



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
September 27, 2021
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. [BCS Board Planning](#)
 - a) Expectations and Commitments
 - b) Governance
 - c) Academic
 - d) Finance
 - e) Development
6. 12 Demands Update – Scheduled for October board meeting.
7. Superintendent's Report – Roger Offield
 - a) 2021-22 Enrollment
 - b) SchoolsPLP Update
8. Motion to adjourn
9. Motion for Closed Session

Next Meeting - Monday, October 25, 2021

Posted 9/23/2021
Supt. Office, Front Lobby, and Website



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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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BSDS, Inc dba Brookside Charter School

MINUTES

August 30, 2021

5:30 pm

BCS Library and/or Join with ZOOM

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

Directors Present: E. Sipes, V. Miller, Dr. K. Dixon, D. Saffold, K. Dennis, K. Kohring, **Virtual:** S. Twyman, J. LaSalle, T. Price **Directors Absent** **Guests Present:** R. Offield, K. Sales, Baptist-Trinity Lutheran Legacy Foundation **Virtual:** A. Schaffa, J. George, K. Hendricks, R. Duguid, D. Wiley, R. Hake, A. Heiserman, E. Twyman-Brown, J. Smith, M. Pozek, A. Grannell, K. Burns

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, August 30, 2021 at 5:35 pm in the library at Brookside Charter School and via Zoom

c) Motion to accept the agenda

- i. V. Miller made a motion to accept the agenda
- ii. J. LaSalle seconded the motion
- iii. The board **VOTED** unanimously 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 **07-26-2021**.
- ii. S. Twyman seconded the motion
- iii. The board **VOTED** unanimously to approve the motion – Approved

e) Visitors Comments and Addressing Agenda Items

- i. No Visitors Comments

*Posted 8/25/2021
Supt. Office, Front Lobby, and Website*



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2. Legacy Grants for Student Health from Baptist-Trinity Lutheran Legacy Foundation

- a) Baptist-Trinity Lutheran Legacy Foundation presented Brookside Charter Board with a \$2500 Legacy Grant check to be used for student health

3. 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** unanimously to approve the motion – Approved

b) Check Registry – Need Board Approval

- i. V. Miller presented to the Board of Directors the Check registry and recommended the board approve the Check registry as presented
- 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

4. [BCS Board Planning](#)

a) Expectations and Commitments

- i. Board expectations and commitments presented by R. Offield
- ii. Presentation included list of board expectations

b) Committee Updates

- i. Committees provided updates



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c) Governance

i. E. Sipes presented Governance committee goals

1. Superintendent contract and evaluation
2. Board calendar
3. Succession planning

d) Academic

i. K. Dennis presented information for Academic committee

1. In line with Elem and Middle school goals
2. Need to bridge the gap with Academics and 90% percentage

e) Finance

i. Finance committee information presented by R. Offield

1. Will Meet with N. Freeman (Innovare) to discuss reviewing current Budget and developing a 3-5 year plan

f) Development

i. Development committee goals presented by K. Sales

ii. Immediate

1. Adding the Brookside Legacy Event
2. Support development of guest list, development of marketing materials, Stakeholder recognition, etc

iii. Long-term

1. Dashboard Updates for board members
2. Provide support session for the Art of the Ask
3. Consistent and ongoing communication of fundraising opportunities



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5. 12 Demands Update
 - a) [12 Demands](#)
 - i. Presented by R. Offield
 - ii. Approved last year and will need to continue to review and complete expectations as provided by Timeline
 - b) [Timeline](#)
 - i. Q1 – EOCY
 - ii. Q2 – EOCY 2022
 - iii. Q3 Q4 yrs +
 - c) Further presentation next meet board meeting
6. **Superintendent’s Report – Roger Offield**
 - a) 2021-22 Enrollment
 - i. Above the 3% attrition
 - ii. Current: 714 enrolled, not including PreK
 - b) MCPSC [Contract Amendments](#) and [Goals](#)
 - i. MCPSC Contract Amendments and Goals presented by R. Offield
 - c) Board Policy for Schools PLP – **Need Board Approval**
 - i. Presented by R. Offield
 - ii. K. Kohring made a motion to approve the Board Policy Schools PLP as presented
 - iii. D. K. Dixon seconded the motion
 - iv. The board **VOTED** unanimously to approve the motion – Approved
 - d) MCPSC Performance Contract Amendment– **Need Board Approval**
 - i. Presented by R. Offield
 - ii. K. Kohring made a motion to approve the Performance Contract Amendment as presented
 - iii. D. K. Dixon seconded the motion



