1,274,330</b>	<b>12,335,317</b>	<b>10,374,782</b>	<b>1,960,535</b> ①	<b>4,365,286</b>
<b>Expenses</b>							
Salaries	4,299,776	4,259,078	(40,698)	6,403,406	6,388,617	(14,789)	2,103,630
Benefits and Taxes	1,204,607	1,274,049	69,442	1,849,216	1,911,073	61,858	644,609
Staff-Related Costs	90,487	81,618	(8,869)	122,802	122,427	(376)	32,316
Rent	20,000	10,000	(10,000)	25,000	15,000	(10,000)	5,000
Occupancy Service	391,699	490,975	99,276	758,773	736,463	(22,310)	367,073
Student Expense, Direct	360,887	256,200	(104,687)	498,345	384,300	(114,045)	137,458
Student Expense, Food	144,242	176,333	32,092	264,500	264,500	0	120,258
Office & Business Expense	556,304	486,442	(69,861)	847,790	729,664	(118,126)	291,486
Transportation	67,450	14,333	(53,117)	250,000	21,500	(228,500)	182,550
Total Ordinary Expenses	7,135,451	7,049,029	(86,422)	11,019,832	10,573,543	(446,288)	3,884,381
Net Operating Income	834,581	(353,328)	1,187,908	1,315,486	(198,761)	1,514,246	480,905
<b>Extraordinary Expenses</b>							
Interest	205,728	205,728	0	308,592	308,592	0	102,864
Facility Improvements	79,893	-	(79,893)	79,893	-	(79,893)	-
Total Extraordinary Expenses	285,620	205,728	(79,893)	388,484	308,592	(79,893)	102,864
<b>Total Expenses</b>	<b>7,421,071</b>	<b>7,254,757</b>	<b>(166,315)</b>	<b>11,408,316</b>	<b>10,882,135</b>	<b>(526,181)</b> ②	<b>3,987,245</b>
<b>Net Income</b>	<b>548,960</b>	<b>(559,055)</b>	<b>1,108,016</b>	<b>927,001</b>	<b>(507,353)</b>	<b>1,434,354</b> ③	<b>378,041</b>
Cash Flow Adjustments	(565,225)	-	(565,225)	(0)	-	(0)	565,225
<b>Change in Cash</b>	<b>(16,265)</b>	<b>(559,055)</b>	<b>542,791</b>	<b>927,001</b>	<b>(507,353)</b>	<b>1,434,354</b>	<b>943,266</b>

### ① REVENUE: \$2M AHEAD

Of Federal 1.1M increase: 684k of ESSER III revenue moved from FY23 to FY22; Increased ESSER II allocation; 178k in FEMA funding received YTD; 91k increase to IDEA Part B funding.

State Aid has increased based on higher WADA (predominately driven by IEP student population count) and higher per-WADA payment amount than budgeted.

KCPS MOU higher than expected due to higher WADA and per-WADA payment amount.

### ② EXPENSES: \$526K BEHIND

Transportation has driven 228.5k of 526k increase. Other large drivers are student instruction expenses, district (advertising, tech, and miscellaneous supplies), unbudgeted parking lot repair. Note that many unbudgeted instructional and advertising expenses are funded by grants.

