



# BROOKSIDE CHARTER SCHOOL

1815 East 63rd Street, Kansas City MO 64130

PHONE: 816-531-2192

FAX: 816-756-3055



[www.brooksidecharter.org](http://www.brooksidecharter.org)

## BSDS, Inc dba Brookside Charter School

### AGENDA

January 27, 2020

5:30 pm Library

1. Motion to accept the agenda
2. Approval of *November* Board of Director minutes  
(December CANCELLED due to weather)
3. Grant Presentation:  
*Legacy Grants for Student Health from Baptist-Trinity Lutheran Legacy Foundation*
4. Visitors Comments and Addressing Agenda Items
5. Financial Committee Report
  - a) EdOps Dashboard – **Need Board Approval**
  - b) Check Registry – **Need Board Approval**
6. 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
7. Athletics/Activities Update – Brian Witt
8. Extended Care/Family Services Update – Kamilah Lee

Posted 1/22/2020  
Supt. Office & Front Lobby



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9. Superintendent's Report
  - a) Enrollment 2019-20
  - b) YTD Average Daily Attendance (ADA)
  - c) NMTC Refinance Update Jim Stacy
10. Development Committee Update –
  - a) Goals for 2019-2020
  - b) Golf Tournament – Title Sponsorship
  - c) Gift Letter for 2019-2020
  - d) STEAM/Appreciation Dinner
11. Policies Update:
  - Procurement Policy update - **Needs Approval**
    - Food and Nutrition Service CNR Resource - Corrective Action
  - Homeless Dispute Resolution - **Needs Approval**
    - October Tiered Monitoring Corrective Action
  - Foster Care Dispute Resolution - **Needs Approval**
    - October Tiered Monitoring Corrective Action
  - Increase Adult Meal Pricing Lunch from \$3.50 to \$3.90 Lunch - **Needs Approval**
    - Food and Nutrition Service Corrective Action - the value of Adult meals should be equal to or greater than the cost of free reimbursement \$3.50 plus the value of donated commodities \$0.3625. Should be \$3.86 or higher
12. Motion to adjourn

Next Meeting – Monday, February 24, 2020

Posted 1/22/2020  
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## **BSDS, Inc dba Brookside Charter School**

### **MINUTES**

**November 25, 2019**

**5:30 pm Library**

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

**Directors Absent: Guests Present:** R. Offield, K. Sales, Steve Gering, J. Stacy

#### **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, November 25, 2019 at 5:30 pm at Library, Brookside Charter School, 1815 E. 63<sup>rd</sup> St., Kansas City, MO 64130

##### **c) Motion to Accept the Agenda**

- i. E. Sipes made a motion to Accept the Agenda
- ii. V. Miller seconded the motion
- iii. The board **VOTED** unanimously to approve the motion – Approved

##### **d) Approve Minutes**

- i. V. Miller made a motion to approve the minutes from the BSDS, Inc. dba Brookside Charter School on **10-28-2019**.
- ii. L.Ehren seconded the motion
- iii. The board **VOTED** unanimously to approve the motion – Approved

##### **e) Visitors Comments and Addressing Agenda Items**

- i. Steve Gering
  1. One on One coach for R. Offield through School Smart KC
  2. 6 months has been completed and was renewed for another 6 months

##### **f) Videos and Announcements**

*Posted 11/21/2019  
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## 2. Financial Committee Report

### a) Previous Month

- i. Last month's changes are holding
- ii. Last month's changes are predicated on what the district (KCPS) does
- iii. Will have clearer picture in January

### b) Dashboard – Need Approval

- i. Sipes Motioned to Approve Financial Report
- ii. Ehren Seconded Motion
- iii. Board Voted to Approve Financial Report

### c) Check Registry – Need Board Approval

- i. Less money spent this month
- ii. New vendor NEWSELA – Middle School Software for SEL
- iii. Communities in Schools

1. Part of School Smart KC

2. TL Foster – Site Coordinator & Social Worker

iv. V. Miller presented to the Board of Directors the Check registry and recommended the board approve the Check registry as presented

v. V. Miller made a motion to approve the check registry as presented in email

vi. S. Twyman seconded the motion

vii. The board **VOTED** unanimously to approve the motion – Approved

## 3. 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.

- i. Innovare Review

b) By March, 2020 the Board will develop a process, including an annual timeline, for the purpose of establishing an annual evaluation of the Superintendent position. Eric & Kraig

- i. Education Board Partners has a tool we will use going forward

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

- i. Discussed option to “remote in” for absent board members

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- ii. Option has merit, however more research is needed to determine if a board member can be deemed present through an audio only medium or if an audio/visual medium is required to remain in compliance
- 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

#### 4. Operations Update – Craig Frazier

##### a) Handout

##### i. Facilities Projects over Summer Break 2019

1. Inspections
  - a. Fire Sprinkler, Plumbing Backflow, Fire Alarm and Smoke head and Annual Fire inspections
2. Installed sinks
3. Painted
4. Parking Lot repairs
5. Elevator Hydraulic oil cooler installed
6. HVAC units serviced
7. Moved 16 rooms, 8 offices and moved locker combinations
8. Carpets cleaned
9. Stained wood foot bridge
10. Electrician rewired two outlets in kitchen, two outlets in room 14 and one in the elevator service closet and 10 emergency flood lights and 4 exit signs were changed out
11. Completed drop door test
12. ETC

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## 5. Technology Update – Kelly Sales

- a) Technology Director
  - i. Liaison between Brookside Charter staff and K12 Itc
- b) Leader in Me Coach
  - i. Goal is for Brookside Charter to achieve Leader in Me Lighthouse Status
  - ii. Students sold the impact of Leader in Me during Brookside Charter's Readiness Check
  - iii. Brookside Charter achieved 19 of the 27 components of the rubric
- c) Specials Director

## 6. Superintendent's Report

- a) Enrollment 2019-20
  - i. Enrollment at 737 with 30 PreK students
  - ii. Budget not built on PreK numbers
- b) YTD Average Daily Attendance (ADA)
  - i. Budget built on 93.5%
  - ii. We are just under 95%
- c) NMTC Refinance Update
  - i. Two Options
  - ii. Equitable Facilities Funding
    - 1. 30-year favorable rate
    - 2. 2 million over refinance
  - iii. Tax Exempt Bonds still an option
  - iv. Allow both sides to know there is competition
  - v. Term sheet December
  - vi. Letter by February
  - vii. Process will be completed by June 30, 2020

