



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 May 22, 2023 5:30 pm

<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 for upcoming Month
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. Annual Report from the Missouri Charter Public School Commission – S. Williams
10. Superintendent's Report – Roger Offield
 - a) Enrollment 22-23/Attendance
 - b) Enrollment and Staffing 2023-24
 - c) 2023-24 Annual Budget – **Need Board Approval**
 - d) Superintendent Evaluation (REVIEW)
 - e) NTS and 1800/1900 E Meyer Blvd Update
11. Motion to adjourn

Next Meeting - Monday, June 26, 2023

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



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



Phone: 816-531-2192

Fax: 816-756-3055



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.



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

MINUTES
April 24, 2023
5:30 pm

WE WILL NOT MEET IN PERSON, WE WILL MEET VIRTUALLY

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

Directors Present: Eric Sipes, Vicki Miller, Kerry Dixon, Kiva Dennis, Sherry Twyman, Jason LaSalle **Directors**

Absent: DiAnna Saffold, Tiffany Price **Guests Present:** Kelly Sales, Roger Offield, Katie Hendricks, Rebecca Duguid

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, April 24 at 5:30pm via Zoom.
2. Motion to accept the agenda
 - a) Jason LaSalle motioned to accept the agenda.
 - b) Vicki Miller seconded the motion
 - c) The board voted to approve the motion - Approved
3. Approval of Board of Director minutes
 - a) Sherry Twyman motioned to approve the minutes from the Brookside Charter School board of directors meeting on March 27, 2023.
 - b) Dr. Kerry Dixon 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 4/21/2023
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. Vicki Miller motioned to approve the financial report within the EdOps Dashboard as presented.
 - c. Jason LaSalle 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. Vicki Miller motioned to approve the check registry as presented.
 - c. Sherry Twyman seconded the motion.
 - d. The board voted to approve the motion - Approved
- 7. **Governance Committee Report –E.Sipes**
 - a) Dr. Eric Sipes presented that he would share updates during closed session.
- 8. **Academic Committee Report – K. Dixon**
 - a) Dr. Kerry Dixon shared notes from the Academic Committee including:
 - i. MAP Season coming up
 - ii. Motivational Monday May 1, 8 & 15 – All Board Members invited
 - iii. Evaluate scores for 2nd-8th Grades
- 9. **Development Committee Report – K. Sales**
 - a) Kelly Sales gave an update on the Play it Forward campaign, Teacher Appreciation Week, the Golf Tournament and Enrollment for the 2023/24 school year.
- 10. **Superintendent's Report – Roger Offield**
 - a) Enrollment 22-23/Attendance
 - a. 713 Students, 90% Attendance
 - b) Enrollment and Staffing 2023-24
 - a. Enrollment is 93% filled for 23/24SY



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



Phone: 816-531-2192

Fax: 816-756-3055



- c) Superintendent Evaluation (REVIEW)
 - a. Coming to Board Members' emails this week – Due May 22
- d) BOE Training Videos
 - a. Complete Module 4 prior to May board meeting
- 11. Motion to adjourn
 - a) Vicki Miller motioned to adjourn
 - b) Jason LaSalle seconded the motion
 - c) The board voted to approve the motion - Approved
- 12. Enter Closed Session

Next Meeting - Monday, May 22, 2023

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

Posted 4/21/2023
Front Lobby, Website, and District Calendar



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



Phone: 816-531-2192

Fax: 816-756-3055



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.



