

**RITCHIE COUNTY BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
RITCHIE COUNTY BOARD OF EDUCATION OFFICE  
HARRISVILLE, WV  
JUNE 22, 2021 – 6:00 PM**

The regular meeting of the Ritchie County Board of Education was called to order on Tuesday, June 22, 2021, at 6:00 PM 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. Ryan Reed - via phone  
Mr. Denver Nelson

Administrative Staff Present: Mr. James G. Brown, Superintendent, Mrs. Debbie Bever, Director of Special Education, Federal Programs and School Improvement and Mrs. Lori Wells, Treasurer and Director of Finance

**AGENDA ITEMS TO BE TABLED OR REMOVED**

None

**MINUTES**

Mrs. Wells moved, seconded by Mrs. Ingram-Keen, to approve the minutes of the regular meeting of June 7, 2021. Motion passed unanimously.

**PRESENTATIONS**

The Ritchie County High School Boys Cross-Country 2020 WV Single "A" State Champions were presented with Legislative Citations by Delegate Trenton Barnhart and Charles Clemens.

**DELEGATIONS**

None

**RECOGNITIONS**

None

**SUPERINTENDENT'S REPORT**

Mr. Brown reviewed the Ritchie County Schools American Recovery Plan Elementary and Secondary School Emergency Relief Fund presentation. On June 14, 2021, our district was required to meet with the State Department of Education and present our budget plan and data that supports the action. We are required to put our plan out on comment period for thirty days. It is posted on our website along with a link to make comment. We must present the plan formally to the board and make it available for the public to hear.

**In County Resident Student Transfers**

We are in the process of sending out student transfer notices to parents. It is an annual requirement that parents submit a transfer request if their student will be attending outside their attendance zone in county. These transfers are approved internally. Mr. Brown provided the Board with in-county student transfer information by grade and then by school. Very few of these students are parent transport. This is wreaking havoc on our transportation system. In many school districts across the state, it is a requirement that if you are requesting an in-county transfer, outside your attendance zone, you must provide transportation to the nearest bus stop in that attendance zone. Mr. Brown said that for longevity purposes we need to get to that point as it is becoming increasingly difficult transportation wise. This is something for the Board to consider.

**DIRECTOR REPORTS**

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

- Federal programs plans and budgets have been completed and submitted and we are waiting on state department approval
- Working on professional development plans. We have professional development agreements with 95% Group and Empower Education Consultants
- July 1<sup>st</sup> is the first professional development opportunity available for all employees
- Closing out the current school year; merging special education graduate files to inactive, beginning the promotion process, changing rosters, student assignments, etc.

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

- The week of May 10<sup>th</sup> the finance department attended a virtual summer conference through the Department of Education. Information covered included Legislative updates and training for end of year and opening the new year
- Submitted the budget prior to the due date on May 31<sup>st</sup>. Received confirmation that the budget has been approved and there are no necessary changes.

- As a team we did work on the ESSERF III ARF Funding and it is entered in GPS
- Working diligently to make sure all funds are expensed prior to the end of June for the grant awards
- Will be working on grant draw downs, carry-over pay, sick incentive pay and GPS budget

## **POLICIES**

Upon recommendation of the superintendent, Mr. Nelson moved, seconded by Mrs. Wells, to approve and / or repeal the following policies Motion passed unanimously.

- Approve revised policy 5230 National Board Certification
- Approve revised policy 5330 Leave for Illness and Other Causes During Covid-19 Pandemic
- Waive reading and approve refreshed policy 5180 Personal Leave Incentive Program
- Waive reading and approve refreshed policy 6010 Parent Involvement
- Waive reading and approve refreshed policy 4190 Regulations for the Education of Students with Exceptionalities
- Repeal Policy 4240 Distance Learning During COVID-19 Pandemic
- Repeal Policy 4250 Remote Learning During COVID-19 Pandemic

## **CONSENT ITEMS**

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

- Approve a Memorandum of Understanding with West Virginia University at Parkersburg for clinical students: field placement, student teachers and resident teachers as a continuing agreement until August 1, 2022

## **PERSONNEL**

### **Resignations**

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

- Approve resignation of Leandra Parsons, School Nurse countywide effective June 30, 2021
- Approve resignation of Dana Montgomery, Teacher Outdoor Recreation Camp countywide effective June 22, 2021

### **Resignation Submitted After Publication of the Agenda**

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mr. Nelson, to approve the following resignation. Motion passed unanimously.