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- d) **KCPS MOU – Need Board Approval**
  - i. Due by December 4, 2019
  - ii. KCPS disregarded any “tweaks” and other feedback from charters
  - iii. There is risk if we do nothing and risk if we move forward
  - iv. Twyman Motioned to Approve and Sign the MOU
    - 1. Direct Quote: “Sign the Sucker!”
  - v. Ehren Seconded Motion
  - vi. The board **VOTED** unanimously to approve the motion – Approved
- e) **New Tenant in bank across the street**
  - i. Bar that serves BBQ
  - ii. Citadel (our partner) is opposed
  - iii. Kaufmann is opposed
  - iv. Brookside Charter is opposed
    - 1. We have written a letter outlining our position
    - 2. Board agrees with this decision

## 7. Development Committee

- a) Goals for 2019-20
- b) Golf Tournament
- c) Gift Letter for 2019-20
  - i. Donation tab on website
  - ii. Send gift letter to board in MS Word for personalization
  - iii. Next year bring hard copies to board meeting
  - iv. Incorporate 501(c)3 Non-Profit Charity Tax ID# into gift letter
  - v. Capture Donor contact information
- d) **STEAM/Appreciation Dinner**
  - i. Steam Fair in spring
  - ii. Dinner on April 23, 2020 or April 30, 2020

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## 8. Superintendent Evaluations

- a) Timeline for 2019-20
  - i. No further updates
- b) Expectations
  - i. Innovare Meeting
  - ii. All board members will need to participate
  - iii. Hopeful for electronic system to be in place by end of year

## 9. Motion to adjourn

- a) L. Ehren made a motion to adjourn the meeting.
- b) K. Dennis 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 7:26 pm

Next Meeting -- Monday, December 16, 2019

*Sherry Juyman, Sec.*

Posted 11/21/2019  
Supt. Office & Front Lobby



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## AGENDA

**December 16, 2019 (Meeting Cancelled due to Inclement Weather)  
5:30 pm Library**

### **Electronic Vote Need – December 20, 2019**

1. **FY 2019 Audit – Need Board Approval**

- An electronic (email) vote will be sent out Thursday, December 19<sup>th</sup> @ 12:30 pm
- Board will need to respond to approve by Friday, December 20, 2019 @ 8am

### Review of Board Goals:

By June 30, 2020 the Board will begin to utilize an academic dashboard for the purpose of monitoring student academic achievement at BCS. **UPDATE: Kiva & Sherry**

By March, 2020 the Board will develop a process, including an annual timeline, for the purpose of establishing an annual evaluation of the Superintendent position. **UPDATE: Eric & Kraig**

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. **UPDATE: Jason & Jasmine**

By May 2020, the Board will receive a progress update on development efforts and help to identify additional opportunities for exploration. **UPDATE: Kraig & Larry**

Next Meeting – Monday, January 27, 2019

*Sherry Wyma, Sec*

Posted 12/19/2019  
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Posted 12/19/2019  
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BAPTIST TRINITY LUTHERAN  
LEGACY FOUNDATION

**BOARD OF DIRECTORS**

Stephen C. Salanski, MD  
*Chair*

January 13, 2020

Craig Roeder  
*Vice Chair*

Harley Metcalfe  
*Secretary*

Kurt Saylor  
*Treasurer*

Cheryl Anderson  
Sara Colt  
Bette Croes  
Elizabeth Deckert  
Shelly Iseman  
Rich Jones  
Shannon Kuczynski  
Jason Lofton  
Maggie Ross  
Jennifer Tieman, MD  
Kenneth Woodward

Beth Radtke  
*Executive Director*

*Emeritus Directors*  
Virginia Coppinger  
James B. Earnest, MD  
Caroline French  
Roger Gieschen  
John McKeever  
Jane P. Rues, EdD  
Al W. Tikwart, Jr.  
David A. Tillema, MD

Ms. Anastasia Linebach  
Brookside Charter School  
1815 E. 63rd St.  
Kansas City, MO 64130

Dear Ms. Linebach,

Congratulations! On behalf of the Health Education Committee of Baptist-Trinity Lutheran Legacy Foundation, I am pleased to present the award of \$732.33 to Brookside Charter School through our Legacy Grants for Student Health program. Your district's Legacy Grants for Student Health award is designated for the items listed on your approved Grant Outcomes Report as returned to you in a previous communication regarding your grant.

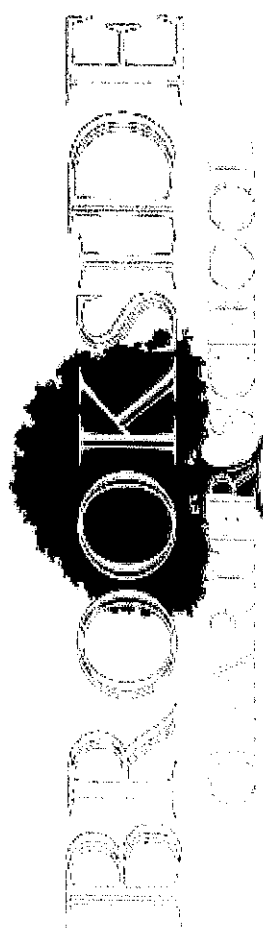
The Foundation is honored to partner with Brookside Charter School. You should have already received communication regarding the reporting requirements and deadlines by e-mail. We look forward to reviewing your success for the 18-month period of this grant.

If you wish to recognize our support in print or online, please acknowledge the Foundation as: Baptist-Trinity Lutheran Legacy Foundation. For a Foundation logo, please contact our office.

Please email or call Tammy Collingsworth with any questions or concerns you may have. Tammy can be reached at [tammy@btllf.org](mailto:tammy@btllf.org) or 816-276-7516.