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

BOARD COMMITTEE AGENDAS Join with ZOOM

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

Financial Committee Meeting

Thursday, June 22nd at 11am

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

- a) EdOps Dashboard
- b) Check Registry

Next Meeting, TBD

Governance Committee Meeting

Next Meeting, Monday, May 19th at 9am

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

- a) Proposed Agenda
- b) Goal Review

Next Meeting, TBD

Development Committee Meeting

No Meeting

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

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

Next Meeting, TBD

Academic Committee Meeting

Thursday, No Meeting

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

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

Next Meeting, TBD

Posted 5/19/2023

Front Lobby, Website, and District Calendar



April 2023 Financials

PREPARED MAY'23 BY

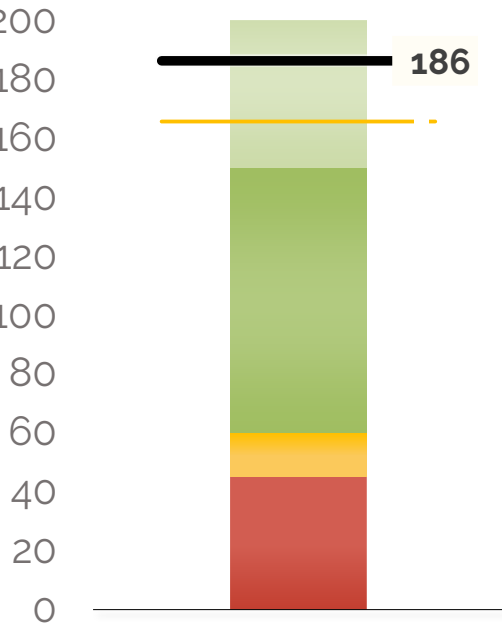


- **Executive Summary**
- **Key Performance Indicators**
- **Key Forecast Changes This Month**
- **Annotated Financials**
- **Monthly Financials**

- **Brookside Charter closes April with a Net Income of 1.34M, which is 1.1M improved from Board-approved Net Income of 242k**
- **This Net Income is 179k decrease from March close**
- **19k decrease to Revenue**
 - 50k increase to Prop C
 - No changes to WADA or Basic Formula
 - 5.5k increase to State Transportation Aid
 - 50k decrease to Fundraising
 - 29k decrease to Extended Care
- **160k increase to Expenses:**
 - 62k increase to wages: +75k in Summer School wages (could change if enrollment is lower than currently expected); +5k grant-funded stipends; -25k in full-time wages (staff departure; unpaid time off); +7k part-time wages (ext. care, subs, etc)
 - 100k increase for third-party Summer School expenses
 - 10k increase to 3rd-party Special Education services
 - 14k decrease in facilities expenses: gas, grounds maintenance

Days of Cash

Cash balance at year-end divided by average daily expenses

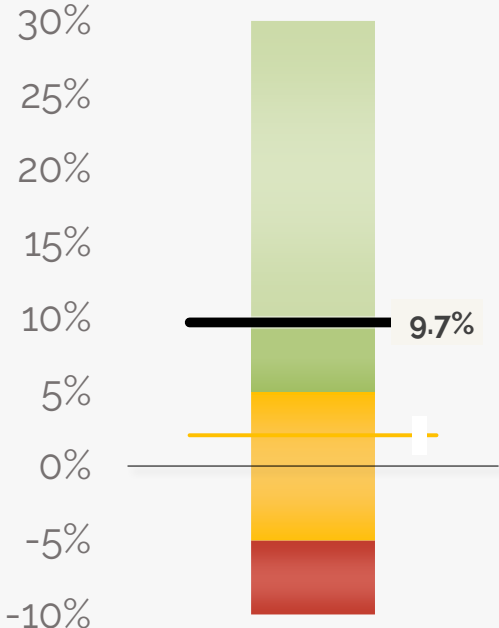


186 DAYS OF CASH AT YEAR'S END

The school will end the year with 186 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

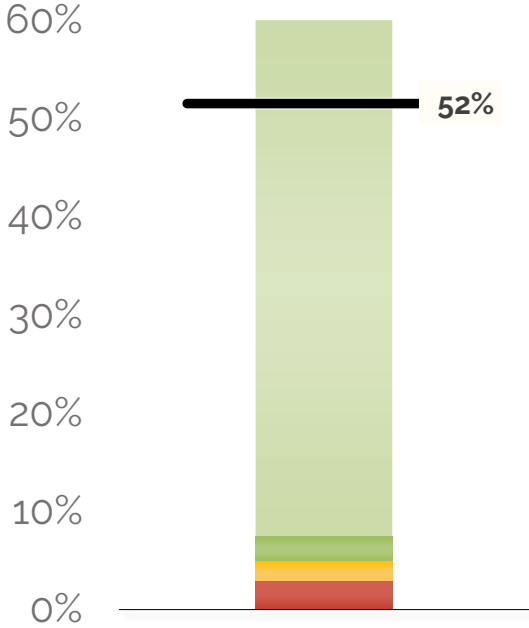


9.7% GROSS MARGIN

The forecasted net income is \$1.3m, which is \$1.1m above the budget. It yields a 9.7% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

