

**RITCHIE COUNTY BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
DWC VOCATIONAL CENTER
HARRISVILLE, WV
JANUARY 13, 2020 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on January 13, 2020, at 6:00 p.m. by President Dr. Torie Jackson.

PLEDGE TO THE FLAG

The meeting opened with the Pledge of Allegiance.

ROLL CALL

Present: Dr. Torie Jackson, President
Mrs. Betsy Wells, Vice-President
Mrs. Misty Ingram-Keen
Mr. Denny Nelson
Mr. Ryan Reed

Administrative staff present: James G. Brown, Superintendent; Mrs. Debbie Bever, Director of Special Education, Federal Programs and School Improvement; Mr. David Weekley, Director of Support Services and Attendance; Lori Wells, Treasurer and Director of Finance and April Haight, Director of Instructional Services and Personnel.

AGENDA ITEMS TO BE TABLED OR REMOVED

Upon recommendation of the superintendent, Mr. Reed moved, seconded by Mr. Nelson that the following agenda items be tabled or removed. Motion passed unanimously.

- L.3b P20-000-119 Approve Short Term 5202 Substitute Teacher Countywide Pending Meeting All Requirements Effective January 13, 2020
- L.3d S20-001-038 Approve Multi Classification Plumber II / Electrician II / HVAC II / Custodial III / Groundsman / General Maintenance / Handyman / Truck Driver Effective January 13, 2020 Pending Meeting All Requirements
- L.3e S20-000-086 Approve Substitute Custodian Countywide Pending Meeting All Requirements Effective January 13, 2020

MINUTES

Mrs. Ingram-Keen made the motion, seconded by Mrs. Wells, to approve the preliminary minutes of the regular meeting of December 09, 2019, as presented. Motion passed unanimously.

RECOGNITIONS

Superintendent Brown recognized the Ritchie County High School Boys Cross Country Team Back-to-Back State Champions. Each athlete in attendance was presented a certificate and congratulated by the board members. Coach Holli Haddox-Vaughan, 2019 West Virginia Cross Country Coach of the Year, was also recognized and presented with a certificate. Superintendent Brown then recognized four Ritchie County Middle School students who scored in the 94th and 95th National Percentile on the PSAT in Math and English Language Arts. Those students were presented with a certificate of achievement and congratulated by each board member.

DELEGATIONS

None

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

Superintendent Brown reviewed the following information:

Comprehensive Education Facilities Plan – Educational Plan

- Mr. Brown delivered a power point presentation on the Comprehensive Education Facilities Plan. Those components of the Comprehensive Education Facilities Plan covered in the power point include: Educational System Plan, Curriculum Delivery Plan, Instructional Delivery Plan, Operations Plan, Support Plan and Personnel Plan.
The next steps in the Comprehensive Education Facilities Plan process are as follows:
- The Board of Education reviews the Education Plan and Facility Evaluations
- The Board of Education provides the Superintendent with their vision and expectations for the 2020-2030 Comprehensive Education Facilities Plan

- The Superintendent provides the Board a proposed Project Priority List and Finance Plan for consideration
- The Board conducts Public Hearings to garner community input

Previous Comprehensive Educational Facility Plan Evaluation

The School Building Authority delivers a questionnaire that requires school districts to objectively evaluate their previous ten-year (2010-2020) Comprehensive Educational Facilities Plan. Mr. Brown reviewed the completed Ritchie County CEFP Evaluation form with the Board.

PRESENTATIONS

Mr. Tommy Cloer and Mr. Phill Warnock, Architects from Chapman Technical Group, presented a power point on the School Facility Evaluations aspect of the Comprehensive Educational Facilities Plan. This past summer Mr. Cloer and Mr. Warnock, along with Mr. Weekley, went through each school facility gathering data and making evaluations based on criteria from the School Building Authority. Mr. Cloer and Mr. Warnock presented the board with those findings specific to each school and the preliminary opinion of cost to address necessary renovations / upgrades.

DIRECTOR REPORTS

Mrs. Debbie Bever, Director of Special Education, Federal Programs and School Improvement reviewed the following information:

- Mid-year Interim Comprehensive Assessments for grades 3 through 8 will be given next week
- Preschool / Kindergarten registration has been set for Thursday and Friday, March 26th and 27th

Mr. David Weekley, Director of Support Services and Attendance reviewed the following information:

- Looking at the 2nd phase of the Safety Improvement Project at Ritchie Middle / High School
- Bid opening for the door locks and renovations of the senior courtyard has taken place

Mrs. Lori Wells, Treasurer and Director of Finance reviewed the following information:

- The Finance Office attended the WVEIS Conference for Finance on December 10, 2019
- The W2's and 1099's are finished, have been sent out and submitted to the state
- The state is still working on programming for the 1095's

Mrs. April Haught, Director of Instructional Services and Personnel reviewed the following information:

- The 2020-2021 employment intent forms, for all areas, have been sent out to employees. This is the first step in gathering information to start looking at personnel for next year.
- Drivers Education, Health / Wellness, Music and Visual Arts Educational Resources are up for adoption this year. The caravans have been sent out and materials gathered for consideration.

