



BROOKSIDE CHARTER SCHOOL

1815 East 63rd Street, Kansas City MO 64130

PHONE: 816-531-2192

FAX: 816-756-3055



www.brooksidecharter.org

BSDS, Inc dba Brookside Charter School

AGENDA September 30, 2019 5:30 pm Library

1. Motion to accept the agenda
1. Approval of August Board of Director minutes
2. Visitors Comments and Addressing Agenda Items
3. Financial Committee Report
 - a) EdOps Dashboard
 - b) Check Registry – **Need Board Approval**
4. Review of Board Goals:
 - A. By June 30, 2020 the Board will begin to utilize an academic dashboard for the purpose of monitoring student academic achievement at BCS. Kiva & Sherry.
 - B. By March, 2020 the Board will develop a process, including and annual timeline, for the purpose of establishing an annual evaluation of the Superintendent position. Eric & Kraig
 - C. By May 2020, each member of the Board agrees to: 1. Attend 80% of the BOE meetings, 2. Contribute a monetary amount to BCS that is personal and meaningful to them, and 3. Attend two BCS events throughout the 2019-20 school year. Jason
 - D. By May 2020, the Board will receive a progress update on development efforts and help to identify additional opportunities for exploration. Kraig, Larry, and Jim Stacy
5. Elementary Team Update
 - a) Start of Year
 - b) Base Instructional Update
 - c) Additional Staff
6. Superintendent's Report
 - a) Enrollment 2019-20
 - b) YTD Average Daily Attendance (ADA)

*Posted 9/26/2019
Supt. Office & Front Lobby*



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c) Partnership 1615 East 63rd Street, Kansas City MO 64130
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7. EpiCenter Documents – **Need Board Approval**
 - a) Wellness Policy/Coordinator Craig Frazier
 - b) Homeless Policy/ Liaison Anastasia Linebach
 - c) Dispute Resolution for Homeless Students
 - d) Transportation Procedures for Foster Care/ Foster Care Liaison Anastasia Linebach
 - e) EL Policy/EL Coordinator James Warner
 - f) Financial Policy Update – Authorized Signer Board Member
8. Motion to adjourn

Next Meeting – Monday, October 28, 2019

Posted 9/26/2019
Supt. Office & Front Lobby



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The Brookside Charter School Board of Directors appreciates your willingness to address the Board with your questions and/or concerns. Each commenter will have 5 - 10 minutes to address the board and the Board will record the comments for review. The Board will not comment; however, the Board will review and notify the commenter, if applicable, with a response before or at the next appointed Board Meeting.

If you have further questions or concerns that were not addressed, please contact the Board President at eric.sipes@brooksidecharter.org.

Thank you,

Brookside Charter School Board of Directors

DATE _____ NAME (PRINT) _____

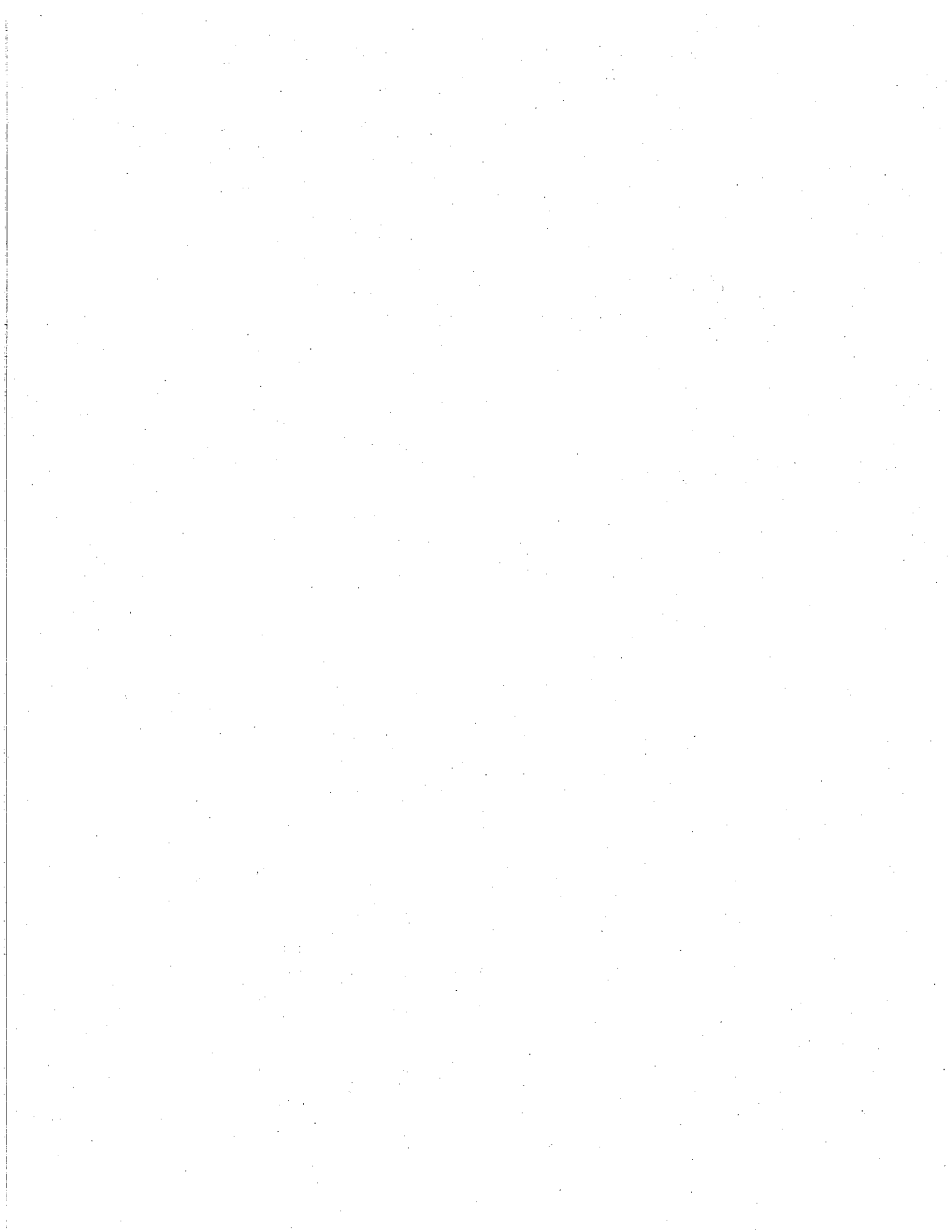
PHONE _____ EMAIL _____

ADDRESS _____

SUBJECT _____

BRIEF DESCRIPTION _____

THIS REQUEST INDICATES MY DESIRE TO BE RECOGNIZED TO ADDRESS THE BOARD REGARDING THE ABOVE.





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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

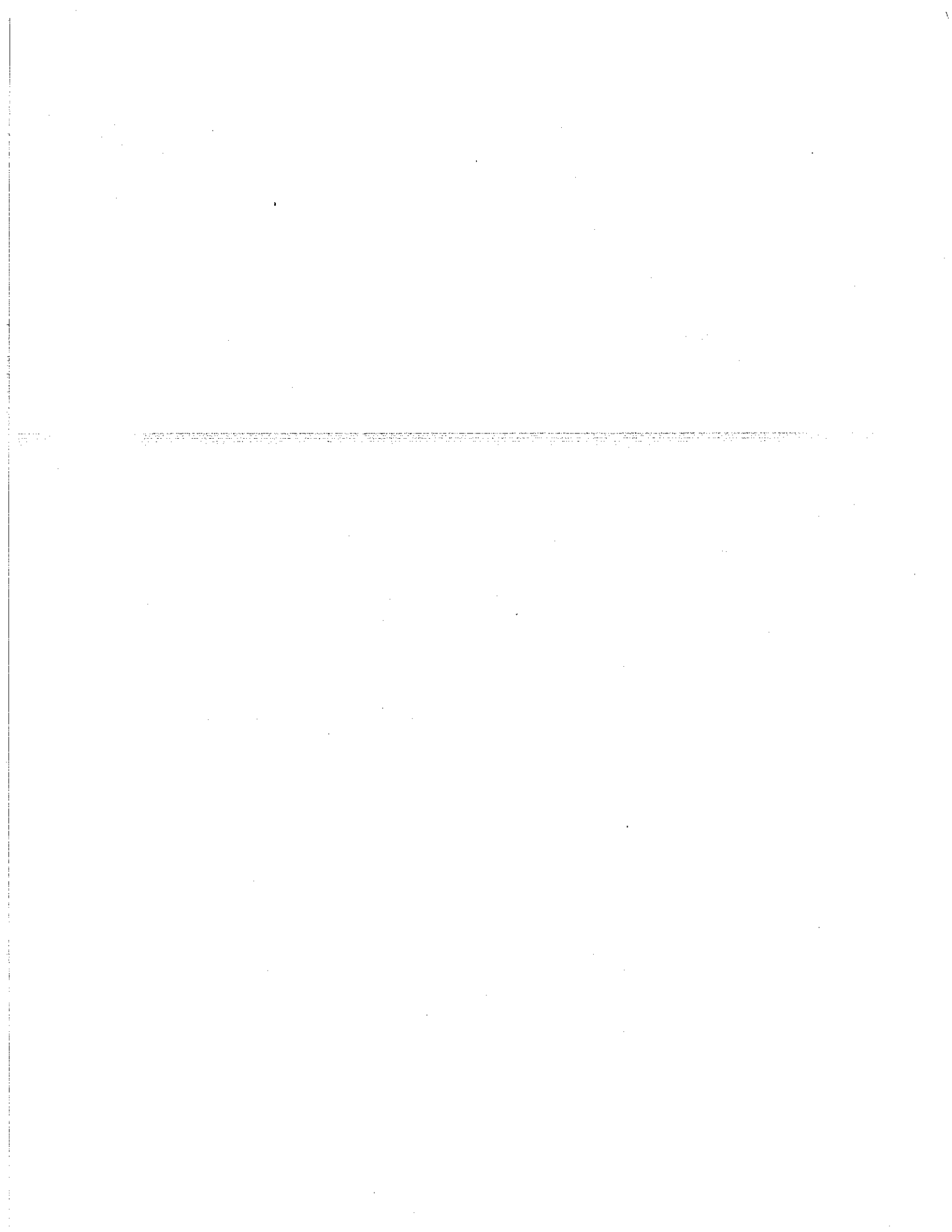
Each regular business meeting opens with an opportunity for visitors to make comments to the board. Persons who wish to address any subject concerning education may do so at this time. The board president will call the meeting to order and then ask for comments from the audience. Patrons are asked to 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.

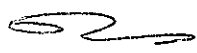

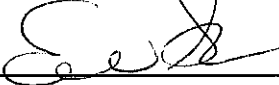
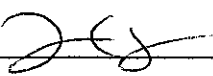





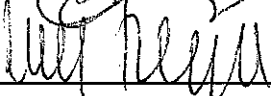
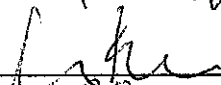
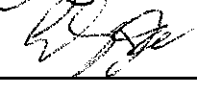
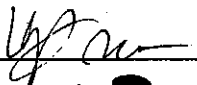


The above information is part of the Family Handbook. Families are given a copy of the Family Handbook.

*Posted 9/26/2019
Supt. Office & Front Lobby*



SIGN IN SHEET

Brookside Charter School	Date: September 30, 2019
Board of Directors Meeting	Room Number: Library

Name (Print)	Signature	Date
R. O'Rawe		9/30
Unelbach		9/30
Eric Sipes		9/30/19
J. George		9/30/19
L. Ehren		9/30/19
J. Lawl		9.30.19
A Heiserman		9/30/19
D Wiley		9/30/19
R. Duguid		9/30/19
Emily Thomas		9/30/19
B. Kruse		9/30/19
Elizabeth		9-30-19
Yolanda Irvin		9-30-19
Cheryl Tugman		9-30-19
Wendy Johnson		9/30/19

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BSDS, Inc dba Brookside Charter School

AGENDA

August 26, 2019

5:30 pm Library

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

Directors Absent: K. Kohring, **Guests Present:** R. Offield, J. George, P. Greenwood, K. Klein, C. Herring, V. Hammond

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 26, 2019 at 5:31 pm at Library, Brookside Charter School, 1815 E. 63rd St., Kansas City, MO 64130
 - c) **Motion to Accept the Agenda**
 - i. L. Ehren made a motion to Accept the Agenda
 - ii. J. LaSalle seconded the motion
 - iii. The board **VOTED** unanimously to approve the motion – Approved
 - d) **Approve Minutes**
 - i. S. Twyman made a motion to approve the minutes from the BSDS, Inc. dba Brookside Charter School on **07-22-2019**.
 - ii. L. Ehren seconded the motion
 - iii. The board **VOTED** unanimously to approve the motion – Approved
 - e) **Visitors Comments and Addressing Agenda Items**
 - f) **Videos and Announcements**
2. **Financial Committee Report**
 - a) **Dashboard**

*Posted 8/21/2019
Supt. Office & Front Lobby*





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- i. P. Greenwood presented the Approved Budget, July Financials and Year to Date revenue and expenses
- b. Check Registry – Need Board Approval**
 - i. V. Miller presented the Check registry and recommend the board approve the Check registry as presented
 - ii. V. Miller made a motion to approve the check registry as presented
 - iii. S. Twyman seconded the motion
 - iv. The board **VOTED** unanimously to approve the motion – Approved
- 3. Superintendent’s Report**
 - a) Enrollment 2019-20
 - i. 759 enrolled as of August 26, 2019 (without PK – 729)
 - a. 84 Kindergarteners
 - b. Never had this many Kindergarteners in years past
 - ii. Celebrating Victories
 - a. Communications with Families
 - b. No need to Make Staff cuts
 - c. Split Day has been going well
 1. Zero Hour (Middle School) averaging 75 students
 - b) Staffing
 - c) Partnership
 - i. Start at Zero – Victoria Hammond
 - ii. Communities In Schools
 - a. First Person did not work out due to conflict in schedule
 - b. Second Person started off positive
 - iii. School Smart KC
 - d) MAP Scores
 - i. Test Scores received
 - ii. MPI comparisons 2018 and 2019
 - e) Start of Year 2019-20

Posted 8/21/2019
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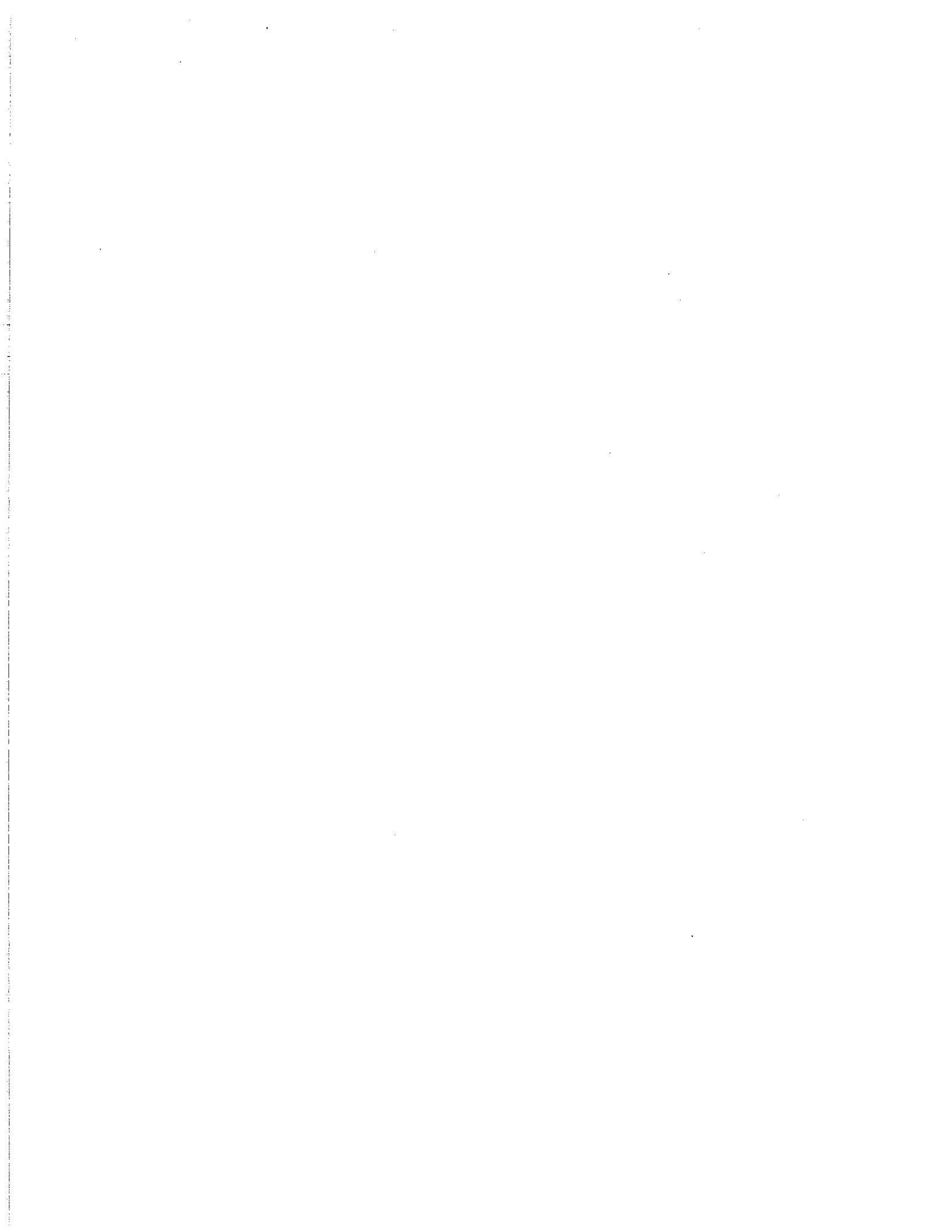
4. **EpiCenter Documents - Need Board Approval**

- a) EpiCenter Background Check certifications (Staff, Volunteers, & Board)
document signed by all Board of Directors in attendance for approval
- b) EpiCenter Board Member Personal Finance Disclosure)
document signed by all Board of Directors in attendance for approval
- c) Board Policy Certification)
document signed by all Board of Directors in attendance for approval
- d) ADA Compliance)
document signed by all Board of Directors in attendance for approval
- e) Retirement System Registration)
document signed by all Board of Directors in attendance for approval

5. **Board of Directors Goals/Retreat Follow-up (Dr. Eric Sipes)**

- a) Narrow Goals for 2019-20 and Appoint Board Drivers
 - i. **Academic Committee**
 - a. Implement Academic Committee to monitor student progress & provide feedback to board
 - b. K. Dennis and S. Twyman - drivers
 - ii. **Board Commitments**
 - a. Board Members must attend at least 80% of Board meetings
 - b. Board participation in at least 2 events per school year
 - c. Each Board Member will contribute an amount that is personal to them to the school
 - d. J. LaSalle and V. Miller - drivers
 - iii. **Leadership**
 - a. Process Superintendent Annual Evaluation
 - b. Board President and Vice President; E. Sipes and K. Kohring - drivers
 - iv. **Development**
 - a. Provide progress updates to Board

*Posted 8/21/2019
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b. L. Ehren and K. Kohring - drivers

6. **Motion to adjourn**

- a) L. Ehren made a motion to adjourn the meeting.
- b) V. Miller seconded the motion
- c) The board **VOTED** unanimously to approve the motion.
- d) There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 pm

Next Meeting – Monday, September 30, 2019

Sherry Goyman, Sec., 9/30/19

Posted 8/21/2019
Supt. Office & Front Lobby



Dashboard

Brookside Charter School

July 2019 through August 2019

Key Performance Indicators

Days of Cash
(At Year End)

117

Target > 45 days

Gross Margin
Margin

-1.6%

Target > -5.0%

Grants Invoiced

Target > 0%

FAR
(At Year End)

Target > 75

Cash Forecast

\$3.80m

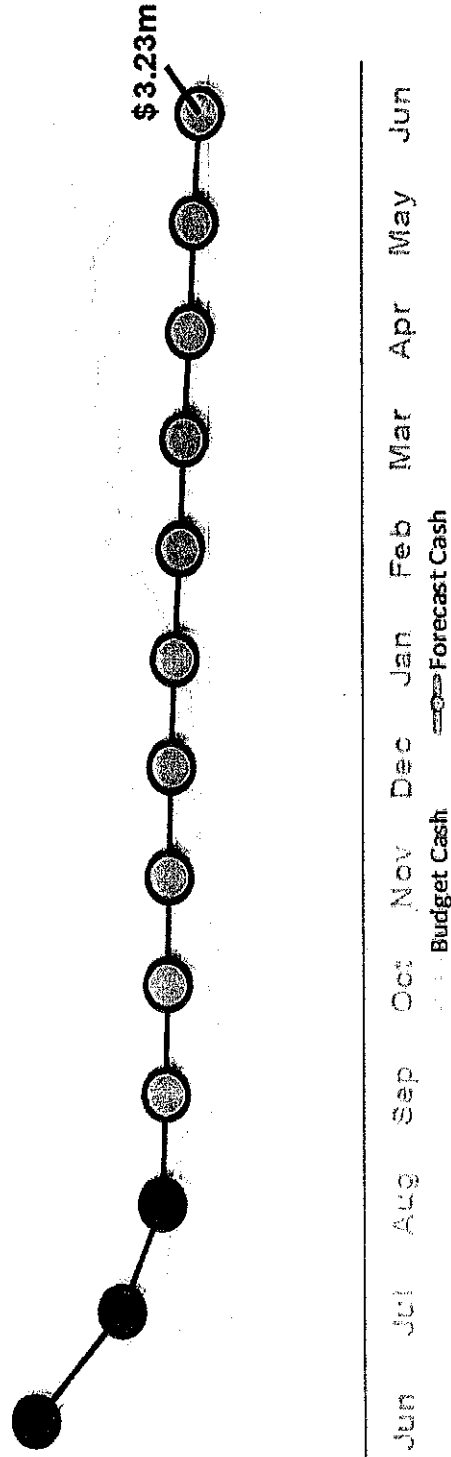
\$3.60m

\$3.40m

\$3.20m

\$3.0m

\$2.80m



Budget Cash Forecast Cash

Financial Snapshot **Year-To-Date Financials** **Annual Forecast**

	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	381,845	191,828	190,017	1,684,173	1,678,099	6,074	1,302,328
State Revenue	1,039,098	981,751	57,348	6,742,666	6,957,943	(215,277)	5,703,568
Federal Revenue	-	88,061	(88,061)	1,064,605	1,064,605	(0)	1,064,605
Total Revenue	1,420,944	1,261,639	159,305	9,491,444	9,700,647	(209,203)	8,070,501
Expenses							
Salaries	1,006,444	892,698	113,746	5,467,195	5,356,190	111,005	4,460,751
Benefits and Taxes	228,014	220,227	7,787	1,422,452	1,321,360	101,092	1,194,438
Staff-Related Costs	39,594	30,255	9,339	181,527	181,527	0	141,933
Rent	72,200	74,200	2,000	445,200	445,200	-	373,000
Occupancy Service	112,874	82,500	30,374	483,000	495,000	12,000	370,126
Student Expense, Direct	138,109	147,235	9,126	883,909	883,409	500	745,800
Student Expense, Indirect	25,781	44,683	18,902	270,189	268,100	2,089	244,408
Office & Business Expense	124,134	113,449	10,685	691,485	680,696	10,789	567,351
Transportation	2,243	10,583	8,340	63,500	63,500	(0)	61,257
Total Ordinary Expenses	1,749,392	1,615,830	133,562	9,908,457	9,694,983	213,474	8,159,065
Net Operating Income	(328,449)	(354,191)	25,742	(417,013)	5,665	(422,678)	(88,564)
Extraordinary Expenses							
Interest	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	1,749,392	1,615,830	133,562	9,908,457	9,694,983	213,474	8,159,065
Net Income	(328,449)	(354,191)	25,742	(417,013)	5,665	(422,678)	(88,564)
Cash Flow Adjustments	(5,526)	-	(5,526)	(14,150)	-	(14,150)	(8,624)
Change in Cash	(333,975)	(354,191)	20,216	(431,163)	5,665	(436,828)	(97,188)

