Byrneville Elementary School Board of directors

Minutes

**Date**: September 27, 2023

**Call to Order**: 4:05

**Facilitator**: Shelley Levins

# In Attendance

Board Members School Staff

Melanie Killam Ashley Trawick

Mike Digmon Lisa Anderson

Shelley Levins Tracy Barberree

James Moretz Jacke Johnston

Jessi Hall

Approval of Agenda

The agenda for the meeting was reviewed. James Moretz made a motion to approve the agenda, Melanie Killam seconded the motion and the motion passed.

Public Forum

None

Approval of Minutes

The minutes were reviewed from the June 28, 2023 meeting. James Moretz made a motion to approve the minutes, Melanie Killam seconded the motion and the motion passed.

Financial Reports

Lisa Anderson and Ashley Trawick presented the financial reports for June, July and August as well as the Fiscal Year End Report for 2023. James Moretz made a motion to approve all financial statements and Mike Digmon seconded the motion and the motion passed.

Unfinished Business

* Pre-K Program

At this time there is no physical space for a Pre-K class and no plans to form one in the immediate future. The Board feels dissolving the corporation Byrneville Elementary Early Learning Center is the appropriate action at this time. A motion to dissolve the corporation was made by James Moretz, seconded by Mike Digmon and the motion passed unanimously.

* Board Governance Training/Fingerprinting

All Board Members are current and in compliance on Governance Training and Fingerprinting.

Principal’s Report

* Enrollment

Enrollment is 184.

* Staffing

Linda Flowers is retiring effective October 31, 2023. Mrs. Trawick is looking for a replacement driver.

* Building and Grounds

Nothing new to report

* Health and Safety

Nothing new to report

New Business

* Board Member Vacancy

Dee Hendrix has resigned from the Board of Directors effective immediately. The Board voted unanimously to continue the year with our existing members since our number (5) meets the requirement of the bylaws.

* Officer Elections

By unanimous vote, the current Officers will maintain their respective positions this school year. Nominations and elections will be held again in September 2024.

* Staff Leave Policy

Teacher leave time was deleted by the Auditors in June until the Board could vote that Teacher leave is cumulative. A motion was made to reinstate leave time that was previously accrued and due to all teachers. The motion was made by James Moretz, second by Mike Digmon and passed unanimously. Mrs. Trawick will present a proposed policy regarding Teacher and Support Staff leave during January’s meeting. The Board will consider those changes and vote on policy at that time.

* Teacher Evaluation System

Mrs. Trawick discussed the requirement for a Teacher Evaluation System and recommended continued use of the system provided by the Florida Consortium of Charter Schools. James Moretz motioned to approve the continued use of this system, Mark Digmon seconded the motion and the motion passed unanimously.

* 2022-2023 Financial Audit

The 2022-2023 financial audit has been completed. The audit yielded 1 finding in the category of “Segregation of Duties.” Due to our small office size, additional procedures were put in place to ensure that multiple people have oversight of monies collected and monies deposited.

* Payroll Change

The ECSD is moving to a semi-monthly pay system in January 2024. A motion was made for BES to do the same. The motion was made by Mike Digmon and seconded by Melanie Killiam and the motion passed unanimously

Next Meeting

January 31, 2024 at 4:00 p.m.

Meeting was adjourned at 5:30 PM