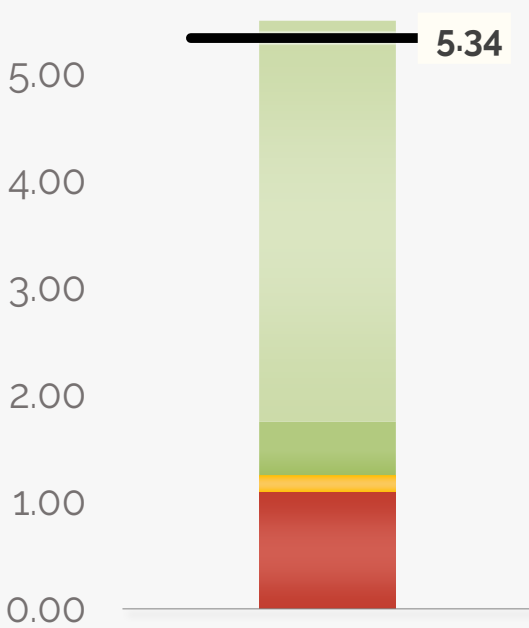


51.52% AT YEAR'S END

The school is projected to end the year with a fund balance of \$6,423,369. Last year's fund balance was \$5,086,872.

DSCR

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

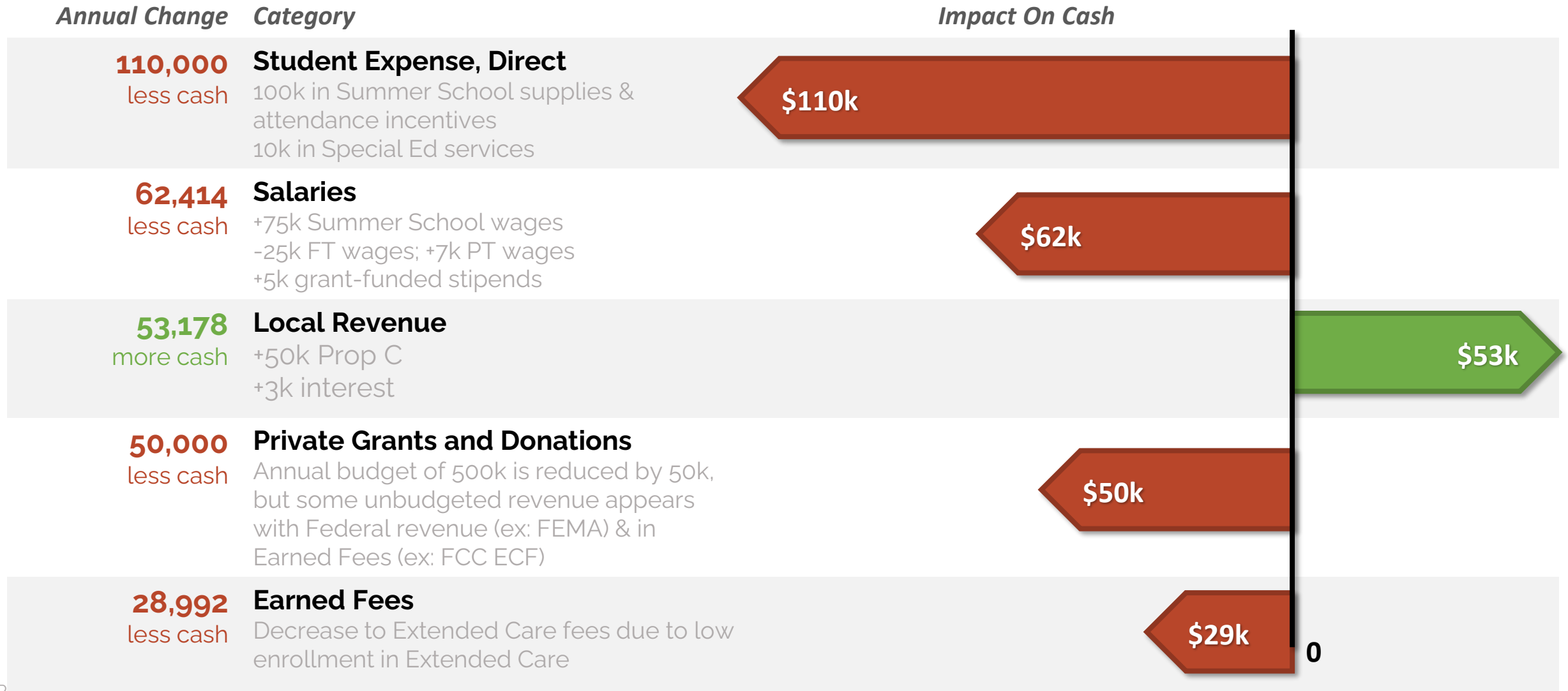


DSCR IS 5.34

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

Key Forecast Changes This Month

The April forecast **decreased** the year-end cash expectation by \$179k. *Key changes:*



	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	917,448	718,115	199,333	1,026,254	865,177	161,077	108,806
State Revenue	7,383,499	5,265,984	2,117,515	8,865,895	6,491,532	2,374,364	1,482,396
Federal Revenue	1,647,345	2,474,402	(827,057)	3,268,999	3,245,133	23,866	1,621,654
Private Grants and Donations	323,623	475,000	(151,377)	450,000	500,000	(50,000)	126,377
Earned Fees	182,380	505,114	(322,734)	193,131	626,367	(433,236)	10,751
Total Revenue	10,454,294	9,438,614	1,015,680	13,804,279	11,728,209	2,076,071 ①	3,349,986
Expenses							
Salaries	5,556,247	5,208,334	(347,913)	6,839,931	6,250,000	(589,931)	1,283,684
Benefits and Taxes	1,559,787	1,534,438	(25,349)	1,920,032	1,841,326	(78,707)	360,245