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

e) Conflict of Interest Forms

i. Board Members need to submit the conflict of interest forms

7. **Motion to adjourn**

a) Motion to adjourn

i. K. Kohring made a motion to adjourn the meeting.

ii. Dr. K. Dixon seconded the motion

iii. The board **VOTED** unanimously to approve the motion. – Approved

iv. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:53 pm

Next Meeting – Monday, September 27, 2021



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August 2021 Financials

PREPARED SEPTEMBER
2021 BY



Contents



- **Executive Summary**
- **Key Performance Indicators**
- **Annotated Financials**

Executive Summary



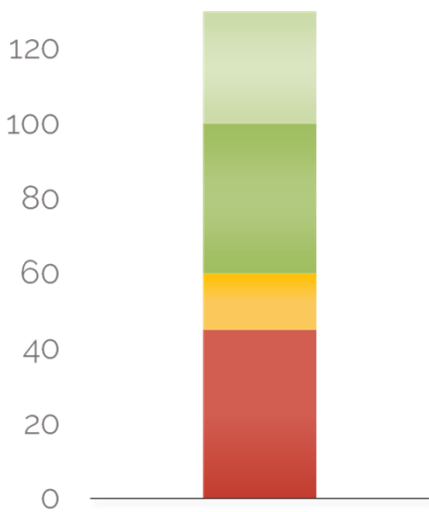
- **Increase in State Revenue of 345k because:**
 - **Budgeted Start of Year enrollment including PK = 718**
 - **K-8 enrollment reflected in forecast = 725**
 - **This leads to an increase in WADA of 7.5**
 - **Increase in per-WADA payment amount of \$359**
- **250k Increase in Miscellaneous Revenue is entirely KCPS MOU**
- **Changes in wages forecast was nominal: increase of \$6k**
- **No significant changes to 3rd-party expenses**
- **Net increase of forecasted Net Income of 667k**

Key Performance Indicators



Days of Cash

Cash balance at year-end divided by average daily expenses

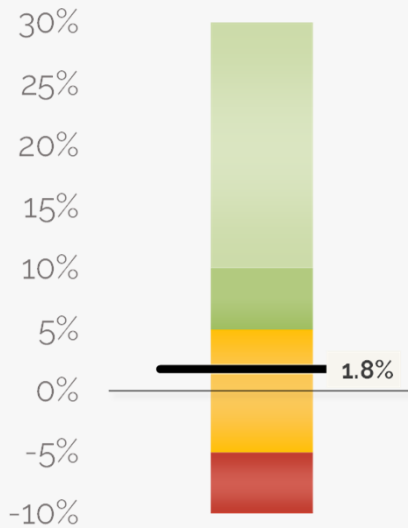


148 DAYS OF CASH AT YEAR'S END

The school will end the year with 148 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

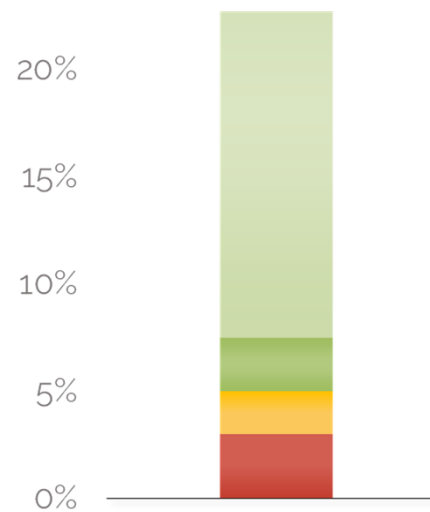


1.8% GROSS MARGIN

The forecasted net income is \$192k, which is \$700k above the budget. It yields a 1.8% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



28.75% AT YEAR'S END

The school is projected to end the year with a fund balance of \$3,098,880. Last year's fund balance was \$2,906,665.

