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BSDS, Inc dba Brookside Charter School

MINUTES
May 23, 2022
5:30 pm

BCS Library and/or Join with ZOOM

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

Directors Present: E. Sipes, K. Kohring, V. Miller, D. Saffold, Dr. K. Dixon **Virtual:** K. Dennis (left at 6:40/ returned at 7:09), S. Twyman, T. Price (left at 6:40) **Directors Absent:** J. LaSalle **Guests Present:** R. Offield, J. George, R. Blake, E. Twyman-Brown **Virtual:** A. Schaffa, J. George, A. Heiserman, J. Smith, K. Sales, 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, May 23, 2022 at 5:32 pm in the library at Brookside Charter School and via Zoom

c) Motion to accept the agenda

- i. K. Kohring made a motion to accept the agenda
- ii. V. Miller seconded the motion
- iii. The board VOTED to approve the motion – Approved

d) Approval of Board of Director minutes

- i. V. Miller made a motion to approve the minutes from the BSDS, Inc. dba Brookside Charter School on 4-25-2022.
- ii. Dr. K. Dixon seconded the motion
- iii. The board VOTED to approve the motion – Approved

e) Visitors Comments and Addressing Agenda Items

- i. No Visitor Comments

2. Financial Committee Report

a) EdOps Dashboard – Need Board Approval

- i. A. Schaffa presented the month's financial status. Providing

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Supt. Office, Front Lobby, and Website



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. K. Kohring 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. K. Kohring seconded the motion
- iv. The board VOTED unanimously to approve the motion – Approved

c) 2022-23 Budget – **Need Board Approval**

- i. A. Schaffa presented to the Board of Directors the 2022-23 budget
- ii. K. Kohring made a motion to approve the check registry as presented
- iii. Dr. K. Dixon seconded the motion
- iv. The board VOTED unanimously to approve the motion – Approved

3. Governance Committee Update – E. Sipes

a) Governance updates presented by E. Sipes

- i. Met Monday, reached out to Kevin Klein
 1. Waiting on Succession Plan

4. Development Committee Update – K. Sales

a) D. Saffold and K. Kohring presented the Development Committee updates

i. Play It Forward Campaign

1. Received check for \$8000
2. Increased donors through campaign
 - a. Raised \$16,000

ii. Legacy Celebration

1. October 20, 2022 or October 21, 2022
2. In planning and discussion phase

iii. Golf Tournament – June 20, 2022



- iv. FEMA funding
 - 5. Academic Committee Report – Dr. Kerry Dixon
 - a) Dr. K. Dixon presented the Academic Committee updates
 - i. Using a dashboard to record goals
 - ii. Working and discussing goals in top 3 areas
 - iii. Committee met with Karen Bernstein with EdOps to discuss academic goals and dashboard
 - iv. Reviewing next steps
 - 6. Elementary Report – E. Twyman-Brown
 - a) Elementary Principal, Emily Twyman-Brown presented Elementary updates to the Board of Directors.
 - b) Staffing changes include adding an Assistant Principal
 - c) Summer School
 - 7. Middle School Report – R. Blake
 - a) Middle School Principal, Ryan Blake presented Middle School updates to the Board of Directors
 - b) MAP testing updates – 98% complete
 - c) Average Daily Attendance updates
 - d) Staffing changes include internal movements and not filling some vacant positions
- T. Price & K. Dennis left meeting at 6:40 pm
- 8. Superintendent’s Report – Roger Offield
 - a) 2022-23 Enrollment
 - i. Enrollment is at 83.3%
 - i. 604 as of 5/23/2022
 - b) 2022-23 Staffing
 - i. 2022-23 budget discussed in Principal presentations
 - c) Summer School
 - i. discussed in Principal presentations



- d) Retreat Update
 - i. Leadership Team built an Enrollment Model
 - ii. A Staffing Model and Organization Charts were discussed and developed
 - iii. Listed Non-negotiables
 - iv. There will be similar retreats with other staff
- e) Charter Renewal Update
 - i. Continuing to work on Charter Renewal
- f) NTS Property Update
 - i. Discussed the option of obtaining the Nazarene Theological Seminary commons property
 - ii. Discussed possible cost, planning and space for growth
 - iii. There is no official offer
- g) Instructional Model 2023-24
 - i. Presented by R. Offield
 - i. Email sent out for feedback on 4 or 5-day week
 - ii. 69% of surveyors liked the 4-day week option
 - iii. Will create a focus group with staff and parents for further feedback to look and explore the 4-day option

K. Dennis returned to meeting at 7:09 pm

- h) Superintendent Evaluation
 - i. N. Freeman, Innovare, will email everyone the Superintendent Evaluation

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 7:20 pm

Sherry Dugman
D E C

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Next Meeting - Monday, June 27, 2022

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.