



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 August 22, 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 – K. Dixon
8. Middle School Introduction and Update
9. Superintendent's Report – Roger Offield
 - a) Enrollment/Staffing
 - b) Charter Renewal Update/Timeline
 - c) BCS Legacy Foundation
 - d) Innovare Goal Review and Setting
 - a. Wednesday, Sept 14th and Thursday, Sept 15th 5:30-7pm
10. Board Training Video
 - a) [Required First Video](#)
 - b) [The Growth and Development of the Board](#)

Next Meeting - Monday, September 26, 2022

**Posted 8/19/2022
Front Lobby and Website**



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

COMMITTEE AGENDAS

Join with ZOOM

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

Financial Committee Meeting

Thursday, August 18th at 1pm, next meeting Thursday, September 22nd at 1pm

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

- a) EdOps Dashboard
- b) Check Registry

Governance Committee Meeting

Monday, August 15th at 9am, next meeting Monday, September 19th at 9am

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

- c) Proposed Agenda
- d) Goal Review

Development Committee Meeting

Did not meet in August, next meeting Wednesday, September 21st at 2pm

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

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

Academic Committee Meeting

Did not meet in August, next meeting Wednesday, September 21st at 4:30pm

- e) Goal Review
- f) Assessment Update
- g) Charter Renewal Goals

Posted 8/19/2022
Front Lobby and Website



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
July 25, 2022
5:30 pm

BCS Library and/or Join with ZOOM

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

Directors Present: E. Sipes, V. Miller, J. LaSalle, Dr. K. Dixon, K. Kohring **Virtual:** S. Twyman, D. Saffold (left @6:03 pm), K. Dennis T. Price, **Guests Present:** R. Offield, K. Sales, **Virtual:** J. George, R. Hake, R. Duguid, T. Baston, 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, July 25, 2022 at 5:33 pm in the library at Brookside Charter School and via Zoom

c) Motion to accept the agenda

- i. Remove the Closed Session from the agenda
- ii. V. Miller made a motion to accept the agenda with update
- iii. Dr. K. Dixon seconded the motion
- iv. The board VOTED to approve the motion – Approved

d) Approval of Board of Director minutes

- i. J. LaSalle made a motion to approve the minutes from the BSDS, Inc. dba Brookside Charter School on 6-27-2022.
- ii. K. Kohring seconded the motion
- iii. The board VOTED to approve the motion – Approved

e) Visitors Comments and Addressing Agenda Items

- i. No Visitor Comments



2. Board Term Renewals:

- a) Vicki Miller- Sherry Twyman-Kraig Kohring
 - i. Dr. K. Dixon made a motion to approve the 2-year term for Vicki Miller, Sherry Twyman and Kraig Kohring
 - ii. V. Miller seconded the motion
 - iii. The board VOTED to approve the motion – Approved
- b) Election of Officers
 - i. The Board decided the following Election of Officers
 1. President – E. Sipes
 2. Vice President – K. Kohring
 3. Treasure – V. Miller
 4. Secretary – S. Twyman
 - ii. K. Kohring made a motion to approve the election of officers
 - iii. Dr. K. Dixon seconded the motion
 - iv. The board VOTED to approve the motion – Approved

3. Financial Committee Report

- a) EdOps Dashboard – **Need Board Approval**
 - i. R. Offield and V. Miller reviewed the month’s financial status. Providing information on revenue, expenses, days of cash and changes expected from state aid. Provided in board packet.
 - ii. K. Kohring motioned to approve the Financial Report within the EdOps Dashboard as presented
 - iii. V. Miller 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. J. LaSalle seconded the motion
 - iv. The board VOTED unanimously to approve the motion –



Approved

c) Revised Budget 2022-2023 – **Need Board Approval**

- i. Building Painting Project \$30,000 (additional \$23K)
- ii. Office Furniture \$12,000
- iii. Form 5500 Audit 2019/2020 \$20,000
- iv. Legacy Foundation Structuring \$22,000
- v. Total Increase of \$77,500

1. K. Kohring made a motion to approve the budget revision as presented
2. V. Miller seconded the motion
3. The board VOTED unanimously to approve the motion - Approved

4. Governance Committee Update – E. Sipes

- a) Governance updates presented by E. Sipes
 - i. Succession Plan information provided by R. Offield
 - ii. No further updates