Grants Summary			
	Awarded	Requested	Unpaid
5451 · Title I	360,729	68,234	360,729
5461 · Title IVa	24,829	4,703	24,829
5465 · Title II	37,890	7,177	37,890
5441 · IDEA	112,790	13,090	112,790
5412 · Medicaid	120,000	33,800	120,000
Subtotal	656,238	127,005	656,238
% of Award Amount		19%	100%
		0%	86%

Revenue Drivers

	Current: 9/20	Forecast	Budgeted	Change	Gain/(Loss)
Enrollment: K-8	712	698	749	-51	-6.81%
Attendance %	95.5%	93.3%	93.0%	0.3%	0.32%
Attrition			5.00%	-5.00%	100.00%
Regular Term K-8 ADA	660	652	680	(28)	-4.07%
Pre-K ADA	22	22	-		
Summer ADA	31	31	28		
Total ADA	714	706	708		
FRL % of ADA		100.0%	99.9%	0.0%	0.02%
FRL Count		652	680	(28)	-4.05%
FRL Weight		107	114.27	(7)	-6.02%
LEP % ADA		3.37%	3.56%	-0.2%	
LEP Count		22.00	24.21	(2)	
LEP Weight		2.61	3.90	(1)	
IEP % ADA		9.93%	9.00%	0.93%	10.39%
IEP Count		64.81	61.20	3.61	
IEP Weight		-	-	0.0000	
Total Wada		815.8	826.5	(11)	-1.30%
Per Wada Payment		8,437.33	8,540.00	-102.67	-1.20%
State Revenue Projection	\$	6,780,057	\$ 6,952,757	(172,699)	-2.48%
Prior Year Adjustment	\$	42,482	\$ -	42,482	#DIV/0!
Net State Rev Projection	\$	6,737,575	\$ 6,952,757	(215,181)	-3.09%
Classroom Trust Fund	\$	281,784	\$ 281,356	428	0.15%
Basic Formula	\$	6,455,791	\$ 6,671,401	(215,609)	-3.23%

Income Statement

Brookside Charter School

July 2019 through August 2019

Statement	Year-To-Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
Revenue						
Local Revenue						
5113 · Proposition C (Sales Tax)	126,674	127,037	(363)	777,188	777,188	(0)
5121 · Tuition	27,000	33,300	(6,300)	185,000	185,000	0
5141 · Interest	11,508	8,913	2,596	53,475	53,475	0
5161 · Food - Adults	73	0	73	0	0	0
5173 · Student Mbrship Dues/participation	55	0	55	3,280	0	3,280
5181 · Bac	12,141	22,578	(10,437)	135,470	135,470	(0)
5192 · Donations	201,600	0	201,600	526,966	526,966	(0)
5198 · Miscellaneous Revenue	2,794	0	2,794	2,794	0	2,794
Total Local Revenue	381,845	191,828	190,017	1,684,173	1,678,099	6,074
State Revenue						
5311 · Basic Formula	997,786	934,009	63,777	6,455,791	6,671,496	(215)
5312 · Transportation	293	291	2	1,748	1,748	0
5319 · Classroom Trust Fund	41,019	46,893	(5,873)	281,784	281,366	418
5333 · School Food Service	0	557	(557)	3,343	3,343	(0)
Total State Revenue	1,039,098	981,751	57,348	6,742,666	6,957,943	(207)
Federal Revenue						
5412 · Medicaid	0	20,000	(20,000)	120,000	120,000	0
5441 · IDEA	0	0	0	112,790	112,790	(0)
5442 · ECSE	0	326	(326)	1,957	1,957	0
5445 · Food Service-Lunch	0	47,533	(47,533)	285,200	285,200	(0)
5446 · Food Service-Breakfast	0	20,202	(20,202)	121,210	121,210	0
5451 · Title I	0	0	0	360,729	360,729	(0)
5461 · Title IVa	0	0	0	24,829	24,829	0
5465 · Title II	0	0	0	37,890	37,890	(0)
Total Federal Revenue	0	88,061	(88,061)	1,064,605	1,064,605	(0)
Total Revenue	1,420,944	1,261,639	159,304	9,491,444	9,700,647	(207)

Expenses
Salaries

1111-6111 · ES Instruction Cert FT	249,768	243,442	(6,326)	1,460,272	1,460,654	382
1111-6121 · ES Instruction Cert Subs	480	0	(480)	480	0	(480)
1111-6131 · ES Instruction Supp Pay	0	1,250	1,250	7,188	7,500	313
1111-6151 · ES Instruction NC FT	44,858	28,364	(16,494)	186,675	170,181	(16,494)
1111-6152 · ES Instruction Aides	49,735	66,647	16,912	387,971	399,883	11,912
1111-6161 · ES Instruction NC PT	1,333	0	(1,333)	1,333	0	(1,333)
1131-6111 · MS Instruction Cert FT	131,270	153,663	22,393	942,932	921,980	(20,953)
1131-6131 · MS Instruction Supp Pay	0	1,250	1,250	6,250	7,500	1,250
1131-6151 · MS Instruction NC FT	22,185	14,248	(7,937)	50,081	85,490	35,403
1191-6131 · Summer Instruction Supp Pay	93,075	15,000	(78,075)	93,075	90,000	(3,075)
1221-6111 · Special Education Cert FT	50,975	61,333	10,358	430,669	367,997	(62,673)
1221-6121 · Special Education Cert Subs	3,128	0	(3,128)	3,128	0	(3,128)
1221-6151 · Special Education NC FT	10,553	0	(10,553)	10,553	0	(10,553)
1221-6152 · Special Education Aides	8,283	11,073	2,790	63,645	66,435	2,790
1421-6111 · Student Athletics Cert FT	9,467	9,467	0	56,800	56,800	0
1421-6131 · Student Athletics Supp Pay	0	5,350	5,350	26,750	32,100	5,350
2122-6151 · Counseling Nc Ft	25,553	25,553	0	153,320	153,320	0
2134-6151 · Nursing Nc Ft	13,622	13,622	0	81,733	81,733	0
2213-6131 · Professional Development Sup	12,689	13,667	978	81,022	82,000	978
2222-6151 · Library Nc Ft	7,282	7,282	(0)	43,693	43,693	(0)
2321-6131 · Exec Admin Supp Pay	651	0	(651)	651	0	(651)
2321-6151 · Exec Admin Nc Ft	26,835	26,835	0	161,012	161,012	0
2329-6111 · Other Exec Admin Cert Ft	22,080	22,080	(0)	132,480	132,480	(0)
2329-6131 · Other Exec Admin Supp Pay	4,040	0	(4,040)	4,040	0	(4,040)
2329-6151 · Other Exec Admin Nc Ft	27,673	27,673	(0)	166,038	166,038	(0)
2331-6131 · It Admin Supp Pay	3,500	0	(3,500)	3,500	0	(3,500)
2331-6151 · It Admin Nc Ft	9,371	9,371	(0)	56,228	56,228	(0)
2411-6112 · Building Admin Cert Ft Admin	51,040	51,040	(0)	306,241	306,240	(0)
2411-6131 · Building Admin Supp Pay	28,000	0	(28,000)	28,000	0	(28,000)
2511-6131 · Business Office Supp Pay	3,500	0	(3,500)	3,500	0	(3,500)
2511-6151 · Business Office NC FT	13,333	13,333	0	80,000	80,000	0
2542-6131 · Facilities Supp Pay	4,227	0	(4,227)	4,227	0	(4,227)
2542-6151 · Facilities Nc Ft	22,493	22,493	0	134,955	134,955	0
2542-6161 · Facilities Nc Pt	14,197	4,167	(10,030)	35,030	25,000	(10,030)
2562-6151 · Food Preparation NC FT	23,193	23,193	(0)	139,158	139,158	(0)
2644-6131 · Professional Development Nonli	4,416	3,833	(583)	23,583	23,000	(583)
3812-6131 · Afterschool Supp Pay	300	9,667	9,367	48,633	58,000	9,367
3812-6151 · Afterschool Nc Ft	8,057	7,802	(255)	47,068	46,814	(255)
3812-6161 · Afterschool Nc Pt	5,280	0	(5,280)	5,280	0	(5,280)
Total Salaries	1,006,444	892,698	(113,745)	5,467,195	5,356,190	(111,005)

Benefits and Taxes

1111-6211 · ES Instruction Cert PRS	26,226	27,387	1,161	164,223	164,324	100
1111-6221 · ES Instruction NC PRS	10,072	10,689	616	67,838	64,132	(3,706)
1111-6231 · ES Instruction Soc Sec	20,598	21,062	463	127,512	126,369	(1,142)
1111-6232 · ES Instruction Medicare	4,817	4,926	108	29,821	29,554	(267)
1111-6241 · ES Instruction Emp Ins	23,916	23,500	(416)	162,556	141,000	(21,556)
1111-6271 · ES Instruction Unemp	0	481	481	0	2,885	2,885
1131-6211 · MS Instruction Cert PRS	13,783	17,287	3,504	106,313	103,723	(2,590)
1131-6221 · MS Instruction NC PRS	2,329	1,603	(727)	5,510	9,618	4,108
1131-6231 · MS Instruction Soc Sec	9,106	10,488	1,382	61,546	62,928	1,382
1131-6232 · MS Instruction Medicare	2,130	2,453	323	14,394	14,717	323
1131-6241 · MS Instruction Emp Ins	11,844	10,500	(1,344)	76,204	63,000	(13,204)
1131-6271 · MS Instruction Unemp	0	35	35	0	207	207
1191-6231 · Summer Instruction Soc Sec	5,771	930	(4,841)	5,771	5,580	(191)
1191-6232 · Summer Instruction Medicare	1,350	218	(1,132)	1,350	1,305	(45)
1221-6211 · Special Education Cert PRS	5,352	6,900	1,548	48,638	41,400	(7,238)
1221-6221 · Special Education NC PRS	1,978	1,246	(732)	8,289	7,474	(815)
1221-6231 · Special Education Soc Sec	4,350	4,489	139	31,324	26,935	(4,389)
1221-6232 · Special Education Medicare	1,017	1,050	33	7,326	6,299	(1,026)
1221-6241 · Special Education Emp Ins	5,456	5,000	(456)	34,226	30,000	(4,226)
1221-6271 · Special Education Unemp	0	81	81	0	483	483
1421-6211 · Student Athletics Cert PRS	994	1,065	71	6,390	6,390	(0)
1421-6231 · Student Athletics Soc Sec	516	919	403	5,109	5,512	403
1421-6232 · Student Athletics Medicare	121	215	94	1,195	1,289	94
1421-6241 · Student Athletics Emp Ins	1,885	500	(1,385)	11,315	3,000	(8,315)
1421-6271 · Student Athletics Unemp	0	4	4	0	25	25
2122-6221 · Counseling Nc Prs	2,683	2,875	192	17,248	17,248	(0)
2122-6231 · Counseling Soc Sec	1,584	1,584	0	9,506	9,506	(0)
2122-6232 · Counseling Medicare	371	371	0	2,223	2,223	0
2122-6241 · Counseling Emp Ins	31	1,500	1,469	191	9,000	8,809
2134-6221 · Nursing Nc Prs	1,430	1,533	102	9,195	9,195	0
2134-6231 · Nursing Soc Sec	820	845	24	5,043	5,067	24
2134-6232 · Nursing Medicare	192	198	6	1,179	1,185	6
2134-6241 · Nursing Emp Ins	649	1,000	351	3,889	6,000	2,111
2213-6231 · Professional Development Soc	755	847	92	4,992	5,084	92
2213-6232 · Professional Development Mec	177	198	21	1,168	1,189	21
2213-6241 · Professional Development Emp	927	0	(927)	6,207	0	(6,207)
2222-6221 · Library Nc Prs	765	819	55	4,915	4,915	0
2222-6231 · Library Soc Sec	434	452	18	2,691	2,709	18
2222-6232 · Library Medicare	101	106	4	629	634	4
2222-6241 · Library Emp Ins	639	500	(139)	3,829	3,000	(829)
2321-6221 · Exec Admin Nc Prs	2,818	3,019	201	18,114	18,114	0
2321-6231 · Exec Admin Soc Sec	1,684	1,664	(21)	10,003	9,983	(21)
2321-6232 · Exec Admin Medicare	394	389	(5)	2,340	2,335	(5)
2321-6241 · Exec Admin Emp Ins	869	500	(369)	5,219	3,000	(2,219)

2321-6261 · Exec Admin Wc	6,876	4,043	(2,833)	41,257	24,261	(16,987)
2321-6271 · Exec Admin Unemp	0	333	333	0	2,000	2,000
2329-6211 · Other Exec Admin Cert Prs	2,318	2,484	166	14,904	14,904	0
2329-6221 · Other Exec Admin Nc Prs	2,906	3,113	208	18,679	18,679	(0)
2329-6231 · Other Exec Admin Soc Sec	3,171	3,085	(86)	18,594	18,508	(86)
2329-6232 · Other Exec Admin Medicare	742	721	(20)	4,349	4,329	(20)
2329-6241 · Other Exec Admin Emp Ins	3,492	3,000	(492)	20,952	18,000	(2,952)
2331-6221 · It Admin Nc Prs	984	1,054	70	6,326	6,326	(0)
2331-6231 · It Admin Soc Sec	752	581	(171)	3,657	3,486	(171)
2331-6232 · It Admin Medicare	176	136	(40)	855	815	(40)
2331-6241 · It Admin Emp Ins	1,603	500	(1,103)	9,623	3,000	(6,623)
2411-6211 · Building Admin Cert Prs	5,359	5,742	383	34,452	34,452	(0)
2411-6231 · Building Admin Soc Sec	4,796	3,164	(1,631)	20,618	18,987	(1,631)
2411-6232 · Building Admin Medicare	1,122	740	(382)	4,822	4,440	(382)
2411-6241 · Building Admin Emp Ins	2,664	2,000	(664)	15,984	12,000	(3,984)
2511-6221 · Business Office NC PRS	1,400	1,500	100	9,000	9,000	(0)
2511-6231 · Business Office Soc Sec	1,011	827	(184)	5,144	4,960	(184)
2511-6232 · Business Office Medicare	236	193	(43)	1,203	1,160	(43)
2511-6241 · Business Office Emp Ins	774	500	(274)	4,644	3,000	(1,644)
2542-6221 · Facilities Nc Prs	2,362	2,530	169	17,557	15,182	(2,375)
2542-6231 · Facilities Soc Sec	2,490	1,653	(838)	10,755	9,917	(838)
2542-6232 · Facilities Medicare	582	387	(196)	2,515	2,319	(196)
2542-6241 · Facilities Emp Ins	1,368	1,000	(368)	8,208	6,000	(2,208)
2542-6271 · Facilities Unemp	0	55	55	0	330	330
2562-6221 · Food Preparation NC PRS	2,435	2,609	174	15,655	15,655	(0)
2562-6231 · Food Preparation Soc Sec	1,356	1,438	82	8,546	8,628	82
2562-6232 · Food Preparation Medicare	317	336	19	1,999	2,018	19
2562-6241 · Food Preparation Emp Ins	2,662	2,000	(662)	16,022	12,000	(4,022)
2562-6271 · Food Preparation Unemp	0	24	24	0	145	145
2644-6231 · Professional Development Nonli	263	238	(25)	1,451	1,426	(25)
2644-6232 · Professional Development Nonli	62	56	(6)	339	333	(6)
2644-6241 · Professional Development Nonli	318	0	(318)	1,958	0	(1,958)
2644-6271 · Professional Development Nonli	0	2	2	0	9	9
3812-6221 · Afterschool Nc Prs	793	878	85	5,241	5,267	26
3812-6231 · Afterschool Soc Sec	827	1,083	256	6,242	6,498	256
3812-6232 · Afterschool Medicare	193	253	60	1,460	1,520	60
3812-6241 · Afterschool Emp Ins	668	500	(168)	4,008	3,000	(1,008)
3812-6271 · Afterschool Unemp	0	45	45	0	270	270
Total Benefits and Taxes	228,014	220,227	(7,787)	1,422,452	1,321,360	(101,092)

Staff-Related Costs									
2213-6319 · Professional Development Prof	17,283	23,921	6,638	143,527	143,527	0			(0)
2213-6343 · Professional Development Trai	0	500	500	3,000	3,000	0			0
2213-6371 · Professional Development Due	15,210	4,167	(11,043)	25,000	25,000	0			(0)
2213-6411 · Professional Development Sup	6,312	1,333	(4,978)	8,000	8,000	0			0
2644-6319 · Professional Development Nonli	450	0	(450)	0	0	0			0
2644-6343 · Professional Development Nonli	0	333	333	2,000	2,000	0			0
2644-6411 · Professional Development Nonli	339	0	(339)	0	0	0			(0)
Total Staff-Related Costs	39,594	30,255	(9,339)	181,527	181,527	0			0
Rent									
2542-6333 · Facilities Rent	72,200	74,200	2,000	445,200	445,200	0			0
Total Rent	72,200	74,200	2,000	445,200	445,200	0			0
Occupancy Service									
2542-6319 · Facilities Prof Serv	7,741	833	(6,908)	8,000	8,000	0			(3,000)
2542-6331 · Facilities Janitorial	24,000	24,000	0	144,000	144,000	0			0
2542-6332 · Facilities Rep & Mait	42,076	16,750	(25,326)	100,500	100,500	0			0
2542-6335 · Facilities Water/sewer	369	3,000	2,631	18,000	18,000	0			(0)
2542-6336 · Facilities Trash Remov	1,096	1,167	71	7,000	7,000	0			(0)
2542-6339 · Facilities Oth Prop Serv	2,239	1,583	(656)	9,500	9,500	0			0
2542-6361 · Facilities Phone/Internet	5,847	2,000	(3,847)	12,000	12,000	0			0
2542-6411 · Facilities Supplies	7,093	6,167	(926)	37,000	37,000	0			(0)
2542-6412 · Technology Supplies	0	500	500	3,000	3,000	0			0
2542-6481 · Facilities Electricity	21,508	19,333	(2,175)	116,000	116,000	0			0
2542-6482 · Facilities Gas	0	1,500	1,500	9,000	9,000	0			0
2543-6319 · Care and Upkeep of Grounds St	0	2,500	2,500	15,000	15,000	0			0
2543-6332 · Repairs And Maintenance	0	2,500	2,500	0	0	15,000			15,000
2546-6319 · Security Svcs Prof Serv	904	667	(238)	4,000	4,000	0			(0)
Total Occupancy Service	112,874	82,500	(30,374)	483,000	483,000	15,000			12,000

Office & Business Expense											
2311-6315 · Board Audit	0	1,500	1,500	9,000	9,000	0					0
2311-6317 · Board Legal	5,610	3,333	(2,277)	20,000	20,000	0					0
2311-6411 · Board Supplies	0	250	250	1,500	1,500	0					0
2321-6319 · Exec Admin Prof Serv	14,728	24,917	10,189	149,500	149,500	(0)					0
2321-6352 · Exec Admin Liability Insurance	16,479	14,083	(2,396)	84,500	84,500	0					0
2321-6361 · Exec Admin Phone/Internet	0	250	250	1,500	1,500	0					0
2321-6371 · Exec Admin Dues and Member	0	1,167	1,167	7,000	7,000	(0)					0
2321-6411 · Exec Admin Supplies	15,172	5,500	(9,672)	33,000	33,000	(0)					0
2322-6319 · Community Services Prof Serv	18,673	22,250	3,577	133,500	133,500	(0)					0
2322-6411 · Community Services Supplies	1,562	300	(1,262)	1,800	1,800	0					0
2331-6316 · It Admin Data Process	20,246	16,000	(4,246)	96,000	96,000	0					0
2331-6411 · It Admin Supplies	10,789	0	(10,789)	10,789	10,789	(10,789)					0
2411-6411 · Building Admin Supplies	0	100	100	600	600	0					0
2511-6319 · Business Office Prof Serv	0	333	333	2,000	2,000	0					0
2511-6411 · Business Office Supplies	0	333	333	2,000	2,000	0					0
2525-6319 · Financial Accounting Services P	20,875	21,833	958	131,000	131,000	0					0
2525-6412 · Fin Acc Svcs Tech Supplies	0	1,299	1,299	7,796	7,796	(0)					0
Total Office & Business Expense	124,134	113,449	(10,685)	691,485	680,696	(10,789)					(10,789)
Transportation											
2551-6341 · Transportation - Contracted, Noi	902	6,667	5,765	40,000	40,000	(0)					0
2551-6342 · Transportation - Contracted, Noi	1,341	3,917	2,576	23,500	23,500	(0)					0
Total Transportation	2,243	10,583	8,340	63,500	63,500	(0)					0
Total Expenses	1,749,392	1,615,830	(133,562)	9,908,457	9,694,983	(213,474)					0
Net Income	(328,449)	(354,191)	25,742	(417,013)	5,665	(191,271)					(8)
Cash Flow Statement											
Net Income	(328,449)	(354,191)	25,742	(417,013)	5,665	(191,271)					(8)
Cash Flow Adjustments											
Other Operating Activities											
1211 · A/r - Extended Day, Net	0	0	0	0	0	0					0
1213 · Receivable-basic Formula	0	0	0	0	0	0					0
1220 · Other Accounts Receivable	0	0	0	0	0	0					0
1411 · Prepaid Expenditures	6,876	0	6,876	(0)	(0)	(0)					0
1412 · Prepaid Expense	0	0	0	0	0	0					0
1413 · Deposit On Building	(14,150)	0	(14,150)	(14,150)	(14,150)	(14,150)					(14,150)
1598 · Remove from operations	0	0	0	0	0	0					0
2111 · Accounts Payable - General	0	0	0	0	0	0					0
2113 · Payable- Bsd's Re Holdings	35,850	0	35,850	0	0	0					0
2119 · Deferred Revenue	0	0	0	0	0	0					0
2156 · Group Health And Life Insurance Pay:	(33,823)	0	(33,823)	0	0	0					(0)
2157 · Lit Payable	1,239	0	1,239	(0)	(0)	(0)					0
2159 · Non-teacher Retirement Payable	(760)	0	(760)	0	0	0					0
2160 · 403b Payable	287	0	287	0	0	0					0
2161 · Other Deductions Payable, Incl Gam	5	0	5	(0)	(0)	(0)					0
2162 · Tax Sheltered Annuity Payable	0	0	0	0	0	0					0

2163 · Other Insurance Payable	0	0	0	0	0	0	0	0
2165 · Kce Tax Payable	(1,050)	0	(1,050)	0	0	0	0	0
Total Other Operating Activities	(5,526)	0	(5,526)	(14,150)	0	0	0	(14,150)
Facilities Project Adjustments								
1599 · Add to facilities	0	0	0	0	0	0	0	0
Total Facilities Project Adjustments	0	0	0	0	0	0	0	0
Total Cash Flow Adjustments	(5,526)	0	(5,526)	(14,150)	0	0	0	(14,150)
Change in Cash	(333,975)	(354,191)	20,216	(431,163)	5,665			(8)

