



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 27, 2023 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. Committee Report Review – **NEW ITEM**
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. SPED Update – J. Hill and N. Young
10. Technology Update – B. Bourdess and L. McDonald
11. PreK Update – C. Jefferson
12. Superintendent's Report – Roger Offield
  - a) Enrollment 22-23/Attendance/Enrollment 23-24
  - b) Staffing
  - c) BOE Training for 2023
13. Motion to adjourn
14. Enter Closed Session

**Next Meeting - Monday, April 24, 2023**

**Posted 3/24/2023  
Front Lobby, Website, and District Calendar**



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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**  
**February 27, 2023**  
**5:30 pm**

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

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

**Directors Present:** Dr. Eric Sipes, Vicki Miller, Kiva Dennis, Kraig Kohring, DiAnna Saffold (5:34p) **Virtual:** Sherry Twyman, Dr. Kerry Dixon, Jason LaSalle, Tiffany Price (5:33p) **Directors Absent:** none **Guests Present:** Kelly Sales, Roger Offield, Emily Twyman-Brown, Ryan Blake **Guests Virtual:** Katie Hendricks, Rebecca Duguid, Anne Schaffa, Leandra Putman, Katie Bruns, Jasmine George, Craig Frazier, Becca Bourdess, Shampayne Mitchell

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, February 27, 2022 at 5:31pm in the Library at Brookside Charter School and via Zoom.
2. Motion to accept the agenda
  - a) Vicki Miller motioned to accept the agenda.
  - b) Dr. Kerry Dixon seconded the motion
  - c) The board voted to approve the motion - Approved
3. Approval of Board of Director minutes
  - a) Kraig Kohring motioned to approve the minutes from the Brookside Charter School board of directors meeting on January 30, 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 – **NEW ITEM**
  - a) Roger shared the agenda items for monthly Board Committee Meetings

**Posted 2/23/2023**  
**Front Lobby, Website, and District Calendar**



(Governance, Finance, Academics, Development.)

6. Financial Committee Report - EdOps

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. Kraig Kohring 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. Kiva Dennis seconded the motion.
- d. The board voted to approve the motion - Approved

7. Governance Committee Report – E. Sipes

- a) Dr. Eric Sipes presented that there weren't any Governance Committee updates at this time.

8. Academic Committee Report – K. Dixon

- a) Emily Twyman- Brown, Elementary Principal, reported on efforts towards progress monitoring and tutoring. She also informed the board of the Evaluate & MAP testing plan for the remainder of the school year.

9. Development Committee Report – K. Sales

- a) Kelly Sales gave an update on the Play it Forward campaign and Enrollment for the 2023/24 school year.

10. Elementary School Update – E. Twyman-Brown

- a) Emily Twyman-Brown gave an update on the following items: staffing, conferences, MAP test planning, PreK Graduation and possible Kindergarten retentions.

11. Middle School Update – R. Blake



- a) Ryan Blake gave an update on the following items: staffing, staff positions, principal's honor roll, High School Enrollment Night, reading WIG and summer school.
- 12. Superintendent's Report – Roger Offield
  - a) Enrollment 22-23/Attendance/Enrollment 23-24
    - a. Currently 718 enrolled students with average of 90% attendance
  - b) Additions to the Board Policy 2023 Update – **Need Board Approval**
    - a. Kraig Kohring motioned to approve the additional board policies as presented.
    - b. Dr. Kerry Dixon seconded the motion.
    - c. The board voted to approve the motion - Approved
  - c) Staffing
    - a. 124 out of 128 staff intend on returning for the 2023/24 school year.
    - b. Roger Offield gave a hiring update.
  - d) BOE Training for 2023
    - a. The board will review Modules 1 & 2 to discuss at the March 27 board meeting.
- 13. Motion to adjourn
  - a) Kraig Kohring motioned to adjourn
  - b) Dr. Kerry Dixon seconded the motion
  - c) The board voted to approve the motion - Approved
- 14. Enter Closed Session