D. Saffold left at 6:03 pm

5. Development Committee Update – K. Sales

- a) K. Sales presented the Development Committee updates
 - i. Grants
 1. 5th FEMA
 2. Erate (USAC)
 - a. Will pay for entire T-Mobile bill
 3. T-Mobile Grant
 4. DESE is proving LETRS training for staff
 - a. Prior Reading grant was approved

6. Academic Committee Report – Dr. Kerry Dixon

- a) Academic Committee updates



i. 2022 MAP Data presented by R. Offield

7. Superintendent's Report – Roger Offield

- a) 2022-23 Enrollment/Staff
 - i. Enrollment is at 87.4%
 - i. 634 as of 7/25/2022
 - ii. Does not include Pre-K
 - ii. 22-23 Staffing
 - i. Need a Speech Pathologist
 - ii. Instructional Coach resigned
- b) 2022-23 Employee Handbook - **Need Board Approval**
- c) 2022-23 Family Handbook - **Need Board Approval**
 - i. Reviewed both Employee and Family Handbooks
 - ii. K. Kohring made a motion to approve the Employee Handbook and Family Handbook as presented
 - iii. Dr. K. Dixon seconded the motion
 - iv. The board VOTED unanimously to approve the motion. – Approved

8. Approved Motion to adjourn

- a) K. Kohring 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 6:37 pm

Next Meeting - Monday, August 22, 2022



July 2022 Financials

PREPARED AUG'22 BY

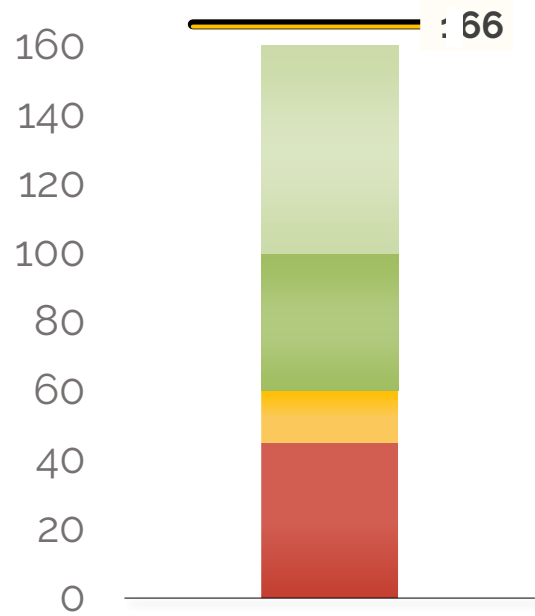


- **Executive Summary**
- **Cash Forecast**
- **Appendix**

- July typically a quiet month
- School remains in strong financial position
- Enrollment near budget target

Days of Cash

Cash balance at year-end divided by average daily expenses

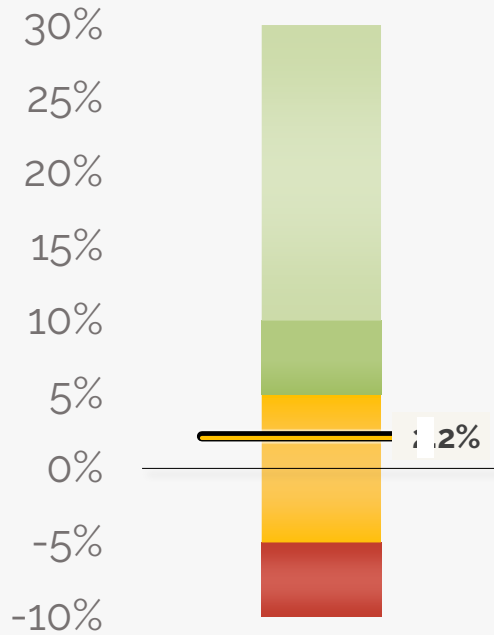


166 DAYS OF CASH AT YEAR'S END

The school will end the year with 166 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