Staff-Related Costs	112,773	112,605	(168)	135,801	135,126	(675)	23,028
Rent	37,000	70,833	33,833	85,000	85,000	(0)	48,000
Occupancy Service	587,213	555,055	(32,158)	740,944	666,066	(74,878)	153,731
Student Expense, Direct	439,050	306,922	(132,128)	618,234	368,309	(249,925)	179,184
Student Expense, Food	251,412	216,409	(35,003)	264,500	264,500	(0)	13,088
Office & Business Expense	692,454	1,036,708	344,254	1,226,588	1,244,049	17,461	534,135
Transportation	209,241	262,636	53,395	326,385	321,000	(5,385)	117,143
Total Ordinary Expenses	9,445,177	9,303,940	(141,237)	12,157,415	11,175,376	(982,039)	2,712,238
Net Operating Income	1,009,116	134,674	874,443	1,646,865	552,833	1,094,031	637,748
Extraordinary Expenses							
Interest	257,160	257,160	(0)	308,592	308,592	0	51,432
Facility Improvements	20,423	1,480	(18,943)	1,776	1,776	0	(18,647)
Total Extraordinary Expenses	277,583	258,640	(18,943)	310,368	310,368	0	32,785
Total Expenses	9,722,760	9,562,579	(160,180)	12,467,782	11,485,743	(982,039) ②	2,745,022
Net Income	731,534	(123,966)	855,500	1,336,497	242,466	1,094,031 ③	604,964
Cash Flow Adjustments	39,465	-	39,465	(0)	-	(0)	(39,465)
Change in Cash	770,999	(123,966)	894,965	1,336,497	242,466	1,094,031	565,498

