

**RITCHIE COUNTY BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
DWC VOCATIONAL CENTER
HARRISVILLE, WV
NOVEMBER 12, 2019 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on November 12, 2019, 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. Lori Wells, Treasurer and Director of Finance, and Mrs. Debbie Bever, Director of Special Education, Federal Programs and School Improvement.

AMENDMENT TO THE AGENDA

Upon recommendation of Superintendent Brown, Mr. Reed made the motion, seconded by Mr. Nelson, to amend the agenda. Motion passed unanimously. The Agenda was amended as follows:

Added under Personnel:

K.3m S20-000-103 Approve Janet Heintzman, Substitute Bus Operator Countywide Effective November 12, 2019

AGENDA ITEMS TO BE TABLED OR REMOVED

- J.1 Approve New Policy Extra-Curricular and Curricular Transportation Buses and/or Private Vehicles to be placed on comment for second reading
- K.3b P20-501/302-071 Approve LD/BD/MI / Autism Teacher at Ritchie County Middle/High School (Assignment RCHS) Effective November 12, 2019
- K.3c P20-501/302-072 Approve LD/BD/MI / Autism Teacher at Ritchie County Middle/High School (Assignment (RCHS) Effective November 12, 2019
- K.3d P20-302-073 Approve English Teacher at Ritchie County Middle School Effective November 12, 2019
- K.3f P20-501/302-108 Approve LD/BD/MI / Autism Teacher at Ritchie County Middle/High School (Assignment (RCHS) Effective November 12, 2019
- K.3g S20-000-086 Approve Substitute Custodian Countywide Effective November 12, 2019 pending meeting all requirements
- K.3h S20-000-110 Approve Sign-Support Specialist / Classroom Instructional Aide Itinerant Countywide Effective November 12, 2019
- K.3j S20-000-116 Approve Substitute Cook Countywide Effective November 12, 2019 pending meeting all requirements
- K.3l C20-501-102 Approve Head Tennis Coach at Ritchie County High School Effective November 12, 2019

MINUTES

Mrs. Ingram-Keen made the motion, seconded by Mrs. Wells, to approve the preliminary minutes of the regular meeting of October 28, 2019, as presented. Motion passed unanimously.

RECOGNITIONS

None

DELEGATIONS

None

STUDENT EXPULSION HEARING IN ACCORDANCE WITH WV SCHOOL LAW §18A-5-1

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mr. Reed, that the Board enter executive session for a student expulsion hearing. Motion passed unanimously and the Board entered executive session at 6:06 p.m.

Mrs. Wells made the motion, seconded by Mrs. Ingram-Keen, to re-enter regular session at 6:30 p.m. Motion passed unanimously.

Superintendent Brown recommended, in accordance with WV School Law §18A-5-1, to expel student 770005615. Mr. Nelson made the motion, seconded by Mr. Reed, that the Board expel student 770005615 for the remainder of the 2019-2020 school year. The student will be placed in an out-of-school environment. During the period of expulsion the student is not permitted to be on school grounds and is not permitted to participate in extra-curricular activities. Motion passed unanimously.

PRESENTATIONS

None

COMMUNICATIONS

None

SUPERINTENDENT'S REPORT

Superintendent Brown reviewed the following information:

Special Election Excess Levy Results

Voter Turnout 20.08%

Total in Favor 1038

Total Against 175

Passage Rate 85.57 % (6th highest passage rate in the state for an excess levy)

Once the votes are officially canvassed and certified Mr. Brown will submit the results to the State Auditor's Office. The new levy will be in effect from 2020 through 2025.

Dr. Jackson thanked the voters for supporting the schools and students of Ritchie County.

District Data Report

E-Walk Data: The goal is to turn data into information and information into insight. Data is used to drive the work we do daily in our schools and to improve student outcome. Mr. Brown shared with the board E-Walk data from the first 50 days of school. Thus far there have been 231 beginning of class walkthroughs, 590 middle of class and 80 end of class walkthroughs. There are more middle of class observations due to the fact that the most impactful instruction often occurs during the middle of the class. Will strive to do more end of class walkthroughs. Mr. Brown presented percentage charts based on principal and teacher walkthrough findings. Our percentages are proportional to our expectations. Principals will use this data to address areas needing improvement and to support and encourage employees to use higher level skills as part of their instruction. We will compare this data with the data collected at the 100 day mark.

DIBELS: Ritchie County Schools uses DIBELS, an assessment/screening tool, in kindergarten, first and second grades. DIBELS will help locate root causes for the challenges we are seeing with some of our students in proficiency in reading. Mr. Brown shared with the Board beginning of the year benchmarks from DIBELS. After screening students we have identified and targeted problems and have interventions and goals in place to address those student needs.

PSAT: The PSAT has been administered in grades eight through eleven. Waiting on results from PSAT which will be used to drive instruction as well.

Revised Schedule for the Completion of the Comprehensive Educational Facilities Plan

Mr. Brown presented the Board with a 2019 – 2020 Comprehensive Education Facilities Planning Revision Schedule. This schedule listed monthly meetings and planning activities as well as Community Forum and Public Hearing dates.

