



## Brookside Charter School

### Minutes

#### Board Meeting

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##### **Date and Time**

Thursday August 28, 2025 at 5:30 PM

##### **Location**

BCS District Office

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##### **Attending Meetings of the Board of Directors**

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. Visitors are observers unless they have previously petitioned the Board of Directors and have subsequently been invited to participate.

##### **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

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4. The Board of Directors receives mail addressed to the school.

The above information is part of the Family Handbook. Families are given a copy of the Family Handbook.

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**Directors Present**

A. Sims, E. Joseph, J. LaSalle, J. LaSalle (remote), K. Dennis, T. Price (remote), V. Miller

**Directors Absent**

*None*

**Guests Present**

B. Bourdess, C. Frazier, E. Sipes, H. Gunderson, J. George, K. Sales, L. Correa, N. Young, R. Offield, Rebecca Duguid (remote)

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**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

V. Miller called a meeting of the board of directors of Brookside Charter School to order on Thursday Aug 28, 2025 at 5:30 PM.

**C. Approve Minutes**

V. Miller made a motion to approve the minutes from Board Retreat: July 31 on 07-31-25.

K. Dennis seconded the motion.

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

V. Miller made a motion to approve the minutes from Board Retreat: July 29th on 07-29-25.

K. Dennis seconded the motion.

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

**D. Accept the Agenda**

V. Miller made a motion to accept the Agenda.

K. Dennis seconded the motion.

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

**II. Board Introductions****A. Officers**

Board officers were announced and welcomed.

## **B. Committees**

Each committee (Governance, Academic, Finance & Development) decided on a meeting time/date.

## **III. Financial Committee**

### **A. 2025-2026 Budget REVISED**

Paul Greenwood presented through a video. A discussion regarding the Budget followed.

K. Dennis made a motion to to approve the 2025-26 Budget REVISED.

E. Joseph seconded the motion.

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

### **B. Check Registry**

Check registry will be emailed out. Please approve by responding to the email.

## **IV. BCS Cabinet Members**

### **A. Principal**

Kelly Sales gave an update on her role and vision for the upcoming year.

### **B. Chief Financial Officer**

Eric Sipes gave an update on his role and vision for the upcoming year.

### **C. Chief Operations Officer**

Craig Frazier gave an update on his role and vision for the upcoming year.

### **D. CIA Director & BVA Principal**

Leslie Correa gave an update on her role and vision for the upcoming year.

### **E. Human Resource Officer**

Jasmine George gave an update on her role and vision for the upcoming year.

### **F. SPED Director**

Natalie Butterworth gave an update on her role and vision for the upcoming year.

### **G. Technology Director**

Becce Bourdess gave an update on her role and vision for the upcoming year.

### **H.**

## **Communication & Development Officer**

Harriett Gunderson gave an update on her role and vision for the upcoming year.

## **V. Superintendent's Report**

### **A. Enrollment/Attendance**

Roger Offield shared the Enrollment sheet.

### **B. Family Handbook**

J. LaSalle made a motion to Approve the Family Handbook.

V. Miller seconded the motion.

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

### **C. Employee Handbook**

J. LaSalle made a motion to approve the Employee Handbook.

A. Sims seconded the motion.

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

## **VI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,

V. Miller

## **VII. Closed Session**

### **A. Motion to closed session**

K. Dennis made a motion to to move to a closed session.

E. Joseph seconded the motion.

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

Discussion regarding Brookside Charter School finances.

### **B. Motion to ajourn**

V. Miller made a motion to to adjourn.

J. LaSalle seconded the motion.

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