**Next Meeting - Monday, March 27, 2023**



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## **BSDS, Inc dba Brookside Charter School**

### **BOARD COMMITTEE AGENDAS Join with ZOOM**

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

#### **Financial Committee Meeting**

Thursday, March 23rd at 11am

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

- a) EdOps Dashboard
- b) Check Registry

Next Meeting, Thursday, April 20th at 11am

#### **Governance Committee Meeting**

Next Meeting, Monday, March 20th at 9am

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

- a) Proposed Agenda
- b) Goal Review

Next Meeting, Monday, April 17th at 9am

#### **Development Committee Meeting**

Wednesday, March 22nd at 2:15pm

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

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

Next Meeting, Wednesday, April 19th at 2:15pm

#### **Academic Committee Meeting**

Thursday, March 22nd 4:30pm

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

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

Next Meeting, Wednesday, April 19th 4:30pm

***Posted 2/23/2023***

***Front Lobby, Website, and District Calendar***



# February 2023 Financials

PREPARED MAR'23 BY



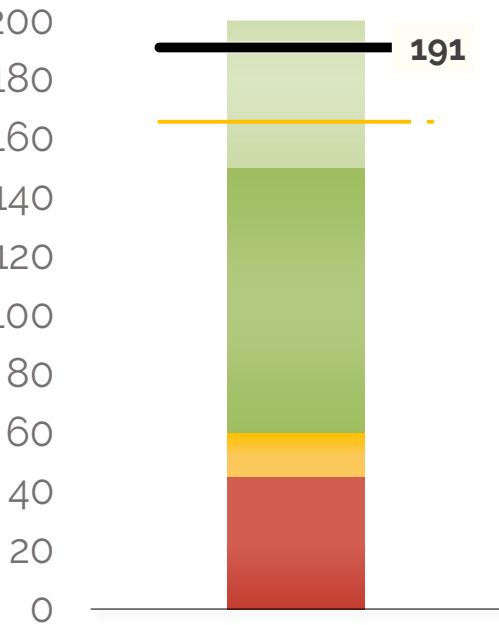


- **Executive Summary**
- **Key Performance Indicators**
- **Key Forecast Changes This Month**
- **Annotated Financials**
- **Monthly Financials**

- **Brookside Charter closes January with a Net Income of 1.44M, which is 1.2M improved from Board-approved Net Income of 242k**
- **This Net Income is 18k decrease from January close**
- **55k increase to Revenue**
  - The Prop C forecast is increased by 40k. DESE calculations suggest further increases are likely.
  - No changes to WADA or Basic Formula
  - State Transportation forecast is increased by 10k. DESE calculations suggest another increase is likely.
- **73k increase to Expenses:**
  - 10k increase to instructional services
  - 77.5k increase to private-grant-funded third-party expenses, most of which are instructional costs
  - 14k decrease in wages/benefits per unused forecast

## Days of Cash

Cash balance at year-end divided by average daily expenses

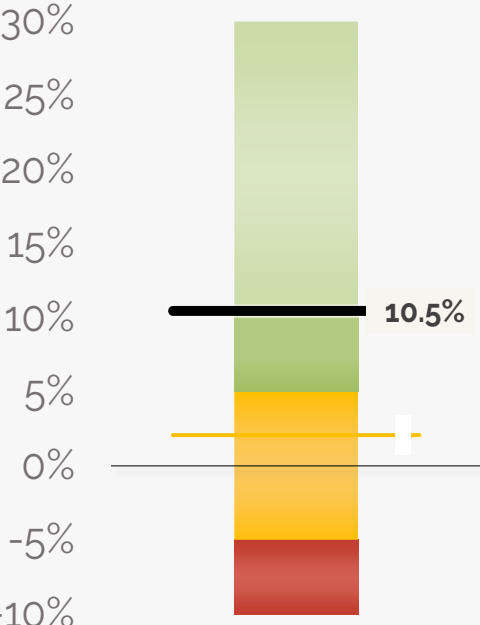


**191 DAYS OF CASH AT YEAR'S END**

The school will end the year with 191 days of cash. This is above the recommended 60 days