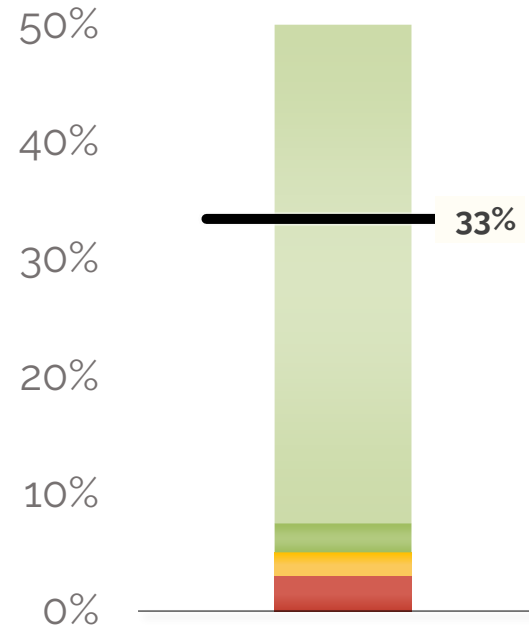


2.2% GROSS MARGIN

The forecasted net income is \$255k, which is \$13k above the budget. It yields a 2.2% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



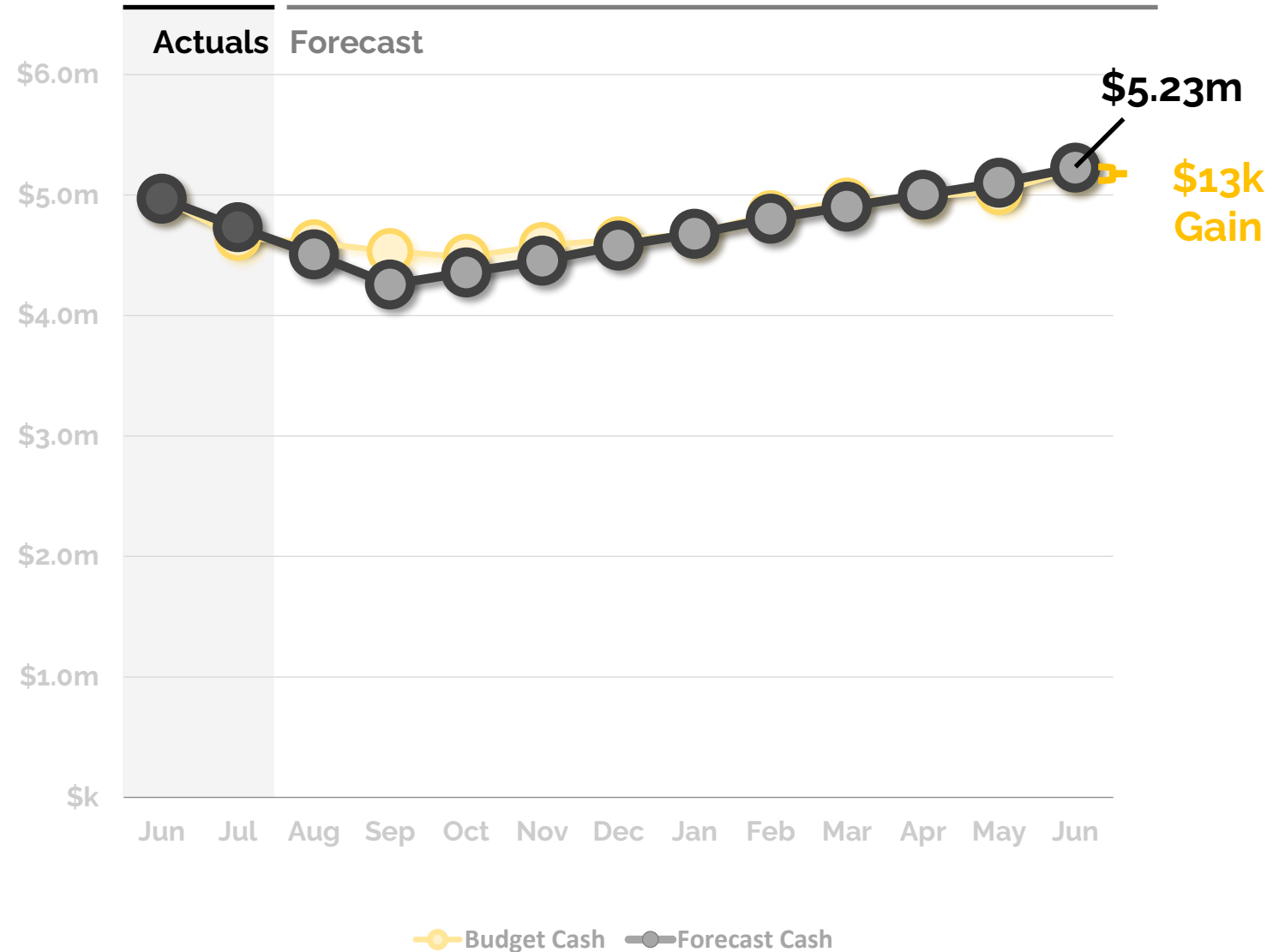
33.43% AT YEAR'S END

The school is projected to end the year with a fund balance of \$3,835,413. Last year's fund balance was \$3,580,056.

166 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$5.2m**, **\$13k** above budget.

Modest forecast change with July salaries coming in lower than budget target – will wait until end of q1 to make further adjustments.



	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	109,617	71,971	37,645	865,177	865,177	0	755,561
State Revenue	571,082	335,781	235,301	6,491,532	6,491,532	0	5,920,449
Federal Revenue	-	-	-	3,245,133	3,245,133	(0)	3,245,133
Private Grants and Donations	3,090	-	3,090	500,000	500,000	0	496,910
Earned Fees	7,680	10,051	(2,370)	626,367	626,367	(0)	618,687
Total Revenue	691,470	417,803	273,667	11,728,209	11,728,209	(0)	11,036,739
Expenses							
Salaries	483,267	520,833	37,566	6,228,625	6,250,000	21,376	5,745,358
