**Minutes**

**BEREA INDEPENDENT BOARD OF EDUCATION**

**April 15, 2024, 7:00 PM**

**Kennedy Theater, Berea Middle/High School**

**The Berea Board of Education met on April 15, 2024, at 7:00 PM in the Kennedy Theater, Berea Middle/High School. The following board members were present:**

**Attendance Taken at: 7:00 PM**

**Present Board Members:**

**Rebecca Blankenship**

**Dr. Jacqueline Burnside**

**Mr. Van Gravitt**

**Mr. Tom McCay**

**Mr. Nathaniel Hackett**

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG**

**II. COMMUNICATION**

**A. Board Report**

**1. Superintendent Report**

**2. Financial Report**

**3. Attendance and Enrollment**

**4. CTE - Tim Molton**

**Report from Tim Molton about our CTE Programs**

**B. School Reports**

**1. Elementary**

**2. Middle School**

**3. High School**

**C. Audience Comments**

**III. ADOPTION OF AGENDA**

**Motion Passed: Approval of the agenda as written was passed with a motion by Mr. Nathaniel Hackett and a second by Rebecca Blankenship.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**IV. BUSINESS/CONSENT ITEMS FOR BOARD CONSIDERATION**

**Motion Passed: Approval of the Business/Consent Items for Board Consideration passed with a motion by Rebecca Blankenship and a second by Dr. Jacqueline Burnside.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

1. **Minutes**

**Approve the minutes of the board meeting on March 18, 2024. Requested by Christine Knight, Secretary, and recommended by Dr. Diane Hatchett, Superintendent.**

**B. Financial Reports**

**Approve the financial reports of the Elementary, Middle School, High School, Food Service and General Fund, including the Orders of the Treasurer. Requested by Tony Tompkins, Director of Operations and recommended by Dr. Diane Hatchett, Superintendent.**

**C. Facilities Use-Project Graduation (May 17, 2024)**

**D. Student ARC Notice of Shortened School Week - Remainder of the 23-24 School Year**

**Approve request submitted by Jennifer Whitt, Director of Exceptional Children**

**Services, and the student's Admission and Release Committee (ARC) to**

**shorten the school week of a student enrolled at the Berea Independent**

**School District. The shortened school week is recommended by the student's**

**physician as a result of diagnosed medical conditions which negatively impact his**

**ability to participate in a full school week at the present time. The school week will be**

**shortened by one day per week. The student's weekly schedule will involve**

**in-person instruction from Monday through Thursday. This schedule will remain in effect**

**for the rest of the 2023-2024 school year.**

**The following documents are on file at Central Office:**

**• Minutes of the Admissions and Release Committee (ARC) meeting**

**documenting the ARC decision that a shortened school week is needed**

**• Copy of the student’s Individual Education Plan (IEP) documenting the**

**shortened school day**

**• Copy of the physician’s statement regarding the medical need for a**

**shortened school day**

**Requested by Jennifer Whitt, Director of Exceptional Children Services and the**

**Admissions and Release Committee. Recommended by Dr. Diane Hatchett,**

**Superintendent.**

**E. Out of State Trip Request - High School Softball**

**Approve the out of state trip for High School Softball to travel to Orlando, Florida April 5, 2025, through April 9, 2025 (this is during Spring Break). The team would fly to Orlando, stay at Cabana Bay Resort, play other teams from around the country, and participate in team bonding activities. Requested by Cinda Holland, High School Softball Coach and Kelly Caldwell, Principal and recommended by Dr. Diane Hatchett, Superintendent.**

**F. Out of State Trip Request - High School Boys Basketball**

**Approve the out of state trip for High School Boys Basketball team to travel to Gatlinburg Tennessee to play in the Gatlinburg Winter Classic December 26-28, 2024. The area of Gatlinburg offers access to stunning views of the Smoky Mountains, a great history of Smoky Mountain National Park, as well as various historic sites around the area. Requested by Eric Fields, High School Boys Basketball Coach and Kelly Caldwell, Principal and recommended by Dr. Diane Hatchett, Superintendent.**