## Gross Margin

Revenue less expenses, divided by revenue

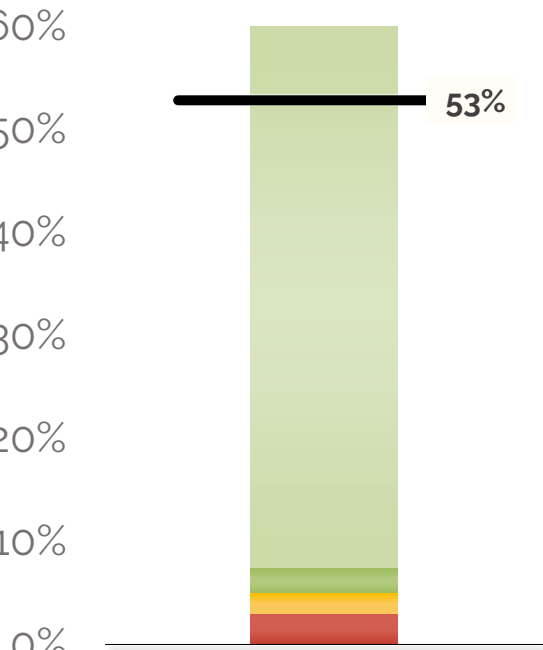


**10.5% GROSS MARGIN**

The forecasted net income is \$1.4m, which is \$1.2m above the budget. It yields a 10.5% gross margin.

## Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

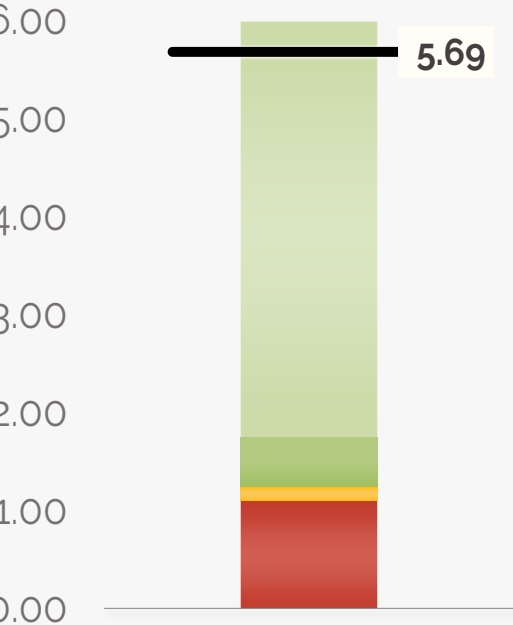


**52.82% AT YEAR'S END**

The school is projected to end the year with a fund balance of \$6,531,632. 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 5.69**

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

# Key Forecast Changes This Month

The February forecast **decreased** the year-end cash expectation by \$18k. *Key changes:*