Benefits and Taxes	137,764	153,444	15,680	1,843,360	1,841,326	(2,034)	1,705,596
Staff-Related Costs	19,750	11,260	(8,490)	135,126	135,126	(0)	115,376
Rent	2,500	7,083	4,583	85,000	85,000	(0)	82,500
Occupancy Service	78,563	55,506	(23,057)	666,066	666,066	0	587,503
Student Expense, Direct	16,107	30,692	14,585	374,759	368,309	(6,450)	358,652
Student Expense, Food	-	22,042	22,042	264,500	264,500	0	264,500
Office & Business Expense	80,284	103,671	23,387	1,244,049	1,244,049	(0)	1,163,766
Transportation	-	26,750	26,750	321,000	321,000	0	321,000
Total Ordinary Expenses	818,235	931,281	113,046	11,162,484	11,175,375	12,891	10,344,249
Net Operating Income	(126,765)	(513,479)	386,713	565,724	552,833	12,891	692,490
Extraordinary Expenses							
Interest	25,716	25,716	(0)	308,592	308,592	0	282,876
Facility Improvements	-	148	148	1,776	1,776	0	1,776
Total Extraordinary Expenses	25,716	25,864	148	310,368	310,368	0	284,652
Total Expenses	843,951	957,145	113,194	11,472,852	11,485,743	12,891	10,628,901
Net Income	(152,481)	(539,343)	386,861	255,357	242,466	12,891	407,838
Cash Flow Adjustments	(85,254)	-	(85,254)	(0)	-	(0)	85,254
Change in Cash	(237,736)	(539,343)	301,607	255,357	242,466	12,891	493,092