Monthly Projections
 Brookside Charter School
 July 2019 through August 2019

Income Statement	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	Comments
Local Revenue															
5113 - Proposition C (Sales Tax)	47,244	79,430	79,430	65,053	65,053	65,053	65,053	65,053	65,053	65,053	65,053	65,053	65,053	777,388	
5121 - Tuition	17,550	9,450	9,450	15,800	15,800	15,800	15,800	15,800	15,800	15,800	15,800	15,800	15,800	186,000	
5141 - Interest	2,244	0	0	4,357	4,357	4,357	4,357	4,357	4,357	4,357	4,357	4,357	4,357	52,473	
5181 - Food - Adults	0	73	73	0	0	0	0	0	0	0	0	0	0	0	
5173 - Student Membership Dues	0	55	55	0	0	0	0	0	0	0	0	0	0	3,240	
5181 - Bac	265	11,076	11,076	12,333	12,333	12,333	12,333	12,333	12,333	12,333	12,333	12,333	12,333	136,470	
5192 - Donations	51,500	150,100	150,100	32,537	32,537	32,537	32,537	32,537	32,537	32,537	32,537	32,537	32,537	526,966	
5199 - Miscellaneous Revenue	2,469	296	296	0	0	0	0	0	0	0	0	0	0	2,794	
Total Local Revenue	121,301	260,544	260,544	110,213	110,213	110,213	110,213	110,213	110,213	110,213	110,213	110,213	110,213	1,084,973	
State Revenue															
5311 - Basic Formula	505,828	491,958	491,958	545,800	545,800	545,800	545,800	545,800	545,800	545,800	545,800	545,800	545,800	6,455,791	Basic Formula now reflects a forecasted regular term K-8 ADA of 852. Pcc-WADA amount decreased.
5312 - Transportation	147	146	146	146	146	146	146	146	146	146	146	146	146	1,748	
5319 - Classroom Trust Fund	19,753	21,267	21,267	24,076	24,076	24,076	24,076	24,076	24,076	24,076	24,076	24,076	24,076	281,794	
5333 - School Food Service	0	0	0	334	334	334	334	334	334	334	334	334	334	3,343	
Total State Revenue	525,728	513,371	513,371	570,357	570,357	570,357	570,357	570,357	570,357	570,357	570,357	570,357	570,357	6,742,866	
Federal Revenue															
5412 - Medicaid	0	0	0	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	100,000	
5411 - IDEA	0	0	0	11,279	11,279	11,279	11,279	11,279	11,279	11,279	11,279	11,279	11,279	112,793	
5442 - ECSE	0	0	0	196	196	196	196	196	196	196	196	196	196	1,957	
5445 - Food Service-Lunch	0	0	0	29,200	29,200	29,200	29,200	29,200	29,200	29,200	29,200	29,200	29,200	295,200	
5446 - Food Service-Breakfast	0	0	0	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	12,731	121,270	
5451 - Title I	0	0	0	39,671	39,671	39,671	39,671	39,671	39,671	39,671	39,671	39,671	39,671	390,725	
5461 - Title IVa	0	0	0	2,445	2,445	2,445	2,445	2,445	2,445	2,445	2,445	2,445	2,445	24,450	
5465 - Title II	0	0	0	3,780	3,780	3,780	3,780	3,780	3,780	3,780	3,780	3,780	3,780	37,800	
Total Federal Revenue	0	0	0	89,431	89,431	89,431	89,431	89,431	89,431	89,431	89,431	89,431	89,431	894,311	
Total Revenue	647,029	773,914	773,914	697,030	697,030	697,030	697,030	697,030	697,030	697,030	697,030	697,030	697,030	8,403,444	

Expenses

Expenses	123.199	124.852	124.853	124.854	127.059	127.060	127.061	127.062	127.063	127.064	127.065	127.066	127.067	127.068	127.069	127.070	127.071	127.072	
1114-6111 - ES Instruction Ce	126,570																		1,409,772
1114-6121 - ES Instruction Ce	0	480																	7,706
1114-6134 - ES Instruction Sv	0		625	625	625	625	625	625	625	625	625	625	625	625	625	625	625	625	7,706
1114-6154 - ES Instruction Sv	22,428	24,828	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	34,182	189,873
1114-6152 - ES Instruction Sv	24,827	24,828	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	33,524	189,873
1114-6161 - ES Instruction Sv	0	1,853																	1,853
1114-6161 - ES Instruction Sv	65,759	65,759	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	90,059	942,332
118-6111 - MS Instruction Sv	0		625	625	625	625	625	625	625	625	625	625	625	625	625	625	625	625	6,250
118-6151 - MS Instruction Sv	11,693	11,693	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	28,061
118-6151 - MS Instruction Sv	93,075	93,075	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	2,790	28,061
119-6151 - Summer Instru	23,423		37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	37,593	419,073
122-6121 - Special Education	0	3,128																	3,128
122-6151 - Special Education	3,458	7,995																	19,553
122-6152 - Special Education	5,536	2,747																	62,645
1421-6111 - Student Athletics	4,733	4,733																	4,733
1421-6131 - Student Athletics	0	0	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	2,695	56,969
2134-6151 - Counseling Nc Fl	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	12,777	152,329
2134-6151 - Counseling Nc Fl	6,811	6,811	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	6,967	98,733
2215-6131 - Professional Dev	6,250	6,250	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	6,414	65,000
2222-6151 - Library Nc Fl	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641	3,641
2321-6131 - Exec Admin Supp	0	651																	651
2321-6151 - Exec Admin Nc Fl	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	13,418	186,002
2328-6111 - Other Exec Admin	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	11,040	132,488
2328-6131 - Other Exec Admin	2,791	2,791																	2,791
2328-6151 - Other Exec Admin	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	13,838	166,448
2331-6131 - II Admin Supp Pa	3,500	3,500																	3,500
2331-6151 - II Admin Nc Fl	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	4,886	56,224
2411-6112 - Building Admin Cl	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	25,520	286,248
2411-6131 - Building Admin S	28,000	0																	28,000
2511-6131 - Business Office S	3,500	0																	3,500
2511-6151 - Business Office N	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	66,667
2511-6151 - Business Office N	3,500	0																	3,500
2642-6131 - Facilities Supp Pa	727	727																	727
2642-6151 - Facilities Nc Fl	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	11,246	134,954
2842-6181 - Facilities Nc Fl	4,025	10,173	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	7,663	36,000
2844-6151 - Food Preparation	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	139,158
2844-6151 - Food Preparation	2,250	2,167	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	5,597	21,583
3812-6131 - After-school Supp	0	300																	48,332
3812-6151 - After-school Nc Fl	3,901	4,156	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	3,901	47,968
3812-6151 - After-school Nc Fl	0	5,280																	5,280
Total Salaries	556,537	440,310	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	446,581	5,487,395

Summer school budgeted for FY19 moved to FY20; FY20 moved to FY21

2521-6271 - Exec Admin Uned	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1
2521-6271 - Other Exec Admin	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459	1,459
2521-6271 - Other Exec Admin	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460
2521-6271 - Other Exec Admin	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382	382
2521-6271 - Other Exec Admin	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746	1,746
2521-6271 - Admin No Pre	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485	485
2521-6271 - Admin No Pre	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113	113
2521-6271 - Admin Medicar	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802	802
2521-6271 - Building Admin C	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,880
2521-6271 - Building Admin S	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256	3,256
2521-6271 - Building Admin M	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764	764
2521-6271 - Building Admin EI	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332	1,332
2521-6271 - Business Office S	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700
2521-6271 - Business Office S	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614	614
2521-6271 - Business Office S	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144	144
2521-6271 - Business Office E	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397	397
2521-6271 - Facilities No Pre	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481	1,481
2521-6271 - Facilities No Pre	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141
2521-6271 - Facilities Soc Sec	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287
2521-6271 - Facilities Medicar	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684	684
2521-6271 - Facilities Unemp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2521-6271 - Food Preparation	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218	1,218
2521-6271 - Food Preparation	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678	678
2521-6271 - Food Preparation	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159	159
2521-6271 - Food Preparation	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226	1,226
2521-6271 - Food Preparation	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134	134
2521-6271 - Professional Deve	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31
2521-6271 - Professional Deve	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164
2521-6271 - Professional Deve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2521-6271 - Professional Deve	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410	410
2521-6271 - After-school Soc S	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233	233
2521-6271 - After-school Medic	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54	54
2521-6271 - After-school Emplo	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334	334
2521-6271 - After-school Unemp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

115,077

Total Benefits and Taxes

1,422,467

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Offices & Business Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
2311-6316 - Board Audit	0	5,610	0	0	0	0	0	0	0	0	0	0	5,610
2311-6317 - Board Legal	0	0	0	0	0	0	0	0	0	0	0	0	0
2311-6411 - Board Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
2321-6319 - Exec Admin Prof	9,393	4,795	0	0	0	0	0	0	0	0	0	0	14,188
2321-6392 - Exec Admin Liab	14,688	1,811	0	0	0	0	0	0	0	0	0	0	16,499
2321-6361 - Exec Admin Phon	0	0	0	0	0	0	0	0	0	0	0	0	0
2321-6371 - Exec Admin Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
2321-6411 - Exec Admin Supp	2,891	0	0	0	0	0	0	0	0	0	0	0	2,891
2322-6319 - Community Serv	18,123	590	0	0	0	0	0	0	0	0	0	0	18,713
2322-6411 - Community Serv	718	845	0	0	0	0	0	0	0	0	0	0	1,563
2331-6316 - If Admin Data Pro	8,780	11,466	0	0	0	0	0	0	0	0	0	0	20,246
2331-6411 - If Admin Supplies	2,800	7,989	0	0	0	0	0	0	0	0	0	0	10,789
2411-6311 - Building Admin S	0	0	0	0	0	0	0	0	0	0	0	0	0
2511-6319 - Business Office S	0	0	0	0	0	0	0	0	0	0	0	0	0
2511-6411 - Business Office S	0	0	0	0	0	0	0	0	0	0	0	0	0
2525-6319 - Financial Account	10,673	10,202	0	0	0	0	0	0	0	0	0	0	20,875
2525-6412 - Fin Acc Svcs Tech	68,854	56,480	0	0	0	0	0	0	0	0	0	0	125,334
Total Office & Business Expense	902	4,241	0	0	0	0	0	0	0	0	0	0	14,188
2551-6341 - Transportation - C	902	4,241	0	0	0	0	0	0	0	0	0	0	14,188
2551-6342 - Transportation - C	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Transportation	902	4,241	0	0	0	0	0	0	0	0	0	0	14,188
Total Expenses	913,233	838,160	0	0	0	0	0	0	0	0	0	0	1,751,393
Net Income	(266,203)	(62,245)	0	0	0	0	0	0	0	0	0	0	(328,448)
Cash Flow Statement	258,203	(62,245)	0	0	0	0	0	0	0	0	0	0	195,958
Net Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash Flow Adjustments	258,203	(62,245)	0	0	0	0	0	0	0	0	0	0	195,958
Other Operating Activities	0	0	0	0	0	0	0	0	0	0	0	0	0
1211 - Air - Extended Pay, Net	0	0	0	0	0	0	0	0	0	0	0	0	0
1213 - Receivable-basic Form	0	0	0	0	0	0	0	0	0	0	0	0	0
1220 - Other Accounts Receiv	0	0	0	0	0	0	0	0	0	0	0	0	0
1411 - Prepaid Expenditures	3,438	3,438	0	0	0	0	0	0	0	0	0	0	6,876
1412 - Prepaid Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
1413 - Prepaid On Building	0	0	0	0	0	0	0	0	0	0	0	0	0
1585 - Remove from operation	0	0	0	0	0	0	0	0	0	0	0	0	0
2111 - Accounts Payable - Cl	35,860	0	0	0	0	0	0	0	0	0	0	0	35,860
2113 - Payable - Bus Re Hold	0	0	0	0	0	0	0	0	0	0	0	0	0
2119 - Deferred Revenue	1,282	0	0	0	0	0	0	0	0	0	0	0	1,282
2135 - Group Health And Life	528	711	0	0	0	0	0	0	0	0	0	0	1,239
2157 - If Payable	(490)	(320)	0	0	0	0	0	0	0	0	0	0	(810)
2159 - Non-leader Retirement	915	(628)	0	0	0	0	0	0	0	0	0	0	287
2160 - 403b Payable	2	2	0	0	0	0	0	0	0	0	0	0	4
2161 - Other Decisions Payab	0	0	0	0	0	0	0	0	0	0	0	0	0
2162 - Tax Sheltered Annuity F	0	0	0	0	0	0	0	0	0	0	0	0	0
2163 - Other Insurance Payab	0	0	0	0	0	0	0	0	0	0	0	0	0
2165 - Kca Tax Payable	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Operating Activities	41,386	(47,122)	0	0	0	0	0	0	0	0	0	0	(5,736)
Facilities Project Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0
1559 - Add to facilities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Facilities Project Adjust	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cash Flow Adjustments	41,386	(47,122)	0	0	0	0	0	0	0	0	0	0	(5,736)
Change in Monthly Cash	(224,607)	(109,387)	0	0	0	0	0	0	0	0	0	0	(333,994)
Cash Forecast	3,424,275	3,324,907	3,225,539	3,126,171	3,026,803	2,927,435	2,828,067	2,728,700	2,629,332	2,529,964	2,430,596	2,331,228	23,313,834
Forecast Cash	3,329,113	3,304,681	3,205,377	3,106,009	3,006,641	2,907,273	2,807,905	2,708,537	2,609,169	2,509,801	2,410,433	2,311,065	23,218,840
Budget Cash	3,329,113	3,304,681	3,205,377	3,106,009	3,006,641	2,907,273	2,807,905	2,708,537	2,609,169	2,509,801	2,410,433	2,311,065	23,218,840

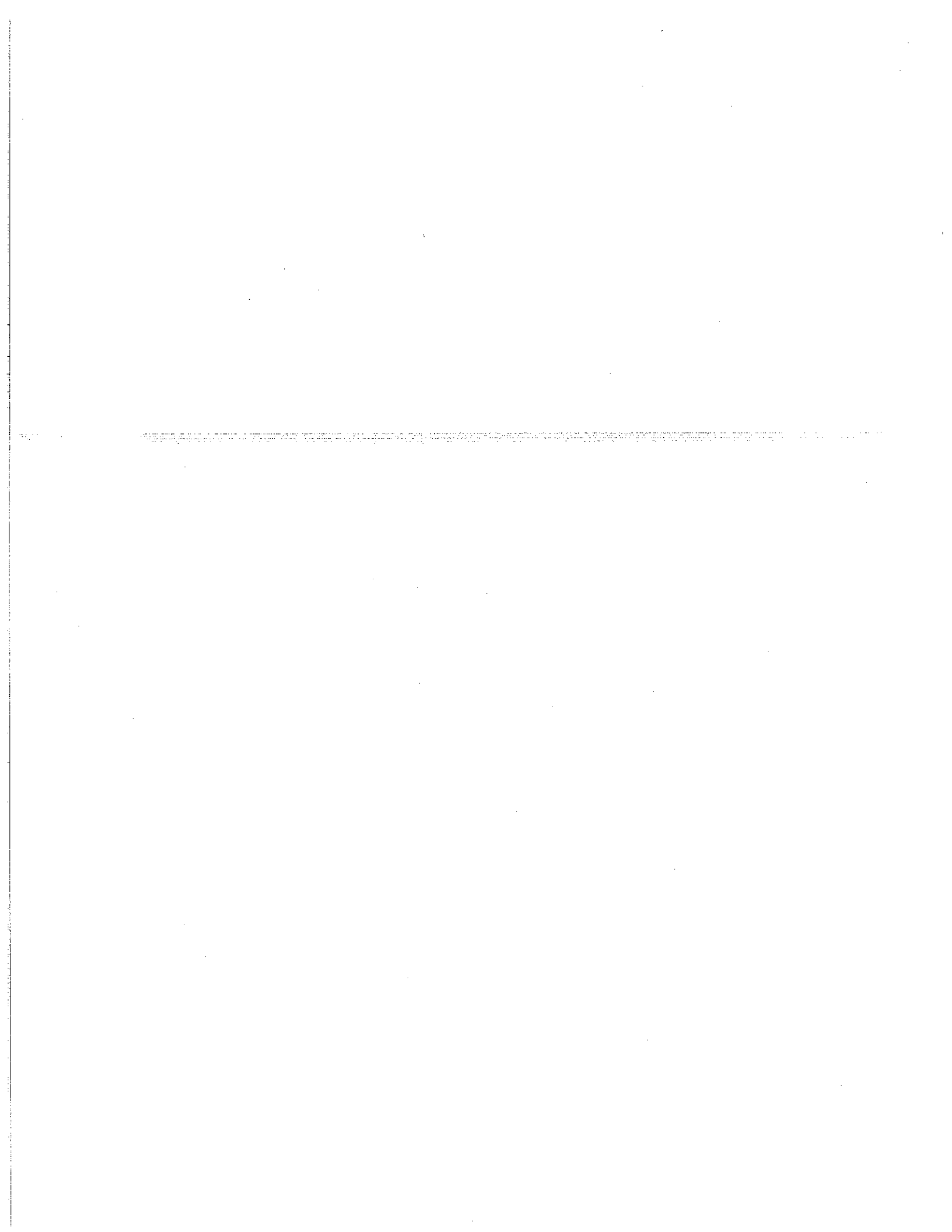
Balance Sheet

Brookside Charter School

As of August 31, 2019

Assets	6/30/2019	8/31/2019	6/30/2020
	Last Year	Current	Year End
Assets			
Current Assets			
Cash			
1112 · Anybill	117,268	36,285	3,227,719
1114 · Petty Cash	32	32	0
1115 · Homkor	12,368	16,774	0
1116 · Country Club Bank Operating	215,622	102	0
1117 · Sweep Account	48,016	17	0
1154 · Commerce Bk Capital Mkt	1,142,498	1,146,063	0
1156 · Jp Morgan Chase Lease Fund	162,406	162,047	0
1157 · Jpmorgan Chase Sinking Fund	1,960,673	1,963,587	0
Total Cash	3,658,882	3,324,907	3,227,719
Intercompany Transfers			
1598 · Remove from operations	0	0	0
1599 · Add to facilities	0	0	0
Total Intercompany Transfers	0	0	0
Accounts Receivable			
1211 · A/r - Extended Day, Net	18,022	18,022	18,022
1213 · Receivable-basic Formula	191,607	191,607	191,607
1220 · Other Accounts Receivable	929	929	929
Total Accounts Receivable	210,558	210,558	210,558
Other Current Assets			
1411 · Prepaid Expenditures	45,422	38,545	45,422
1412 · Prepaid Expense	29,284	29,284	29,284
1413 · Deposit On Building	0	14,150	14,150
Total Other Current Assets	74,706	81,979	88,855
Total Current Assets	3,944,145	3,617,444	3,527,133
Total Assets	3,944,145	3,617,444	3,527,133

Liabilities and Equity	Last Year	Current	Year End
Liabilities and Equity			
Current Liabilities			
Other Current Liabilities			
2156 · Group Health And Life Insurance P	29,977	(3,847)	29,977
2159 · Non-teacher Retirement Payable	(1,868)	(2,628)	(1,868)
2161 · Other Deductions Payable, Incl Ga	(7,368)	(7,363)	(7,368)
2162 · Tax Sheltered Annuity Payable	20	20	20
2163 · Other Insurance Payable	1	1	1
2165 · Kce Tax Payable	0	(1,050)	0
Total Other Current Liabilities	20,761	(14,868)	20,761
Accounts Payable			
2111 · Accounts Payable - General	10,624	10,624	10,624
2113 · Payable- Bds Re Holdings	146,130	181,980	146,130
2119 · Deferred Revenue	1,632	1,632	1,632
2157 · Lit Payable	5,804	7,043	5,804
Total Accounts Payable	164,190	207,279	164,190
Accrued Salaries and Benefits			
2160 · 403b Payable	(341)	(53)	(341)
Total Accrued Salaries and Benefits	(341)	(53)	(341)
Total Current Liabilities	184,610	186,358	184,610
Equity			
Unrestricted Net Assets			
3111 · Fund Balance	3,527,283	3,527,283	3,527,283
3115 · Foundation Fund Balance	232,252	232,252	232,252
Total Unrestricted Net Assets	3,759,535	3,759,535	3,759,535
Net Income			
Net Income	0	(328,449)	(417,013)
Total Net Income	0	(328,449)	(417,013)
Total Equity	3,759,535	3,431,087	3,342,523
Total Liabilities and Equity	3,944,145	3,617,444	3,527,133



Check Register by Type

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	
193	08/28/2019	X			AFLAC	AFLAC	3,139.55	
194	08/26/2019	X			PRINCIPAL	PLIC - SBD GRAND ISLAND	1,630.92	
195	08/27/2019	X			KANSASCIT	KANSAS CITY POWER & LIGHT	11,156.04	
196	08/23/2019	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	8,070.19	
197	08/24/2019	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	582.89	
201	08/26/2019	X			BCBS	BlueCross BlueShield	80,811.63	
210	08/26/2019	X			ARBITER	ArbiterPay Trust Account	1,000.00	
225	08/19/2019	X			COUNTRYCCC	Country Club Bank Credit Card	12,874.12	
Checking Account ID: 6		Void Total:		0.00	Total without Voids:		119,265.34	
Check Type Total: Automatic Payment		Void Total:		0.00	Total without Voids:		119,265.34	

Payee Type: Vendor		Check Type: Check				Checking Account ID: 6		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount	
40319	08/05/2019	X			AFFORDABLE	AFFORDABLE INFLATABLES AND ENTERTAINMENT, LLC	473.00	
40320	08/14/2019	X			CLEANING	CLEANING KING, LLC	12,000.00	
40321	08/14/2019	X			SCHINDLER	SCHINDLER ELEVATOR CORPORATION	4,789.00	
40331	08/27/2019				LITTLEBITE	Little Bites of Heaven	500.00	
40332	08/27/2019				NAZARENE	Nazarene Theological Seminary	500.00	
40333	08/27/2019				TUCKVAL	VALERIE TUCKER	4,166.67	
73257653	08/29/2019	X			SSC	STUDENT SUCCESS CENTER	19,750.00	
73257654	08/29/2019	X			ALPHAFOODS	Alpha Foods Co	1,020.90	
73257655	08/29/2019	X			SECURLY	Securly	3,186.00	
73257656	08/29/2019	X			MARMIC	Marmic Fire & Safety Co. Inc	870.00	
73257657	08/29/2019	X			MCCONNELLA	McConnell & Associates	11,920.00	
73257658	08/29/2019	X			SCHOELLER	Schoeller Plumbing, Inc.	15,255.00	
73257659	08/29/2019	X			TMOBILE	T-MOBILE	2,750.00	
73257660	08/29/2019	X			SPEDEB	DEBRA SIPES	180.40	
73257661	08/29/2019	X			KLEINSOLO	Klein Solomon PLLC	5,610.00	
73257662	08/29/2019	X			CUMPYS	Angela Romano; ASI Designs, LLC dba/Cumpy's	356.50	
73257663	08/29/2019	X			UZBL	UZBL LLC	4,820.75	
73257664	08/29/2019	X			MERIDAN	MERIDAN STUDENT PLANNERS	1,000.00	
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73257666	08/29/2019	X			MCGRTAK	TAKEYMA MCGRUDER	13.71	
73257667	08/29/2019	X			SALES	KELLY SALES	178.55	
73257668	08/29/2019	X			SALES	KELLY SALES	35.97	
73257669	08/29/2019	X			REALLY	REALLY GOOD STUFF INC	149.98	
73257670	08/29/2019	X			REALLY	REALLY GOOD STUFF INC	211.11	
73257948	08/29/2019	X			FRANKLIN	FRANKLIN COVEY CLIENT SALES, INC.	15,000.00	
73257949	08/29/2019	X			SCHOOLOUT	SCHOOL OUTFITTERS	3,168.57	
73257950	08/29/2019	X			ATT1	AT&T	173.73	
73257951	08/29/2019	X			DESIGN	DESIGN MECHANICAL, INC.	2,943.00	
73257952	08/29/2019	X			PHILADELP	Philadelphia Insurance Companies	1,811.00	
73257953	08/29/2019	X			SCHOLASTI2	SCHOLASTIC, INC.	1,138.50	
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73257955	08/29/2019	X			STAPLES	STAPLES ADVANTAGE	77.86	
73257956	08/29/2019	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	140.00	
73257957	08/29/2019	X			STAPLES	STAPLES ADVANTAGE	90.40	
73258117	08/29/2019	X			GRAPEVINED	GRAPEVINE DESIGNS	1,007.17	
73258118	08/29/2019	X			HILLYARDKA	HILLYARD/ KANSAS CITY	344.58	
73258119	08/29/2019	X			KCFIRST	KANSAS CITY FIRST AID	164.80	
73258120	08/29/2019	X			MSHSAA	MSHSAA	500.00	
73258121	08/29/2019	X			NATIONALF	NATIONAL FOOD GROUP, INC	4,432.32	
73258122	08/29/2019	X			OTT	OTT FOOD PRODUCTS LLC	132.00	
73258123	08/29/2019	X			FRYWAGNER	FRY-WAGNER MOVING & STORAGE	88.66	
73258124	08/29/2019	X			QUESTSTAR	QUESTAR ASSESSMENT, INC.	233.74	
73258125	08/29/2019	X			SCHOOLL	SCHOOL LUNCH SOLUTIONS	351.38	
73258126	08/29/2019	X			SIGNATUREL	Signature Landscape LLC	845.00	

