

**RITCHIE COUNTY BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
RITCHIE COUNTY BOARD OF EDUCATION OFFICE  
HARRISVILLE, WV  
SEPTEMBER 14, 2020 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on Monday, September 14, 2020, at 6:00 p.m. by President Dr. Torie Jackson.

**ROLL CALL**

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

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

\*All Board Members, Administrative Staff and Newspaper Representatives remained six feet apart to meet social distancing requirements.

**AGENDA ITEMS TO BE TABLED OR REMOVED**

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

- L.3e Approve Multi Categorical LD/BD/MI Special Education Teacher Including Autism at Ritchie County High School
- L.3f Approve Multi Categorical LD/BD/MI Special Education Teacher Including Autism at Ritchie County High School
- L.3g Approve Multi Categorical LD/BD/MI Special Education Teacher Including Autism at Ritchie County High School
- L.3h Approve English / Language Arts Teacher and / or Reading Specialist at Ritchie County Middle School
- L.3i Approve Elementary School Counselor
- L.3j Approve Multi Categorical LD/BD/MI Special Education Teacher Including Autism at Ritchie County Middle School
- L.3k Approve Social Studies Teacher at Ritchie County Middle School
- L.3l Approve 6<sup>th</sup> Grade Multi Subject Teacher at Ritchie County Middle School
- L.3m Approve Multi Categorical LD/BD/MI Special Education Teacher Including Autism at Harrisville Elementary School
- L.3n Approve Substitute Teacher Countywide
- L.3o Approve Sign Support Specialist / Classroom Instructional Aide Itinerant
- L.3q Approve Licensed Practical Nurse at Harrisville Elementary School
- L.3r Approve Licensed Practical Nurse at Creed Collins Elementary School
- L.3s Approve Licensed Practical Nurse at Smithville Elementary School
- L.3t Approve Assistant Girls Basketball Coach at Ritchie County Middle School
- L.3u Approve Assistant Cheerleading Coach at Ritchie County High School
- L.3v Approve Head Girls Track Coach at Ritchie County Middle School
- L.3y Approve Mentor for Art Teacher at Harrisville Elementary and Creed Collins Elementary Schools
- L.3bb Approve County Spelling Bee Coordinator

**MINUTES**

Mr. Nelson moved, seconded by Mrs. Ingram-Keen to approve the preliminary minutes of the regular meeting of August 24, 2020. Motion passed unanimously.

Mr. Reed moved, seconded by Mr. Nelson to approve the preliminary minutes of the special meeting of September 01, 2020. Motion passed unanimously.

**COMMUNICATIONS**

Superintendent Brown shared with the Board a proclamation from Governor Justice proclaiming September 23, 2020 as West Virginia School Service Personnel Day.

**DELEGATIONS**

None

**SUPERINTENDENT'S REPORT**

Superintendent Brown reviewed the following information:

- Mr. Brown reviewed the West Virginia County Alert System color coded map. Governor Justice is considering adding another color category. The gold category will be between yellow and orange.

- Right now our percentage of in-person learning students is hovering around 74% but changing daily. We continue to support parents in their decision. We do need advanced notice so we can make arrangements and reorganize the classroom to allow for social distancing.
- If a student is absent from school the school nurses must contact the parents and ask questions regarding the child's symptoms.
- We have a process in place on how to triage students who get sick during the day
- Mr. Brown visited all the schools. Students and staff were wearing masks on the bus as well in the buildings. Sanitization was being performed. Delivery of breakfast and lunch in the classrooms was going well.
- Four students are enrolled and registered in West Virginia Virtual School

## **DIRECTOR REPORTS**

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

- We will continue to use LiveGrades to communicate with parents. Preschool and Kindergarten have been added to this program.
- All students and staff have Office 365 which includes TEAMS. Teachers can communicate with students and invite distance learning students to participate through TEAMS.
- The iPads were returned and have been set up differently for each student. Students will be taught how to log on with this new information.
- Mrs. Haught used the smart TV to visually demonstrate the Apple Schoolwork app. This program can be used to create and send assignments as well as receive assignments from students. Teachers can upload videos as well as link parts of their textbooks to this program. Students can complete assignments offline and then go to a hotspot to upload and download files.
- Ritchie County hotspots are up and running. The hotspots are located at each school, the two county libraries and North Bend.