	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	185,792	154,901	30,892	837,620	837,620	(0)	651,827
State Revenue	1,081,622	893,562	188,060	6,672,526	6,326,720	345,807	5,590,904
Federal Revenue	33,642	279,677	(246,035)	2,220,025	2,220,025	(0)	2,186,383
Private Grants and Donations	217,976	-	217,976	634,252	634,252	(0)	416,276
Earned Fees	(3,530)	7,267	(10,796)	606,866	356,166	250,700	610,396
Total Revenue	1,515,502	1,335,406	180,096	10,971,289	10,374,782	596,507 ①	9,455,787
Expenses							
Salaries	1,150,585	1,064,769	(85,815)	6,360,234	6,388,617	28,383	5,209,649
Benefits and Taxes	305,610	318,512	12,902	1,802,503	1,911,073	108,570	1,496,893
Staff-Related Costs	55,303	20,404	(34,898)	122,427	122,427	(0)	67,124
Rent	2,500	2,500	-	15,000	15,000	-	12,500
Occupancy Service	112,909	122,744	9,835	736,463	736,463	0	623,554
Student Expense, Direct	40,169	64,050	23,881	384,760	384,300	(460)	344,591
Student Expense, Food	1,257	44,083	42,826	264,500	264,500	0	263,243
Office & Business Expense	232,810	121,611	(111,200)	763,096	729,664	(33,432)	530,286
Transportation	8,990	3,583	(5,407)	21,500	21,500	0	12,510
Total Ordinary Expenses	1,910,134	1,762,257	(147,877)	10,470,483	10,573,543	103,060	8,560,349
Net Operating Income	(394,631)	(426,851)	32,220	500,806	(198,761)	699,567	895,438
Extraordinary Expenses							
Interest	51,432	51,432	0	308,592	308,592	0	257,160
Facility Improvements	-	-	-	-	-	-	-
Total Extraordinary Expenses	51,432	51,432	0	308,592	308,592	0	257,160
Total Expenses	1,961,566	1,813,689	(147,877)	10,779,074	10,882,135	103,060 ②	8,817,509
Net Income	(446,063)	(478,283)	32,220	192,215	(507,353)	699,567 ③	638,278
Cash Flow Adjustments	(152,300)	-	(152,300)	(0)	-	(0)	152,300
Change in Cash	(598,363)	(478,283)	(120,080)	192,215	(507,353)	699,567	790,578

① REVENUE: \$597K AHEAD

346k increase in State Aid (driven by enrollment and attendance)
235k increase in KCPS MOU.

② EXPENSES: \$103K AHEAD

The primary driver of savings is salaries and benefits/taxes.

③ NET INCOME: \$700K ahead

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
671	08/24/2021	X			COUNTRYCCC	Country Club Bank Credit Card	11,750.84
672	08/27/2021	X			BCBS	BlueCross BlueShield	68,957.68
673	08/30/2021	X			AFLAC	AFLAC	3,606.74
674	08/23/2021	X			ATT1	AT&T	279.87
675	08/01/2021	X			BANKCARD	BANKCARD	10.00
676	08/23/2021	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	326.22
677	08/25/2021	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	2,640.73
678	08/24/2021	X			KANSASCIT	KANSAS CITY POWER & LIGHT	9,050.64
Checking Account ID: 6		Void Total:		0.00	Total without Voids:		96,622.72
Check Type Total: Automatic Payment		Void Total:		0.00	Total without Voids:		96,622.72