	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
<b>Revenue</b>							
Local Revenue	762,658	588,251	174,407	961,950	865,177	96,772	199,292
State Revenue	5,909,298	4,040,435	1,868,863	8,860,345	6,491,532	2,368,814	2,951,047
Federal Revenue	1,134,535	1,776,636	(642,101)	3,267,757	3,245,133	22,624	2,133,222
Private Grants and Donations	314,222	450,000	(135,778)	500,000	500,000	0	185,778
Earned Fees	162,387	383,861	(221,474)	220,856	626,367	(405,511)	58,470
<b>Total Revenue</b>	<b>8,283,100</b>	<b>7,239,183</b>	<b>1,043,917</b>	<b>13,810,909</b>	<b>11,728,209</b>	<b>2,082,700</b> ①	<b>5,527,809</b>
<b>Expenses</b>							
Salaries	4,064,968	4,166,667	101,699	6,816,883	6,250,000	(566,883)	2,751,915
Benefits and Taxes	1,231,651	1,227,550	(4,100)	1,938,857	1,841,326	(97,531)	707,206
Staff-Related Costs	95,563	90,084	(5,479)	135,801	135,126	(675)	40,238
Rent	25,000	56,667	31,667	85,000	85,000	(0)	60,000
Occupancy Service	503,842	444,044	(59,798)	753,533	666,066	(87,467)	249,692
Student Expense, Direct	388,695	245,535	(143,160)	508,234	368,309	(139,925)	119,539
Student Expense, Food	199,700	168,318	(31,382)	264,500	264,500	0	64,799
Office & Business Expense	587,498	829,366	241,868	1,226,588	1,244,049	17,461	639,090
Transportation	86,757	204,273	117,516	326,385	321,000	(5,385)	239,628
Total Ordinary Expenses	7,183,674	7,432,504	248,830	12,055,781	11,175,376	(880,405)	4,872,107
Net Operating Income	1,099,426	(193,321)	1,292,748	1,755,128	552,833	1,202,295	655,702
<b>Extraordinary Expenses</b>							
Interest	205,728	205,728	(0)	308,592	308,592	0	102,864
Facility Improvements	20,423	1,184	(19,239)	1,776	1,776	0	(18,647)
Total Extraordinary Expenses	226,151	206,912	(19,239)	310,368	310,368	0	84,217
<b>Total Expenses</b>	<b>7,409,825</b>	<b>7,639,416</b>	<b>229,591</b>	<b>12,366,148</b>	<b>11,485,743</b>	<b>(880,405)</b> ②	<b>4,956,323</b>
<b>Net Income</b>	<b>873,275</b>	<b>(400,233)</b>	<b>1,273,508</b>	<b>1,444,761</b>	<b>242,466</b>	<b>1,202,295</b> ③	<b>571,485</b>
Cash Flow Adjustments	40,517	-	40,517	(0)	-	(0)	(40,517)
<b>Change in Cash</b>	<b>913,793</b>	<b>(400,233)</b>	<b>1,314,026</b>	<b>1,444,761</b>	<b>242,466</b>	<b>1,202,295</b>	<b>530,968</b>

### ① REVENUE: \$2.1M AHEAD

The 2.0M 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: \$880K BEHIND

487k of the 807k total increase in expenses is the Years of Service Stipend and associated taxes. Much of the remaining change in Wages is attributed to 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: \$1.2M ahead