### ③ NET INCOME: \$1.4M ahead

# Monthly Financials

Income Statement	Actual								Forecast				TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Revenue</b>													
Local Revenue	95,325	90,467	82,714	74,934	83,227	77,674	93,516	91,308	43,112	43,112	43,112	43,112	861,611
State Revenue	548,119	533,503	630,420	567,230	519,186	571,383	612,537	546,959	564,154	564,154	564,154	564,154	6,785,952
Federal Revenue	0	33,642	111,064	64,170	61,294	319,593	842,714	227,888	418,483	418,483	418,483	418,483	3,334,296
Private Grants and Donations	138,398	194,578	89,698	14,077	150,100	24,633	25,059	3,964	15,000	15,000	15,000	15,000	700,508
Earned Fees	17,174	5,192	6,594	11,846	16,438	19,411	319,818	54,185	50,573	50,573	50,573	50,573	652,950
<b>Total Revenue</b>	<b>799,015</b>	<b>857,383</b>	<b>920,490</b>	<b>732,257</b>	<b>830,245</b>	<b>1,012,694</b>	<b>1,893,644</b>	<b>924,304</b>	<b>1,091,321</b>	<b>1,091,321</b>	<b>1,091,321</b>	<b>1,091,321</b>	<b>12,335,317</b>
<b>Expenses</b>													
Salaries	473,517	485,400	600,069	500,579	739,606	493,517	511,702	495,387	495,383	495,383	495,383	617,483	6,403,406
Benefits and Taxes	146,099	144,849	154,159	146,458	166,668	148,849	147,415	150,110	158,817	158,817	158,817	168,158	1,849,216
Staff-Related Costs	26,165	22,990	8,222	3,343	9,500	6,422	6,488	7,357	8,079	8,079	8,079	8,079	122,802
Rent	0	2,500	11,250	0	2,500	1,250	1,250	1,250	1,250	1,250	1,250	1,250	25,000
Occupancy Service	46,994	47,913	56,457	42,903	48,902	56,327	45,927	46,275	91,768	91,768	91,768	91,768	758,773
Student Expense, Direct	10,902	25,365	63,094	121,883	19,434	90,689	7,406	22,114	34,365	34,365	34,365	34,365	498,345
Student Expense, Food	0	0	26,530	31,839	11,574	29,169	30,880	14,248	30,065	30,065	30,065	30,065	264,500
Office & Business Expense	86,789	69,400	69,791	134,119	17,387	82,171	41,979	54,669	72,872	72,872	72,872	72,872	847,790
Transportation	0	0	0	5,274	27,939	599	26,655	6,984	45,637	45,637	45,637	45,637	250,000
Total Ordinary Expenses	790,465	798,417	989,572	986,399	1,043,509	908,993	819,702	798,394	938,235	938,235	938,235	1,069,676	11,019,832
Operating Income	8,550	58,965	-69,082	-254,142	-213,264	103,701	1,073,943	125,910	153,086	153,086	153,086	21,646	1,315,486
<b>Extraordinary Expenses</b>													
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	79,893	0	0	0	0	0	0	0	0	79,893
Total Extraordinary Expenses	25,716	25,716	25,716	105,609	25,716	25,716	25,716	25,716	25,716	25,716	25,716	25,716	388,484
<b>Total Expenses</b>	<b>816,181</b>	<b>824,133</b>	<b>1,015,288</b>	<b>1,092,008</b>	<b>1,069,225</b>	<b>934,709</b>	<b>845,418</b>	<b>824,110</b>	<b>963,951</b>	<b>963,951</b>	<b>963,951</b>	<b>1,095,392</b>	<b>11,408,316</b>
<b>Net Income</b>	<b>-17,165</b>	<b>33,249</b>	<b>-94,798</b>	<b>-359,751</b>	<b>-238,980</b>	<b>77,985</b>	<b>1,048,227</b>	<b>100,194</b>	<b>127,370</b>	<b>127,370</b>	<b>127,370</b>	<b>-4,070</b>	<b>927,001</b>
Cash Flow Adjustments	-597,536	-16,911	6,393	38,091	41,314	-54,192	8,984	8,631	141,306	141,306	141,306	141,306	0
<b>Change in Cash</b>	<b>-614,702</b>	<b>16,339</b>	<b>-88,405</b>	<b>-321,660</b>	<b>-197,666</b>	<b>23,793</b>	<b>1,057,211</b>	<b>108,825</b>	<b>268,677</b>	<b>268,677</b>	<b>268,677</b>	<b>137,236</b>	<b>927,001</b>



# QUESTIONS?

Please contact your EdOps Finance Specialist:

Anne Schaffa

[anne@ed-ops.com](mailto:anne@ed-ops.com)

816.945.2918

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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	
775	02/28/2022	X			AFLAC	AFLAC	3,592.83	
776	02/24/2022	X			ATT1	AT&T	185.40	
777	02/01/2022	X			BANKCARD	BANKCARD	10.00	
778	02/24/2022	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	582.79	
779	02/25/2022	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	3,315.90	
780	02/24/2022	X			KANSASCIT	KANSAS CITY POWER & LIGHT	7,611.20	
781	02/25/2022	X			PRINCIPAL	PLIC - SBD GRAND ISLAND	898.10	
782	02/28/2022	X			KCWATER	KC WATER SERVICES	964.86	
794	02/25/2022	X			BCBS	BlueCross BlueShield	69,388.06	
795	02/08/2022	X			ARBITER	ArbiterPay Trust Account	500.00	
810	02/25/2022	X			COUNTRYCCC	Country Club Bank Credit Card	10,542.68	
Checking Account ID: 6					Void Total:	0.00	Total without Voids:	97,591.82
Check Type Total:		Automatic Payment			Void Total:	0.00	Total without Voids:	97,591.82