Sincerely,

Beth Radtke  
Executive Director



# December 2019 Financials

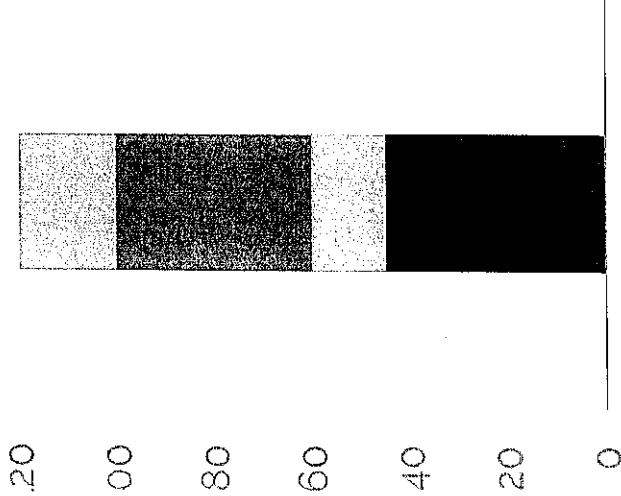
# Contents

- **Key Performance Indicators**
- **Forecast Overview**
- **Cash Forecast**
- **Forecast History**
- **Key Forecast Changes This Month**
- **Notable Forecast Variances**
- **Appendix: Financials**

# Key Performance Indicators

## Days of Cash

Cash balance at year-end divided by average daily expenses

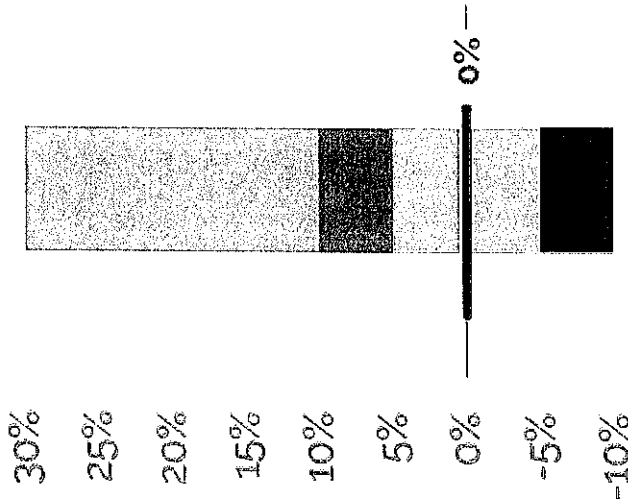


### 134 DAYS OF CASH AT YEAR'S END

The school will end the year with 134 days of cash. This is above the recommended 60 days, and 0 less day(s) than last month

## Gross Margin

Revenue less expenses, divided by revenue



### 0% GROSS MARGIN

The forecasted net income is -\$2k, which is \$8k below the budget. It yields a 0% gross margin.



# Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$9.6m	\$9.7m	-\$62k		Revenue experienced in November. Inc Federal Food Ser partially offset by (Local) Revenue.
Expenses	\$9.6m	\$9.7m	\$54k		From October to forecast increase related to to/from 20k is for building
<b>Net Income</b>	<b>-\$2k</b>	<b>\$6k</b>	<b>-\$8k</b>		
Cash Flow Adjustments	-\$67k	0	-\$67k		Driven by ...
<b>Change in Cash</b>	<b>-\$69k</b>	<b>\$6k</b>	<b>-\$74k</b>		

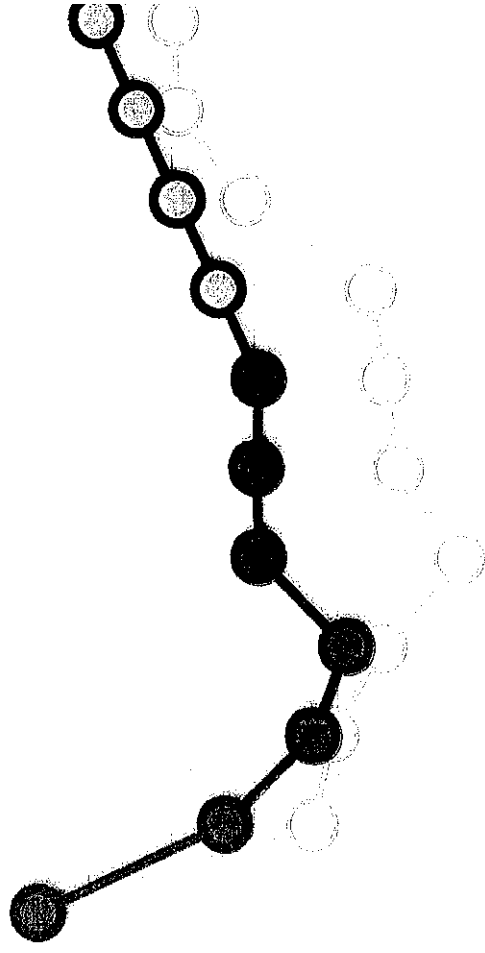
# Cash Flow Forecast

## 134 Days of Cash at year's end

We forecast the school's year ending cash balance as \$3.59m, \$71k below budget.

The school's operational budget is trending towards balance for FY 20 based on changes leadership implemented in October/November in response to revenue shortfall. Goal remains to have cash balance at 1.5M following NMTC unwinding.

Actuals Forecast



# 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	Summer School moved to FY20
Aug	117	-9	Basic Formula reduced; Salaries added; FY20 Summer Sc
Sep	137	20	Team Lead tool updates implemented ~300k; Basic Form slightly...
Oct	137	0	No significant changes: Staffing change; recode within Inst
Nov	135	-2	Add building consulting services; increase transportation
Dec	134	-1	revenue adjustment

