



## Brookside Charter School

### Minutes

BSDS, Inc. dba Brookside Charter School

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#### Date and Time

Monday May 20, 2019 at 5:30 PM

#### Location

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

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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:
  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.

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#### **Directors Present**

E. Sipes, J. LaSalle, S. Twyman, V. Miller

#### **Directors Absent**

K. Dennis, K. Kohring, L. Ehren

#### **Guests Present**

J. George, Paul Greenwood, R. Offield

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### **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 May 20, 2019 at 5:35 PM.

#### **C. Motion to Accept the Agenda**

S. Twyman 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 on 04-29-19 BSDS, Inc. dba Brookside Charter School on 04-29-19.

J. LaSalle seconded the motion.

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

#### **E. Visitors Comments and Addressing Agenda Items**

#### **F. Videos and Announcements**

R. Offield presented announcements and videos to commend Brookside Charter Staff

- J. Robinson was nominated to sit at the Buck O'Neill seat at the Royals Game
- Kissick donated Royals tickets for Teacher Appreciation Week
- May 8 - Web.com event commercial
  - Student and Teacher involvement
  - \$4150 funds donated during event

### **II. Financial Committee Report**

#### **A. Dashboard**

P. Greenwood presented the April Financials and Year to Date revenue and expenses.

#### **B. Check Registry - NEED BOARD APPROVAL**

V. Miller made a motion to Approve the Check registry as presented.

S. Twyman seconded the motion.

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

#### **C. 2019-20 Budget (Draft)**

P. Greenwood and R. Offield present 2019-20 Budget (draft)

- Review expenses
  - Salaries & Benefits
  - Staff Related Costs
  - Rent
  - Occupancy Service
  - Direct & Indirect Student expenses
  - Office/Business
  - Transportation
- Review Revenue forecast
- Enrollment target for 19/20 - 780 not including PK enrollment

Budget approval on June 17 Board agenda

### **III. Charter Board Partner (CBP) UPDATE**

#### **A. Governance Training - Friday, May 31, 2019 8:30 am - 3:30 pm**

- Brookside Charter School will host event
- Charter Boards from various Charters Schools will be in attendance

**B. Board Retreat - Need a date Monday, July 22 and Tuesday, July 23rd**

- The provided times are an issue
  - R. Offield will contact CBP to change to times

**C. Head of School Evaluation**

**IV. Closing Items**

**A. Adjourn Meeting**

S. Twyman made a motion to adjourn the meeting. Meeting adjourn 6:33 pm.

V. Miller 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 6:31 PM.

Respectfully Submitted,

E. Sipes

**V. Executive Session**

**A. Executive Session**

V. Miller made a motion to move into Executive Session at 6:33 pm.

S. Twyman seconded the motion.

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