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

- We have an adequate supply of disinfection and sanitization equipment (gloves, masks, foggers, shields, etc.) for students and staff in the county. Enough to last for at least one month.
- Plexiglas barriers have been ordered and will be install in the schools as needed
- The door project at Ritchie County Middle / High School will be completed on Wednesday. The interior keys at Smithville Elementary School have been changed to match the grandmaster system at RCMS/HS.
- The leased Drivers Education car from Wable Ford was delivered to the high school today
- Bid openings on Friday, September 25, 2020 for the mortar joints and window seals at RCMS/HS complex and concrete work at Smithville Elementary
- Communicated with Mr. Hatfield regarding the Brohard tower antenna mount. Hopefully this will be completed next month.

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

- Mrs. Bever provided the Board with a chart of the preliminary preschool totals
- The i-Ready diagnostic test is scheduled for the 21<sup>st</sup>. DIBELS diagnostic testing will occur around the same time. Distance learning students will also take these diagnostic tests.
- Teachers are continuing to work on IEPs.

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

- Optional medical insurance coverage for student athletes will be made available to parents through Young Group
- The School Support Organizations Audit revealed a few things that need tweaked. More detailed information is needed in the minutes. If members pay dues there must be a list of those individuals paying dues and bylaws need updated.
- Every year the School Support Organizations must be Board approved. Those organizations we currently have are: Creed Collins Elementary PTO, Harrisville Elementary PTO, Smithville Elementary PTO, RCHS Band Boosters, RCHS Athletic Boosters and Track Boosters.
- Mrs. Wells explained the details of the Presidents Memorandum of Deferring Federal Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster. The Department of Education suggested this be a local Board decision as participation is optional for employers.
- Financial statements are 98% complete. Mr. Wells presented to the Board a detailed overview of the financial statements.

## **Use of Facilities**

Mr. Brown asked the Board to consider how to manage Use of Facilities requests considering COVID 19 restrictions. The Board concurred that those groups coming to Ritchie County to participate in Use of Facility events will follow the same color code system rules as high school athletics.

## **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 Requests
- Approve WVU-P 20 hour field experience for Amanda Gist the 1<sup>st</sup> semester at Harrisville Elementary School
- Approve WVU-P 20 hour field experience for Valerie Bircher the 1<sup>st</sup> semester at Harrisville Elementary School

## **PERSONNEL**

### **Resignations**

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

- Approve resignation of Melissa Davis, County Spelling Bee Coordinator effective September 14, 2020
- Approve resignation of Cari Weekley, Substitute Cook effective September 14, 2020

### **Resignations Submitted after Publication of the Agenda**

Upon recommendation of the superintendent, Mr. Nelson moved, seconded by Mr. Reed, that the Board approve the following resignations submitted after publication of the agenda. Motion passed unanimously.

- Approve resignation of Betsy Utt, Assistant Cheerleading Coach at Ritchie County Middle School effective September 14, 2020

### **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 job description Licensed Practical Nurse effective retroactively September 8, 2020
- Approve 3-Year experience increase for certified and eligible Special Education and Math Teachers
- Approve Homebound Instructors for the 2020-2021 school year
- Approve Employee Teacher Coverage Assignments for the 2020-2021 school year
- Approve Ashley Dawson, Substitute Secretary Countywide effective September 14, 2020 pending meeting all requirements
- Approve Brooke Waugaman, SAT Coordinator at Ritchie County High School effective for the 2020-2021 school year
- Approve Tina Nichols, English Language Arts Coordinator Countywide effective September 14, 2020
- Approve Jackie McBrayer, Math Coordinator Countywide effective September 14, 2020
- Approve Sandy Brown, Interventionist / Tutor for After School Extended Learning at Ritchie County Middle School effective September 14, 2020
- Approve Richard Johnson, Bus Operator MOVTI (PM Run as Needed) effective September 14, 2020

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

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

- Approve payment of bills in the sum of \$519,312.23

## **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; Supplements in the amount of \$135,087.00 and Transfers in the amount of \$5,972.00
- Approve Financial Statements for FY2020
- Approve Young Group as the provider for optional medical insurance coverage for student athletes for the 2020-2021 school year
- Approve School Support Organizations for the 2020-2021 school year
- Approve vehicle lease agreement with Wable Ford for the provision of a vehicle for Drivers Education for the 1<sup>st</sup> semester of the 2020-2021 school year

Mr. Nelson moved, seconded by Mrs. Wells that the Ritchie County Board of Education will not participate in Deferring Federal Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster. Motion passed unanimously.

## **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, September 28, 2020 at 6:00 p.m. 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, September 23, 2020 at 4:00 p.m.

**MEETING ADJOURNED**

Mrs. Wells moved, seconded by Mr. Nelson, that the meeting be adjourned at 7:33 p.m. Motion passed unanimously.