Jan  
Feb  
Mar  
Apr  
May  
Jun

# Annotated Financials

	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
<b>Revenue</b>							
Local Revenue	960,400	839,050	121,350	1,665,251	1,678,099	(12,848)	704,852
State Revenue	3,225,390	3,145,397	79,993	6,893,786	6,957,943	(64,157)	3,668,396
Federal Revenue	473,769	447,479	26,289	1,079,628	1,064,605	15,023	605,859
<b>Total Revenue</b>	<b>4,659,559</b>	<b>4,431,926</b>	<b>227,633</b>	<b>9,638,666</b>	<b>9,700,647</b>	<b>(61,982)</b>	<b>4,979,107</b>
<b>Expenses</b>							
Salaries	2,673,944	2,678,095	4,151	5,462,216	5,356,190	(106,026)	2,788,272
Benefits and Taxes	662,168	660,680	(1,488)	1,405,348	1,321,360	(83,987)	743,180
Staff-Related Costs	74,026	90,764	16,738	135,727	181,527	45,800	61,701
Rent	227,100	222,600	(4,500)	445,200	445,200	-	218,100
Occupancy Service	245,206	247,500	2,295	502,600	495,000	(7,600)	257,395
Student Expense, Direct	347,623	441,705	94,082	686,972	883,409	196,437	339,350
Student Expense, Indirect	102,743	134,050	31,307	271,526	268,100	(3,426)	168,783
Office & Business Expense	329,181	340,348	11,167	647,720	680,696	32,976	318,539
Transportation	31,159	31,750	591	83,500	63,500	(20,000)	52,341
Total Ordinary Expenses	4,693,149	4,847,491	154,343	9,640,809	9,694,983	54,173	4,947,660
Net Operating Income	(33,590)	(415,565)	381,975	(2,143)	5,665	(7,808)	31,447
<b>Extraordinary Expenses</b>							
Interest	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>4,693,149</b>	<b>4,847,491</b>	<b>154,343</b>	<b>9,640,809</b>	<b>9,694,983</b>	<b>54,173</b>	<b>4,947,660</b>
<b>Net Income</b>	<b>(33,590)</b>	<b>(415,565)</b>	<b>381,975</b>	<b>(2,143)</b>	<b>5,665</b>	<b>(7,808)</b>	<b>31,447</b>
Cash Flow Adjustments	(232,614)	-	(232,614)	(66,600)	-	(66,600)	166,014
<b>Change in Cash</b>	<b>(266,204)</b>	<b>(415,565)</b>	<b>149,362</b>	<b>(68,743)</b>	<b>5,665</b>	<b>(74,408)</b>	<b>197,461</b>

**1 REVENUE**  
State revenue fragile as we decrease A steady pos

**2 EXPENSES**  
By and large holding steady continues to

**3 NET INCOME**

**4 CASH ADJUSTMENTS**  
Driven by ...

**5 NET CHANGE**  
\$74K BE

# MONTHLY FINANCIALS

	Actual				Forecast					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Income Statement										
Revenue										
Local Revenue	121,301	260,544	118,712	95,808	225,369	138,665	117,475	117,475	117,475	117,475
State Revenue	525,728	513,371	588,767	555,874	500,564	541,087	611,399	611,399	611,399	611,399
Federal Revenue	0	0	93,204	153,479	102,541	124,545	100,977	100,977	100,977	100,977
<b>Total Revenue</b>	<b>647,029</b>	<b>773,914</b>	<b>800,684</b>	<b>805,161</b>	<b>828,473</b>	<b>804,297</b>	<b>829,851</b>	<b>829,851</b>	<b>829,851</b>	<b>829,851</b>
Expenses										
Salaries	422,962	448,706	450,185	451,292	454,581	446,217	449,556	449,556	449,556	449,556
Benefits and Taxes	104,958	112,944	111,949	111,794	112,123	108,400	122,704	122,704	122,704	122,704
Staff-Related Costs	7,653	30,484	9,615	7,316	9,939	9,018	10,284	10,284	10,284	10,284
Rent	35,850	36,350	35,850	36,350	46,350	36,350	36,350	36,350	36,350	36,350
Occupancy Service	37,796	71,079	34,312	34,738	34,336	32,944	42,899	42,899	42,899	42,899
Student Expense, Direct	53,447	52,218	101,476	19,234	75,222	46,025	56,558	56,558	56,558	56,558
Student Expense, Indirect	515	25,265	1,242	15,769	56,828	3,122	28,131	28,131	28,131	28,131
Office & Business Expense	30,273	55,242	85,242	54,506	29,390	74,528	53,090	53,090	53,090	53,090
Transportation	0	1,341	7,213	6,694	9,462	6,449	8,723	8,723	8,723	8,723
Total Ordinary Expenses	693,455	833,630	837,084	737,693	828,231	763,055	808,294	808,294	808,294	808,294
<b>Total Expenses</b>	<b>693,455</b>	<b>833,630</b>	<b>837,084</b>	<b>737,693</b>	<b>828,231</b>	<b>763,055</b>	<b>808,294</b>	<b>808,294</b>	<b>808,294</b>	<b>808,294</b>
<b>Net Income</b>	<b>-46,426</b>	<b>-59,715</b>	<b>-36,401</b>	<b>67,468</b>	<b>242</b>	<b>41,242</b>	<b>21,557</b>	<b>21,557</b>	<b>21,557</b>	<b>21,557</b>
Cash Flow Adjustments	-178,182	-47,311	-3,527	38,181	2,118	-43,893	27,669	27,669	27,669	27,669
<b>Change in Cash</b>	<b>-224,607</b>	<b>-107,027</b>	<b>-39,928</b>	<b>105,649</b>	<b>2,361</b>	<b>-2,651</b>	<b>49,226</b>	<b>49,226</b>	<b>49,226</b>	<b>49,226</b>

# Balance Sheet

Previous Year End      Current  
 6/30/2019      12/31/2019

	6/30/2019	12/31/2019
<b>Assets</b>		
Current Assets		
Cash	3,661,853	3,395,649
Intercompany Transfers	0	0
Accounts Receivable	237,652	237,652
Other Current Assets	41,257	90,667
<b>Total Current Assets</b>	<b>3,940,762</b>	<b>3,723,968</b>
<b>Total Assets</b>	<b>3,940,762</b>	<b>3,723,968</b>
<b>Liabilities and Equity</b>		
<b>Liabilities</b>		
Current Liabilities		
Other Current Liabilities	34,399	-5,634
Accounts Payable	384,017	239,668
Accrued Salaries and Benefits	0	1,177
<b>Total Current Liabilities</b>	<b>418,416</b>	<b>235,211</b>
Total Long-Term Liabilities	0	0
<b>Total Liabilities</b>	<b>418,416</b>	<b>235,211</b>
<b>Equity</b>		
Unrestricted Net Assets	3,522,347	3,522,347
Net Income	0	-33,590
<b>Total Equity</b>	<b>3,522,347</b>	<b>3,488,757</b>

