

**RITCHIE COUNTY BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
SMITHVILLE ELEMENTARY SCHOOL
SMITHVILLE, WV
MARCH 09, 2020 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on Monday, March 09, 2020, at 6:00 p.m. by President Dr. Torie Jackson.

PLEDGE TO THE FLAG

The meeting opened with the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

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

Absent: 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.

ANNUAL MEETING WITH SMITHVILLE ELEMENTARY SCHOOL'S LOCAL SCHOOL IMPROVEMENT COUNCIL PER WV CODE §18-5-14

The meeting was called to order at 6:03 p.m. by Smithville Elementary School Local School Improvement Council Chairperson, Tammy Bell. The reading of the minutes of the previous stated meeting was waived. Mrs. Bell then turned the meeting over to Smithville Elementary Principal, Mrs. Casey Kerns. Mrs. Kerns gave a presentation on Smithville Elementary School's data and strategic plan progress report.

Attendance

- The monthly attendance rate for Smithville Elementary increased each month this school year in comparison to last year except for the month of February.
- Due to an increase in sickness during the month of February the attendance rate dropped to 91%.
- Our goal is to maintain a monthly attendance rate of around 95%.
- Yearly attendance rate is 96.34% for Smithville Elementary.
- Chronic absenteeism rate is at 7.1% which is half of what it was this time last year.

Walk Through Data

- Mrs. Kerns presented the walk through data and is seeing great things during her walk through observations.

IPI Data

- Smithville Elementary just finished its third coding session.
- The collected data looks good however there needs to be improvement in level six data.
- To be in the more effective range level six needs to be greater than 25%.

I-Ready Reading

- I-Ready Reading middle of the year diagnostic data showed a growth of 25% in Tier 1 from the beginning of the year.
- Tier 2 decreased by 2% and Tier 3 decreased by 23%.
- The largest weakness was found to be in phonics and the whole school is working on that daily using 95% Group.

I-Ready Math

- Smithville Elementary School's I-Ready Math diagnostic data for the middle of the year was phenomenal.
- There was a 51% increase in Tier 1.
- Tier 2 decreased by 43% and Tier 3 decreased by 8%.
- Only 1% of the students are in the at risk category.

DIBELS Benchmark Data

- Mrs. Kerns was very happy to see growth in all areas.
- Kindergarten increased 28%, first grade increased 6% and second grade increased 4% from the beginning of the year.

Standards Based Report Card

- Smithville Elementary piloted a Standards Based Report Card this year.
- Mrs. Kerns worked with her teachers to compile the standards to be placed on the report cards.
- This type of report card clearly illustrates what the students know and what they still need to learn.
- Receiving positive verbal feed-back from parents regarding this report card format.
- Reports cards on the regular grading scale are still given out also.

Strategic Plan

- Goal #1 Improve student academic success in all courses of study through high quality instruction and personalized learning. Seventy percent of students will meet targets on summative assessments.
- Goal #2 Improve student attendance. The student population will have a 95% attendance rate.
- Goal #3 Create a positive environment for students, parents and staff improving our physical and mental cohesiveness. Fifty percent of the parent, student and staff population will attend school events.

Mrs. Kerns ended her presentation with a video showcasing various student activities at Smithville Elementary. Dr. Jackson said Smithville Elementary is doing a phenomenal job and she is very impressed. Smithville Elementary should be proud of what they have achieved. The LSIC meeting was adjourned at 6:32 p.m.

AGENDA ITEMS TO BE TABLED OR REMOVED

Upon recommendation of the superintendent Mrs. Wells moved, seconded by Mrs. Ingram-Keen, that the following agenda item be tabled or removed. Motion passed unanimously.

L.6g C20-302-130 Approve Assistant Girls Track Coach at Ritchie County Middle School effective March 09, 2020.

MINUTES

Mrs. Ingram-Keen made the motion, seconded by Mr. Nelson, to approve the preliminary minutes of the regular meeting of February 20, 2020. Motion passed unanimously.

DELEGATIONS

None

RECOGNITIONS

None

PRESENTATIONS

Mr. Brown presented the Comprehensive Education Facilities Plan Smithville Elementary School Facility Evaluation. Chapman Technical Group Architects have done a cost analysis on each school in the county. The necessary renovations and upgrades to the Smithville Elementary School building are minimal. Total cost of facility improvements for Smithville Elementary School, including window replacements, is \$134,141.00.

SUPERINTENDENT'S REPORT

Superintendent Brown gave an update on the county student attendance rate. We have maintained a 92% to 93% attendance rate for the last six weeks, excluding a one week period where the rate dipped to the low to mid 80% range. Ritchie County is maintaining the cleaning protocols of sanitizing with bleach. Extra custodial staff has been placed at our two larger elementary schools. The State Department of Education is in constant contact with the Governor's Office, the State Health Department and other health professionals regarding the Corona Virus. To date there has not been a confirmed case in West Virginia. If student or staff are ill we are asking them to stay home.