Check Register by Type

Payee Type: Vendor		Check Type: Check			Checking Account ID: 6			
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount	
73258127	08/29/2019	X			STACY	STACY COMPANY, LLC	4,167.00	
73258128	08/29/2019	X			BLOSMIC	MICAH BLOSSER	500.00	
73258129	08/29/2019	X			K12ITC	k12 ITC, Inc	7,779.80	
73258130	08/29/2019	X			JTM	JTM PROVISIONS CO., INC	1,242.36	
73258131	08/29/2019	X			KCPREMIERE	KC PREMIERE TRANSPORTATION	1,341.00	
73258132	08/29/2019	X			MCMIDANA	DANA MCMILLAN	3,000.00	
73258133	08/29/2019	X			TRIARCO	Triarco Arts & Crafts LLC	422.39	
73258134	08/29/2019	X			UNIVMOKC	UNIVERSITY OF MISSOURI-KANSAS CITY AR	285.00	
73258135	08/29/2019	X			WESTHUES	WESTHUES ELECTRIC, INC.	2,569.00	
73258136	08/29/2019	X			AMAZONCOM	SYNCB/AMAZON	1,998.19	
73258137	08/29/2019	X			PROJECTLEA	Project Lead the Way, Inc	1,500.00	
73258138	08/29/2019	X			OVERHEAD	OVERHEAD DOOR CO OF KANSAS CITY	413.20	
73258139	08/29/2019	X			HOMEDEPOT	HOME DEPOT CARD SERVICES	1,480.98	
73258140	08/29/2019	X			JADE	JADE ALARM CO., INC.	314.74	
73258141	08/29/2019	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	3,895.80	
73258142	08/29/2019	X			FOLLETEDU	FOLLETT SCHOOL SOLUTIONS, INC	1,591.38	
73258143	08/29/2019	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	1,718.05	
73258144	08/29/2019	X			GRANDMAS	GRANDMAS OFFICE CATERING, LLC	7,660.65	
73258145	08/29/2019	X			SYSCO	SYSCO OF KANSAS CITY, INC.	13,831.46	
73258146	08/29/2019	X			USTOYCOMP	US TOY COMPANY/CONSTRUCTIVE PLAYTHINGS	3,188.92	
73258378	08/29/2019	X			PAYPOOL	Paypool LLC	285.50	
73258379	08/29/2019	X			PEARSONCLI	NCS PEARSON, INC	1,057.35	
73258380	08/29/2019	X			ALPHA	ALPHA OMEGA PROJECT	3,900.00	
73258381	08/29/2019	X			EDOPS	EDOPS	9,916.67	
73258382	08/29/2019	X			STEPUP	Shauna Stephanchick dba Step Up Consulting	5,950.00	
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Check Type Total:		Check			Void Total:	0.00	Total without Voids:	203,230.64
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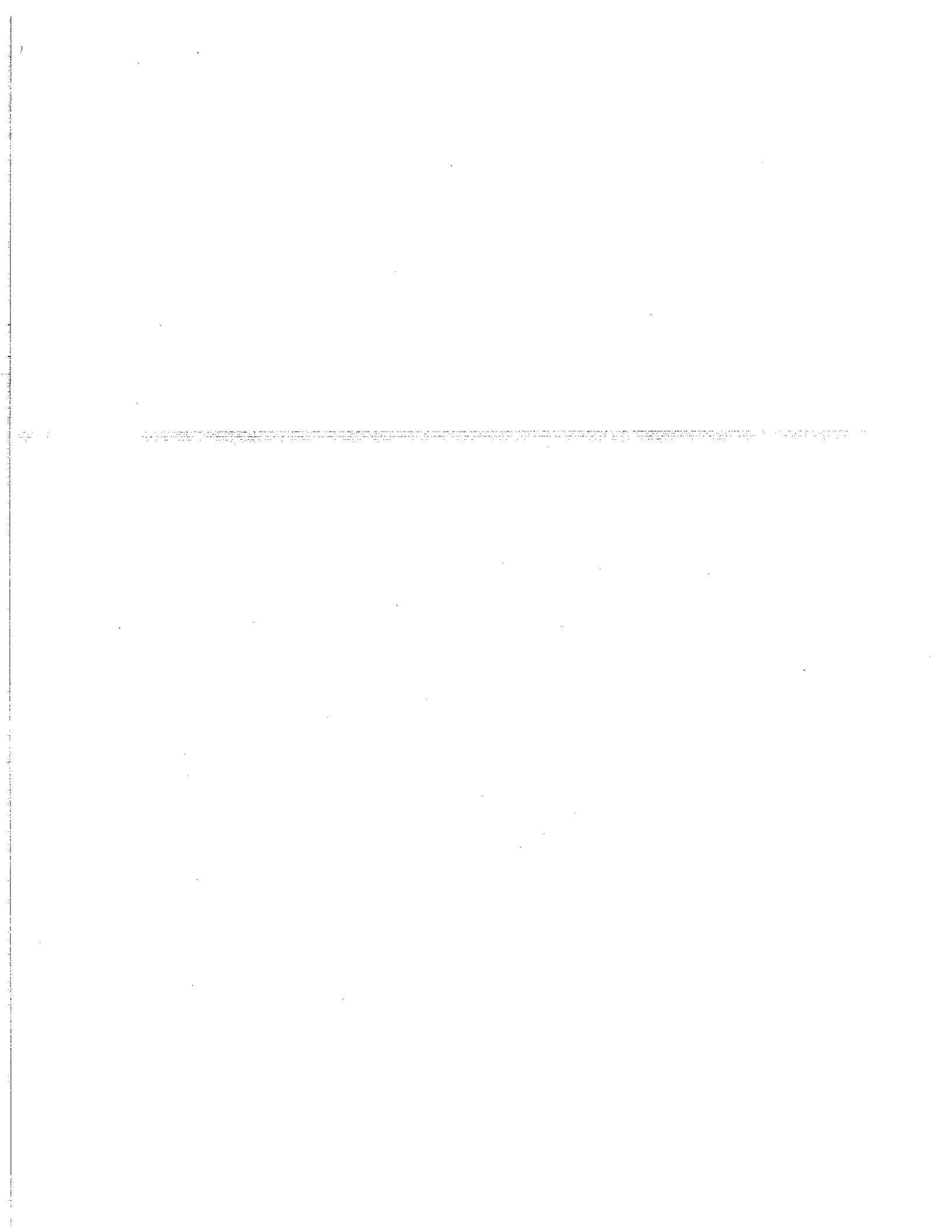
Annotated Financials

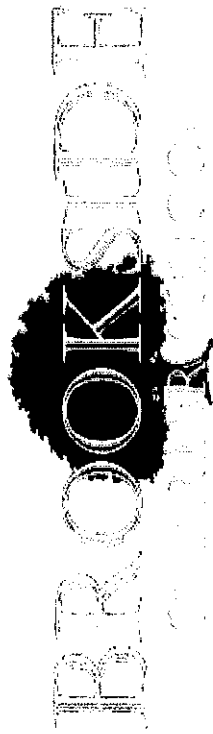
	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	381,845	491,828	190,047	1,684,173	1,678,099	6,074	1,302,358
State Revenue	1,039,998	981,751	57,348	6,742,666	6,957,943	(215,277)	5,703,568
Federal Revenue	-	88,061	(88,061)	1,064,605	1,064,605	(0)	1,064,605
Total Revenue	1,420,944	1,261,639	159,304	9,491,444	9,700,647	(209,203)	8,070,501
Expenses							
Salaries	1,006,444	892,698	(113,746)	5,467,195	5,356,190	(111,006)	4,460,751
Benefits and Taxes	228,014	220,227	(7,787)	1,422,452	1,321,360	(101,091)	1,194,438
Staff-Related Costs	39,594	30,255	(9,339)	181,527	181,527	0	141,933
Rent	72,200	74,200	2,000	445,200	445,200	-	373,000
Occupancy Service	112,874	82,500	(30,374)	483,000	495,000	12,000	370,226
Student Expense, Direct	138,109	147,235	9,126	883,999	883,409	(590)	745,800
Student Expense, Indirect	25,781	44,683	18,902	270,189	268,100	(2,089)	244,408
Office & Business Expense	124,134	113,449	(10,685)	691,485	680,696	(10,789)	567,351
Transportation	2,243	10,583	8,340	63,500	63,500	(0)	61,257
Total Ordinary Expenses	1,749,392	1,615,830	(133,562)	9,908,457	9,694,983	(213,475)	8,159,065
Net Operating Income	(328,449)	(354,191)	25,742	(417,013)	5,665	(422,678)	(88,564)
Extraordinary Expenses							
Interest	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	1,749,392	1,615,830	(133,562)	9,908,457	9,694,983	(213,475)	8,159,065
Net Income	(328,449)	(354,191)	25,742	(417,013)	5,665	(422,678)	(88,564)
Cash Flow Adjustments	(5,526)	-	(5,526)	(14,150)	-	(14,150)	(8,624)
Change in Cash	(333,975)	(354,191)	20,216	(431,163)	5,665	(436,828)	(97,188)

1 REVENUE: \$209K BEHIND
 Due to falling below enrollment target, and lower than budget per pupil funding, state revenue forecast has been decreased by 215k

2 EXPENSES: \$213K BEHIND
 Salary and benefits budget targets have been reconciled with actual ytd experience. More employees than historical trend to insurance benefit

3 NET INCOME: \$423K behind





August 2019 Financials

PREPARED SEPTEMBER 2019 BY



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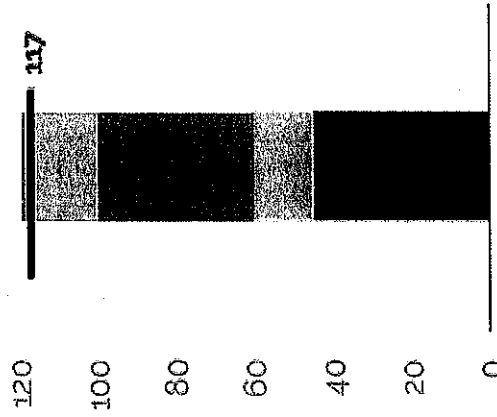
- Key Performance Indicators
- Forecast Overview
- Cash Flow Forecast
- Forecast History
- Appendix: Financials

Key Performance Indicators



Days of Cash

Cash balance at year-end divided by average daily expenses

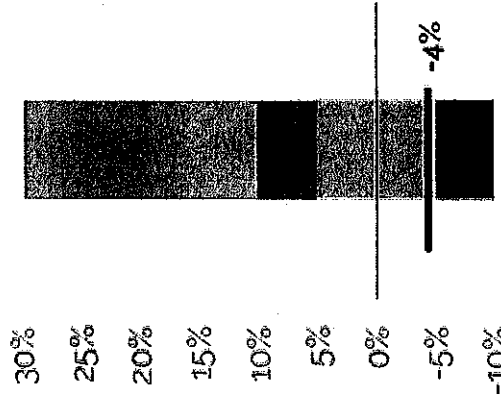


117 DAYS OF CASH AT YEAR'S END

The school will end the year with 117 days of cash. This is above the recommended 60 days, and 9 less day(s) than last month

Gross Margin

Revenue less expenses, divided by revenue



-4% GROSS MARGIN

The forecasted net income is -\$417k, which is \$423k below the budget. It yields a -4% gross margin.

Forecast Overview



	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	9,491,444	9,700,647	-209,203	-209k	Due to lower than budget enrollment and per pupil funding, state revenue forecast decreased.
Expenses	9,908,457	9,694,983	-213,475	-213k	Salaries and benefits allocations have been reconciled to actual staffing and benefit elections.
Net Income	-417,013	5,665	-422,678	-423k	

Cash Flow Forecast



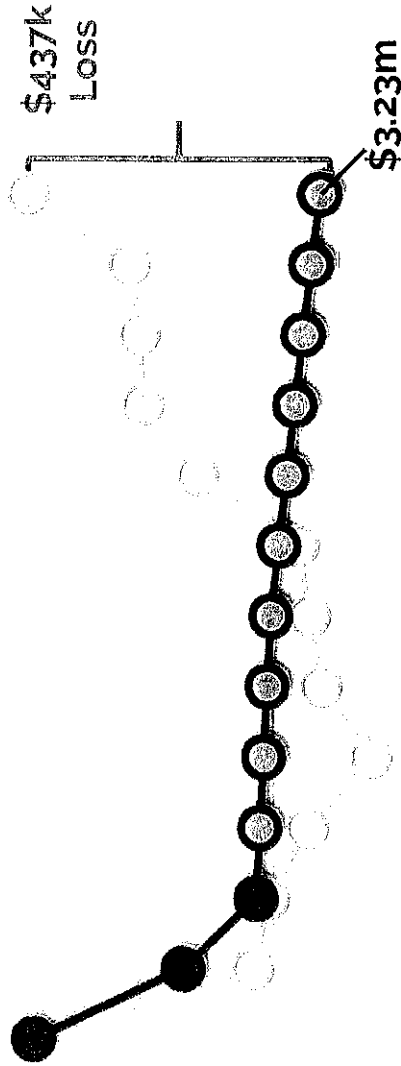
117 Days of Cash at year's end

We forecast the school's year ending cash balance as \$3.23m, \$437k below budget.

Of the 3.23m expected cash balance, 2.3M is part of the new market tax credit reserve, which the school will use to refinance next fall.

Thus, year-ending operating cash projection is 930K.

Actuals Forecast



Budget Cash Forecast Cash

Forecast History of June 30, 2020 Cash Balance

Source	Days of Cash at 6/30/20	Change	Description of change
Budget	136		From SY18-19 Budget
Jul	127	-9	FY 19 Summer School expenditures hit FY 20 books;
▲ Aug	117	-9	Basic Formula reduced; salaries trued up to actuals

Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun

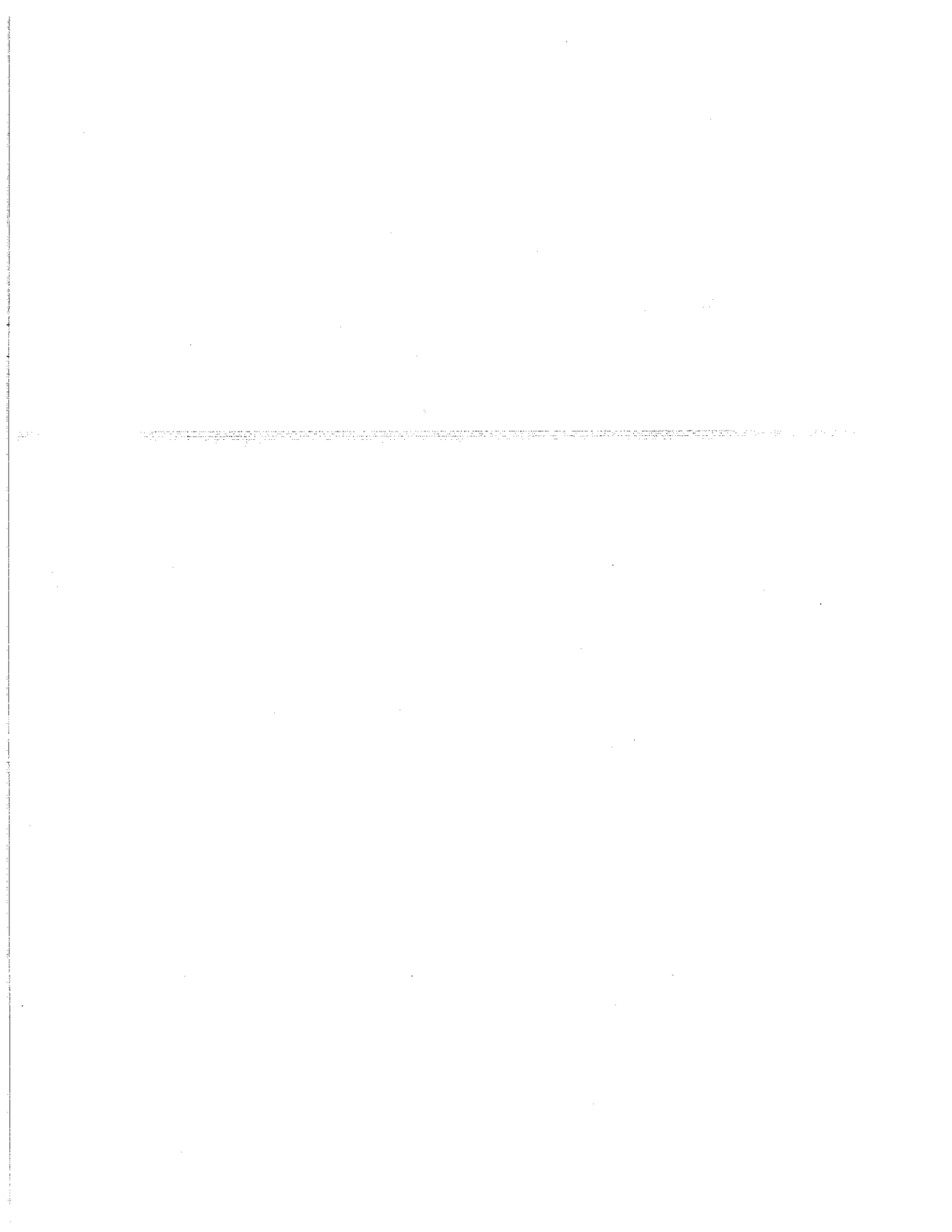
Annotated Financials

	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	381,845	191,828	190,017	1,684,173	1,678,099	6,074	1,302,328
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Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	1,749,392	1,615,830	(133,562)	9,908,457	9,694,983	(213,475)	8,159,065
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1 REVENUE: \$209K BEHIND
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3 NET INCOME: \$423K behind



Board Policy 1.44A
Instruction for Homeless Students

SECTION 1. Enrollment and Placement

SECTION 1.1. The Board is committed to providing equal access to a free, appropriate education for all eligible homeless students. Services will be provided consistent with federal law and with Missouri's state plan for the education of homeless children.

SECTION 1.2. Enrollment requirements that may constitute a barrier to the education of a homeless child or youth may be waived at the discretion of the Superintendent, if allowed by law.

SECTION 1.3. Once school officials have determined that an enrolling student is homeless, the school's homeless liaison must assist the student in obtaining his/her education, immunization, medical, and other records. According to the Stewart B. McKinney Homeless Assistance Act, the student must be enrolled in the interim. If the homeless liaison is unable to obtain prior immunization records within thirty (30) days of enrolling and the student is still eligible for services under the homeless education program, the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, R.S.Mo.

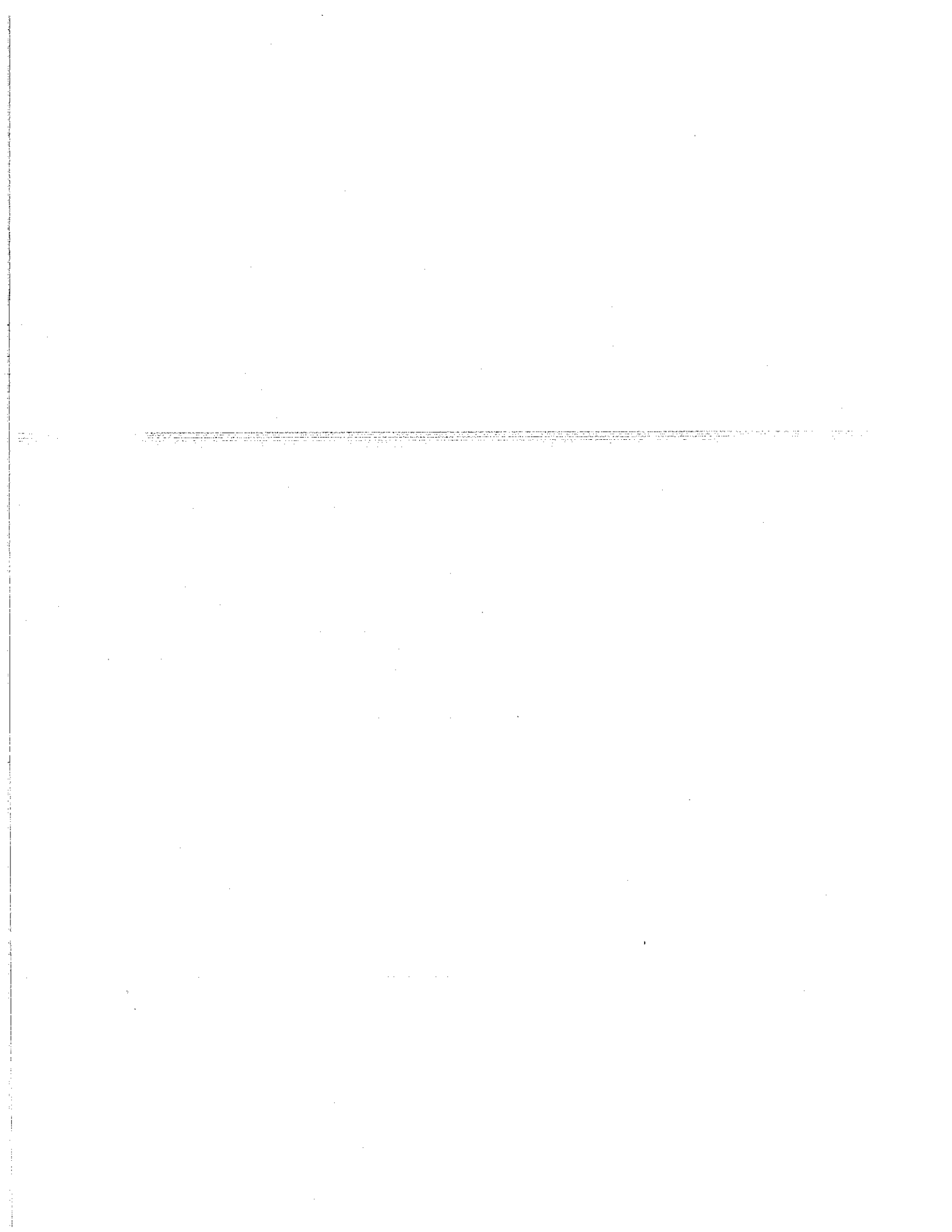
SECTION 1.4. Each homeless child or youth shall be provided services comparable to services offered to other students in the School including, but not limited to, educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before- and after-school care programs; and programs for students with limited English proficiency. If the School is unable to determine the grade level of the student because of missing or incomplete records, the School shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

SECTION 2. Records

SECTION 2.1. Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Education Rights and Privacy Act.