Revenue	Forecast		
	Nov	Dec	
Local Revenue	1,660,871	1,665,251	4,380
State Revenue	6,893,181	6,893,786	605
Federal Revenue	1,076,818	1,079,415	2,597
<b>Total Revenue</b>	<b>9,630,870</b>	<b>9,638,453</b>	<b>7,582</b>
<b>Expenses</b>			
Salaries	5,466,194	5,462,216	3,977
Benefits and Taxes	1,409,170	1,405,348	3,823
Staff-Related Costs	135,727	135,727	0
Rent	445,200	445,200	-
Occupancy Service	503,100	502,600	500
Student Expense, Direct	685,683	686,972	(1,289)
Student Expense, Indirect	273,219	271,526	1,693
Office & Business Expense	646,720	646,720	(0)
Transportation	83,500	83,500	(0)
<b>Total Ordinary Expenses</b>	<b>9,648,513</b>	<b>9,639,809</b>	<b>8,704</b>
<b>Net Operating Income</b>	<b>(17,642)</b>	<b>(1,356)</b>	<b>16,286</b>

0  
 0  
 9648513  
 -17642.3  
 -22450  
 -40092.3

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	
266	12/28/2019	X			AFLAC	AFLAC	3,670.51	
267	12/01/2019	X			PRINCIPAL	PLIC - SBD GRAND ISLAND	757.48	
268	12/27/2019	X			KANSASCIT	KANSAS CITY POWER & LIGHT	7,539.82	
269	12/23/2019	X			TOSHIBALEA	TOSHIBA FINANCIAL SERVICES	8,008.60	
270	12/24/2019	X			DEFFENBAUG	DEFFENBAUGH INDUSTRIES	582.31	
271	12/29/2019	X			BCBS	BlueCross BlueShield	45,213.03	
272	12/24/2019	X			KCWATER	KC WATER SERVICES	1,996.33	
273	12/29/2019	X			ATT1	AT&T	178.38	
284	12/06/2019	X			FEDEXKINK	FEDEX OFFICE	25.00	
294	12/23/2019	X			COUNTRYCCC	Country Club Bank Credit Card	4,485.93	
Checking Account ID: 6					Void Total:	0.00	Total without Voids:	72,457.39
Check Type Total:		Automatic Payment		Void Total:	0.00	Total without Voids:	72,457.39	

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1112

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount	
1016	12/11/2019	X			EDOPS	EDOPS	2,500.00	
1017	12/23/2019	X			MOORMIC	MICHAEL MOORE, M.A., C.A.S., L.P.C.	3,650.00	
Checking Account ID: 1112					Void Total:	0.00	Total without Voids:	6,150.00

Payee Type: Vendor

Check Type: Check

Checking Account ID: 6

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
40381	12/02/2019	X			ALL4KIDZ	ALL FOR KIDZ	570.00
40382	12/02/2019	X			KCPREMIERE	KC PREMIERE TRANSPORTATION	6,749.47
40383	12/02/2019	X			THEVIPMOVE	The VIP Movement, LLC	100.00
40384	12/13/2019	X			LINEANA	ANASTASIA LINEBACH	300.00
40385	12/13/2019	X			TUCKVAL	VALERIE TUCKER	4,166.67
40386	12/13/2019	X			THEVIPMOVE	The VIP Movement, LLC	100.00
40387	12/13/2019	X			WITTALE	ALEXANDREA WITT	325.00
40396	12/18/2019	X			CLEANING	CLEANING KING, LLC	11,500.00
40397	12/18/2019	X			NAZARENE	Nazarene Theological Seminary	500.00
73745135	12/27/2019	X			SIGNATUREL	Signature Landscape LLC	588.75
73745136	12/27/2019	X			COMMUNITIE	Communities In Schools of Mid-America, Inc.	22,500.00
73745137	12/27/2019	X			GREENWOODC	THE GREENWOOD CONSULTING GROUP LLC	5,000.00
73745138	12/27/2019	X			GMPETERS	GM Peters Insurance	14,668.31
73745291	12/27/2019	X			DESIGN	DESIGN MECHANICAL, INC.	3,560.00
73745292	12/27/2019	X			DESIGN	DESIGN MECHANICAL, INC.	455.60
73745293	12/27/2019	X			SCHOLASTI2	SCHOLASTIC, INC.	519.54
73745294	12/27/2019	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT SERVICES, INC	140.00
73745295	12/27/2019	X			STAPLES	STAPLES ADVANTAGE	85.44
73745296	12/27/2019	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	140.00
73745297	12/27/2019	X			TOSHIBASUP	TOSHIBA BUSINESS SOLUTIONS	125.00
73745407	12/27/2019	X			PROJECTLEA	Project Lead the Way, Inc	3,830.75
73745408	12/27/2019	X			SIGNATUREL	Signature Landscape LLC	95.00
73745409	12/27/2019	X			STACY	STACY COMPANY, LLC	4,167.00
73745410	12/27/2019	X			SUNNYSIDE	SUNNYSIDE DAIRY, LLC	1,854.20
73745411	12/27/2019	X			AMAZONCOM	SYNCB/AMAZON	2,873.01
73745412	12/27/2019	X			BLOSMIC	MICAH BLOSSER	500.00
73745413	12/27/2019	X			K12ITC	k12 ITC, Inc	7,783.14
73745414	12/27/2019	X			JTM	JTM PROVISIONS CO., INC	1,242.36
73745415	12/27/2019	X			TFAC	Teach for America Kansas City	5,000.00
73745416	12/27/2019	X			MCMIDANA	DANA MCMILLAN	3,000.00
73745417	12/27/2019	X			LITLAB	THE LITERACY LAB	8,750.00
73745418	12/27/2019	X			DANIEL	DANIEL JONES & ASSOCIATES P.C.	10,000.00
73745419	12/27/2019	X			FOLLETEDDU	FOLLETT SCHOOL SOLUTIONS, INC	25.57
73745420	12/27/2019	X			JADE	JADE ALARM CO., INC.	294.74
73745421	12/27/2019	X			NEWTONAL	NEWTON ALLIANCE, LLC	9,774.50
73745422	12/27/2019	X			NILL	NILL BROS SPORTING GOODS, INC	294.45
73745423	12/27/2019	X			PROSOLU	PRO SOLUTIONS, LLC	1,013.48