Payee Type: Vendor		Check Type: Check				Checking Account ID: 6	
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
5487	08/04/2021	X			NAZARENE	Nazarene Theological Seminary	500.00
5488	08/04/2021	X			NAZARENE	Nazarene Theological Seminary	600.00
5489	08/12/2021	X			BANKLOR	Lorean Banks	86.68
5490	08/12/2021	X			CLEANING	CLEANING KING, LLC	9,600.00
5491	08/12/2021	X			COTTON	ELISE COTTON	93.21
5492	08/12/2021	X			JEFFCOU	COURTNEY JEFFERSON	25.00
5493	08/12/2021	X			SALES	KELLY SALES	312.15
5494	08/12/2021	X	X	08/23/2021	UNIVMO1400	University of Missouri	300.00
5495	08/12/2021	X			WHETTAM	TAMICA WHETSTONE-COOKE	86.53
5496	08/15/2021	X			ALPHA	ALPHA OMEGA PROJECT	3,500.00
5497	08/19/2021	X			SCHDISTKC	School District of Kansas City, Missouri	25,895.63
5508	08/25/2021				LEADTOREAD	CC - Lead to Read KC	15,000.00
5509	08/25/2021	X			CLEANING	CLEANING KING, LLC	11,345.46
5510	08/25/2021				GLEAASH	Ashley Gleason	25.00
5511	08/25/2021	X			NAZARENE	Nazarene Theological Seminary	1,400.00
5512	08/25/2021				SHOWMEKCSC	Show Me KC Schools - City School Fair	125.00
5513	08/25/2021	X			TUCKVAL	VALERIE TUCKER	3,750.00
76413504	08/05/2021	X			AMPLIFY	Amplify Education, Inc	15,978.90
76413505	08/05/2021	X			FISHTANK	FISHTANK LEARNING	665.00
76413703	08/05/2021	X			JADE	JADE ALARM CO., INC.	1,295.00
76413856	08/05/2021	X			EGGSHELLS	Eggshells LLC	1,000.00
76413857	08/05/2021	X			EDOPS	EDOPS	11,000.00
76413858	08/05/2021	X			BLOSMIC	MICAH BLOSSER	1,000.00
76444967	08/16/2021	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00
76444968	08/16/2021	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	140.00
76444969	08/16/2021	X			FRANKLIN	FRANKLIN COVEY CLIENT SALES, INC.	15,000.00
76444970	08/16/2021	X			PHILADELP	Philadelphia Insurance Companies	2,022.00
76447381	08/16/2021	X			SCHOELLER	Schoeller Plumbing, Inc.	250.00
76447384	08/16/2021	X			UMB	UMB BANK	2,000.00
76447574	08/16/2021	X			ATOZ	A TO Z THEATRICAL SUPPLY AND SERVICE, INC	695.83
76447575	08/16/2021	X			CARTERB	CARTER BROADCAST GROUP, INC	2,000.00
76447576	08/16/2021	X			KCFS	KANSAS CITY FIRE & SECURITY, LLC	265.00
76447578	08/16/2021	X			NUE	NUESYNERGY, INC	227.00
76447581	08/16/2021	X			UNIVMOKC	UNIVERSITY OF MISSOURI-KANSAS CITY AR	3,240.00
76447582	08/16/2021	X			K12ITC	k12 ITC, Inc	14,727.23
76447704	08/16/2021	X			NATIONALF3	NATIONAL FIRE SUPPRESSION	2,065.00
76533144	08/23/2021	X			STAPLES	STAPLES ADVANTAGE	706.77
76533145	08/23/2021	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	140.00
76533146	08/23/2021	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	114.00
76536314	08/24/2021	X			JADE	JADE ALARM CO., INC.	344.69
76536316	08/24/2021	X			K12ITC	k12 ITC, Inc	1,243.17
76536501	08/24/2021	X			PAYPOOL2	Paypool LLC	332.50
76536502	08/24/2021	X			EDOPS	EDOPS	11,000.00

Check Register by Type

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>
765363172	08/24/2021	X			SIGNATUREL	Signature Landscape LLC	610.00
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