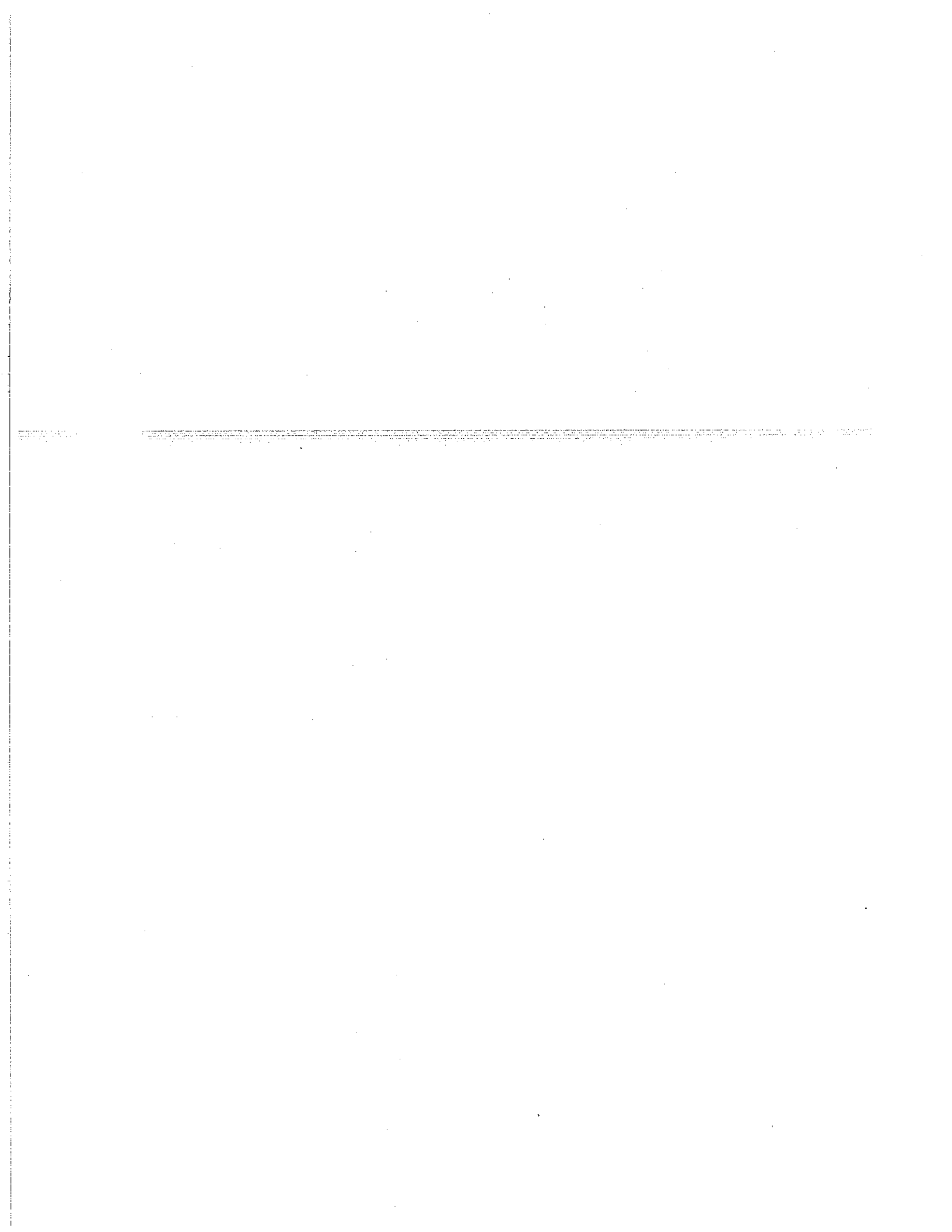
SECTION 3. Homeless Liaison

SECTION 3.1. The Superintendent shall designate the School's Homeless Liaison under the Stewart B. McKinney Homeless Assistance Act. According to the Act, the Homeless Liaison will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The Homeless Liaison will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.



SECTION 4. Resolving Grievances Regarding the Education of Homeless Children and Youth

- (1) District Level – Every effort must be made to resolve the complaint or dispute at the district level before it is brought to the Missouri Department of Elementary and Secondary Education. It is the responsibility of Brookside Charter to inform the complainant of the following Complaint Resolution Procedure when a question arises concerning the education of a homeless child or youth:
 - a. Notify the School's Homeless Liaison. The Homeless Liaison serves as a liaison between the homeless child and the school the child attends. Someone in the school or in the Superintendent's office will be able to identify the Homeless Liaison.
 - i. Request a copy of or access to Brookside Charter's policies addressing the education of homeless children and youths and review them. Make an appointment with the Homeless Liaison to discuss the complaint.
 - ii. If the dispute is not resolved after the initial discussion with the School's Homeless Liaison, the complainant can file a complaint in writing to the School's Homeless Liaison for further review.
 - iii. In the complaint, include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) days* of the date the complaint was received by the Homeless Liaison. A review of the proposal or plan of action with the Homeless Liaison should follow.
 - b. If the dispute is not resolved at the Homeless Liaison level, the complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The complainant should request from the Superintendent a written resolution within five (5) days* of the date of the discussion.
 - c. If the dispute is not resolved at the Superintendent level, the complainant may take the matter before the Brookside Charter Board of Directors following the procedure set forth in Board Policy 1.32.
- (2) State Level – If the dispute is not resolved in a satisfactory manner at the district level, the complaint may be brought to the Missouri Department of Elementary and Secondary Education. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:
 - a. Address the complaint to the State Homeless Liaison, Federal Discretionary Grants, P.O. Box 480, Jefferson City, Missouri 65102-0480.
 - b. Include in the complaint:
 - i. a detailed description of the dispute;
 - ii. the name(s) and age(s) of the children involved;
 - iii. the name(s) of involved school district personnel and the district(s) they represent; and



- iv. a description of attempts that were made to resolve the issue at the school district level.
- c. The Director of Federal Discretionary Grants (the director) will inform the involved district(s) of the complaint. The director or the director's designee will gather needed information, including documentation and statements of the parties, and may conduct an independent investigation through an on-site visit if necessary.
- d. Within thirty (30) days* after receiving a complaint, the director will resolve the complaint and will inform the parties, in writing, of the decision.
- e. If a complainant disagrees with the director's decision, the complainant may, within ten (10) working days, appeal the decision to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
- f. Within (thirty) 30 days** after receiving the appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.
- g. While the dispute is ongoing, the child(ren) in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the child, the child shall remain in the school they currently attend until the dispute is resolved, unless arrangements already implemented allow the child to attend the school of origin.

* The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint in the shortest possible time.

** Although the standard procedure allows thirty (30) days for a response, every effort will be made to resolve the complaint in the shortest possible time.

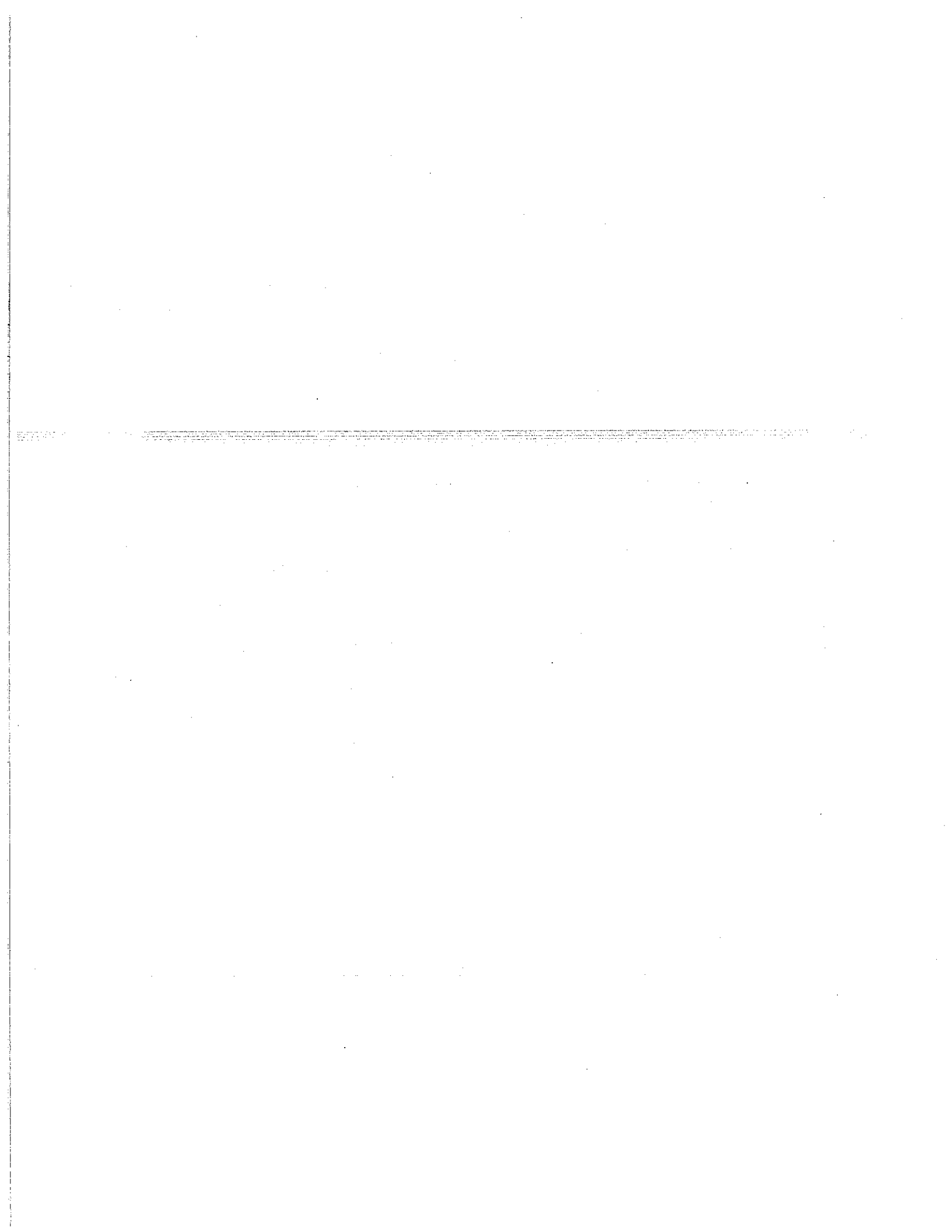
SECTION 5. Policy Review

SECTION 5.1. The Superintendent and Homeless Liaison will review Brookside Charter's policies and procedures periodically to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding immunization, residency, birth certificates, school records, and guardianship.

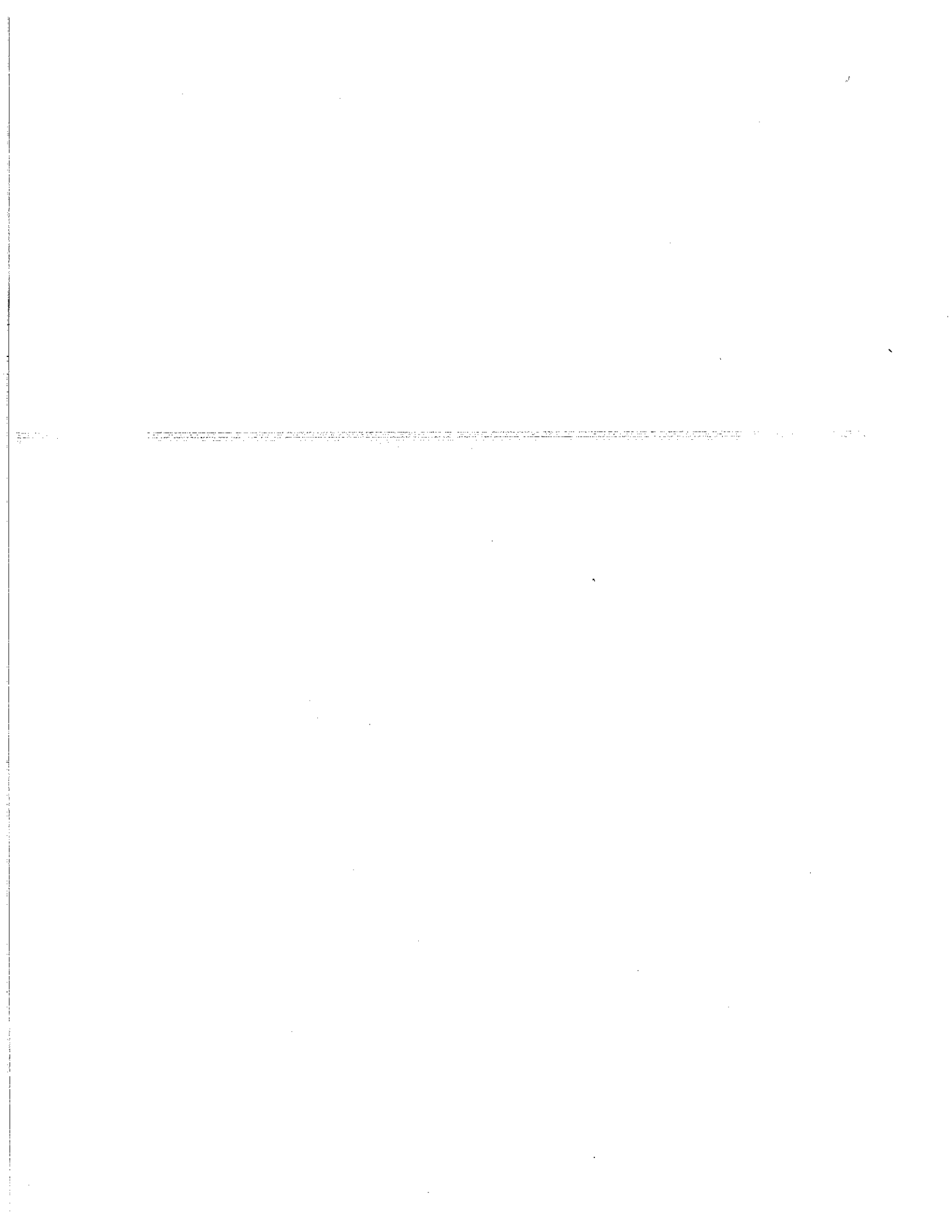
SECTION 6. Transportation

SECTION 6.1 Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school. The local liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will be considered only in determining the feasibility of placement in the school of origin based on potential harm to the student, as discussed above. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

SECTION 6.2 Schools and local liaisons will use the district transportation form to process transportation requests. Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district, this district will arrange transportation. If the student in transition is living in this district but attending school



in another, or attending school in this district but living in another, this district will coordinate with the neighboring district to arrange transportation. It is this district's policy that inter-district disputes will not result in a student in transition missing school. If such a dispute arises, this district will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to housed students.



Board Policy 1.44B
Dispute Resolution for Homeless Students

SECTION 1. Subtitle VII of the McKinney-Vento Homeless Assistance Act, reauthorized in 2001 by Title X, Part C of the No Child Left Behind Act and referred to as the McKinney-Vento Act, guarantees rights and services to remove educational barriers for homeless children and youth. The law requires states and school districts to follow a dispute resolution process when parents, guardians, or unaccompanied youth and schools or local educational agencies (LEAs) or school districts disagree on the enrollment or educational placement (school selection) of homeless children and youth.

The dispute resolution process is intended to represent each party's views for objective consideration so that disagreements can be brought to closure expeditiously. During the dispute process, the law requires that the LEA allow the child or youth to attend the school that the parents or guardians wish their child to attend, or that the unaccompanied youth wishes to attend, to minimize educational disruption.

SECTION 1.1. The child or youth "shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute" [42 U.S.C. § 11432(g)(3)(E)(i)]. As students must be enrolled in school pending a dispute, the liaison must ensure that unaccompanied youth are immediately enrolled in the school [42 U.S.C. § 11432 (g)(3)(E)(iv)]. The U.S. Department of Education (ED) strongly emphasizes the importance of this requirement in the 2004

Non-Regulatory Guidance:

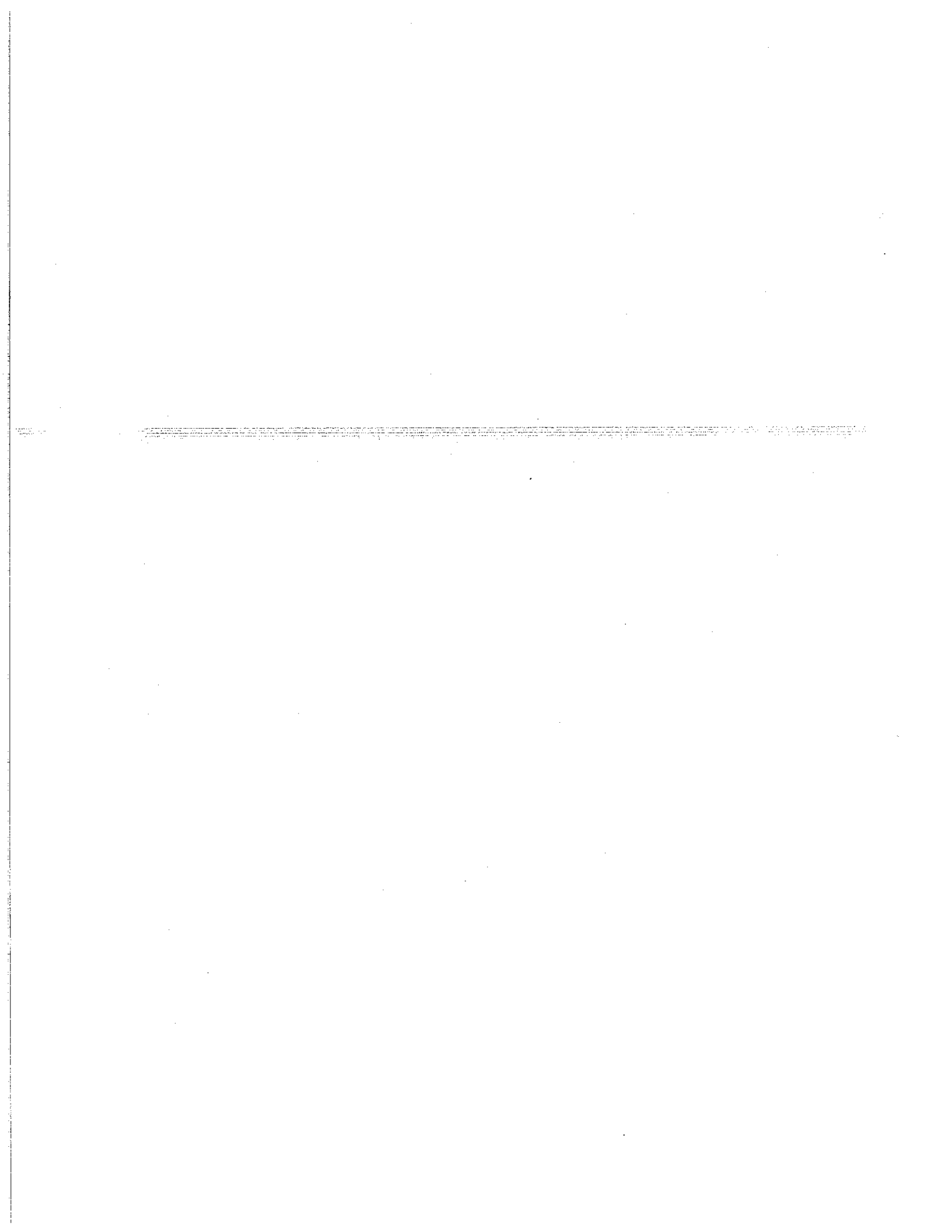
When enrollment disputes arise, it is critical that students not be kept out of school. Interruption of education can severely disrupt the student's academic progress. To avoid such disruptions, LEAs need an established process for resolving school placement disputes. Permitting students to enroll immediately in the school of choice pending resolution of disputes helps provide needed stability [G-5]. While disputes are pending, students have the right to participate fully in school and receive all services which they would normally receive. This includes transportation services, as the 2004 *Non-Regulatory Guidance* clearly indicates: "The McKinney-Vento Act's transportation requirements apply while disputes are being resolved" [H-5].

SECTION 1.2. The parent, guardian, or unaccompanied youth must be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision [42 U.S.C. § 11432 (g)(3)(E)(ii)]. In addition, any time a student is sent "to a school other than the school of origin or the school requested," the LEA must provide a written explanation of its decision and an explanation of the right to appeal, whether or not the placement is disputed [42 U.S.C. § 11432 (g)(3)(B)(ii)]. In the case of an unaccompanied homeless youth, the notice explaining the decision and the right to appeal are provided directly to the youth [42 U.S.C. § 11432 (g)(3)(B)(iii)].

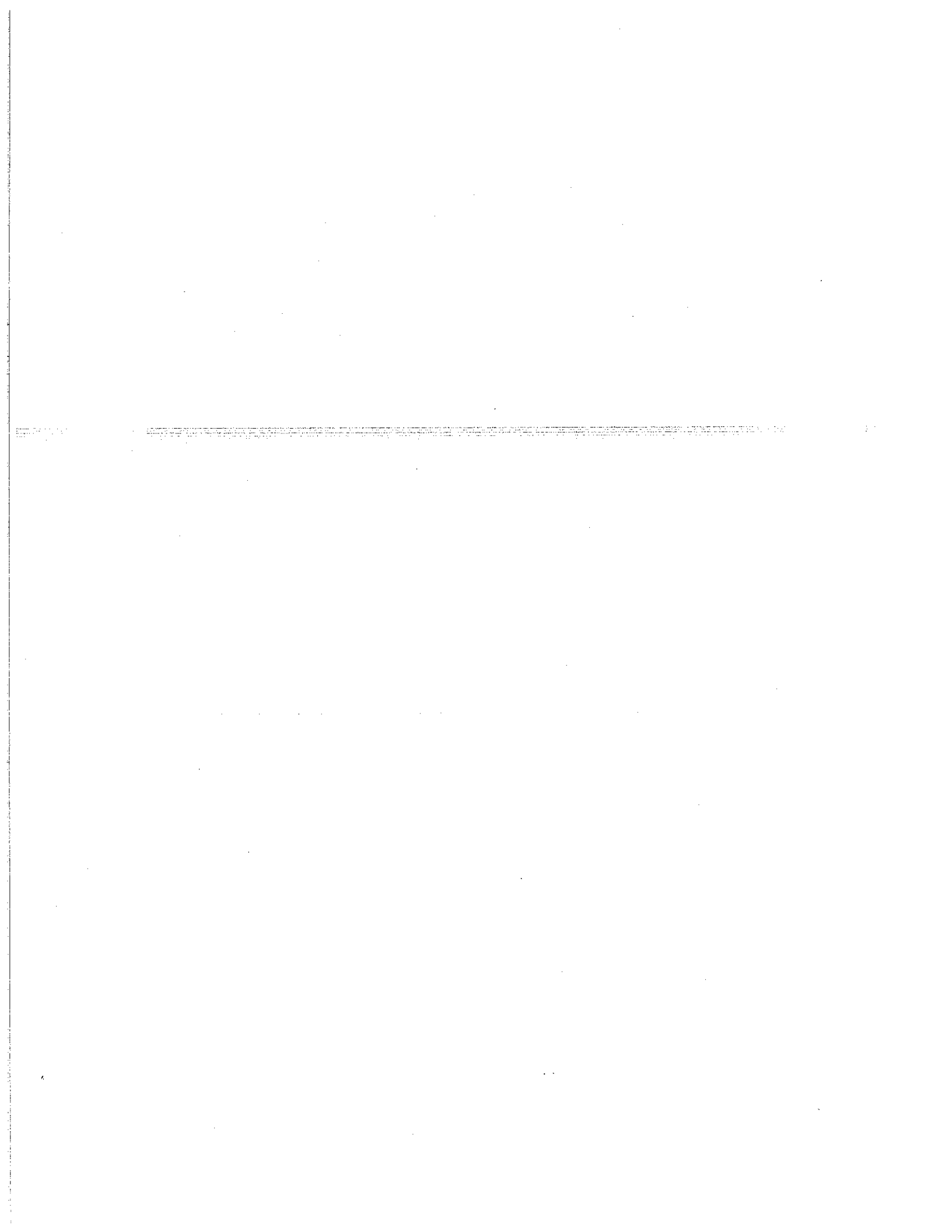
SECTION 1.3. The child, youth, parent, or guardian must be referred to the local homeless liaison, who will carry out the dispute resolution process as quickly as possible [42 U.S.C. § 11432 (g) (3)(E)(iii)]. The local homeless liaison must be familiar with the state's McKinney-Vento dispute resolution policy and follow all procedures outlined therein.