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	
73745613	12/27/2019	X			WITT	Brian Witt	121.22	
73745614	12/27/2019	X			PAYPOOL2	Paypool LLC	259.00	
73745615	12/27/2019	X			OFFIELD	ROGER OFFIELD	268.40	
73745616	12/27/2019	X			STEPUP	Shauna Stephanchick dba Step Up Consulting	1,000.00	
73745617	12/27/2019	X			EDOPS	EDOPS	9,916.67	
Checking Account ID: 6							Void Total: 0.00	Total without Voids: 144,157.27
Check Type Total: Check							Void Total: 0.00	Total without Voids: 150,307.27
Payee Type Total: Vendor							Void Total: 0.00	Total without Voids: 222,764.66
Grand Total:							Void Total: 0.00	Total without Voids: 222,764.66

**Board Policy 2.08**  
**Federal Fiscal Compliance**

**SECTION 1. Fiscal Requirements for Receipt of Federal Funds**

**SECTION 1.1.** As a precondition to receive federal funds, prospective recipients must have effective administrative and financial internal controls.

**SECTION 1.1.** Brookside Charter School ("Brookside Charter" or the "School") shall ensure that federal funds will be used to supplement, not supplant, regular non-federal funds.

**SECTION 1.2.** The Business Manager shall maintain or cause to be maintained documentation relating to the School's receipt of federal funds. The documentation must clearly demonstrate the supplementary nature of federal funds.

**SECTION 2.** Prior to expending funds, the Business Manager shall consult the appropriate guidance to determine what costs are allowable. The Business Manager shall ensure that all grant funds are expended in accordance with the any applicable law or rules.

**SECTION 3. Time-and-Effort Charges and Documentation for Federally-Funded Employees**

**SECTION 3.1.** Costs of personal service compensation are allowable for a federal award to the extent that they satisfy the specific requirements of 2 C.F.R. § 200.430 Compensation – Personal Services. For purposes of this policy, compensation includes salaries, fringe benefits, stipends, bonuses, and payments made under supplemental contracts.

**SECTION 3.2.** Charges to federal awards must be based on records that accurately reflect the work performed. Records are required for all employees who are paid with federal funds to document the time and effort they spend within the federally-funded program. Time-and-effort reporting is required when any part of an individual's salary is charged to a federal program or used as match for a federal program.

**SECTION 3.3. Single Cost Objective.** Where employees are expected to work solely on a single federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually. A sample time certification form is available for download at the following site: <https://dese.mo.gov/financial-admin-services/general-federal-guidance>.

**SECTION 3.4. Multiple Cost Objectives.** Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs), which are prepared and submitted monthly. Salaries and wages of employees used in meeting cost sharing or matching requirements of federal awards must be supported in the same manner as those claimed as allowable costs under federal awards. A sample PAR form is available for download at the following site: <https://dese.mo.gov/financial-admin-services/general-federal-guidance>.

**SECTION 3.5. Reconciliation.** It is the School's practice to charge employee compensation costs to federal programs based on budget estimates that reasonably approximate how an employee will work during the year. Documentation records should be adjusted in a timely manner, however, if there are significant changes in the employee's work activity. The School will reconcile payroll charges reflected in employee records at least annually, but quarterly or semi-annually if possible. The School shall determine if the time necessary maintaining supporting documentation is worth charging as a direct cost onto a federal grant. If the School identifies a variance between how an employee's salary was charged

and how the employee actually worked, the School will adjust its payroll charges so that the amount charged to federal funds reflects the employee's actual time and effort. The School will perform this adjustment at least annually, or quarterly or semi-annually if possible. The final claim form should reflect actual (reconciled) amounts, not budget estimates. All necessary adjustments must be made such that the final amount charged to the federal award is accurate, allowable, and properly allocated.

#### SECTION 4. Requesting Federal Reimbursements

SECTION 4.1. The Business Manager shall initiate the paperwork required for federal grant expenditure reimbursement. The Business Manager and Superintendent shall review the financial reports for allowability of expenditures and account codes usage. The Business Manager shall submit the reimbursement request to the Missouri Department of Elementary and Secondary Education.

SECTION 4.2. The Board of Education shall review federal reimbursement requests in the same manner as other bills or requests for payment.

SECTION 4.3. All requests for federal reimbursement shall be submitted as close in time as is administratively possible to the actual cash outlay. Reimbursements shall only be requested after costs have been incurred and distributed.

SECTION 4.4. Repayment of excess interest earnings shall be made where required.

SECTION 4.5. The Business Manager and Superintendent, subject to the Board's periodic oversight, shall monitor reimbursements to ensure proper request and payment.

#### SECTION 5. Use of Federal Grant Funds for Procurement

SECTION 5.1. Open and Free Application. The Superintendent, Business Manager, and Facilities Director shall ensure that all procurement transactions are conducted in a manner that provides full and open application. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to Brookside Charter considering price, quality, and other relevant factors deemed appropriate by the school.

SECTION 5.2. Conflicts of Interest. Pursuant to the Conflict of Interest Board Policy 2.17, no employee, officer, director, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, directors, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

If the Brookside has reasonable cause to believe an employee, officer, director or agent has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose. If, after hearing the employee, officer, director or agent's response and after making further investigation as warranted by the circumstances, Brookside determines the employee, officer, director or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### SECTION 5.3. Methods of Procurement

Federal law permits five procurement types, which depend, in part, on the purchase price, as follows: (1) micro-purchases (up to \$10,000); (2) small purchases (more than \$10,000 but less than \$250,000); (3) sealed bid purchases (more than \$250,000); competitive-

proposal purchases (more than \$250,000); and non-competitive purchases (available only under certain circumstances notwithstanding the dollar amount involved).

For each procurement method, the following rules apply:

(1) Micro-Purchases (\$10,000 or less):

- Price or rate quotations shall be obtained from at least three sources.

(2) Small Purchases (more than \$10,000 but less than \$250,000):

- The small purchase process is a relatively simple and informal procurement method that may be utilized to acquire goods and services that do not exceed the Simplified Acquisition Threshold (i.e., the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods, currently, \$250,000).
- Price or rate quotations shall be obtained from at least three sources.