Superintendent Brown presented the Board with the Proposal to Implement Regular Employee Substitute Teacher Coverage Assignment by Mutual Consent Agreement with a compensation rate of \$25.00 per hour. Mr. Brown is asking the Board to approve this effective March 10, 2020. This agreement will help with teacher coverage when substitutes are unavailable. Funding for substitutes will be reallocated to cover this expense. Ritchie County may limit professional learning to the four professional learning days built into the calendar due to the challenge in finding substitutes.

DIRECTOR REPORTS

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

- Mrs. Wells presented the Board with a copy of the Levy Rates for FY 21. The regular and excess levy rates both increased for an overall increase of \$1,930,911.00. An increase in our regular levy rate will decrease state aid. These rates are two years in arrears.
- A review of activity bus run usage was conducted. Mrs. Wells presented this activity run data including average number of students riding and the total cost of these runs through February 15, 2020.
- Spring orders are due from the schools by March 25, 2020.
- Completed submission of the FY19 Audit to the Federal Audit Clearinghouse. We should have our final report this week.
- There have been no audit findings for the last three years.

Mrs. Debbie Bever, Director of Special Education, Federal Programs and School Improvement

reviewed the following information:

Federal Programs

Through a collaborative effort between Title I, the Early Literacy Group, Ritchie County Extension (WVU) and the Ross Foundation Grant we will be able to provide Energy Express at all three elementary schools this summer. We are working with Mrs. Matheney at the WVU Extension to recruit the required enrollment and staffing for these three sites.

Preschool

Preschool enrollment booklets are being sent to parents and registration appointments are being made. There are currently 55 students signed up for the Preschool registration on March 26th and 27th. Notices regarding the registration will be placed in the local newspapers.

21st Century Community Learning Grant (historically called STARS)

This is now called the Nita M. Lowery 21st Century Community Learning Center Grant. This is a five year grant of up to one million dollars. Mrs. Prim and Mrs. Bever attended the Bidders Conference in Wheeling on March 3rd. The intent to apply deadline is May 01, 2020 and the application deadline is May 29, 2020 before 4:00 p.m. We were encouraged to develop a system for the program to eventually become self-sustaining.

POLICY REVIEW

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

- Approve New Policy 5320 Reduction-In-Force and Transfer Defining Qualification for Professional Personnel to be placed on comment for first reading.

PERSONNEL

Upon recommendation of the superintendent, 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 7:11 p.m.

Mr. Nelson moved, seconded by Mrs. Wells, that the Board re-enter regular session. Motion passed unanimously and the Board resumed regular session at 7:33 p.m.

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mrs. Ingram-Keen, that the Board approve the Extra-Curricular Assignment Schedule for the 2020-2021 school year as presented. Motion passed unanimously.

Upon recommendation of the superintendent, Mr. Nelson moved, seconded by Mrs. Ingram-Keen, that the Board approve the Service Personnel Job Classification Review 2019-2020 as presented. Motion passed unanimously.

Upon recommendation of the superintendent, Mrs. Ingram-Keen moved, seconded by Mr. Nelson, that the Board approve the Ritchie County High School Band Director salary supplement of \$6,132.00 to include a \$25.00 annual increase for each year of experience effective July 01, 2020. Motion passed unanimously.

Resignations

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

- Approve Resignation of Jason Jones, Assistant Boys Track Coach at Ritchie County High School Effective February 24, 2020
- Approve Resignation of Justin Hodges, Credit Recovery Teacher at Ritchie County High School Effective March 9, 2020
- Approve Resignation of Judy Ditlow, Countywide Substitute Teacher Effective June 30, 2020
- Approve Resignation of Kristen Mixer, English Teacher at Ritchie County Middle School Effective June 30, 2020
- Approve Resignation of Robin Haddox, Countywide Social Studies Coordinator Effective June 30, 2020
- Approve Resignation of Sara Doak, Student Assistance Team Coordinator at Ritchie County High School Effective June 30, 2020
- Approve Resignation of Melanie Henderson, Intervention/Tutor for After School Extended Learning at Ritchie County Middle School Effective June 30, 2020
- Approve Resignation of Nathan Shipe, Substitute Teacher for After School Extended Learning at Ritchie County Middle School Effective June 30, 2020
- Approve Resignation of Jill Brewer, Sports Ticket Worker at Ritchie County Middle / High School Effective June 30, 2020
- Approve Resignation of Wendy Johnson, Athletic Coordinator at Ritchie County Middle School Effective June 30, 2020

- Approve Resignation of Mark Lamp, Head Wrestling Coach at Ritchie County Middle School Effective June 30, 2020
- Approve Resignation of Mendy Gray, Assistant Girls Basketball Coach at Ritchie County Middle School Effective June 30, 2020
- Approve Resignation of Ted VanScoy, Assistant Girls Track Coach at Ritchie County High School Effective June 30, 2020
- Approve Resignation of Phillip Harris, Countywide Substitute Custodian and Cook Effective June 30, 2020