① REVENUE: \$2.1M AHEAD

The 2.1M 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: \$982K BEHIND

487k of the 982k total increase in expenses is the Years of Service Stipend and associated taxes. Much of the remaining change in Wages is attributed to Summer School wages and 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: \$1.1M ahead

Income Statement	Actual										Forecast		
	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	112,771	69,831	84,959	54,403	54,403	1,026,254
State Revenue	571,082	547,499	598,178	1,184,174	621,406	623,904	1,070,253	692,803	737,100	737,100	741,198	741,198	8,865,895
Federal Revenue	0	98,467	38,542	59,256	221,260	543,617	35,591	137,803	166,807	346,002	810,827	810,827	3,268,999
Private Grants and Donations	3,090	155,449	20,168	4,976	972	110,030	500	19,037	3,731	5,670	63,189	63,189	450,000
Earned Fees	8,267	8,312	25,900	10,568	49,937	42,352	12,624	4,427	14,582	5,411	5,376	5,376	193,131
Total Revenue	692,057	909,604	769,279	1,349,358	976,884	1,405,840	1,213,238	966,841	992,051	1,179,143	1,674,993	1,674,993	13,804,279
Expenses													
Salaries	483,267	496,115	499,966	511,315	503,519	515,064	540,143	515,578	963,554	527,725	584,667	699,017	6,839,931
Benefits and Taxes	137,764	189,912	141,390	148,222	144,933	172,090	149,333	148,006	181,591	146,545	175,540	184,705	1,920,032
Staff-Related Costs	19,750	12,968	2,820	6,250	11,809	5,531	5,192	31,244	11,415	5,795	11,514	11,514	135,801
Rent	2,500	1,250	10,000	1,500	0	2,500	1,250	6,000	6,000	6,000	24,000	24,000	85,000
Occupancy Service	71,620	60,546	124,074	53,882	52,745	49,395	46,142	45,439	53,539	29,832	76,866	76,866	740,944
Student Expense, Direct	14,861	47,606	66,377	132,282	33,850	32,533	41,526	19,659	23,163	27,191	89,592	89,592	618,234
Student Expense, Food	0	17,377	30,308	39,886	30,658	29,266	18,279	33,928	33,548	18,163	6,544	6,544	264,500
Office & Business Expense	64,583	67,383	95,447	101,451	59,926	60,611	82,275	55,821	58,616	46,339	267,067	267,067	1,226,588
Transportation	0	0	394	39,644	2,227	0	43,137	1,354	79,811	42,673	58,572	58,572	326,385
Total Ordinary Expenses	794,346	893,157	970,776	1,034,432	839,666	866,989	927,278	857,029	1,411,238	850,265	1,294,362	1,417,876	12,157,415
Operating Income	-102,290	16,447	-201,497	314,926	137,217	538,850	285,960	109,812	-419,188	328,878	380,631	257,117	1,646,865
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	20,423	0	0	-9,324	-9,324	1,776
Total Extraordinary Expenses	25,716	25,716	25,716	25,716	25,716	25,716	25,716	46,139	25,716	25,716	16,392	16,392	310,368
Total Expenses	820,062	918,873	996,492	1,060,148	865,382	892,705	952,994	903,168	1,436,954	875,981	1,310,754	1,434,268	12,467,782
Net Income	-128,006	-9,269	-227,213	289,210	111,501	513,134	260,244	63,673	-444,904	303,162	364,239	240,725	1,336,497
Cash Flow Adjustments	-94,204	117,767	1,595	449	18,171	-4,442	1,428	-247	-258	-794	-19,733	-19,733	0
Change in Cash	-222,210	108,498	-225,618	289,660	129,673	508,692	261,672	63,426	-445,161	302,368	344,506	220,992	1,336,497



QUESTIONS?