**V. BUSINESS/ACTION ITEMS FOR BOARD CONSIDERATION**

**A. Proposed update to the 2024-2025 school calendar for Election Day**

**Motion Passed: Approve the proposed update to the 2024-2025 school calendar with the change to include the addition of November 5, 2024, as a paid holiday for all staff in recognition of Election Day and that the Staff Work Day originally scheduled for August 2, 2024, be eliminated from the calendar passed with a motion by Rebecca Blankenship and a second by Mr. Nathaniel Hackett.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**Background: In alignment Board policies 03.122 and 03.222 (Holidays)the newly designated paid holiday on Election Day, November 5, 2024, it is necessary to update the 2024-2025 school calendar to reflect these adjustments while maintaining compliance with contractual obligations.**

**Proposal: The proposed update to the 2024-2025 school calendar includes the addition of November 5, 2024, as a paid holiday for all staff in recognition of Election Day. To ensure adherence to the 187-day contractual requirement for staff, it is proposed that the Staff Work Day originally scheduled for August 2, 2024, be eliminated from the calendar. Requested by Kyle French, DPP and recommended by Diane Hatchett, Superintendent.**

**B. Proposed update to the 2023-2024 school calendar**

**Motion Passed: The administration recommends that the Berea Independent Board of Education approve the proposed updates to the 2023-2024 District Calendar to include makeup days as presented passed with a motion by Rebecca Blankenship and a second by Mr. Tom McCay.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**The administration recommends that the Berea Independent Board of Education approve the proposed updates to the 2023-2024 District Calendar to include makeup days as presented, Requested by Kyle French, DPP and recommended by Diane Hatchett, Superintendent.**

**C. Salary Schedules 2024-2025 School Year**

**Motion Passed: Approve salary schedules for the 2023-2024 school year. Requested by Nathan Sweet, District Finance Officer, and recommended by Dr. Diane Hatchett, Superintendent passed with a motion by Mr. Nathaniel Hackett and a second by Rebecca Blankenship.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**Approve salary schedules for the 2023-2024 school year. Requested by Nathan Sweet, District Finance Officer, and recommended by Dr. Diane Hatchett, Superintendent.**

**D. Tentative Budget 2024-2025 School Year**

**Motion Passed: Per KRS 160.470, a Tentative Budget has been developed for board review and approval by May 31, 2024. The Tentative Budget is a “best-estimate” of revenue and expenditures. Requested for approval by Nathan Sweet, District Finance Officer and recommended by Diane, Hatchett, Superintendent passed with a motion by Mr. Nathaniel Hackett and a second by Mr. Tom McCay.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**Per KRS 160.470, a Tentative Budget has been developed for board review and approval by May 31, 2024. The Tentative Budget is a “best-estimate” of revenue and expenditures. Requested for approval by Nathan Sweet, District Finance Officer and recommended by Diane, Hatchett, Superintendent.**

**E. First Reading amended Berea Board of Education Policy Update Travel 03.125 AP.22**

**Motion Passed: Approve the First Reading of amended Berea Board of Education Policy 03.125 AP.22 (Personnel: Travel Claim) passed with a motion by Rebecca Blankenship and a second by Dr. Jacqueline Burnside.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**Approve the First Reading of amended Berea Board of Education Policy 03.125 AP.22 (Personnel: Travel Claim). Requested by Tony Tompkins, Director of Operations and recommended by Dr. Diane Hatchett, Superintendent.**

**Objective: To review and approve the proposed adjustments to the Travel Policy Claim (03.125 AP.22), ensuring alignment with current cost-of-living standards to adequately support staff travel expenses.**

**Background: In light of the recent fluctuations in the cost of living, including transportation, accommodation, and daily expenses, it has become necessary to re-evaluate the travel allowances provided under Policy Claim 03.125 AP.22. The proposed adjustments aim to reflect current economic conditions, ensuring that staff are fairly compensated for travel-related expenses incurred during the performance of their duties.**