Payee Type: Vendor		Check Type: Check			Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
5928	02/14/2022	X			ALPHA	Robinson Youth LLC	3,500.00
5929	02/14/2022				TWYMAN	EMILY TWYMAN-BROWN	31.59
5930	02/14/2022	X			WILEDUS	DUSTIN WILEY	31.49
5943	02/28/2022				CLEANING	CLEANING KING, LLC	14,318.00
5944	02/28/2022				GEORGE	JASMINE GEORGE	148.59
5945	02/28/2022				MITCJOR	Jordan Mitchell	180.00
5946	02/28/2022				NAZARENE	Nazarene Theological Seminary	1,250.00
5947	02/28/2022				OFFIELD	ROGER OFFIELD	226.98
5948	02/28/2022				TUCKVAL	VALERIE TUCKER	4,750.00
77614900	02/08/2022	X			CHROMEBOOK	CC - Chromebook Pars	7,792.88
77614901	02/08/2022	X			SNOWMEN	Snowmen, Inc.	1,258.00
77614902	02/08/2022	X			STLUKES	Saint Luke's Hospital of Kansas City	1,671.67
77614903	02/08/2022	X			TMOBILE	T-MOBILE	7,776.60
77614904	02/08/2022	X			USASEALING	Usa Sealing Inc.	995.00
77615153	02/08/2022	X			GRAINGER	GRAINGER	133.42
77615154	02/08/2022	X			GRAINGER	GRAINGER	35.75
77615155	02/08/2022	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00
77615156	02/08/2022	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00
77615309	02/08/2022	X			COSTCO	COSTCO MEMBERSHIP	180.00
77615310	02/08/2022	X			DIDAX	DIDAX, INC	108.00
77615311	02/08/2022	X			GRANDMAS	GRANDMAS OFFICE CATERING, LLC	1,009.00
77615312	02/08/2022	X			GRAPEVINED	GRAPEVINE DESIGNS	1,459.69
77615313	02/08/2022	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	222.00
77615314	02/08/2022	X			GREATPLAIN	GREAT PLAINS ROOFING AND SHEET METAL, INC	663.11
77615315	02/08/2022	X			TYSONFOODS	Tyson Foods, Inc	2,281.57
77615316	02/08/2022	X			REINHARTFO	REINHART FOOD SERVICES, LLC	1,176.94
77615532	02/08/2022	X			PAYPOOL2	Paypool LLC	215.74
77615533	02/08/2022	X			21STCENTUR	21st Century Therapy, P.C.	6,263.75
77615534	02/08/2022	X			ASSIST	Assist Services, LLC	6,984.20
77615535	02/08/2022	X			EDOPS	EDOPS	11,000.00
77615536	02/08/2022	X			BLOSMIC	MICAH BLOSSER	1,000.00
77748104	02/24/2022	X			FIRSTBOOK	CC - FirstBook	998.07
77748105	02/24/2022	X			CHROMEBOOK	CC - Chromebook Pars	379.95
77748106	02/24/2022	X			TASTYBRAND	Tasty Brands LLC	1,105.13
77748408	02/24/2022	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	114.00
77748549	02/24/2022	X			FRYWAGNER	FRY-WAGNER MOVING & STORAGE	85.17
77748550	02/24/2022	X			JADE	JADE ALARM CO., INC.	344.69
77748551	02/24/2022	X			SCHOOLL	SCHOOL LUNCH SOLUTIONS	1,081.00
77748552	02/24/2022	X			JTM	JTM PROVISIONS CO., INC	1,287.65
77748553	02/24/2022	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	2,682.00
77748554	02/24/2022	X			TYLER	TYLER TECHNOLOGIES, INC	3,801.04



**Check Register by Type**

<b>Payee Type: Vendor</b>		<b>Check Type: Check</b>			<b>Checking Account ID: 6</b>		
<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>
77748555	02/24/2022	X			K12ITC	k12 ITC, Inc	13,367.70
77748556	02/24/2022	X			REINHARTFO	REINHART FOOD SERVICES, LLC	4,412.10
77748829	02/24/2022	X			BLOSMIC	MICAH BLOSSER	500.00
77748830	02/24/2022	X			21STCENTUR	21st Century Therapy, P.C.	8,531.25
Checking Account ID: 6					Void Total:	0.00	Total without Voids: 119,059.72
Check Type Total: Check					Void Total:	0.00	Total without Voids: 119,059.72
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 216,651.54
Grand Total:					Void Total:	0.00	Total without Voids: 216,651.54