	Actual								Forecast				
Income Statement	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	49,823	49,823	49,823	49,823	961,950
State Revenue	571,082	547,499	598,178	1,184,174	621,406	623,904	1,070,253	692,803	737,762	737,762	737,762	737,762	8,860,345
Federal Revenue	0	98,467	38,542	59,256	221,260	543,617	35,591	137,803	533,306	533,306	533,306	533,306	3,267,757
Private Grants and Donations	3,090	155,449	20,168	4,976	972	110,030	500	19,037	46,445	46,445	46,445	46,445	500,000
Earned Fees	8,267	8,312	25,900	10,568	49,937	42,352	12,624	4,427	14,617	14,617	14,617	14,617	220,856
Total Revenue	692,057	909,604	769,279	1,349,358	976,884	1,405,840	1,213,238	966,841	1,381,952	1,381,952	1,381,952	1,381,952	13,810,909
Expenses													
Salaries	483,267	496,115	499,966	511,315	503,519	515,064	540,143	515,578	965,904	565,904	515,904	704,204	6,816,883
Benefits and Taxes	137,764	189,912	141,390	148,222	144,933	172,090	149,333	148,006	197,959	167,359	163,534	178,355	1,938,857
Staff-Related Costs	19,750	12,968	2,820	6,250	11,809	5,531	5,192	31,244	10,059	10,059	10,059	10,059	135,801
Rent	2,500	1,250	10,000	1,500	0	2,500	1,250	6,000	15,000	15,000	15,000	15,000	85,000
Occupancy Service	71,620	60,546	124,074	53,882	52,745	49,395	46,142	45,439	62,423	62,423	62,423	62,423	753,533
Student Expense, Direct	14,861	47,606	66,377	132,282	33,850	32,533	41,526	19,659	29,885	29,885	29,885	29,885	508,234
Student Expense, Food	0	17,377	30,308	39,886	30,658	29,266	18,279	33,928	16,200	16,200	16,200	16,200	264,500
Office & Business Expense	64,583	67,383	95,447	101,451	59,926	60,611	82,275	55,821	159,773	159,773	159,773	159,773	1,226,588
Transportation	0	0	394	39,644	2,227	0	43,137	1,354	59,907	59,907	59,907	59,907	326,385
Total Ordinary Expenses	794,346	893,157	970,776	1,034,432	839,666	866,989	927,278	857,029	1,517,109	1,086,509	1,032,684	1,235,805	12,055,781
Operating Income	-102,290	16,447	-201,497	314,926	137,217	538,850	285,960	109,812	-135,157	295,443	349,268	146,147	1,755,128
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	-4,662	-4,662	-4,662	-4,662	1,776
Total Extraordinary Expenses	25,716	25,716	25,716	25,716	25,716	25,716	25,716	46,139	21,054	21,054	21,054	21,054	310,368
Total Expenses	820,062	918,873	996,492	1,060,148	865,382	892,705	952,994	903,168	1,538,163	1,107,563	1,053,738	1,256,860	12,366,148
Net Income	-128,006	-9,269	-227,213	289,210	111,501	513,134	260,244	63,673	-156,211	274,389	328,214	125,093	1,444,761
Cash Flow Adjustments	-94,204	117,767	1,595	449	18,171	-4,442	1,428	-247	-10,129	-10,129	-10,129	-10,129	0
Change in Cash	-222,210	108,498	-225,618	289,660	129,673	508,692	261,672	63,426	-166,340	264,260	318,085	114,963	1,444,761



# QUESTIONS?

Please contact your EdOps Finance Team:

Anne Schaffa

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

816.945.2918

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03/22/2023 8:55 PM

User ID: SAS

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
1034	02/26/2023	X			ATT1	AT&T	188.32
1035	02/01/2023	X			BANKCARD	BANKCARD	10.00
1036	02/21/2023	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	898.42
1037	02/25/2023	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	3,695.57
1038	02/25/2023	X			KANSASCIT	KANSAS CITY POWER & LIGHT	7,260.06
1039	02/27/2023	X			KCWATER	KC WATER SERVICES	1,734.48
1040	02/21/2023	X			ARBITER	ArbiterPay Trust Account	1,000.00
1041	03/01/2023	X			AFLAC	AFLAC	4,339.88
1062	02/01/2023	X			EDFUEL	EDFUEL	26,208.00
1072	02/27/2023	X			UNITEDHEAL	United Health Care	68,917.24
1077	02/22/2023	X			COUNTRYCCC	Country Club Bank Credit Card	11,615.01
Checking Account ID: 6		Void Total:				0.00	Total without Voids: 125,866.98
Check Type Total:		Automatic Payment				0.00	Total without Voids: 125,866.98