POLICY REVIEW

Upon recommendation of the superintendent, Mr. Reed moved, seconded by Mrs. Wells, that the Board approve the following list of policies as presented. Motion passed unanimously.

- Approve New Policy Extra-Curricular and Curricular Transportation Buses and/or Private Vehicles
- Approve Revised Policy 5100 Personal Leave Bank
- Approve Revised Policy 8040 Billing and Collections
- Approve Revised Policy 2040 Purchasing Card to be placed on comment for first reading

PERSONNEL

Upon Mr. Brown's recommendation, Mrs. Wells moved, seconded by Mrs. Ingram-Keen, that the Board enter Executive Session for the purpose of discussing personnel. Motion passed unanimously and the Board entered Executive Session at 7:17 p.m.

Mr. Nelson moved, seconded by Mrs. Ingram-Keen, that the Board re-enter regular session. Motion passed unanimously and the board resumed regular session at 8:23 p.m.

Resignations

Upon recommendation of the superintendent, Mrs. Ingram-Keen moved, seconded by Mr. Reed, to accept the following resignations. Motion passed unanimously.

- Approve Resignation of Bradley Myers Bus Operator effective January 21, 2020
- Approve Resignation of Zoey Myers Substitute Classroom Instructional Aide effective January 21, 2020

Resignations Submitted after Publication of the Agenda

None

Employments or Transfers and Rescissions

Upon recommendation of the superintendent, Mr. Reed moved, seconded by Mrs. Wells, that the Board approve the following employments, transfers and rescissions. Motion passed unanimously.

- Approve posting a Special Education Instructional Classroom / Transportation Aide at Ritchie County Middle School for the 2019-2020 School Year
- Approve Nathaniel Shipe, Math Teacher at Ritchie County High School effective January 13, 2020 and subject to Stay-Put Provision for the 2020-2021 School Year
- Approve Michael Leggett, Afternoon Shift Custodian III / Groundsman / General Maintenance at Creed Collins Elementary School effective January 13, 2020
- Approve Eric Burgess, Assistant Softball Coach at Ritchie County High School effective January 13, 2020

CONSENT ITEMS

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mr. Nelson, that the Board approve the following consent items. Motion passed unanimously.

- Approve Comprehensive Educational Facilities Plan 2020-2030 Goals and Objectives
- Approve a student to be transported to the Adult Basic Education Program at the Central Office effective January 14, 2020
- Approve Out of County Student Transfer, pending approval of acceptance by Wirt County Schools effective for the 2019-2020 School Year
- Approve Rachel Flanigan to complete internship (Student Teacher Assignment) through Glenville State College at Ritchie County High School from January 13, 2020 through April 30, 2020
- Approve Volunteer Drivers for the 2019-2020 School Year
- Approve School Volunteers for the 2019-2020 School Year
- Approve Student Internships for Ritchie County High School for the second semester of the 2019-2020 School Year

ALLOWED AND AUTHORIZED PAYMENT OF BILLS

Upon recommendation of the superintendent, Mr. Reed moved, seconded by Mrs. Wells, that the Board approve and authorize payment of the following bills. Motion passed unanimously.

- Approve Payment of Bills in the Sum of \$863,880.59
- Approve Monthly Payment to Union Bank for Energy Performance Contract in the sum of \$10,531.90
- Approve City Construction Company, Inc. bid for Ritchie County Middle / High School Phase II Safety Upgrades in the sum of \$163,000.00

FINANCIAL REQUESTS FOR APPROVAL

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mrs. Ingram-Keen, that the Board approve the following Financial Requests. Motion passed unanimously.

- Approve Budget Revision Requests – transfers totaling \$17,369.00 and supplements totaling \$106,044.00
- Approve revised mileage reimbursement rate in accordance with IRS Regulations to \$0.575 per mile.

REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING

None

BOARD MEMBER COMMITTEE REPORTS

- Mr. Nelson attended the “Annie” production and stated that it was very good
- Mr. Reed asked if he could please be sent information regarding the WVSBA Winter Conference
- The Next Regular Meeting will be held on Monday, January 27, 2020 at 6:00 p.m. at Ritchie County Board of Education Office

MEETING ADJOURNED

Mrs. Ingram-Keen moved, seconded by Mr. Nelson, that the meeting be adjourned at 8:34 p.m. Motion passed unanimously.