Monthly Financials

Income Statement	Actual	Forecast											TOTAL	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Revenue														
Local Revenue	109,617	68,687	68,687	68,687	68,687	68,687	68,687	68,687	68,687	68,687	68,687	68,687	68,687	865,177
State Revenue	571,082	538,223	538,223	538,223	538,223	538,223	538,223	538,223	538,223	538,223	538,223	538,223	538,223	6,491,532
Federal Revenue	0	25,000	0	349,459	349,459	374,459	349,459	374,459	349,459	349,459	349,459	374,459	374,459	3,245,133
Private Grants and Donations	3,090	45,174	45,174	45,174	45,174	45,174	45,174	45,174	45,174	45,174	45,174	45,174	45,174	500,000
Earned Fees	7,680	56,244	56,244	56,244	56,244	56,244	56,244	56,244	56,244	56,244	56,244	56,244	56,244	626,367
Total Revenue	691,470	733,328	708,328	1,057,787	1,057,787	1,082,787	1,057,787	1,082,787	1,057,787	1,057,787	1,057,787	1,082,787	1,082,787	11,728,209
Expenses														
Salaries	483,267	522,305	522,305	522,305	522,305	522,305	522,305	522,305	522,305	522,305	522,305	522,305	522,305	6,228,625
Benefits and Taxes	137,764	155,054	155,054	155,054	155,054	155,054	155,054	155,054	155,054	155,054	155,054	155,054	155,054	1,843,360
Staff-Related Costs	19,750	10,489	10,489	10,489	10,489	10,489	10,489	10,489	10,489	10,489	10,489	10,489	10,489	135,126
Rent	2,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	85,000
Occupancy Service	78,563	53,409	53,409	53,409	53,409	53,409	53,409	53,409	53,409	53,409	53,409	53,409	53,409	666,066
Student Expense, Direct	16,107	32,605	32,605	32,605	32,605	32,605	32,605	32,605	32,605	32,605	32,605	32,605	32,605	374,759
Student Expense, Food	0	24,045	24,045	24,045	24,045	24,045	24,045	24,045	24,045	24,045	24,045	24,045	24,045	264,500
Office & Business Expense	80,284	105,797	105,797	105,797	105,797	105,797	105,797	105,797	105,797	105,797	105,797	105,797	105,797	1,244,049
Transportation	0	29,182	29,182	29,182	29,182	29,182	29,182	29,182	29,182	29,182	29,182	29,182	29,182	321,000
Total Ordinary Expenses	818,235	940,386	940,386	940,386	940,386	940,386	940,386	940,386	940,386	940,386	940,386	940,386	940,386	11,162,484
Operating Income	-126,765	-207,058	-232,058	117,401	117,401	142,401	117,401	142,401	117,401	117,401	117,401	142,401	142,401	565,724
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	25,716	308,592
Facility Improvements	0	161	161	161	161	161	161	161	161	161	161	161	161	1,776
Total Extraordinary Expenses	25,716	25,877	25,877	25,877	25,877	25,877	25,877	25,877	25,877	25,877	25,877	25,877	25,877	310,368
Total Expenses	843,951	966,264	966,264	966,264	966,264	966,264	966,264	966,264	966,264	966,264	966,264	966,264	966,264	11,472,852
Net Income	-152,481	-232,936	-257,936	91,523	91,523	116,523	91,523	116,523	91,523	91,523	91,523	116,523	116,523	255,357
Cash Flow Adjustments	-85,254	7,750	7,750	7,750	7,750	7,750	7,750	7,750	7,750	7,750	7,750	7,750	7,750	0
Change in Cash	-237,736	-225,185	-250,185	99,274	99,274	124,274	99,274	124,274	99,274	99,274	99,274	124,274	124,274	255,357

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>7/31/2022</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	4,970,452	4,732,716	5,225,808
Accounts Receivable	331,744	223,838	331,744
Other Current Assets	8,129	8,129	8,129
Total Current Assets	5,310,325	4,964,684	5,565,682
Total Assets	5,310,325	4,964,684	5,565,682
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	27,235	27,101	27,235
Accounts Payable	1,470,783	1,277,757	1,470,783
Total Current Liabilities	1,498,017	1,304,858	1,498,017
Total Long-Term Liabilities	0	0	
Total Liabilities	1,498,017	1,304,858	
Equity			
Unrestricted Net Assets	3,812,307	3,812,307	3,812,307
Net Income	0	-152,481	255,357
Total Equity	3,812,307	3,659,826	4,067,664

Check Register by Type

Payee Type: Vendor		Check Type: Automatic Payment				Checking Account ID: 6		
<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>	
875	07/30/2022	X			AFLAC	AFLAC	4,222.44	
876	07/26/2022	X			ATT1	AT&T	193.41	
877	07/01/2022	X			BANKCARD	BANKCARD	10.00	
878	07/28/2022	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	876.71	
879	07/30/2022	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	3,917.10	
880	07/25/2022	X			KANSASCIT	KANSAS CITY POWER & LIGHT	10,948.91	
881	07/27/2022	X			KCWATER	KC WATER SERVICES	1,547.93	
885	07/23/2022	X	X	07/23/2022	EMPLFID	Employee Fiduciary	6,035.13	
898	07/26/2022	X			COUNTRYCCC	Country Club Bank Credit Card	7,605.02	
899	07/15/2022	X			AMAZONCOM	SYNCB/AMAZON	3,038.36	
929	07/26/2022	X			UNITEDHEAL	United Health Care	68,970.92	
930	07/23/2022	X	X	07/23/2022	EMPLFID	Employee Fiduciary	6,035.13	
Checking Account ID:		6			Void Total:	12,070.26	Total without Voids:	101,330.80
Check Type Total:		Automatic Payment			Void Total:	12,070.26	Total without Voids:	101,330.80

