Byrneville Elementary School Board of directors

Minutes

**Date**: September 28, 2022

**Call to Order**: 4:12

**Facilitator**: Melanie Killam

# In Attendance

Board Members School Staff

Melanie Killam Ashley Trawick

Dee Hendrix Lisa Anderson

Shelley Levins Tracy Barberree

James Moretz Jacke Johnston

Jessi Hall

Rebecca Wise

Approval of Agenda

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

Public Forum

None

Approval of Minutes

The minutes were reviewed from the August 31, 2022 meeting. Shelley Levins made a motion to approve the minutes, James Moretz seconded the motion and the motion passed.

Financial Reports

Lisa Anderson and Ashley Trawick presented the financial reports for August. James Moretz made a motion to approve the August financial statement and Shelley Levins seconded the motion and the motion passed.

Unfinished Business

* Pre-K Program

Research has yielded that Title I is not a funding opportunity for the Pre-K program. The program must be approved and funded through the Early Learning Coalition. Next steps involve setting up a separate corporation for the program. The Board discussed naming the program Byrneville Early Learning Center. James Moretz made a motion to approve the name and the motion was seconded by Dee Hendrix. The motion passed unanimously. Shelley Levins will proceed with paperwork to set up the corporation.

* Board Governance Training/Fingerprinting

Each Board member has received access to the required Board Governance training. A goal of October was discussed to complete the training. Mike Digmon, James Moretz and Melanie Killam have completed fingerprinting.

Principal’s Report

* Enrollment

Enrollment is 176.

* Staffing

Substitute pay has been increased to $15.00 per hour starting October 1st per Florida House Bill 5001.

* Building and Grounds

Nothing new to report

* Health and Safety

Nothing new to report

New Business

* Fall Fundraiser

The school’s fall fundraiser through Charleston Wrap has started and will end on October 12, 2022.

* 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, Dee Hendrix seconded the motion and the motion passed unanimously.

* 2021-2022 Financial Audit

The 2021-2022 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.

Next Meeting

October 26, 2022 at 4:00 p.m.

Meeting was adjourned at 4:53 PM