



Brookside Charter School

Minutes

BSDS, Inc. dba Brookside Charter School Board of Directors

Date and Time

Monday March 25, 2019 at 5:30 PM

Location

Library, Brookside Charter School, 1815 East 63rd St., Kansas City, MO 64130

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:
 1. Submit a one-page brief of the issue. Briefs to the Board of should be sent to Brookside Charter School.
 2. 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
 1. 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.

1. Addressing Agenda Items

1. 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.

Directors Present

E. Sipes, J. LaSalle, K. Dennis, L. Ehren, S. Twyman, V. Miller

Directors Absent

K. Kohring

Directors who arrived after the meeting opened

S. Twyman

Guests Present

J. George, J. Stacy, Paul Greenwood, R. Offield

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

E. Sipes called a meeting of the board of directors of Brookside Charter School to order on Monday Mar 25, 2019 at 5:37 PM.

C. Motion to Accept the Agenda

L. Ehren made a motion to Accept the Agenda.

J. LaSalle seconded the motion.

The board **VOTED** unanimously to approve the motion.

D.

Approve Minutes

V. Miller made a motion to approve minutes from the BSDS, Inc. dba Brookside Charter School Board of Directors on 02-25-19 BSDS, Inc. dba Brookside Charter School Board of Directors on 02-25-19.

J. LaSalle seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Visitors Comments and Addressing Agenda Items

II. Financial Committee Report

A. Dashboard

S. Twyman arrived.

- There's a decline in ADA which effects revenue
 - This decline is a trend throughout the City due to Snow days
- Schoolsmart funding was added to Budget Forecast
- Budget is going well
 - Running at a \$33,000 surplus
 - Net Positive Budget (still have sinking fund)
 - Goal is to have \$1 million after sinking fund at the end of the New Market Tax Period
 - Would like at least \$750,000, Original Model \$500,000
- 125 Days of Cash at Year End
 - Running a Positive Budget overall
- 4.2% Gross Margin
 - Last year, we were at a Negative
- Forecast Overview
 - \$125,000 ahead of Revenue
 - Surprising with low ADA; however, SchoolSmart included
- Change in Cash
 - Original set at \$33,597
 - Current \$30,467
- State Revenue
 - Snow Days made Attendance lower
 - Need to report updated ADA to DESE to true-up totals
 - There will be a Positive Change in Cash as long as Revenue can stabilize over spring
 - Local Revenue - \$125 more expected, State Revenue - \$556 per month higher last 3 months, Federal Revenue - making a Federal Budget Revisions
- Expense
 - Salaries & Benefits over each month

B.

Check Registry - NEED BOARD APPROVAL

L. Ehren made a motion to Approve the check registry as presented.

S. Twyman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Check Registry presented by V. Miller.

V. Miller recommended that the check registry be approved by the Board.

C. 2019-20 Budget (Draft

This will be discussed at the next Board Meeting.

III. Charter Board Partner (CBP) UPDATE

A. Governance Training

- There needs to be a June Governance Training for the Board
- R. Offield will reach out to get a date as soon as possible
- (Dropping Board on Tracks)

B. Board Retreat - Need a July Date

- There needs to be a Board Retreat in July
 - Work on Goals/Accomplishments for the next year
 - set goals and numbers
 - Test Scores should be in to review and discuss Academic Goals
- R.Wahby wants:
 - Performance Goals
 - Academic - Leadership
 - Based on School
- Strategic Planning
 - Goals for 1, 3 & 5 years
 - Etc.

R. Offield will reach out to get July possible dates as soon as possible

IV. Superintendent Report

A. Enrollment/Attendance

- Week before Spring Break (3/18-3/22) attendance was a little over 80%
- 684 enrollment
- 19/20 Enrollment

Additional

Health Benefits

- Will begin shopping
- MPR benefits will increase 16%-19%

Budgets

- Building separate Budgets for: Student Success Center (SSC), Extended Care and PreK

Communications with SchoolSmart

- J. LaSalle proposed question: How do we communicate gratitude to SchoolSmart and how do we inform them of the positive impact their involvement is having on Brookside
 - R. Offield meets and communicates with, often
 - SchoolSmart has tracking system with EpiCenter for progress
 - Build relationship with SchoolSmart
 - Board will send a collective letter drafted by E. Sipes

J. Stacy

- Working on putting together a How to Get involved pitch or one page document

B. June Board Date Change June 17, 2019 - Need Board Approval

V. Miller made a motion to to accept changing the June Board Meeting date from June 24, 2019 to June 17, 2019 due to the Golf tournament scheduled for Monday, June 24, 2019.

K. Dennis seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

S. Twyman made a motion to adjourn the meeting.

K. Dennis seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
E. Sipes