

**Official Board Minutes
December 17, 2018**

Agenda Item I. – Opening:

A. Call to Order

On the above mention date, Board Member, Ryan Medford called the regular meeting of the Brinkley Public School’s Board of Directors to order at 6:00 p.m. Other members present were Denise Chunn, Eric Harrell, Tim Harvey, Brandi Quinn, Cathy Shelton, and CJ Williams. Also present was Superintendent Brenda Poole, and other members of the staff and community.

B. Establish a Quorum

A quorum was established.

C. Approval of Agenda

A motion was made by Director Harvey and seconded by Director Williams to approve the agenda. Motion Carried. Vote 7-0.

D. Approval of minutes of previous meeting(s)

A motion was made by Director Williams to approve the minutes from the previous meeting and seconded by Director Shelton. Motion Carried. Vote 7-0.

Agenda Item II. – Information Reports:

A. Student Progress-ACT Aspire Interim I

Superintendent Poole gave a report on ACT Aspire Interim I. She reported there is work that needs to be done and she will put in place something for the principals to work on at their campus.

B. Facilities Update

Superintendent Poole reported that on December 13, 2018 Dr. Stein came to look at options for the school. She also reported during a visit from the labor board two findings were found and a timeline was given for the problems to be corrected.

C. Personnel Reports

- a. Licensed Personnel – Paulette Cartwright was not present.
- b. Non-Licensed Personnel – Regina Parker was not present.

Agenda Item III.

**A. Hear Financial Report – Tameka Casey
Fund Balances as of November 30, 2018**

1.	Beginning Balance	\$ 967,902.13
2.	Receipts From Prior Months	\$ 670,586.64
3.	Current Months Receipts	\$ 53,101.00
4.	Expenses From Prior Months	\$ 363,609.66
5.	Current Months Expenses	\$ 395,991.98
6.	Building Fund	\$ 598,535.76
7.	Debt Service Fund	\$ 12,557.51
8.	Federal Fund	\$ 28,312.55
8.	Activity Fund	\$ 52,229.62
9.	Cafeteria Fund	\$ 54,637.71

A motion was made by Director Harvey to approve the financial report and seconded by Director Harrell. Motion Carried. Vote 7-0.

Agenda Item IV. – Action Items:

A. Consider early dismissal for Thursday & Friday, December 20-21.

Superintendent Poole recommended the approval of dismissing school at 2:00. A motion made by Director Williams and seconded by Director Quinn to accept Superintendent Poole’s recommendation. Motion Carried. Vote 7-0

B. Consider School Board election date

Superintendent Poole recommended the approval of having the Annual School Board election in November of 2019. A motion made by Director Williams and seconded by Director Quinn to accept Superintendent Poole’s recommendation. Motion Carried. Vote 7-0

C. Consider appointment of primary and alternate disbursing officers

Act 671 of 2003 requires the Board of Directors of a district to appoint individuals to serve as the primary and alternate disbursing officers of the district. These individuals are usually the Superintendent, the Board President and the Board Secretary. A motion made by Director Shelton and seconded by Director Williams to appoint Director Medford and Director Harrell as the disbursing officers. Motion Carried. Vote 7-0.

Agenda Item V. Executive Session

6:18-6:50

Agenda Item VI. -Action of Executive Session

No Action took place

Agenda Item VII. – Superintendent Recommendation:

The administration recommends the following personnel actions:

New Hires:

Dawn Starr-Executive Administrative Assistant

A motion was made by Director Williams and seconded by Director Harvey to accept the recommendation presented. Motion Carried. Vote 7-0.

Regina Ramey-Custodian

A motion was made by Director Williams and seconded by Director Shelton to accept the recommendation presented. Regina Ramey is under a six-month probation period based on her job performance. A contract will be offered in the 2019/2020 school year upon the approval of her job evaluation. Motion Carried. Vote 7-0.

Resignations:

Jan Fuller-Executive Administrative Assistant

Kaitlyn Washington-Elementary ParaPro

Delvin Davey-High School ParaPro

A motion was made by Director Williams and seconded by Director Harrell to accept the recommendation presented. Motion Carried. Vote 7-0.

Agenda Item VIII- Adjournment:

A motion was made by Director Harvey and seconded by Director Harrell to adjourn. Motion Carried. Vote 7-0. The meeting was adjourned at 6:53 p.m.

Respectfully Submitted,

Brenda Poole,
Superintendent

President

Secretary