**F. First Reading of amended Berea Board of Education Policy Update 03.125 (Personnel: Expense Reimbursement)**

**Motion Passed: Approve the First Reading of amended Berea Board of Education Policy 03.125 (Personnel: Expense Reimbursement) passed with a motion by Rebecca Blankenship and a second by Dr. Jacqueline Burnside.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**Approve the First Reading of amended Berea Board of Education Policy 03.125 (Personnel: Expense Reimbursement). Requested by Tony Tompkins, Director of Operations and recommended by Dr. Diane Hatchett, Superintendent.**

**Objective: To review and approve the proposed adjustments to the Travel Policy Claim (03.125), ensuring alignment with current cost-of-living standards to adequately support staff travel expenses.**

**Background: In light of the recent fluctuations in the cost of living, including transportation, accommodation, and daily expenses, it has become necessary to re-evaluate the travel allowances provided under Policy Claim 03.125. The proposed adjustments aim to reflect current economic conditions, ensuring that staff are fairly compensated for travel-related expenses incurred during the performance of their duties.**

**G. First Reading of amended Berea Board of Education Policy Update School Facilities 05.31 AP.21**

**Motion Passed: Approve the First Reading of amended Berea Board of Education Policy 05.31 AP.21 (School Facilities: Application and Agreement for Use of District Property: Fee Schedule) passed with a motion by Mr. Tom McCay and a second by Mr. Nathaniel Hackett.**

**4 Yeas - 1 Nays**

**Rebecca Blankenship No**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**Approve the First Reading of amended Berea Board of Education Policy 05.31 AP.21 (School Facilities: Application and Agreement for Use of District Property: Fee Schedule). Requested by Tony Tompkins, Director of Operations and recommended by Dr. Diane Hatchett, Superintendent.**

**Objective: To review and approve the proposed adjustments to the School Facilities Fee Schedule (05.31 AP.21), ensuring alignment with current cost-of-living standards to adequately support staff compensation and facility maintenance.**

**Background: In light of the recent fluctuations in the cost of living and utility costs, it has become necessary to re-evaluate the fee schedule provided under Policy 05.31 AP.21 The proposed adjustments aim to reflect current economic conditions.**

**VI. BOARD MEMBER COMMENTS**

**VII. ADJOURNMENT**

**Motion Passed: Approval to adjourn the meeting passed with a motion by Mr. Van Gravitt and a second by Rebecca Blankenship.**

**5 Yeas - 0 Nays**

**Rebecca Blankenship Yes**

**Dr. Jacqueline Burnside Yes**

**Mr. Van Gravitt Yes**

**Mr. Tom McCay Yes**

**Mr. Nathaniel Hackett Yes**

**VIII. 2024 Meeting Schedule**

**All meetings will begin at 7:00 p.m. in the Kennedy Theater except for the work session meetings and those noted which will take place at 5:30 p.m. in the Central Office.**

**Monday, January 22, 2024 Kennedy Theater**

**Monday February 19, 2024 Kennedy Theater**

**Monday, March 18, 2024 Kennedy Theater**

**Monday, April 15, 2024 Kennedy Theater**

**Monday, May 20, 2024 Kennedy Theater**

**Monday, June 17, 2024 Kennedy Theater**

**Monday, July 15, 2024 Kennedy Theater**

**Monday, August 19, 2024 Kennedy Theater**

**Monday, September 16, 2024 Kennedy Theater**

**Monday, October 21, 2024 Kennedy Theater**

**Monday, November 4, 2024 Central Office (5:30 p.m. Assessment – Work Session)**

**Monday, November 18, 2024 Kennedy Theater**

**Monday, December 16, 2024 Kennedy Theater**

**Monday, January 6, 2025 Central Office (5:30 p.m. Elect Chair and Set Meeting Dates-Work Session)**

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**Chairperson Secretary**

**Claims paid for the month of April $227,173.59**