- Approve resignation of Kaitlin Giles, Multi Categorical LD/BD/MI (Including Autism) Teacher at Ritchie County High School effective June 22, 2021

### **Employments or Transfers and Rescissions**

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

- Approve request for employee [977000374] unpaid leave through the Family Medical Leave Act extension return date to be determined
- Approve request for employee [977001531] unpaid leave of absence retroactive to April 30, 2021, through August 1, 2021
- Approve Casey Hill, Options Pathway Teacher at Ritchie County High School effective for the 2021-2022 school year
- Approve Brandon Pickrell, English Language Arts Teacher (Grades 9-12) at Ritchie County High School effective for the 2021-2022 school year
- Approve Katelyn Walls, Social Studies Teacher at Ritchie County Middle School Effective for the 2021-2022 school year

### **Employments for Summer 2021 Positions**

- Approve Annalene Burton, Early Childhood Classroom Assistant Teacher (Preschool and Kindergarten) / Transportation Aide at Harrisville Elementary School Academic Learning Camp for the Summer 2021
- Approve Clarisa Watson, Teacher for the Outdoor Recreation Camp Summer 2021
- Approve Regina Davis, Teacher for the Outdoor Recreation Camp Summer 2021
- Approve Michelle Layfield, Teacher for the Outdoor Recreation Camp Summer 2021
- Approve Ellie Windom, Teacher for the 9<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County High School Summer 2021
- Approve Beth McDonald, Teacher for the 9<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County High School Summer 2021
- Approve Gregory Der, Teacher for the 9<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County High School Summer 2021
- Approve Regina Davis, Teacher for the 5<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County Middle School Summer 2021
- Approve Jill Brewer, Teacher for the 5<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County Middle School Summer 2021
- Approve Melissa Davis, Teacher for the 5<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County Middle School Summer 2021

- Approve Madison Clevenger, Special Education Teacher for the 5<sup>th</sup> Grade Transition Camp and Orientation at Ritchie County Middle School Summer 2021
- Approve Becky Morrison, Cook for the Transition Camp at Ritchie County Middle/High School Summer 2021
- Approve Jim Sullivan, Bus Operator Berea Area for the Transition Camp Summer 2021
- Approve Misty Burk, Bus Operator Cisco Area for the Transition Camp Summer 2021
- Approve Bill Goff, Bus Operator Glendale Area for the Transition Camp Summer 2021
- Approve Richard Morrison, Bus Operator Goose Creek / Cairo Area for the Transition Camp Summer 2021
- Approve Richard Johnson, Bus Operator Mountain Area for the Transition Camp Summer 2021
- Approve James White, Bus Operator Pullman Area for the Transition Camp Summer 2021
- Approve Pam Stanley, Bus Operator Washburn-Gillespie/Cisco Area for the Transition Camp Summer 2021

#### **ALLOWED AND AUTHORIZED PAYMENT OF BILLS**

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

- Approve payment of bills in the sum of \$196,424.25

#### **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 in the amount of \$42,620.00 and \$25,329.00  
Supplements in the amount of \$2,524.00 and \$1,024,655.00

#### **REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING**

None

#### **BOARD MEMBER COMMITTEE REPORTS**

None

#### **NEXT REGULAR MEETING DATE**

The next regular meeting will be held on Monday, July 12, 2021, at 6:00 PM at Ritchie County Board of Education Office.

Individuals who wish to attend this meeting virtually must request a link by emailing [rscboardmeeting.ritchie@k12.wv.us](mailto:rscboardmeeting.ritchie@k12.wv.us) by Friday, July 9, 2021, at 4:00 PM.

#### **MEETING ADJOURNED**

Mr. Nelson moved, seconded by Mr. Reed, that the meeting be adjourned at 7:48 PM. Motion passed unanimously.