Payee Type: Vendor		Check Type: Check				Checking Account ID: 6	
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
6176	02/09/2023	X			NONNAZAINO	Nonna Zaino's Cookies	116.00
6177	02/09/2023	X			SALERAY	Raymond Sales	120.00
6178	02/09/2023				TIDALWAVE	Tidal Wave Auto Spa	500.00
6184	02/23/2023	X			CLEANING	CLEANING KING, LLC	13,636.37
6185	02/23/2023				NAZARENE	Nazarene Theological Seminary	6,000.00
6186	02/23/2023	X			TUCKVAL	VALERIE TUCKER	4,750.00
79880070	01/31/2023	X			NARDONE	Nardone	423.17
79880071	01/31/2023	X			SNOWMEN	Snowmen, Inc.	306.00
79880072	01/31/2023	X			RELILIFE	Reliance Standard Life Insurance Company	1,277.44
79880377	01/31/2023	X			STAPLES	STAPLES ADVANTAGE	3,898.14
79880539	01/31/2023	X			CARGILL	CARGILL MEAT SOLUTIONS CORPORATION	1,060.80
79880540	01/31/2023	X			COSTCO	COSTCO MEMBERSHIP	180.00
79880541	01/31/2023	X			SCHOOLL	SCHOOL LUNCH SOLUTIONS	2,594.01
79880542	01/31/2023	X			AMAZONCOM	SYNCB/AMAZON	8,981.91
79880543	01/31/2023	X			WESTHUES	WESTHUES ELECTRIC, INC.	2,985.00
79880544	01/31/2023	X			JTM	JTM PROVISIONS CO., INC	1,623.29
79880545	01/31/2023	X			PILGRIM	Pilgrim	683.70
79880546	01/31/2023	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	3,177.80
79880547	01/31/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	10,724.85
79890240	02/02/2023	X			IXL	IXL LEARNING	4,700.00
79892427	02/03/2023	X			FASTSIGNS	FASTSIGNS OF WESTPORT	5,265.00
79926114	02/14/2023	X			KLEINSOLO	Klein Solomon PLLC	4,397.20
79926115	02/14/2023	X			BLUEMARK	BlueMark Energy, LLC	3,621.18
79926116	02/14/2023	X			CHROMEBOOK	CC - Chromebook Pars	1,467.15
79926117	02/14/2023	X			SNOWMEN	Snowmen, Inc.	740.00
79926118	02/14/2023	X			GMPETERS	GM Peters Insurance	263.00
79926119	02/14/2023	X			TMOBILE	T-MOBILE	4,657.66
79926404	02/14/2023	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	146.00
79926405	02/14/2023	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00
79926406	02/14/2023	X			STAPLES	STAPLES ADVANTAGE	135.60
79926407	02/14/2023	X			WILSONLANG	Wilson Language Training Corp.	1,080.00
79926524	02/14/2023	X			GRAPEVINED	GRAPEVINE DESIGNS	601.90
79926525	02/14/2023	X			JADE	JADE ALARM CO., INC.	379.69
79926526	02/14/2023	X			NUE	NUESYNERGY, INC	207.00
79926527	02/14/2023	X			SIGNATUREL	Signature Landscape LLC	210.00
79926528	02/14/2023	X			KCPREMIERE	KC PREMIERE TRANSPORTATION	1,354.40
79926529	02/14/2023	X			K12ITC	k12 ITC, Inc	14,665.99
79926775	02/14/2023	X			PAYPOOL2	Paypool LLC	252.70
79926776	02/14/2023	X			21STCENTUR	21st Century Therapy, P.C.	3,789.38
79926777	02/14/2023	X			EDOPS	EDOPS	13,166.67
80066893	02/28/2023	X			CARGILL	CARGILL MEAT SOLUTIONS CORPORATION	2,121.60
80066894	02/28/2023	X			SCHOOLL	SCHOOL LUNCH SOLUTIONS	2,468.76



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>
80066895	02/28/2023	X			JTM	JTM PROVISIONS CO., INC	1,623.29
80066896	02/28/2023	X			REINHARTFO	REINHART FOOD SERVICES, LLC	7,426.50
80067115	02/28/2023	X			SHIFFLER	Shiffler Equipment Sales Inc	20,423.14
Checking Account ID:		6			Void Total:	0.00	Total without Voids: 161,762.29
Check Type Total:		Check			Void Total:	0.00	Total without Voids: 161,762.29
Payee Type Total:		Vendor			Void Total:	0.00	Total without Voids: 287,629.27
		Grand Total:			Void Total:	0.00	Total without Voids: 287,629.27