

# BYRNEVILLE ELEMENTARY SCHOOL BOARD OF DIRECTORS MINUTES

**Date:** June 28, 2023

**Call to Order:** 4:31

**Facilitator:** Shelley Levins

## In Attendance

### Board Members

Melanie Killam

Brandy Carter

Shelley Levins

Mike Digmon

### School Staff

Jacke Johnston

Lisa Anderson

Tracy Barberree

Hope Linton

Ashley Trawick

## Approval of Agenda

The agenda for the meeting was reviewed. Brandy Carter made a motion to approve the agenda, Mike Digmon seconded the motion and the motion passed.

## Public Forum

None

## Approval of Minutes

The minutes were reviewed from the April 26, 2023 meeting and the June 1, 2023 workshop. Mike Digmon made a motion to approve the minutes, Brandy Carter seconded the motion and the motion passed.

## Financial Reports

Lisa Anderson and Ashley Trawick presented the financial reports for April and May 2023. Mike Digmon made a motion to approve the financial statements and Melanie Killam seconded the motion and the motion passed.

## Unfinished Business

- Pre-K program  
We do not currently have the physical space for a PreK class on our campus. The Board agreed to table discussion of this program until further into the coming school year and assess our options at that point. If the Pre-K program is no longer feasible, we will need to dissolve the nonprofit that was formed, Byrneville Early Learning Center.
- Board Governance Training/Fingerprinting  
Melanie Killam is the only remaining Board Member that needs to complete the training.
- Transportation  
Our new bus, BE-3, is in Pensacola being lettered and will be in operation at the start of the school year. BE-1 is not operable and the cost to repair exceeds the value of the bus. The bus garage will help us sell BE-1.

## Principal's Report

- Enrollment  
Approximate enrollment is 180
- Staffing  
Staffing for the 23-24 school year is finalized. Three new hires were made: Lee Cassidy-part time ESE teacher and RTI facilitator, Brianna Smith-4<sup>th</sup> grade teacher and Diane deJarnette- 3<sup>rd</sup> grade teacher. Othe changes include Deana Weaver moving to 1<sup>st</sup> grade and Jessi Hall moving to 5<sup>th</sup> grade. Janis Weaver will take on additional custodial responsibilities to replace Teg Upton.
- Building and Grounds  
Building and grounds work is in full swing over the summer. A complete technology infrastructure upgrade has been completed. All carpets have been cleaned, cafeteria floor is stripped, waxed and polished, bathroom floors have been stripped and resealed. A plumber has corrected any plumbing issues and done routine maintenance on all toilets, faucets and fixtures. The bathroom floor in Portable 351 has been replaced due to water damage. A/C repair and maintenance is scheduled for mid-July. Ray's Chapel Baptist Church is volunteering to help out with debris clean up outside and moving some heavier items.
- Health and Safety  
Nothing new to report

## New Business

- Health Insurance Plans for 2023-2024  
Dave Strohmeier attended the meeting and presented the recommended insurance options. The Board agreed to offer two health insurance options to employees for the coming year. Brandy Carter motioned to accept the offered options, Mike Digmon seconded the motion and the motion passed.
- 2023 Revenue Estimate Worksheet  
FTE for this year is current based on 173.07 students. This number is being used in the 2023-2024 Proposed budget.
- 2023-2024 Proposed Budget  
Melanie Killam made a motion to approved the proposed budget. Brandy Carter seconded the motion and the proposed budget was approved.
- School Improvement Plan  
As part of our Title I Schoolwide Program Plan, an opportunity was offered to members to express suggestions for development of the 23-24 School Improvement Plan. None were offered at this time, but members are encouraged to reach out to Mrs. Trawick or the Leadership Team to offer input as we develop this year's plan.

## Next Meeting

September 27, 2023 at 4:00 p.m.

Meeting was adjourned at 5:43 PM