

**RITCHIE COUNTY BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
DWC VOCATIONAL CENTER
HARRISVILLE, WV
JANUARY 27, 2020 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on January 27, 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, Mr. David Weekley, Director of Support Services and Attendance, and Mrs. April Haight, Director of Instructional Services and Personnel

AGENDA ITEMS TO BE TABLED OR REMOVED

No items to be tabled or removed. However, there was a correction to L1.a on the Board Agenda: Approve Todd Jackson, Ritchie County Middle / ~~High School Cross Country Authorized / Certified (Non-Paid)~~ Assistant Girls Track Coach, Effective January 27, 2020.

MINUTES

Mrs. Ingram-Keen made the motion, seconded by Mr. Reed, to approve the preliminary minutes of the regular meeting of January 13, 2020, as presented. Motion passed unanimously.

DELEGATIONS

None

RECOGNITIONS

Superintendent Brown recognized Garrett Owens who had the honor of being selected 1st Team All-State Football. Garrett was presented with a certificate and congratulated by each board member.

PRESENTATIONS

Mr. Tommy Cloer and Mr. Phill Warnock, Chapman Technical Group Architects, were present for follow up discussion and questions on the January 13, 2020 Comprehensive Educational Facilities Plan Cost Summary Analysis Presentation. The board members had no questions for the architects at this time. Mrs. Jackson stated that the next board meeting will be held at Creed Collins Elementary where Mr. Cloer and Mr. Warnock will present the School Improvement Cost Summary Report specific to that school. She asked who would be able to ask questions at that meeting. Mr. Brown state that the board members and Creed Collins Elementary Local School Improvement Council members only will be able to ask questions at that time. The main public hearings are scheduled for Monday, May 4, 2020 and Monday, May 18, 2020 at the board office.

SUPERINTENDENT'S REPORT

Superintendent Brown reviewed the following information:

- Mr. Brown provided the Board with an updated schedule on the process of revising the Comprehensive Educational Facilities Plan. The last item on the schedule is the verification of Community Analysis and Population and Enrollment Studies. This portion of the plan will be complete by the next board meeting.
- Provided copies of the CEFP School Improvement Cost Summary Report 2020-2030 and Ritchie County Schools Comprehensive Education Facilities Plan 2020
- Reviewed the proposed calendar for the 2020-2021 school year. With this proposed calendar August 13, 2020 will be the first day for students, graduation will be Sunday, May 23, 2021 and last day for students will be May 26, 2021. MOVTI will accommodate our calendar. The public hearings regarding the school calendar will be held during the next two board meetings.
- Provided the Board with a revised District Policy Review Schedule. The schedule has been revised based on House Bill 206. We are working on a Charter Schools Policy that is required by State Code, an Open Enrollment Policy and a Personnel Reduction in Force and Transfer Policy.

DIRECTOR REPORTS

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

- The West Virginia Fire Marshal recently performed a very detailed inspection of all the buildings. Findings include: electrical boxes must be locked and updated with panel schedules, some exit signs and ceiling tiles need attention, clutter in storage rooms, items plugged into power strips, some cables and wires zip tied to electrical conduit, and a few fire extinguishers missing monthly inspections. All findings are being addressed.
- The West Virginia Board of Risks review was held the following week and covered many of the same items as the fire marshal inspection. Findings include: additional matting needed in the mezzanine where the wrestlers practice, protective cages needed around the exit lights in the gymnasiums, and all aerosol cans must be in a fire cabinet. All findings are being addressed.
- The Sanitarian reported that the floor in the Creed Collins Elementary kitchen must be replaced. The tile is loose and coming up. This asbestos tile will require abatement which will entail removing all the kitchen equipment. Replacement must be done after the last day of school but before the summer feeding program begins.
- Core and Lock Project at the Ritchie County Middle / High School will begin soon. A grand master key system for all the doors in the complex will be created. All the doors in the elementary schools will eventually be changed to the same grand master key system.
- Building signage art is being developed at this time. The new signs will be vinyl coated and weather resistant. These signs will replace older signs at the middle / high complex and the board office.
- Looking at options for disposal of chemicals, in the science labs at the middle /high school, which have not been used recently and / or are no longer needed. Also looking at chemical disposal at the bus garage and the board office depending on costs and budget.
- Continuing to install new bus cameras. Cameras have been installed in five buses to date. The new camera video and audio is excellent.
- Mr. Weekley talked to Tony Novel, Marshall County 911, regarding the Brohard Tower radio frequency. They are still waiting to hear from the FCC and also Butler County Pennsylvania as they also have the same radio frequency.
- Truancy diversion hearings were recently held. Another full day of hearings is scheduled for this month. These truancy diversion steps appear to be helping with chronic absenteeism.