Please contact your EdOps Finance Team:

Anne Schaffa

anne@ed-ops.com

816.945.2918

© EdOps 2017-2023

05/17/2023 8:49 PM

User ID: JASMINE

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
1057	04/19/2023	X			EMPLFID	Employee Fiduciary	2,120.40
1081	05/09/2023	X			ATT1	AT&T	187.21
1082	04/01/2023	X			BANKCARD	BANKCARD	10.00
1083	05/05/2023	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	877.93
1084	04/25/2023	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	3,695.57
1085	04/24/2023	X			KANSASCIT	KANSAS CITY POWER & LIGHT	6,786.60
1086	04/26/2023	X			KCWATER	KC WATER SERVICES	1,920.02
1087	05/01/2023	X			AFLAC	AFLAC	4,597.15
1097	04/25/2023	X			UNITEDHEAL	United Health Care	68,172.61
1105	04/24/2023	X			COUNTRYCCC	Country Club Bank Credit Card	11,359.28
1106	04/28/2023	X			COUNTRYCCC	Country Club Bank Credit Card	14,723.81
Checking Account ID: 6					Void Total:	0.00	Total without Voids: 114,450.58
Check Type Total:		Automatic Payment			Void Total:	0.00	Total without Voids: 114,450.58

Payee Type: Vendor		Check Type: Check			Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
6326	04/06/2023	X			NEWCEMI	Emily Newcomer	186.24
6328	04/12/2023	X			BROWNat	NATHANIEL BROWN	75.21
6329	04/12/2023	X			CAMF	Cam F. Awesome	500.00
6330	04/12/2023	X			COTTON	ELISE COTTON	208.38
6331	04/12/2023	X			CASSMIDWAY	Midway R-1 School	240.00
6332	04/12/2023	X			TUCKVAL	VALERIE TUCKER	4,750.00
6334	04/27/2023				HILL1	Judy Hill	181.51
6335	04/27/2023				ALPHA	Robinson Youth LLC	3,500.00
6337	04/19/2023				CLEANING	CLEANING KING, LLC	15,000.00
6338	04/19/2023	X	X	04/20/2023	NAZARENE	Nazarene Theological Seminary	6,223.85
6339	04/19/2023				SUMMITCHRI	Summit Christian Academy	75.00
6344	04/20/2023				NAZARENE	Nazarene Theological Seminary	6,000.00
6345	04/20/2023				NAZARENE	Nazarene Theological Seminary	223.85
80278704	04/07/2023	X			PLAZAAC	PLAZA ACADEMY	1,800.00
80278705	04/07/2023	X			RAPTOR	Raptor Technologies, LLC	750.00
80278706	04/07/2023	X			RELILIFE	Reliance Standard Life Insurance Company	1,282.74
80279194	04/07/2023	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00
80279327	04/07/2023	X			JADE	JADE ALARM CO., INC.	379.69
80279328	04/07/2023	X			K12ITC	k12 ITC, Inc	11,878.74
80279329	04/07/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	9,825.39
80279330	04/07/2023	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	3,099.89
80279702	04/07/2023	X			BLOSMIC	MICAH BLOSSER	500.00
80334593	04/17/2023	X			AWESOME	Awesome Talks, LLC	500.00
80334594	04/17/2023	X			LEXIALEA	Lexia Reading	2,033.34
80334789	04/17/2023	X			STAPLES	STAPLES ADVANTAGE	158.86
80334790	04/17/2023	X			STAPLES	STAPLES ADVANTAGE	16.14
80334874	04/17/2023	X			HOMEDPOT	HOME DEPOT CARD SERVICES	72.17
80334875	04/17/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	5,238.10
80335063	04/17/2023	X			PAYPOOL2	Paypool LLC	232.31
80335064	04/17/2023	X			EDOPS	EDOPS	13,166.67
80335065	04/17/2023	X			ASSIST	Assist Services, LLC	42,673.40
Checking Account ID: 6					Void Total:	6,223.85	Total without Voids: 124,693.63
Check Type Total:		Check			Void Total:	6,223.85	Total without Voids: 124,693.63
Payee Type Total:		Vendor			Void Total:	6,223.85	Total without Voids: 239,144.21
Grand Total:					Void Total:	6,223.85	Total without Voids: 239,144.21