SECTION 2. Implementation of Strategies

(1) Avoid disputes when possible by



- a. Training school staff members on the provisions of the McKinney-Vento Act and their responsibilities for enrolling and serving homeless children and youth;
 - b. Communicating in person with parents, guardians, and unaccompanied youth to try to diffuse disagreements before they reach the dispute level; and
 - c. Training school staff members on trauma-informed approaches to working with homeless families and youth;
- (2) Provide written notice to parents, guardians, or unaccompanied youth when they disagree with a school's or LEA's decision that includes
- a. Contact information for the local homeless liaison and the State Coordinator with a brief description of their roles;
 - b. A simple form that can be detached and submitted to the school to initiate the dispute process;
 - c. A description of the dispute process, timeline, and instructions for what they need to do to dispute the school's or LEA's decision (A sample form for written notice is in Appendix 8A of NCHE's *Homeless Liaison Toolkit*: http://center.serve.org/nche/pr/liaison_toolkit.php); and
 - d. Notice of the right to obtain the assistance of advocates or attorneys;
- (3) Provide parents, guardians, and unaccompanied youth assistance as needed with the dispute process by
- a. Offering to assist parents, guardians, or unaccompanied youth with gathering information and providing referrals to advocates or attorneys;
 - b. Ensuring that parents, guardians, or unaccompanied youth understand the timeline and can meet deadlines and being flexible with deadlines when necessary;
 - c. Allowing parents, guardians, or unaccompanied youth to submit written and/or oral documentation to support their position;
- (4) Allowing parents, guardians, or unaccompanied youth to submit their documentation for the dispute at the school to minimize any inconvenience that would occur by requiring them to go to other offices;
- a. Gather information in ways that do not harass or intimidate parents, guardians, or unaccompanied youth and do not violate confidentiality or the Family Education Rights and Privacy Act;
 - b. Keep thorough documentation of all communication with parents, guardians, or unaccompanied youth related to the dispute;
 - c. During the dispute process, follow up with the school in which the parents or guardians want their child to attend, or the unaccompanied youth wishes to attend, to ensure that the child or youth is enrolled and receiving all services, including transportation if the dispute is over attendance at the school of origin; and
 - d. Follow up with the parent, guardian, or youth and school once a decision is rendered to assist with the implementation of the decision.
 - i. This is especially important when the decision is not what the parents, guardians, or youth wanted; the liaison can play a key role in helping them accept the decision and to put supports in place for transitioning the child or youth to a new school.



Board Policy 1.47
School Wellness

SECTION 1. Policy Statement and Purpose

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive wellness program. Therefore, Brookside Charter School ("Brookside Charter" or the "School") will provide developmentally-appropriate and sequential nutrition and physical education, as well as opportunities for physical activity.

SECTION 2. Wellness Committee and Program Coordinator

The School will establish a Wellness Committee that meets at least four times per year. The Wellness Committee will consist of at least one parent, student, the School Nurse or other school health professional, physical education teacher, Nutrition Services representative, Board member, School administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the Wellness Committee. The Wellness Committee will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance, and consistency with the State of Missouri's education goals and standards.

The Board also authorizes the Superintendent to designate one or more School staff members as the School Wellness Program Coordinator(s). Only employees of the School who are members of the Wellness Committee may serve as Wellness Program Coordinator(s). Wellness Program Coordinator(s), in consultation with the Wellness Committee, are responsible for implementing and evaluating this policy, and ensuring School compliance.

SECTION 3. Staffing and Professional Development

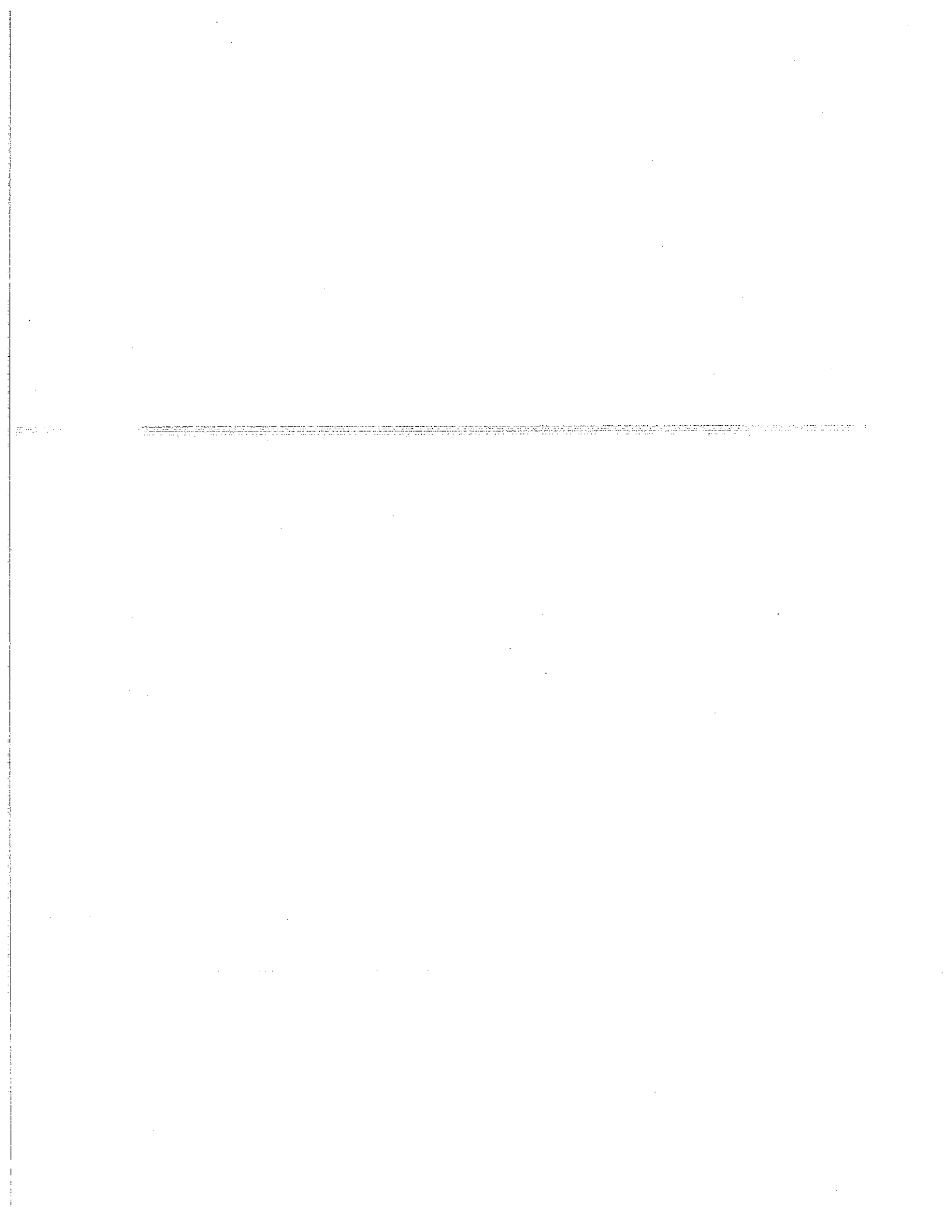
All School nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. School nutrition personnel shall refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

SECTION 4. Nutrition Guidelines

It is the policy of the School that all foods and beverages offered or sold to students during the school day will meet the Smart Snacks in School nutrition standards established by the U.S. Department of Agriculture (USDA). These nutrition standards apply to all food and beverages offered or sold to students, including those sold in vending machines, school stores or concessions, or through School-sponsored fundraisers, as well as at celebrations and parties, in classrooms at snack time, or as rewards and incentives, unless an exemption applies.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The School is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- (1) are accessible to all students;



- (2) are appealing and attractive to children;
- (3) are served in clean and pleasant settings;
- (4) meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations; and
- (5) promote healthy food and beverage choices using "Smarter Lunchroom" techniques.

SECTION 5. Nutrition Promotion and Education

Brookside Charter will provide nutrition education aligned with the Show-Me Standards and Missouri's Frameworks for Curriculum Development in Health/Physical Education in all grades. In addition, the School will disseminate nutrition messages and other nutrition-related materials received from the USDA to students, staff, and the community through a variety of media and methods. The School will promote healthy food choices using the "Smarter Lunchroom" techniques and Smart Snacks in School nutrition standards. The Wellness Program Coordinator(s), in consultation with the Wellness Committee, will develop nutrition education and promotion procedures.

SECTION 6. Physical Activity and Education

Brookside Charter will provide physical education and physical activity opportunities consistent with state requirements, the Show-Me Standards, and Missouri's Frameworks for Curriculum Development in Health/Physical Education in all grades. The Wellness Program Coordinator(s), in consultation with the Wellness Committee, will develop procedures that address physical education and physical activity.

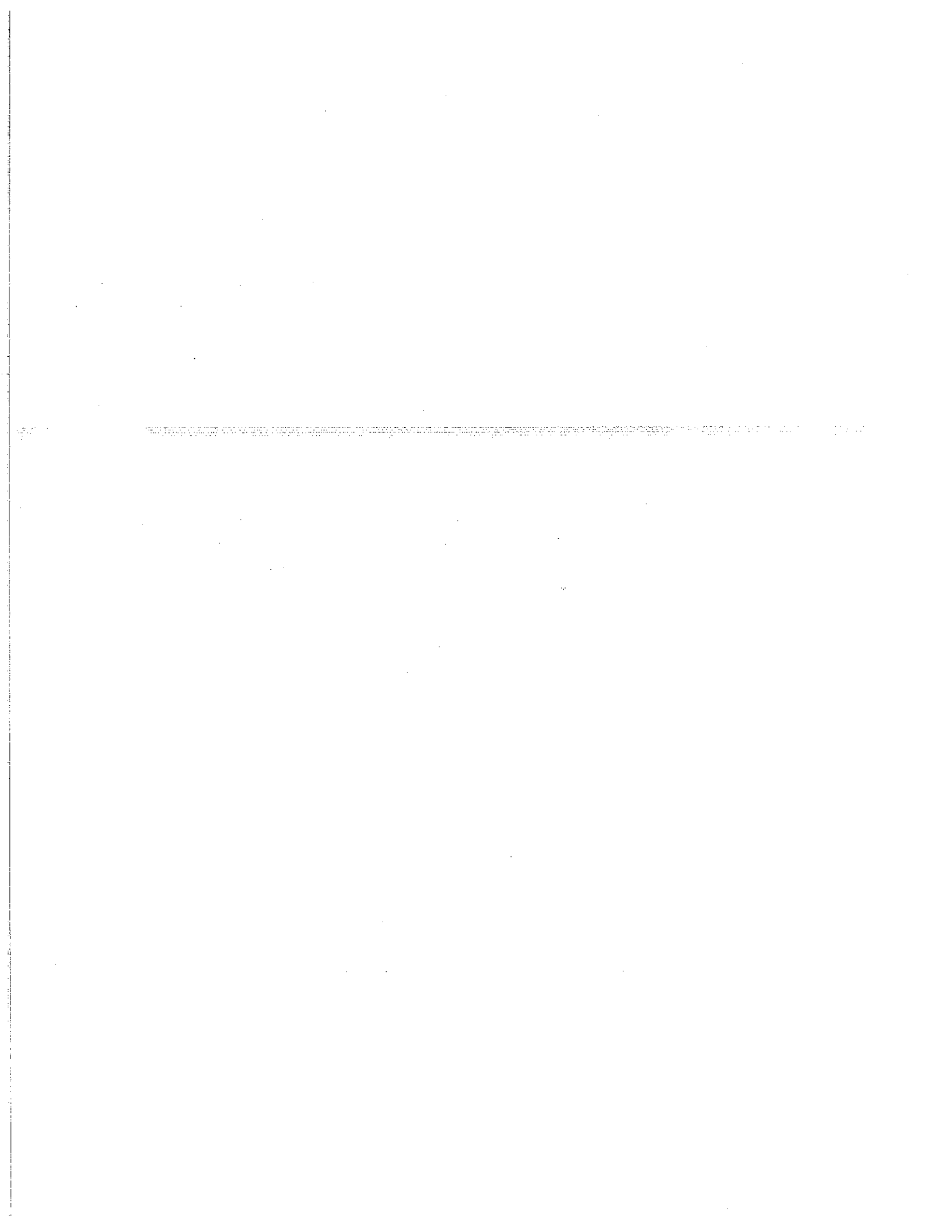
SECTION 7. Other School-Based Activities

The Wellness Program Coordinator(s), in consultation with the Wellness Committee, are charged with developing procedures addressing other school-based activities to promote wellness.

SECTION 8. Evaluation

Brookside Charter, through its Wellness Program Coordinator(s) and Wellness Committee, shall evaluate and document its wellness policy at least once every 3 years. The evaluation shall examine and document compliance with the wellness policy; how the wellness policy compares to model wellness policies; and progress made in attaining the goals of the wellness policy.

The Wellness Program Coordinator(s) and Wellness Committee shall make the evaluation results available to the public on the School's website or by other appropriate means. The Wellness Program Coordinator(s) shall also report to the Board periodically regarding the content and implementation of the wellness program, the evaluation report, and any recommendations for modifications to this policy as appropriate.



Board Policy 1.49

Foster Care Bill of Rights

SECTION 1. Brookside is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

SECTION 2. In order to facilitate this process and to serve as the educational liaison for foster children, Brookside will designate a person to oversee and assess the School's foster care program. Unless otherwise approved by the Board, the Dean of Students will oversee and assess the School's foster care program.

SECTION 3. A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or to return to a previously attended school in an adjacent district. Brookside will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or nonsectarian school in compliance with School policies, regulations and practices.

SECTION 4. If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

SECTION 5. Students in foster care who have completed the graduation requirements of the School while under juvenile court jurisdiction will receive a diploma in the same manner as other students.

SECTION 6. Transportation

SECTION 6.1 Brookside has developed the following procedure for offering transportation to Foster students who move from their school of origin to another school/district:

SECTION 6.2 Designated school personnel have been trained in the district's Foster Care protocols. Appropriate personnel have been given contact information for the Foster Care Liaison. The parent may contact school district personnel or the Foster Care Liaison to inquire about transportation opportunities. Ensuring that providing transportation to the Foster student's school of origin is in the best interest of the student should be determined by these best interest considerations:

- Time of placement change
- Type of transportation options available
- Flexibility in school schedule
- Impact of extracurricular activities on transportation options
- Maturity and behavioral capacity of the Foster student

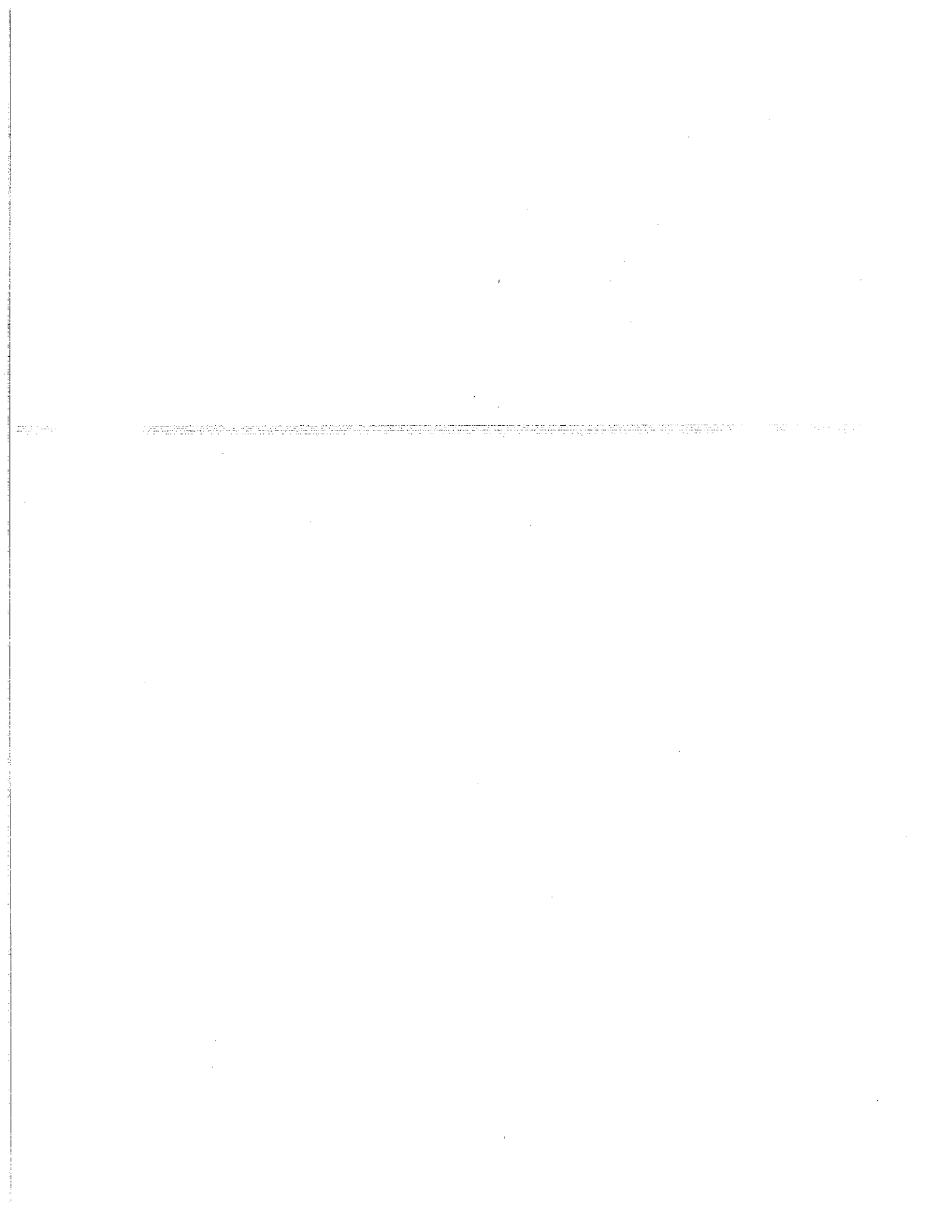
Additional factors when deciding on an appropriate mode of transportation:

- The child's safety
- The length and distance of the commute
- All available transportation options
- Community resources



SECTION 6.3 After a request for transportation is submitted to the Foster Care Liaison, a committee consisting of appropriate personnel will determine if transportation is in the best interest of the Foster Care student. The committee may consist of, but not limited to, the Foster Care Liaison, a school counselor, a school administrator, and the caseworker or DCS personnel, as deemed appropriate.

SECTION 6.4 After transportation requests have been processed, the Foster Care District Liaison will report the decision to the Foster parent. If transportation to the school of origin is in the best interest of the student, the District Liaison will contact transportation to make the necessary arrangements.



Board Policy 1.48
LEA Parent and Family Engagement Policy

Section 1112(b)(3) and (7) and Section 1116

- ✓ The LEA will conduct outreach and engage parents of participating children, including parents of migrant and EL children, in meaningful consultation to plan and implement parent involvement programs, activities, and procedures.

Policy Development

- ✓ The LEA parent and family engagement policy is developed jointly with, agreed on with, and distributed to parents of participating children.
Section 1116(a)(2)

Describe how the LEA involves parents in the joint development of the LEA parent and family engagement policy

1. Conduct an annual Open House/Title I school-wide meeting during the fall semester to explain the requirements of the Title I program.
1. Involve parents in the planning, review and improvement of Title I, including the school parental involvement policy and school-parent compact.
2. Involve parents in the joint development of the improvement plan.
3. Provide opportunities for parent participation and volunteer activities.

Describe how the LEA seeks and obtains the agreement of parents with the parent and family engagement policy

1. Parents sign the LEA's family handbook which includes the LEA parent and family engagement policy
2. Documents are provided to our Parent committee, who review the information and provide suggestions to administrations

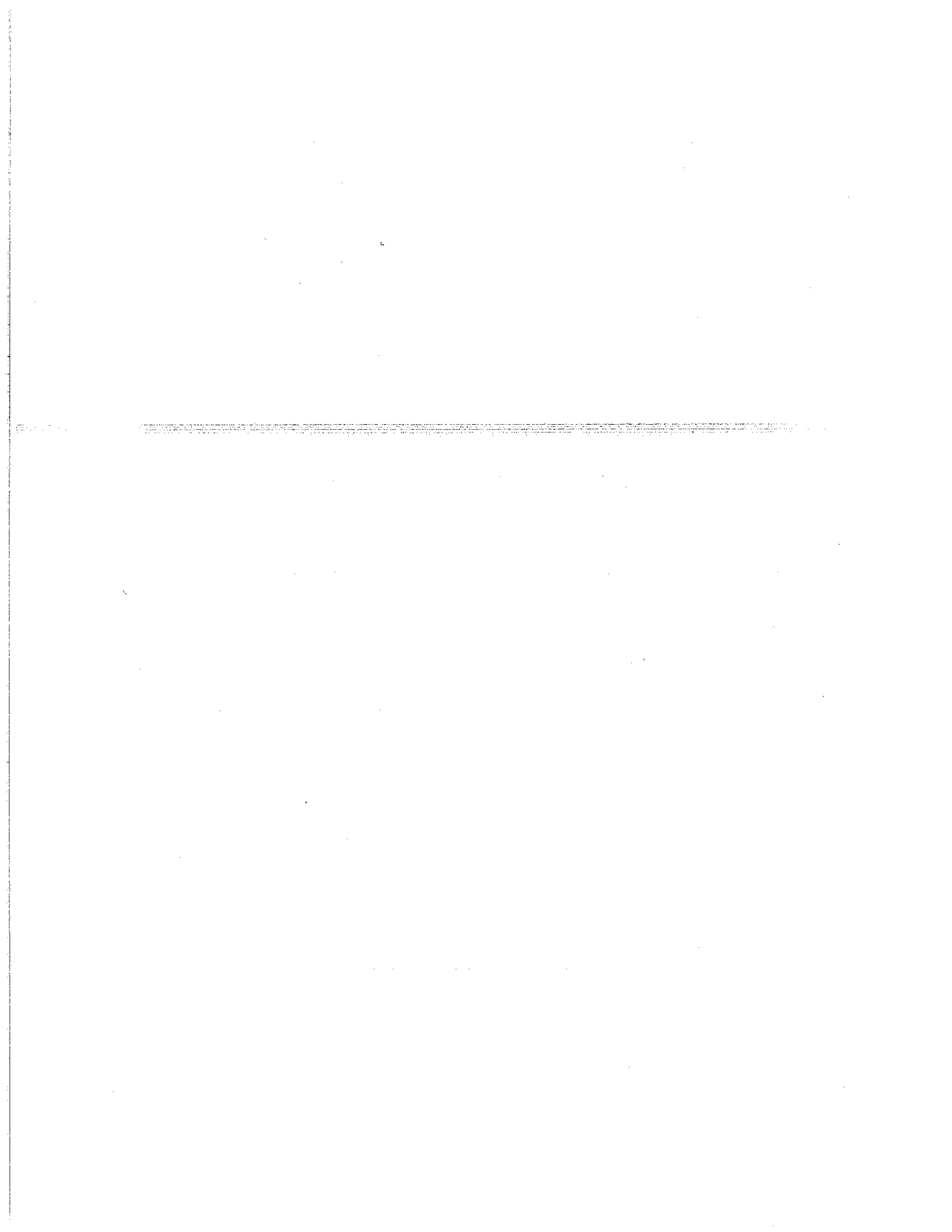
Describe how the LEA distributes the LEA parent and family engagement policy to parents of participating children

The LEA parent and family engagement policy is included in the LEA's family handbook. The family handbook is distributed to every family prior to the start of school and upon request.