DIRECTOR REPORTS

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

District School Audit Report: Mrs. Wells presented the Board with a summary of the District School Audit Report for the 2018-2019 School Year from Fyffe Jones Group. They sampled 20 deposits, receipts and expenditures for each school. There were four counts of schools not following proper purchasing procedures by initiating purchase orders after the expenditure had been incurred. Other counts included monies receipted were not always deposited in a timely manner, and improper support for expenditures. There were a total of 11 audit findings, four of which were reoccurring from the prior year. Last year training was provided for the principals and secretaries. Mrs. Wells held a financial training session with the school secretaries at the beginning of this school year reviewing proper accounting procedures.

School Support Organizations Audit: The School Support Organizations Audit was performed internally by Mrs. Wells. She audited the elementary school PTO's, RCHS Athletic Boosters, Band Boosters, and the Track Facilities Committee. Mrs. Wells shared her findings with the Board. All findings were documented and sent to the respective organizations. A corrective action plan must be turned in for all findings noted.

Purchasing Card Rebate Report: Ritchie County Board of Education implemented the use of the purchasing card in January of 2017. From that time through the first quarter in FY 2020 Ritchie County Board of Education has earned a total of \$68,269.74 in purchasing card revenue.

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

- Interims and benchmarks continue across all programmatic levels from DIBELS through PSAT
- 95% Group data review consultant, Dr. Karen Kemp, will meet with K-2 teachers on December 12 – 13 and again on February 12 – 13
- Title I Interventionist will have their professional learning meeting on December 19th. They will review compliance indicators, parent involvement plans and new DIBELS data.
- Continuing to monitor special education caseloads, timelines and services. There is a particular challenge at the high school level due to having three substitute special education teachers. Principal Waggoner and Mrs. Bever are working on a plan to possibly pay full time special education teachers to help conduct IEP meetings, re-evaluations and monitor special education student services during their planning period.
- Every county in the state will undergo a Medicaid Audit. This will be the first Medicaid Audit for Ritchie County. Mrs. Bever feels positive about our preparedness for the audit.
- Federal and State Special Education budgets were approved and will soon be released
- She received notification that our preschool monitoring final statement from last year has been approved
- Mrs. Bever shared with the Board the agenda from the District Curriculum Team meeting and the Professional Development Council. Included was a list of professional development since July 01, 2019 and professional development opportunities scheduled for the future.

POLICY REVIEW

Mr. Reed made the motion, seconded by Mr. Nelson, to table J.1 Approve New Policy Extra-Curricular and Curricular Transportation Buses and/or Private Vehicles to be placed on comment for second reading. Motion passed unanimously.

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

- Approve Revised Policy 5100 Personal Leave Bank to be placed on comment for first reading
- Approve Revised Policy 8040 Billing and Collections to be placed on comment for first reading

PERSONNEL

Resignations

Upon recommendation of the superintendent, Mr. Nelson moved, seconded by Mr. Reed, to approve the resignation of Brittney Carpenter as Assistant Softball Coach at Ritchie County High School Effective November 12, 2019. Motion passed unanimously.

Resignations Submitted after Publication of the Agenda

None

Employments or Transfers and Rescissions

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

- Approve Posting Bus Operator position for Bus Route #5129 Cedar Grove / Route 16 for the 2019-2020 School Year
- Approve Sophia Binegar, Substitute School Nurse Countywide Effective November 12, 2019, pending meeting all requirements
- Approve JoAnne James, Preschool / Preschool Special Needs Aide / Early Childhood Classroom Assistant Teacher / Transportation (Bus Aide) at Creed Collins Elementary Effective November 12, 2019
- Approve Bill Goff, Bus Operator Mid-Ohio Valley Technical Institute AM Bus Run for the 2019-2020 School Year
- Approve Janet Heintzman, Substitute Bus Operator Countywide Effective November 12, 2019

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 In-Lieu of Transportation Request
- Approve Volunteer Drivers for Ritchie County High School Wrestling Team for the 2019-2020 School Year
- Approve School Volunteers for the 2019-2020 School Year

ALLOWED AND AUTHORIZED PAYMENT OF BILLS

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

- Approve Payment of Bills in the Sum of \$471,618.97

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 \$206,531.00
- Approve monthly payment to Union Bank for Energy Performance Contract in the sum of \$10,531.90
- Approve Expenditure for Bus Transportation Fleet Security Camera Replacement and Monitoring System in the amount of \$100,412.38

REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING

None

BOARD MEMBER COMMITTEE REPORTS

- The board members expressed their gratitude to Mr. Brown for all his hard work toward passage of the levy
- Mr. Nelson shared how impressed he was with the Veterans Day Program that Mrs. Robin Haddox and the Ritchie County Middle Students presented. The food was delicious and many veterans attending expressed their appreciation.
- Dr. Torie Jackson will attend the State Board Meeting on Thursday as part of a Focus Group. She was one of only nine board members who were selected to participate in this group. Mrs. Jackson will give a report of the proceedings at our next board meeting.
- The Next Regular Meeting will be held on Monday, December 09, 2019 at 6:00 p.m. at Ritchie County Board of Education Office.

MEETING ADJOURNED

Mrs. Betsy Wells moved, seconded by Mrs. Ingram-Keen, that the meeting be adjourned at 8:14 p.m. Motion passed unanimously.