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

- Mrs. Haught provided the Board with a Personnel Timeline for spring 2020. This schedule includes personnel actions to take place and completion dates.
- Employee intent forms have been sent out and are due back by January 31, 2020. These are very beneficial in determining personnel planning for the coming year and getting positions filled before school is out this year.
- Second notice has been sent to those employees with certifications expiring in June, 2020.
- WVEIS has been updated to include the 2020-2021 school year. Counselors are ready to start the base schedule for next year.
- Tech Tuesday/Thursdays scheduled for the Middle/High school teachers through February
- We have had one inclement weather day, December 17, 2020. Still have 4 accrued days and 6 OS days remaining.
- Working on the proposed calendar for the 2020-2021 school year. The first calendar hearing will be held February 10, 2020 with the second calendar hearing being held on February 20, 2020.
- The instructional materials to be adopted this year are Health, Art, Music and Driver's Education. Instructional Materials Committees have been selected and will be meeting soon.

POLICY REVIEW

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

- Approve Revised Policy 2040 Purchasing Card to be placed on comment for second reading
- Approve Revised Policy 5060 Random Selection System Professional Personnel to be placed on comment for first reading
- Approve Revised Policy 5190 Reduction in Force Professional Personnel Lateral Positions to be placed on comment for first reading.
- Approve Revised Policy 7050 Attendance Policy to be placed on comment for first reading.
- Approve New Policy Instructional Resource Adoption to be placed on comment for first reading.

PERSONNEL

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mr. Reed, that the Board enter Executive Session for the purpose of discussing personnel. Motion passed unanimously and the Board entered Executive Session at 6:51 p.m.

Mr. Reed moved, seconded by Mrs. Wells, that the Board re-enter regular session. Motion passed unanimously and the board resumed regular session at 7:23 p.m.

Resignations

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

- Approve Resignation of Todd Jackson, Ritchie County Middle School Assistant Girls Track Coach effective January 27, 2020
- Approve Resignation of Jared Shipe, Ritchie County Middle School Head Boys Track Coach effective January 27, 2020
- Approve Resignation of Connie Been, Substitute Secretary Countywide effective June 30, 2020
- Approve Resignation of Susan Ridgway, Teacher at Creed Collins Elementary, for the purpose of retirement effective June 30, 2020

Resignations Submitted after Publication of the Agenda

Upon recommendation of the superintendent, Mr. Reed moved, seconded by Mr. Nelson, to accept the following resignation. Motion passed unanimously.

- Approve Resignation of Noah Laugh, Ritchie County Middle School Assistant Football Coach, effective January 27, 2020

Employments or Transfers and Rescissions

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

- P20-000-119 Approve Beth West, 5202 Short Term Substitute Teacher effective January 27, 2020 pending meeting all requirements
- S20-000-116 Approve Amber Buchanan, Substitute Cook countywide effective January 27, 2020
- S20-000-116 Approve Danielle Props, Substitute Cook countywide effective January 27, 2020 pending meeting all requirements
- S20-005-103 Approve Amy Haddix, Substitute Bus Operator countywide effective January 27, 2020 pending meeting all requirements
- S20-005-127 Approve Billy Greene, Bus Operator Route 5115 effective January 27, 2020

Mrs. Ingram-Keen moved, seconded by Mrs. Wells to approve the following employment. Four Board Members voting for with Mrs. Jackson abstaining.

- S20-302 / 501-128 Approve Crystal Freed, Special Education Instructional Classroom Aide / Transportation Aide at Ritchie County Middle School effective January 27, 2020

CONSENT ITEMS

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

- Approve Memorandum of Understanding with the West Virginia University Board of Governors and the School of Medicine for Orientation and Mobility Services effective January 27, 2020 through June 30, 2020
- Approve In-Lieu of Transportation Request
- Approve School Volunteers for the 2019-2020 School Year

ALLOWED AND AUTHORIZED PAYMENT OF BILLS

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

- Approve Payment of Bills in the Sum of \$161,639.32

FINANCIAL REQUESTS FOR APPROVAL

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

- Approve Budget Revision Requests – transfers totaling \$250,007.00 and supplements totaling \$26,3433.00
- Approve Budget Calendar FY21
- Approve contract with City Construction Company for the Phase II Renovation Project at Ritchie County Middle / High School in the amount of \$163,000.00.

REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING

Mr. Brown reminded the Board that the next meeting would be the first LSIC meeting. This meeting will be held at Creed Collins Elementary School.

BOARD MEMBER COMMITTEE REPORTS

- Mr. Nelson attended the Creed Collins Elementary School Social Studies Fair. He was impressed with the student projects, judges, volunteers and the organization of the fair.
- The Next Regular Meeting will be held on Monday, February 10, 2020 at 6:00 p.m. at Creed Collins Elementary School

MEETING ADJOURNED

Mrs. Wells moved, seconded by Mrs. Ingram-Keen, that the meeting be adjourned at 7:29 p.m. Motion passed unanimously.