(3) Sealed Bid Purchases (\$250,000 or greater):

- Procurement by sealed bids is often preferred for purchases beyond the Simplified Acquisition Threshold and is the preferred method for construction procurement.
- For the sealed bid process to be feasible, (1) there must be a complete, adequate, and realistic specification or purchase description; (2) two or more responsible bidders must be willing and able to compete effectively for the business; and (3) the procurement must lend itself to a firm, fixed-priced contract (e.g., lump sum or unit price) with the selection of the successful bidder being made principally based on priced.
- If the sealed bid process is utilized, the following requirements apply:
  - Bids must be solicited from an adequate number of known suppliers.
  - Bidders must be provided sufficient response time before the date set for opening the bids.
  - Invitations to bid must include specifications and must define the requested goods or services sufficiently to permit proper response.
  - Bids must be opened at the time and place outlined in the invitation to bid.
  - A firm, fixed-price contract will be awarded in writing to the lowest responsible and responsive bidder.
  - Any or all bids may be rejected if there is a sound documented reason for rejection.

(4) Competitive-Proposal Purchases (\$250,000 or greater):

- When conditions are not appropriate for the use of sealed bids, competitive proposals should be used.
- The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type

contract is awarded.

- If this method is used, the following requirements apply:
  - Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - Proposals must be solicited from an adequate number of qualified sources;
  - The School must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - The School may use competitive-proposal procedures for qualifications-based procurement of architectural/engineering ("A/E") professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
  - The School shall use value engineering clauses in contracts for construction projects, when possible.

(5) Non-Competitive Purchases (no particular dollar amount):

- Procurement by non-competitive proposals may be necessary on occasion.
- This method is permitted under the following circumstances: (i) the item or service is available only from one feasible source; (ii) exigent or emergency circumstances exist; (iii) after solicitation of a number of sources, competition is determined inadequate; or (iv) the federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the School.

SECTION 5.4. Other Requirements.

- (1) The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder/offeror, technical requirements to be performed including the minimum acceptable standards, and specific features of brand name or equal descriptions that bidders/offerors are required to meet and that will be used to evaluate responses;
- (2) Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- (3) The type of procurement instruments used (e.g., purchase orders) must be appropriate for the particular procurement;
- (4) Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed

procurement;

(5) Procurement documents shall be made available, upon request, to appropriate government officials;

(6) The School shall be responsible for the settlement of all contractual and administrative issues arising out of procurements;

(7) The School shall avoid acquisition of unnecessary or duplicative items and shall enter into state and local intergovernmental agreements for use of common or shared goods and services, when practicable.

(6) All procurements utilizing federal funds shall comply with applicable law, including 2 C.F.R. Part 200.

#### SECTION 5.5. Record Documentation and Retention.

(1) The Business Manager and Facilities Director shall ensure there is a cost or price analysis conducted and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The Superintendent shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. All contract provisions required by 2 C.F.R. Part 200 must be included.

(2) The School must maintain records sufficient to detail the history of procurement. The records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(1) Financial records, supporting documents, statistical records, and all other School records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. If any litigation, claim, or audit is started before the expiration of the three-year retention period, the records must be retained until the litigation, claims, or audit findings involving the records have been resolved and the final action taken.

## 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 1.4. Dispute Resolution Process

SECTION 1.4.1 Every effort will be made to resolve the complaint at Brookside Charter before it is brought to the Missouri Department of Elementary and Secondary Education. The dispute resolution process is as follows:

(1) 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.

a. 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.

b. 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.

c. 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.

(2) 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.

(3) If the dispute is not resolved at the Superintendent level, the complainant may take the matter before the Brookside Charter Board of Directors. Brookside Charter will provide a written resolution of the dispute or a plan of action within thirty days of the date the written complaint was received by the board of education.\*

SECTION 1.4.2. 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 (DESE). Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:

(1) Address the complaint to the State Homeless Liaison, Federal Discretionary Grants, P.O. Box 480, Jefferson City, Missouri 65102-0480.

(2) Include in the complaint:

a. a detailed description of the dispute;

b. the name(s) and age(s) of the children involved;

c. the name(s) of involved school district personnel and the district(s) they represent; and

d. a description of attempts that were made to resolve the issue at the school district level.

(3) 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.

(4) Within thirty (30) days\* after receiving a complaint, the director will resolve the complaint and will inform the parties, in writing, of the decision.



(5) 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.

(6) 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.

(7) 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.

## 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](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;

d. 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;

e. 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;

f. Keep thorough documentation of all communication with parents, guardians, or unaccompanied youth related to the dispute;

g. 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

h. Follow up with the parent, guardian, or youth and school once a decision is rendered to assist with the implementation of the decision.

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.

\* 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.

## Board Policy 1.50

### Dispute Resolution for Foster Care Students

SECTION 1. In a case where a dispute occurs regarding the determination of best interest or the provision of other educationally related services for a child or youth in foster care, the following process must be used:

- (1) Level I of the appeal is to the Superintendent or Designee;
- (2) If the dispute is unresolved at the first level, the final appeal (Level II) is to the Department of Elementary and Secondary Education (DESE).

If a dispute arises over the Best Interest Determination, the child or youth shall remain in his or her school of origin, while the dispute is being resolved, to minimize disruptions and reduce the number of moves between schools.

Brookside will collaborate with Children's Division and the aggrieved parties to resolve the complaint or dispute at the local level before it is sent to DESE.

Disputes may only be filed by the educational decision-maker or parent. The two parties may not use Brookside's dispute resolution process to resolve disagreements amongst themselves.

SECTION 2. The Dispute Resolution Process—If the educational decision-maker or parent disagrees with the Best Interest Determination (BID), Brookside Charter shall inform them in a language and format understandable of their right to appeal the BID. They shall also be provided the following:

- (1) The contact information for Brookside Charter's foster care point of contact.
- (2) An explanation of the Best Interest Determination.
- (3) A step-by-step description of how to dispute the BID (Level I procedure).
- (4) A statement ensuring the student shall remain in the school of origin, receiving all appropriate educational services, until the dispute reaches its final resolution.
- (5) Timelines for resolutions of the dispute at each level.
- (6) Notice of the right to appeal to the DESE if the local-level resolution is not satisfactory.