Plan Development

The LEA parent and family engagement policy establishes expectations and objectives for meaningful parent and family involvement. *Section 1116(a)(2)*

- ✓ The LEA involves parents and family members in jointly developing the local educational agency plan. *Section 1116 (a)(2)(A)*



Describe how the LEA involves parents and family members in jointly developing the local education agency plan

1. Conducts annual meeting to inform parent of the LEA's participation under Title I, requirements, programs, and their right to be involved
2. Involve parents and guardians in joint planning development, school review, improvement and annual evaluation of the Title I program
3. Plan is displayed on LEA's website
4. Parent Student Compact included in student enrollment

Check all that apply:

- No Comprehensive Accountability and Targeted Accountability schools have been identified in the LEA. *Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)*
- The LEA will involve parents and family members in the development of Comprehensive Accountability Plans. *Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)*
- The LEA will involve parents and family members in the development of Targeted Accountability Plans. *Section 1116 (a)(2)(A) and Section 1111(d)(1)(2)*

Capacity Building

- The LEA provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, (which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.) *Section 1116(a)(2)(B)*

Describe coordination, technical assistance, and other support

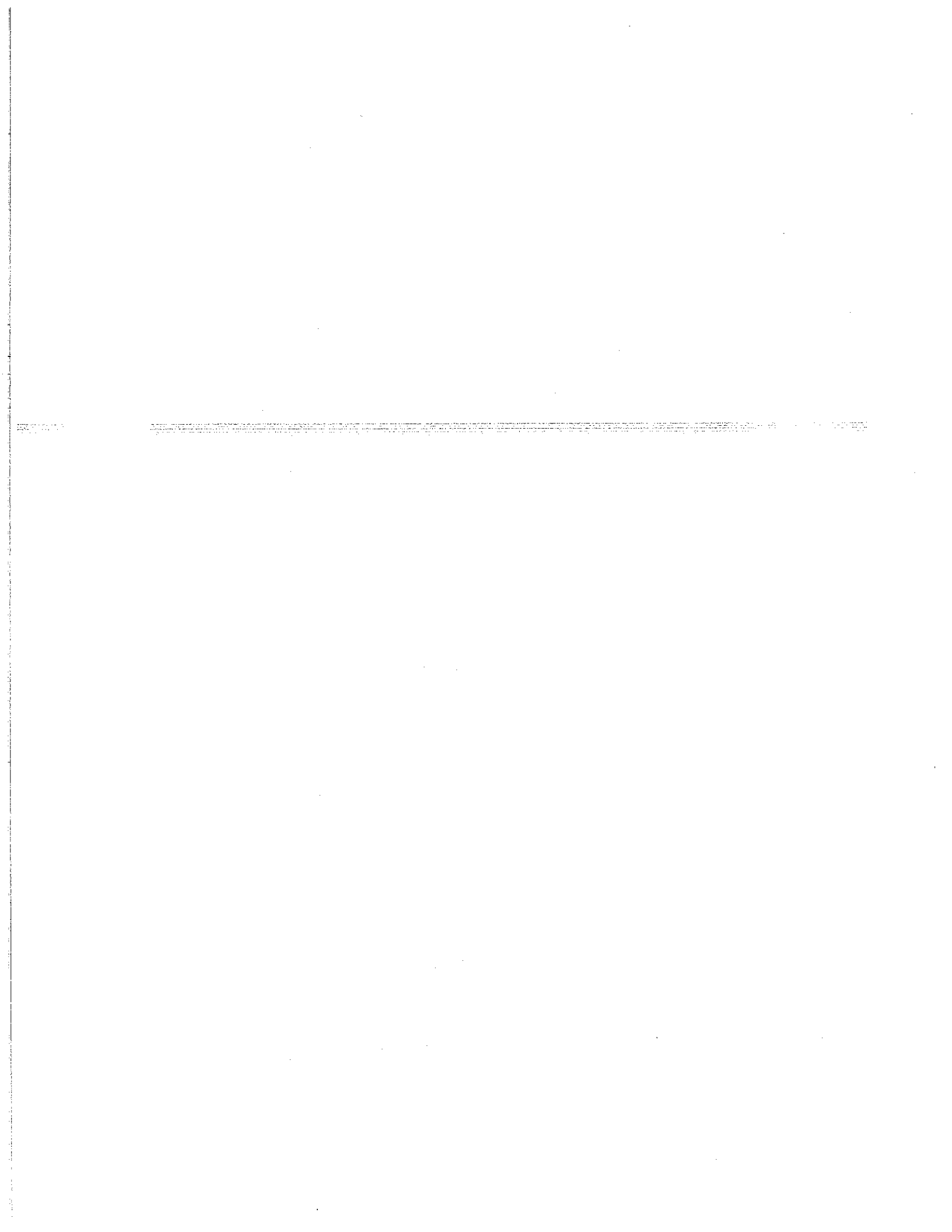
1. Compiling school and district data for easy accessibility, conducting meetings to share successful parenting programs
2. Providing timely information about the school programs, awards and recognition, etc
3. The district website offers information to assist parents

Coordination & Integration

- The LEA coordinates and integrates parent and family engagement strategies under this part with parent and family engagement strategies, if feasible and appropriate, with other relevant Federal, State, and local laws and programs. *Section 1116(a)(2)(C)*

Mark all relevant Federal, State, and local laws and programs that are coordinated and integrated with the Title I.A program

ESEA



- Title I School Improvement (a)
- Title I.C Migrant
- Title I.D Delinquent
- Title II.A
- Title III EL
- Title III Immigrant
- Title IV.A
- Title V.B
- School Improvement Grant (g) (SIG)

Other Acts

- Spec. Ed. State and Local Funds
- Spec. Ed. Part B Entitlement
- Perkins Basic Grant – Postsecondary
- Perkins Basic Grant – Secondary
- State and Local Funds
- Workforce Innovation and Opportunity Act
- Head Start
- McKinney-Vento
- Adult Education and Family Literacy
- Others

Describe how the LEA will coordinate and integrate family engagement strategies with these laws and/or programs

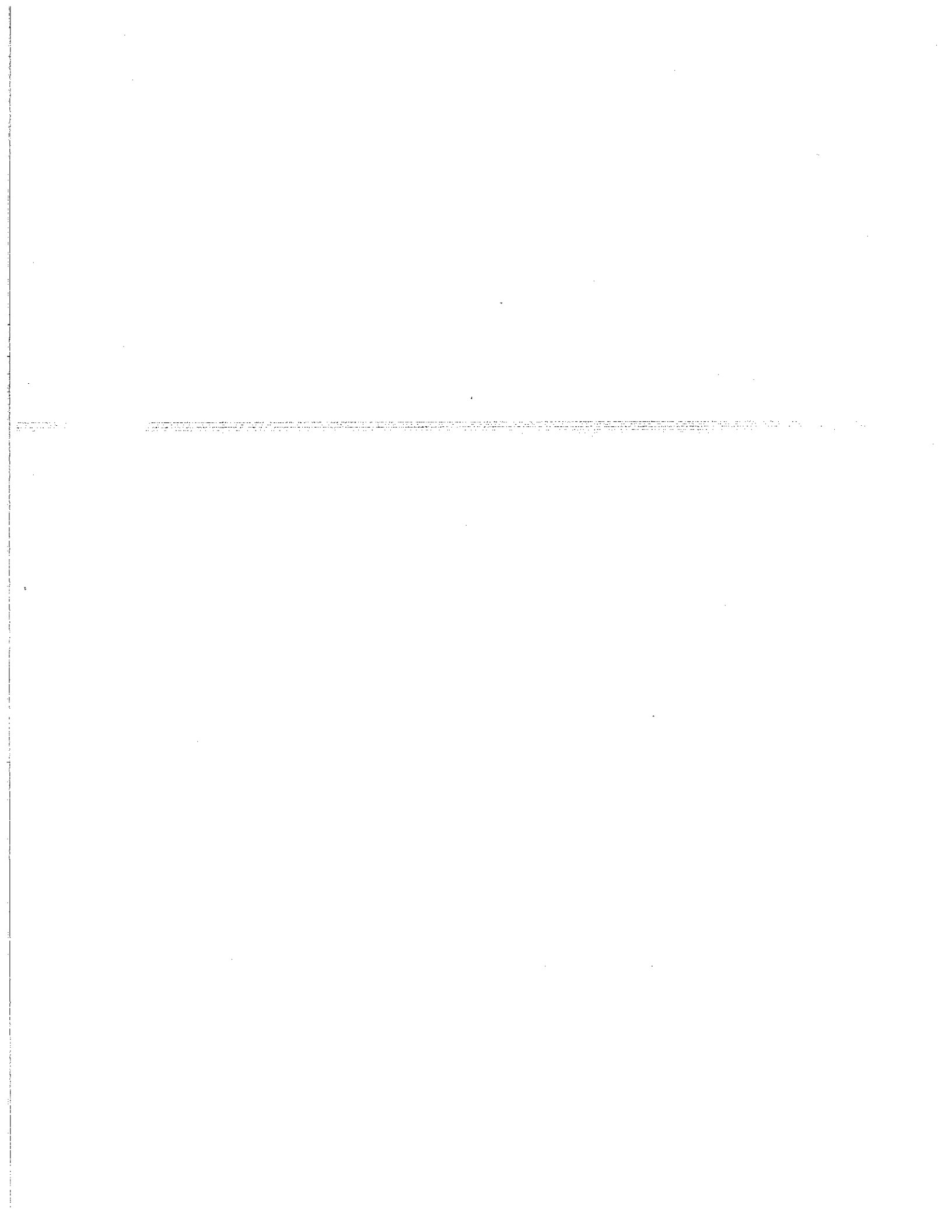
Coordinating and integrating parent involvement with other programs such as transition, space for classes and professional development opportunities for all early childhood leaders, sharing information.

Annual Evaluation

- The LEA conducts, with the meaningful involvement of parents and family members, and annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part. Section 1116 (a)(2)(D)

Describe annual evaluation

The LEA will hold parent involvement meetings each year for parents of Title I schools, providing evaluations at the conclusion of each parent meeting including the identification of barriers to participation by parents in parent involvement activities, conducting yearly evaluations of parenting programs, and using the findings.



As part of the annual evaluation of the content and effectiveness of the parent and family engagement policy, the LEA identifies;

- ✓ Barriers to greater participation by parents of participating children (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Describe method(s) for identifying barriers

Involve parents in the activities of the schools by utilizing parent conferences to share specific strategies with parents on how to assist students at home; purchasing books, materials, school supplies, etc. to share with parents and modeling the use of these materials to increase student achievement.

- ✓ The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

Describe method(s) for identifying needs

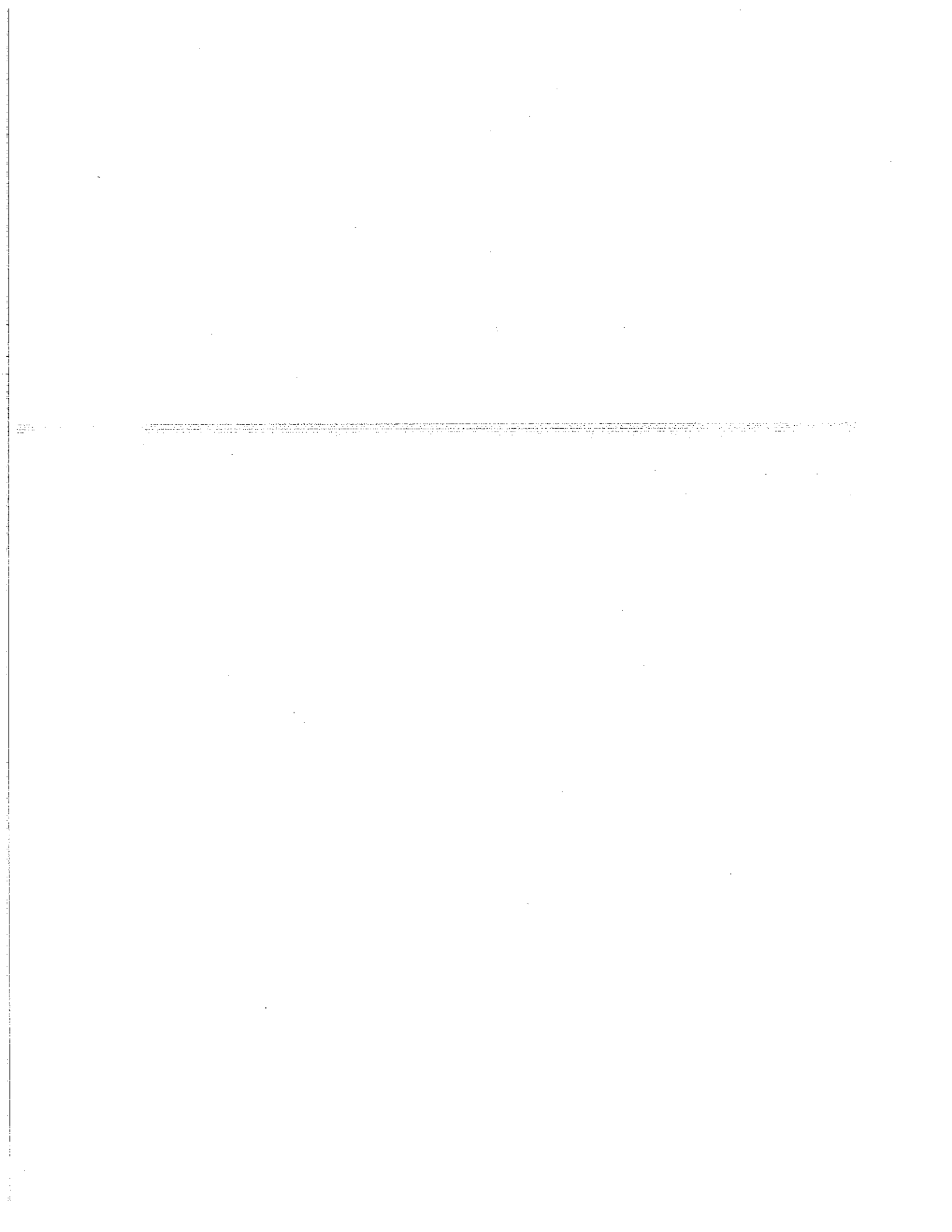
Involve parents in the activities of the schools by utilizing parent conferences to share specific strategies with parents on how to assist students at home; purchasing books, materials, school supplies, etc. to share with parents and modeling the use of these materials to increase student achievement.

- ✓ Strategies to support successful school and family interactions

Describe method(s) for identifying strategies

Involve parents in the activities of the schools by utilizing parent conferences to share specific strategies with parents on how to assist students at home; purchasing books, materials, school supplies, etc. to share with parents and modeling the use of these materials to increase student achievement.

- ✓ The LEA will use the findings of the annual evaluation of the parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. *Section 1116 (a)(2)(E)*
- ✓ The LEA will involve parents in the parent and family engagement activities of the Title I served schools (which may include establishing a parent advisory board for the purpose of developing, revising, and reviewing the parent and family engagement policy.) *Section 1116 (a)(2)(F)*



Board Policy 1.24A¹
LAU Policy

SECTION 1. Introduction

SECTION 1.1. The English Learner (EL) student population offers many opportunities for our students to grow, bringing a variety of life situations and educational experiences. Each EL's way of acquiring English and adjusting to a new culture varies in keeping with his or her needs and experiences. Brookside offers a safe and welcoming environment; faculty and staff have opportunities to learn from ELs' knowledge and perspectives, which enrich Brookside's student classroom learning experience. Brookside will take steps to ensure to the maximum extent practicable that the interests of EL students are included in the development and implementation of tutoring and other educational programs and services that are offered by the school to and for its student body.

SECTION 1.2. Brookside's EL Plan details the procedural requirements and services provided to ELLs, including identification, assessment, placement, and exit from English Language Development (ELD) programming. The EL Coordinator for Brookside Charter School is the Superintendent or appointee, who is approved annually by the Board of Directors. The EL Coordinator will oversee and coordinate the testing of the students and keep record of EL students along with identifying the services needed.

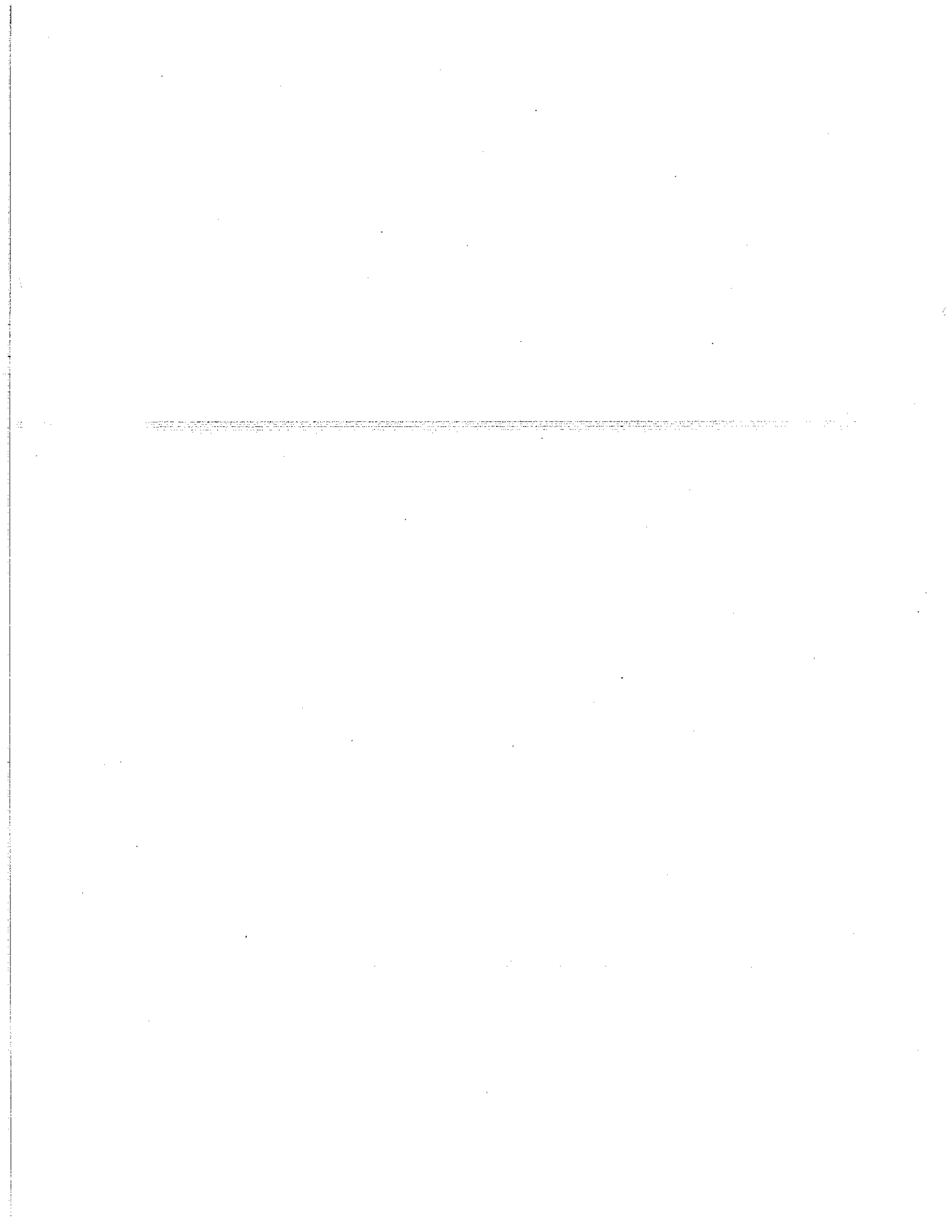
SECTION 1.3. Students entitled to considerations under this policy include:

- Language Minority (LM) – students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
- Limited English Proficient (LEP)- Students whose English language skills are insufficient to lead to success in an English-only classroom.

SECTION 2. Identification and Assessment.

SECTION 2.1. Identification. To ensure that parents/guardians are properly notified of the EL program, all new and enrolling students are to be given the Student Home Language Survey. The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services. If a student indicates that another language is spoken within the home, the student will be identified as a potential EL student. The Registrar and Accounts Data Manager will identify students as potential English Learners and notify the EL Coordinator within twenty-four hours. If translation is needed for the enrollment of a student, the school district will provide the families with an interpreter. In addition, if the school EL Coordinator has reason to suspect a student speaks another language other than English, the EL Coordinator will identify the student as a potential English Language Learner. Such a student will be given the Online Screener language assessment. All EL students will be given the Online Screener test within two weeks of entering in the school or within thirty days from the start of the school year. The test administrator will calculate the Screener score in a timely fashion. This score will be used to place students for the ACCESS test, and will be used additionally to identify students requiring services. This test will be given between January to mid-March of each academic year. The test service provider will provide the results from the ACCESS test in May of each school year. The EL Coordinator will be responsible for each of the steps of identifying students for services and the testing process.

¹ The Board adopted this Policy in March 2018.



- **First**, using the Language Use Survey (LUS).
- **Second**, screen any student whose LUS notes a language other than English is spoken or understood by the student.
- **Third**, determine whether the student meets the eligibility criteria.
- **Fourth**, notify parents or guardians of assessment results and placement decisions within 30 days of enrollment.

SECTION 2.2. English Language Assessment.

SECTION 2.2.1. The Online Screener test will be given to all students who have answered "yes" to any of the questions in the "Tier I: Language Background" on the Language Use Survey provided on the enrollment forms. All students including Kindergarten and 1st semester first graders will be tested using the W-APT covering the four language domains (reading, writing, listening, and speaking). The instruments used for the Online Screener testing are the test booklets and scoring guides which are provided on the WIDA Website or may be purchased through the WIDA Website.

SECTION 2.2.2. The ACCESS test will be given to all students identified and in all language domains. The ACCESS test will be ordered in the month of November through WIDA and delivered to the test administrator. The test administrators must complete training to administer the ACCESS test.

SECTION 3. Students receiving a score below 6 on the ACCESS or the Online Screener will receive EL services. The services will be modified to meet each student's needs in addition any Kindergarten or 1st semester first grade student receiving a 29 or lower on the W-APT will receive services. While Brookside has a low number of EL students, service will be provided as push-in method of instruction. Brookside will utilize instructional methods recommended on the DESE Website.

SECTION 4. Parental Notification and Community involvement.