Payee Type: Vendor		Check Type: Check				Checking Account ID: 6		
<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>	
6059	07/18/2022	X			MADRIGAL	MICHAEL MADRIGAL	15,000.00	
6060	07/18/2022	X			TUCKVAL	VALERIE TUCKER	4,750.00	
6070	07/26/2022				CLEANING	CLEANING KING, LLC	24,600.00	
6071	07/26/2022				COTTON	ELISE COTTON	81.13	
6072	07/26/2022				LEEKAM	KAMILAH LEE	70.46	
6073	07/26/2022	X			MADRIGAL	MICHAEL MADRIGAL	14,173.00	
6074	07/27/2022				NAZARENE	Nazarene Theological Seminary	2,500.00	
6075	07/29/2022				RELILIFE	Reliance Standard Life Insurance Company	1,235.34	
6077	08/03/2022				NEXTGEN	Craig Frazier I	880.00	
6078	08/03/2022				ALPHA	Robinson Youth LLC	3,500.00	
6079	08/03/2022				FLOORINGDI	Flooring Direct of KC	4,899.39	
6080	08/10/2022				AFFORDABLE	AFFORDABLE INFLATABLES AND ENTERTAINMENT, LLC	930.35	
6081	08/10/2022				SPEDEB	DEBRA SIPES	500.00	
6082	08/10/2022				MARTMEG	Megan Marten	2,500.00	
6083	08/12/2022				COMPINFO	Computer Information Concepts	1,410.00	
6084	08/12/2022				OFFIELD	ROGER OFFIELD	410.00	
6085	08/12/2022				RELILIFE	Reliance Standard Life Insurance Company	1,140.44	
6086	08/12/2022				TWYMAN	EMILY TWYMAN-BROWN	931.61	
6087	08/12/2022				WHETTAM	TAMICA WHETSTONE-COOKE	283.75	
9999	08/03/2022		X	08/03/2022	FLOORINGDI	Flooring Direct of KC	4,899.39	
96079	08/03/2022		X	08/03/2022	FLOORINGDI	Flooring Direct of KC	4,899.39	
996075	07/29/2022	X	X	07/29/2022	RELILIFE	Reliance Standard Life Insurance Company	1,235.34	
78355700	06/13/2022	X			TEACCEN	Teachercentric Inc	6,450.00	
78498102	07/12/2022	X			AIRMASS	AirMass, LLC d/b/a PropertyTRAK	2,124.00	
78498480	07/12/2022	X			PROJECTLEA	Project Lead the Way, Inc	950.00	
78657952	07/27/2022	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00	
78657953	07/27/2022	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00	
78657954	07/27/2022	X			FRANKLIN	FRANKLIN COVEY CLIENT SALES, INC.	15,000.00	
78658134	07/27/2022	X			INNOVARE	Innovare - Social Innovation Partners	25,000.00	
78658135	07/27/2022	X			BULLSED	Jake Szabo	6,000.00	
78658373	07/27/2022	X			AMPLIFIEDI	Amplified IT	550.00	
78658374	07/27/2022	X			GRAPEVINED	GRAPEVINE DESIGNS	7,865.80	
78658377	07/27/2022	X			NUE	NUESYNERGY, INC	207.00	
78658379	07/27/2022	X			TYLER	TYLER TECHNOLOGIES, INC	367.50	
78658381	07/27/2022	X			K12ITC	k12 ITC, Inc	12,141.29	
78658549	07/27/2022	X			EDOPS	EDOPS	13,166.67	
Checking Account ID:		6			Void Total:	11,034.12	Total without Voids:	173,323.73
Check Type Total:		Check			Void Total:	11,034.12	Total without Voids:	173,323.73
Payee Type Total:		Vendor			Void Total:	23,104.38	Total without Voids:	274,654.53

Check Register by Type

Grand Total:	Void Total:	23,104.38	Total without Voids:	<hr/> 274,654.53
--------------	-------------	-----------	----------------------	------------------