SECTION 2.1 To dispute a decision related to BID for a child in foster care, an educational decision-maker or parent must request a dispute resolution in writing by submitting a dated appeal letter specifying the school in which enrollment is sought and the basis for seeking enrollment. The submission of the appeal letter by email or delivered to a building in the BID district initiates the dispute. If submitted by email, the subject "Foster Care Appeal" should be in the subject line. The appeal letter must include the requestor's name and contact information.

The educational decision-maker or parent must submit the appeal letter within ten (10) days of receiving from Brookside Charter written notice of the right to dispute the decision. Regardless of how the appeal letter is submitted, Brookside Charter will ensure the its superintendent or designee receives it immediately.

Students attending their school of origin during the dispute process will be entitled to receive transportation. Transportation will be provided pursuant to the local transportation procedures developed collaboratively between Brookside Charter and local child welfare agencies.

The superintendent or superintendent's designee will arrange for a personal conference to be held with the educational decision-maker or parent, the student (if appropriate), and the child's case manager or point of contact. The superintendent must have all documentation from the Best Interest Determination meeting. The conference will be arranged within ten (10) days of the Brookside Charter's receipt of the appeal letter and will take place as expeditiously as possible.

Within five (5) days of the conference, the superintendent or superintendent's designee will inform the educational decision-maker or parent and all parties who attended the conference with the superintendent of the decision in writing, using the contact information provided in the appeal letter. The written decision provided to the educational decision-maker must include:

- (1) A copy of the complete Level I appeal packet.
- (2) The decision rendered at Level I by the superintendent or designee and an explanation of the decision.
- (3) Instructions regarding how to file a Level II dispute, including the name, phone number and email address of the DESE foster care point of contact.

If the educational decision-maker or parent disagrees with the Level I decision and wishes to appeal to Level II, the educational decision-maker or parent shall inform Brookside Charter's superintendent or designee of the intent to appeal to Level II within five (5) days of receipt of the school's Level I decision. If the educational decision-maker does not appeal within five (5) days, the child shall be enrolled and provided all appropriate educational services in the school determined by Brookside Charter.

SECTION 2.2 State Educational Agency (DESE)—If the student's educational decision-maker or parent disagrees with the decision rendered by the Brookside Charter's superintendent at Level I, he/she may appeal the decision to the DESE point of contact. To appeal to Level II, an educational decision-maker or parent must request an appeal in writing by submitting a dated appeal letter, which must include:

- (1) The school in which enrollment is sought and the basis for seeking enrollment in that school.
- (2) The name and contact information (phone, email, and mailing address) for the educational decision-maker or parent.
- (3) Best Interest Determination meeting notes and reports.
- (4) A copy of the previous appeal letter submitted by the educational decision-maker or parent.
- (5) A copy of the decision rendered by Brookside Charter at Level I.

The letter must be submitted in writing to the DESE foster care point of contact, with the subject "Foster Child Appeal". The letter must also be submitted to Brookside Charter's superintendent via email or delivered to any Brookside Charter, to the attention of the

superintendent. The appeal letter must be submitted to both the DESE and Brookside Charter's superintendent within five (5) days of receiving the Level I appeal decision from the Brookside Charter.

Brookside Charter has an additional five (5) days, from its receipt of the educational decision-maker or parent's appeal, to submit its response to the appeal letter to the DESE foster care point of contact, via email with the subject "Foster Child Appeal". Documents submitted by either party after the applicable deadlines will not be considered.

The student shall remain in the school of origin until the dispute reaches its final resolution. The student shall be provided with all appropriate educational services for which the student is eligible during the dispute process. Students attending their school of origin during the pendency of the dispute will be entitled to receive transportation pursuant to the local transportation procedures developed collaboratively between Brookside Charter and local child welfare agencies.

The Level II decision will be made by a three-person panel including the DESE foster care point of contact, another DESE staff member, and a representative of the state child welfare agency. The panel shall make a final decision within thirty (30) days of receipt of the dispute.

The DESE foster care point of contact will forward the final written decision to the educational decision-maker or parent and the Brookside Charter superintendent. The written decision must include:

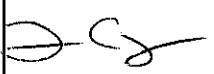
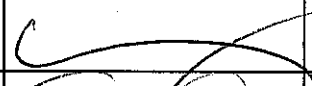
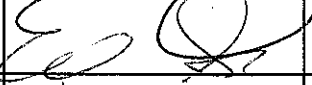

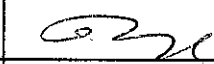
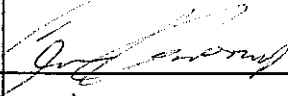


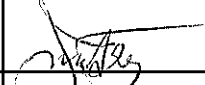


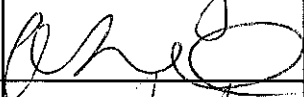
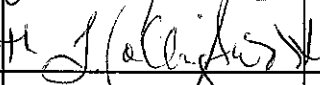

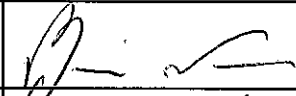
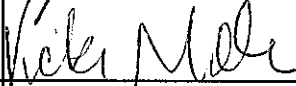
- (1) A copy of the complete Level II packet.
- (2) The decision rendered at Level II and an explanation of that decision.

Brookside Charter must implement the DESE's decision in full, immediately.

For every type of dispute regarding a child in foster care, Brookside Charter and local child welfare agency must make every effort to resolve the dispute collaboratively at the local level. All parties are encouraged to seek assistance from the Foster Care Point of Contact at the DESE and the Education Coordinator at the State Child Welfare Agency (or similar personnel) prior to any dispute.

# SIGN IN SHEET

<b>Brookside Charter School</b>	Date: January 27, 2020
Board of Directors Meeting	Room Number: Library

Name (Print)	Signature	Date		
Jasmine George		1/27/2020		
Kraig Kohring		1/27/2020		
Eric Siper		1/27/2020		
Larry Ehren		1/27/2020		
ROGER OPPUS		1/27/2020		
Christina Hamel		1-27-2020		
Kamilah Lee		1/27/20		
Taron Lark		1.27.20		
JIM STACY		1-27-20		
KIVA DENNIS ALLEN		1/27/2020		
Sherry Turynian		1/27/20		
Anastasia		1/27/20		
Tammy Collingsworth		1/27/20		
Beth Redtke		1/27/20		
Brian Witt		1/27/20		
Vicki Moore		1/27/20		