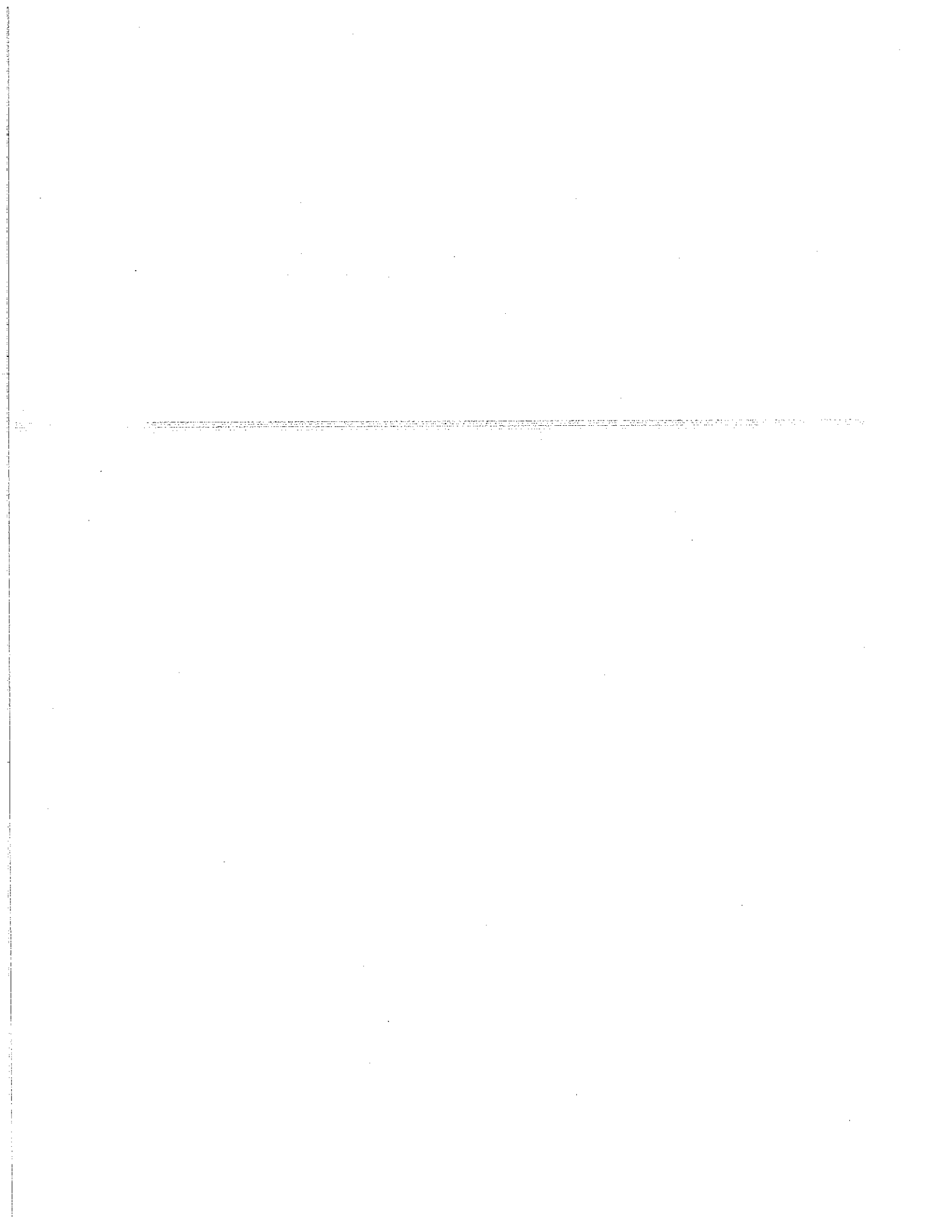
Section 4.1. Parental Notification. Parents will be notified of services via the "Parent Notification Form" that students will be receiving within two weeks of the Online Screener or W-APT test being completed and prior to initial start of EL services. If students are to receive EL services, parents are to be notified of the type of services the student will be receiving. Parents will also be notified with the scores received on the ACCESS test. This information will be provided in a comprehensible format.

Section 4.2. Parental and Community Involvement. Interpreters will be provided for school functions. The school will provide translators for parent/teacher conferences and any additional meetings that may arise throughout the school year. School announcements and any additional school notifications will be delivered by telephone in the languages represented at the school. Additionally, the following items will be included in formats comprehensible to parents: school notifications and calendar, parent conferences school activities, such as field trips or extracurricular activities, and student handbooks. The use of the translation will be provided ideally through bilingual staff members. If a translator is not available translation tools such as para-link or other online translation tools may be used.

Parents of students identified as EL will be assumed to need information provided through interpreters and /or translators.

SECTION 5. Educational Goals.

SECTION 5.1. Students will show six to eight tenths of growth on the composite score from



the annual ACCESS test. EL students will be held to the same standards as all students within the District, along with working toward attaining English proficiency. In order to ensure EL students are making progress, they will be benchmark-tested at the start of the year and take the ACCESS in the January to March time frame.

SECTION 6. Instructional Services.

SECTION 6.1. Brookside will provide the Sheltered Instruction Observational Protocol model, push-in instruction, and pull-out instruction for students who require additional support as deemed by the Online Screener, ACCESS scores, and teacher consensus. The School District will implement the methods of EL instruction noted in "Placement" identified as appropriate for each student.

SECTION 6.2. The EL Coordinator will be responsible for timely communication with classroom teacher and school personnel. The EL Coordinator will notify core classroom teachers of all EL students within their course, the students' individual language assessment scores, and work with individual teachers in understanding the diverse needs and abilities of students.

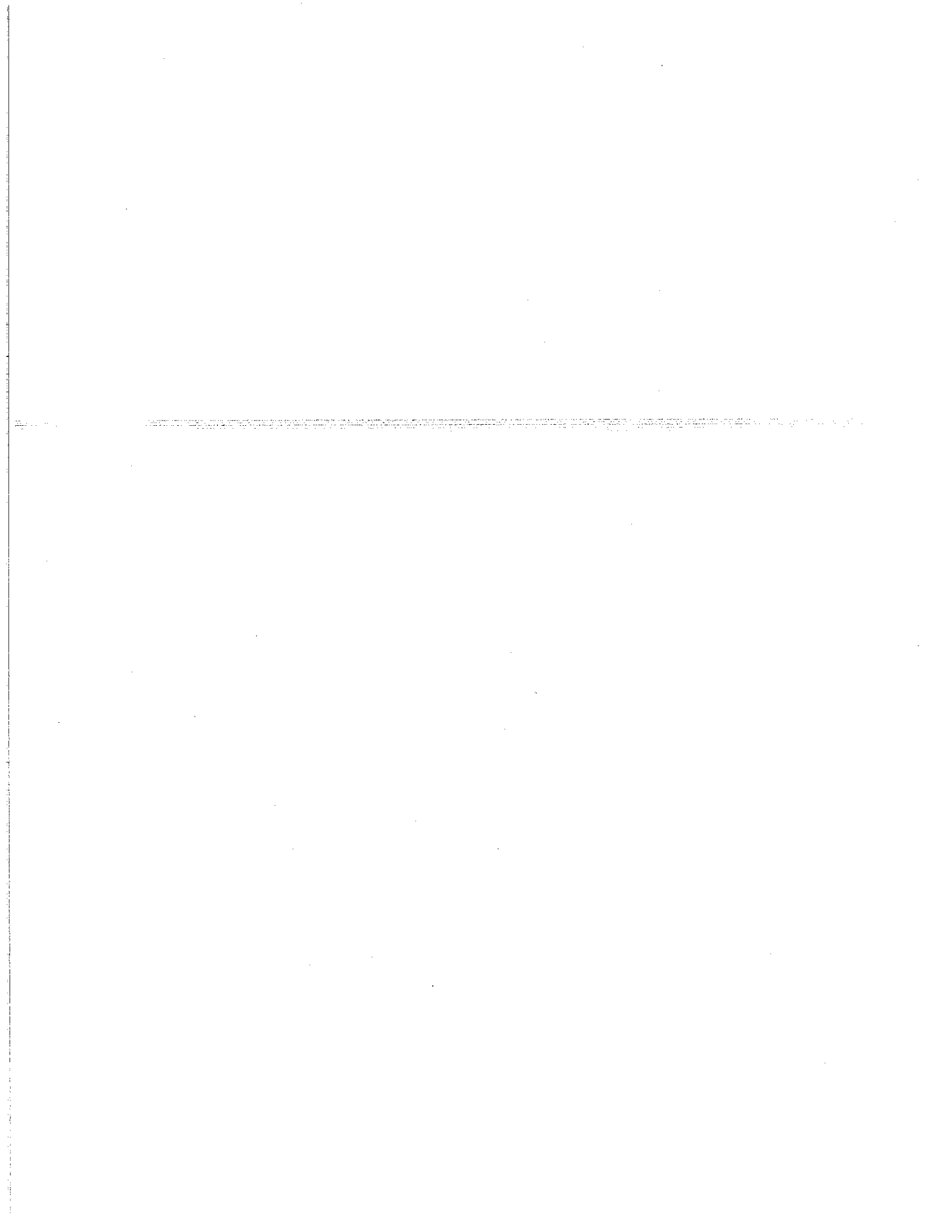
SECTION 7. Transition of Services.

SECTION 7.1. Students will be automatically reclassified as non-Limited English Proficient (LEP) if they achieve a 6.0 overall composite score on the ACCESS test. If, however the student is in grades 4-8, and there is adequate documentation from digital portfolios and evaluate scores and students have met grade level or content norms for the School, students may be reclassified if they achieve a 5.0 composite score with compelling evidence from their digital portfolio. Those students who are reclassified as non-LEP will be monitored for two years after exiting the program to ensure a successful transition.

SECTION 7.2. ESSA continues the requirement of the two-year monitoring period. To better understand reclassification, consider it as a "conditional exit" from Language Instructional Educational Plan, LIEP. Students are exited from the program with the condition that they continue to perform on par with their English-speaking peers. Monitored students follow all of the same rules and procedures as all other students. They do not receive accommodations, modifications, or alternative assessments. They do not receive direct support from the ELD specialist and they do not take the ACCESS for ELLs. If a monitored student begins to struggle or if concerns arise that English language proficiency is a barrier to achievement, that student can be placed back into the LIEP and continue as if (s)he never left the program. This includes taking the yearly ACCESS for ELLs 2.0.

SECTION 7.3. Documentation is required to prove these students were indeed monitored to ensure each student is performing on par with the average non-ELL in the classroom. Evidence should reflect how each monitored student performs on typical assignments, projects and /or assessments, in the same way as their English-speaking peers. A sample monitoring form is available from the EL Coordinator. This form and evidence should be included in the student's permanent file. After successful completion of two years of monitoring, there are no further actions with regards to data collection. After two years of monitoring, students are still a part of the EL subgroup for an additional two years. Although there will be special coding, there are no further actions to be taken by teaching staff for former ELLs.

SECTION 7.4. All documentation proving the student has successfully completed the EL program and is no longer in need of EL services will be kept in his or her EL file until the student graduates from the school.



SECTION 8. Brookside will ensure quality personnel at all times. When 20 or more ELLs are enrolled, the District will hire an ESOL endorsed teacher who is fluent in English. The District will also plan to hire an additional EL teacher who is fluent in English. The District will also plan to hire additional EL teachers for each additional 35 EL students enrolled. Para-professionals can only be working with 5 EL students at a time. In addition, the EL teacher should have the same ratio of students as the remainder of the classes within the school or district.

SECTION 9. EL teachers will use the "Can Do" descriptors provided by WIDA Portfolio rubrics to assist classroom teacher in providing appropriate materials for EL students. EL students will be monitored throughout the year using ACCESS test scores and NWEA. Other documents/assessments can be used, such as classroom content: math, reading, science, and social studies.

SECTION 10. Professional Development. Brookside will provide high-quality professional development opportunities for all staff to acquire the skills in establishing, implementing, evaluating, and sustaining instructional and English language development programs for English Language Learners. The language acquisition process will be gone through each year with all teachers of EL students. These language acquisition skills will be implemented in the classroom. The EL Coordinator will be responsible for assisting classroom teachers in understanding WIDA standards and requirements for EL students.

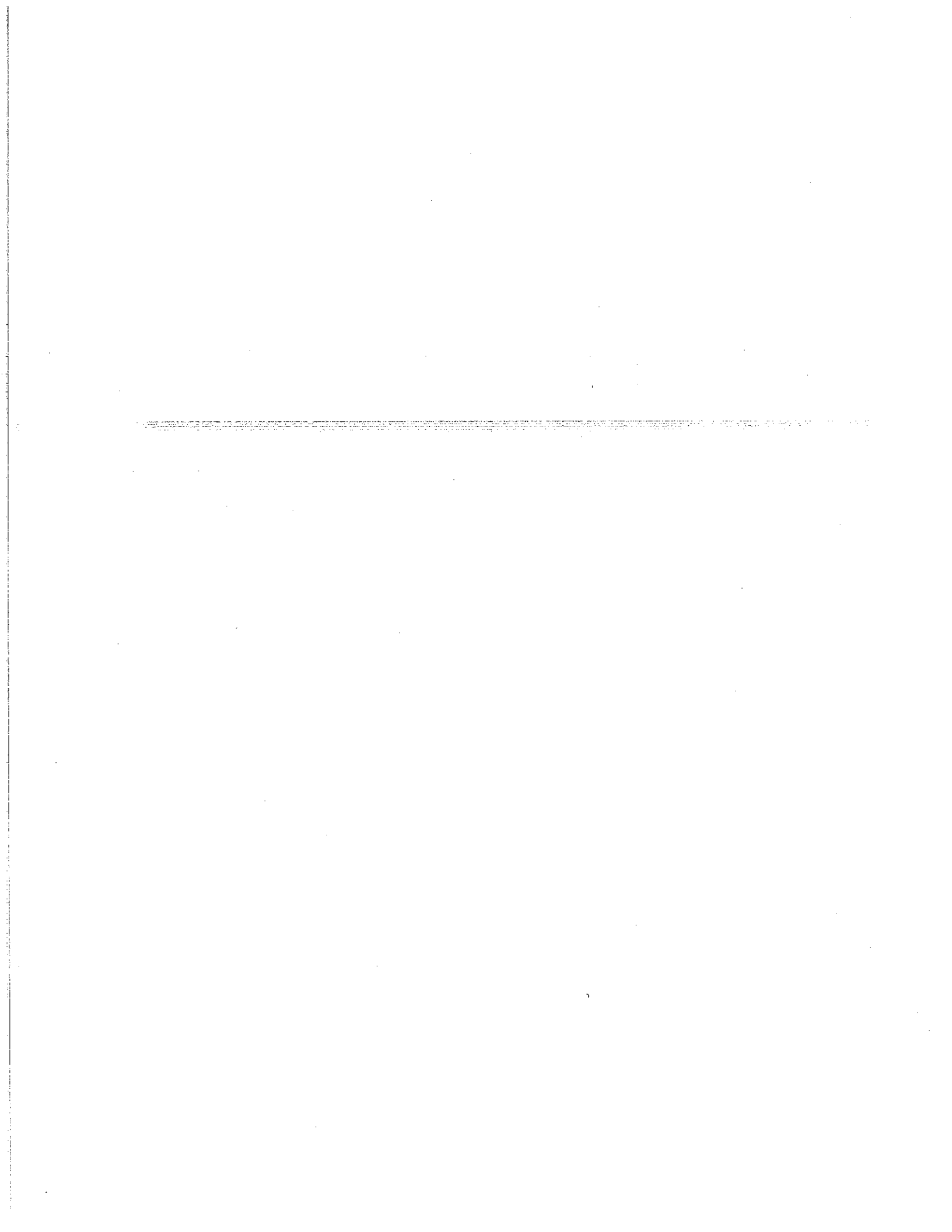
SECTION 11. Monitor and Success of Program.

SECTION 11.1. Monitoring. The ELL/LEP program will be monitored for successfulness using the ACCESS testing scores provided annually. Upon receiving the results of the program's success, a parent/guardian notification letter will be sent to the parent/guardian of each ELL/LEP students.

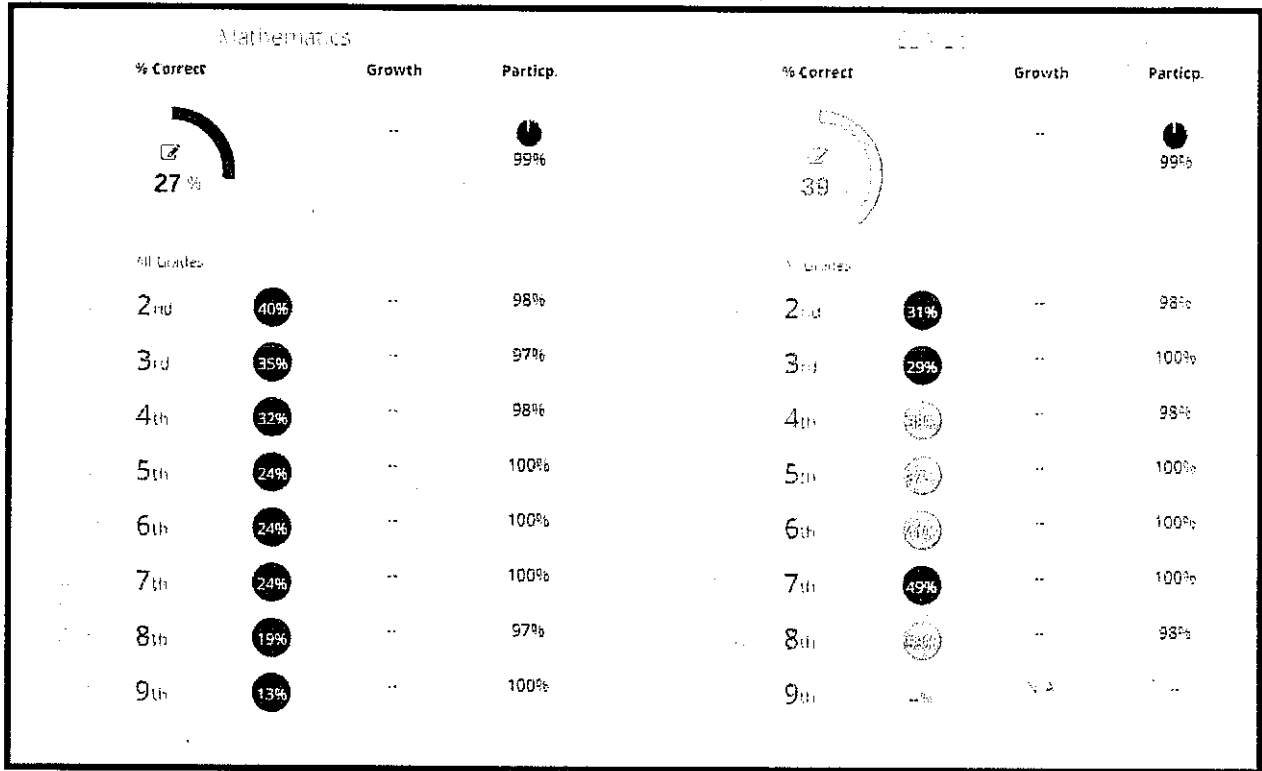
SECTION 11.2. Guidelines for Monitoring. Students who meet the exit criteria for EL will be monitored for two years and coded in MOSIS. They will be recoded as:

- MY1 students are in the first year of monitor status.
- MY2 students are in the second year of monitor status.
- AY3 students are no longer monitored, but recognized as a former EL in the accountability system.
- AY4 students are a not monitored, but recognized as a former EL in the accountability system.

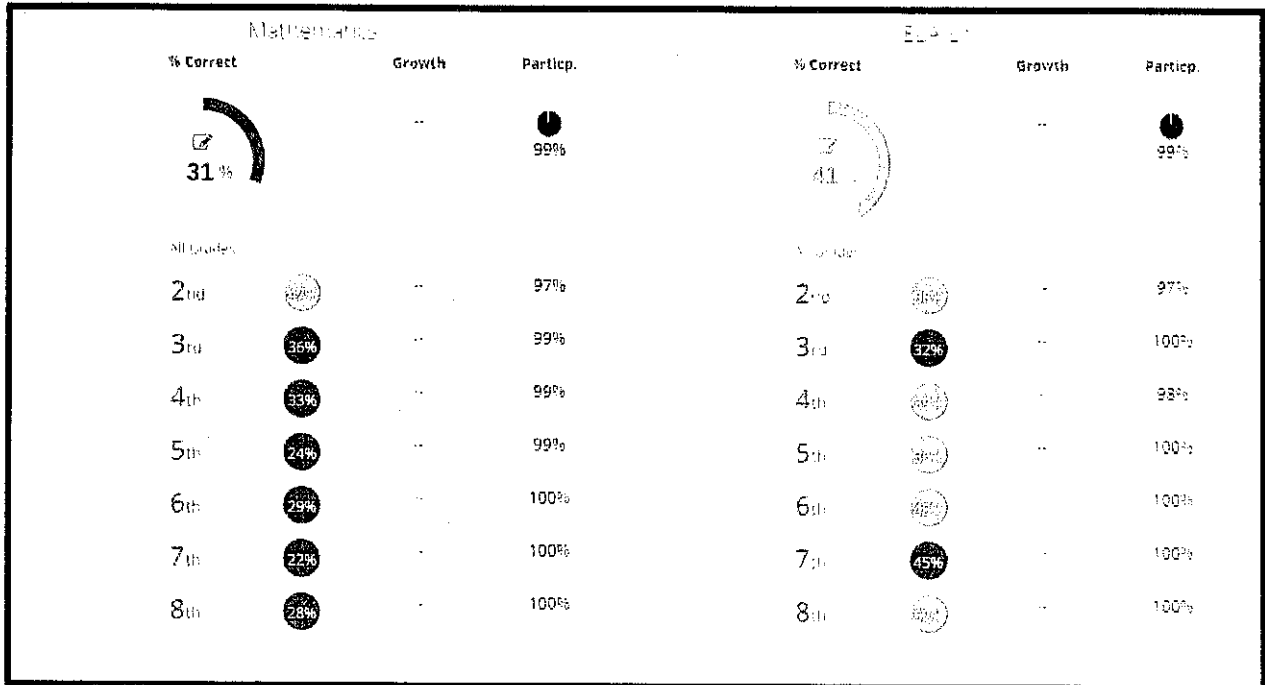
SECTION 11.3. Exiting. Students are exited to a monitoring status based upon previously describe exit criteria. The monitoring of the students will be completed by the EL teacher. The students will be monitored on a quarterly basis. Criteria used for monitoring will include NWEA, class progress, and overall academic scores. Students will be expected to be achieving at the same rate as their non-ELL/LEP peers. Refer to "Transition of Services."



September Evaluate 2018-19



September Evaluate 2019-20



Evaluate Grade Level Breakdown 2019-20

	2nd Grade		3rd Grade		4th Grade		5th Grade	
	ELA	MAth	ELA	Math	ELA	Math	ELA	Math
ADVANCED	0	4	0	0	3	0	4	0
PROFICIENT	22	14	10	2	22	0	14	0
BASIC	16	26	23	24	34	20	25	9
BELOW BASIC	46	40	47	52	24	64	26	59
# tested	84	84	80	78	83	84	69	68

Fountas & Pinnell Benchmark Comprehension Assessment

Second Grade			3rd Grade			4th Grade			5th Grade		
34	35	36	31	32	33	44	45	46	41	42	43
2.04	1.74	1.99	2.77	3.45	3.03	4.61	4.14	4.17	4.79	4.43	4.62

Kindergarten Update					First Grade		
Learning to write names	Less than 40 letter sounds	More than 40 letter sounds	Ready to begin reading	On or above Grade Level	22	23	24
15	24	33	7	2	0.40	0.47	0.55

Lexia

	Second Grade			3rd Grade			4th Grade			5th Grade		
	34	35	36	31	32	33	44	45	46	41	42	43
Above GLM	0	0	1	6	8	4	4	2	7	0	1	2
On GLM	17	8	14	4	6	8	10	9	8	7	7	4
Below GLM	10	19	12	15	11	15	8	17	13	11	10	15

	Kinder: 21	Kinder: 22	Kinder: 23	1st: 24	1st: 22	1st: 23
Above GLM	0	0	0	0	0	0
On GLM	9	1	1	13	10	15
Below GLM	18	22	14	15	19	14