

**CHARLESTON BOARD OF EDUCATION  
REGULAR MEETING  
November 28, 2022**

The Charleston Board of Education met in regular session on Monday, November 28, 2022 at 6:00 p.m.. Members present were: Mr. Jeff Hayes, Mr. Chad Keener, Mrs. Lauren Robinson, Mrs. Michele Schmitz, and Mr. Brian Verkamp. Also present were Mrs. Melissa Moore, Superintendent; Mr. Bruce Womack, Elementary School Principal; Mr. Shane Storey, High School Principal; Mrs. Susan Brown, Federal Coordinator and Curriculum Specialist, and Mrs. Rita Gramlich, District Treasurer.

Mr. Brian Verkamp established a quorum and called the meeting to order at 6:00 p.m..

A motion was made by Mrs. Michele Schmitz and seconded by Mr. Chad Keener to approve the consent agenda as listed. Motion carried 5-0.

Consent Agenda

- A. Approval of the October 24, 2022 regular minutes
- B. Approval of the Period Four 2023 Financial Statements
- C. Approval to transfer John Owen and Kimberly Owen from Charleston to County Line
- D. Approval to transfer Savannah Irelan from Lavaca to Charleston

A motion was made by Mr. Chad Keener and seconded by Mrs. Lauren Robinson to approve the Arkansas Glass & Mirror proposal for the sum of \$638 as presented. Motion carried 5-0. A copy of the proposal is attached to the original board minutes.

A motion was made by Mrs. Lauren Robinson and seconded by Mr. Jeff Hayes to approve the required Disclosure and Resolution regarding Stacy and Donnie Mitchum, with an increase to \$1,200. Motion carried 5-0.

Mrs. Melissa Moore discussed the district's account at First National Bank and earning interest with a CD.

Mrs. Melissa Moore reported the costs for online food service payments as listed:

- \$1.25—per eTriton transaction
- 2.85% —of dollar amount for credit card processing (3.1% for American Express)
- \$ .25—per transaction for credit card processing
- \$15—per month credit card processing

A motion was made by Mrs. Lauren Robinson and seconded by Mrs. Michele Schmitz to charge a \$3 convenience fee per online food service transaction. Motion carried 5-0.

Mrs. Melissa Moore reported the following information:

Superintendent's Report

- A. Band Concert, December 4
- B. School Spelling Bee, December 9, 9:00 a.m.
- C. December Regular Board Meeting, December 12
- D. Christmas Break, December 19—30

A motion was made by Mr. Chad Keener and seconded by Mrs. Michele Schmitz to adjourn at 6:45 p.m.. Motion carried 5-0.

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President

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Secretary