Resignations Submitted after Publication of the Agenda

None

Employments or Transfers and Rescissions

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

- S20-000-120 Approve Gara Beth Satterfield, Substitute Instructional Classroom / Transportation Aide Countywide Effective March 9, 2020 Pending Meeting All Requirements
- S20-000-120 Approve Karrie Aliff, Substitute Instructional Classroom / Transportation Aide Countywide Effective March 9, 2020 Pending Meeting All Requirements
- S20-000-120 Approve Amy Haddix, Substitute Instructional Classroom / Transportation Aide Countywide Effective March 9, 2020
- S20-005-122 Approve Rick Ridgway, Substitute Bus Operator Countywide Effective March 9, 2020 Pending Meeting All Requirements
- S20-000-131 Approve Gara Beth Satterfield, Substitute Secretary Countywide Effective March 9, 2020 Pending Meeting All Requirements
- C20-302-129 Approve Miranda Baker-Elrod, Head Boys Track Coach at Ritchie County Middle School Effective March 9, 2020
- C20-302-134 Approve Clayton McBrayer, Assistant Football Coach at Ritchie County Middle School Effective March 9, 2020 Pending Meeting All Requirements
- C20-302-134 Approve Michael Satterfield, Assistant Football Coach at Ritchie County Middle School Effective March 9, 2020
- C20-302-137 Approve Melanie Henderson, Assistant Boys Track Coach at Ritchie County Middle School Effective March 9, 2020
- C20-501-139 Approve Jared Shipe, Assistant Boys Track Coach at Ritchie County High School Effective March 9, 2020
- X20-501-135 Approve Justin Hodges, Mentor Teacher for Multi-categorical Special Education / Autism Teacher at Ritchie County High School Effective March 9, 2020
- Approve Abigail Burgess as Authorized / Certified (Non-Paid) Softball Coach at Ritchie County High School Effective March 9, 2020 Pending Meeting all Requirements
- Approve Noah Laugh as Authorized / Certified (Non-Paid) Tennis Coach at Ritchie County High School Effective March 9, 2020 Pending Meeting all Requirements
- Approve Bob Bolin as Authorized / Certified (Non-Paid) Baseball Coach at Ritchie County High School Effective March 9, 2020 Pending Meeting all Requirements
- Approve April Haught as Authorized / Certified (Non-Paid) Boys and Girls Track Coach at Ritchie County High School Effective March 9, 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 2020-2021 School Calendar with one adjustment. Move the professional learning day in February from the February 19, 2021 to February 15, 2021 in order to be aligned with the MOVTI schedule.
- Approve Revised 2019-2020 Board Meeting Schedule
- Approve Laura Webb for 40 Hours of Field Placement through Glenville State College for the Spring Semester 2020
- Approve Ritchie County High School Tennis Team to Conduct Off-site Practices at Harrisville Town Park in Harrisville for the 2019-2020 Season
- Approve Ritchie County Middle / High School Track Teams to Conduct Off-site Practices on the Rails to Trails for the 2019-2020 Season
- Approve Revised Softball Schedule for Ritchie County Middle School for th3 2019-2020 Season
- Approve Annual Memorandum of Agreement with the West Virginia University Cooperative Extension Service and the County Extension Service Committee for FY21 Effective July 1, 2020
- Approve Memorandum of Understanding with Glenville State College to Provided Dual Credit Courses at Ritchie County High School Starting with the 2020-2021 School Year for Land Resources Program

ALLOWED AND AUTHORIZED PAYMENT OF BILLS

Upon recommendation of the superintendent, Mrs. Wells 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 \$532,574.39

FINANCIAL REQUESTS FOR APPROVAL

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

- Approve Budget Revision Requests – transfers totaling \$59,092.00
- Approve FY21 Scheduled Proposed Levy Rates
- Approve Monthly Payment to Union Bank for Energy Performance Contract in the Sum of \$10,531.90
- Approve Regular Employee Substitute Teacher Coverage Assignment by Mutual Consent Agreement with a Compensation Rate of \$25.00 Per Hour Effective March 10, 2020

REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING

None

BOARD MEMBER COMMITTEE REPORTS

Mr. Nelson thanked Smithville Elementary for hosting this board meeting. He shared some information that was covered at a recent West Virginia School Board Association Meeting. One session in particular talked about how school climate and culture drives performance of the students. Mr. Nelson feels Smithville Elementary exemplifies this idea.

NEXT REGULAR MEETING DATE

The next regularly scheduled meeting will be held on Monday, March 23, 2020, at 6:00 p.m. at Ritchie County Middle / High School, which will include the annual meeting with their Local School Improvement Council per WV Code §18-5-14

This meeting shall remain recessed until the statutory meeting scheduled for Tuesday, April 21, 2020.