

**RITCHIE COUNTY BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
DWC VOCATIONAL CENTER
HARRISVILLE, WV
SEPTEMBER 23, 2019 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on September 23, 2019, at 6:00 p.m. by President 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, Mrs. April Haught, Director of Instructional Services and Personnel and David Weekley, Director of Support Services and Attendance.

AGENDA ITEMS TO BE TABLED OR REMOVED

The following items were removed from the agenda:

H.2b P20-000-075 Approve Substitute School Nurse Countywide Effective September 23, 2019.

MINUTES

Mr. Reed made the motion, seconded by Mrs. Wells, to approve the preliminary minutes of the regular meeting of September 09, 2019, as presented. Motion passed unanimously.

RECOGNITIONS

Taylor Osborne and Lance Nutter, Recipients of the Award of Excellence at the Congress of Future Medical Leaders, were recognized for their achievement and presented with a certificate.

PRESENTATIONS

Mr. Brown gave presentations on:

- WV General Summative Assessment Results for Ritchie County Grades 3 – 8 Spring 2019
In English Language Arts, Ritchie County Students grades 3, 5 and 8 scored above the state average with the 6th grade scoring 8% below the state average.
In Math every grade except 6th scored above the state average. Even though 6th grade is 9% below the state average Mr. Brown believes the math scores are trending in the right direction.
- Ritchie County High School College Scoreboard SAT Results Spring 2019
The 11th grade is the only class at the high school that is assessed with summative assessment. We are using PSAT to help prepare students for the SAT.
Our 11th grade ranks third in the state in English Language Arts and twelfth in the state in Math.
- Every Student Succeeds Act Balance Scorecard
Ritchie County Students scored above the state average in seven out of ten indicators.
Chronic Absenteeism was discussed. The Senior Class has the highest rate with 27% chronically absent. As a whole we are tracking 20% chronically absent right now. Chronic Absenteeism is a problem state wide. We are monitoring our daily unexcused absences also.
Disciplinary incidents were included in the topic of discussion. As of September 19th there were 20 counts of physical fighting without injury and 22 reports of possession of inappropriate property, most of which involve vaping. Many are repeat offenders. At the next leadership meeting the principals will be concentrating on chronic absenteeism, daily unexcused absences and disciplinary issues.

DELEGATIONS:

None

COMMUNICATIONS

The board members were given a copy of the West Virginia School Board Association future meeting schedule for Fiscal Year 2020.

SUPERINTENDENT'S REPORT

Mr. Brown reviewed the following information:

- **Update on the Fall Conference of the West Virginia School Board Association**
Mr. Brown and Dr. Jackson gave a breakdown of some of the topics covered at the conference in Charleston. There will be a leadership conference for County Superintendents and School Board Presidents on October 18th and 19th in Morgantown dealing with school data and how to better use that data. Mr. Brown and Dr. Jackson will be attending that conference.
- **Student Enrollment Count Update**
As of today enrollment is 1340 which is down 17 students from last year resulting in a projected loss in State Aid FY 21 of \$34,603.20
- **Update on phase two of the Safety Project at Ritchie County Middle/High School facility**
The remainder of the project will be broken down into two phases with \$139,534.40 coming from School Building Authority funds and the remaining monies will come from the Excess Levy Capital Improvements Fund. Phase I includes storefront systems, new rated doors for egress and classroom security egress locks. Phase II includes other doors and locks and delayed egress door wiring and hardware. Bid opening will be later in October with an anticipated project finish date of the end of March.
- **Continuation of joint meetings with Local School Improvement Councils**
The School Boards are no longer required to attend every LSIC meeting in the district unless the school is struggling. Mr. Nelson feels it is a good thing and Mrs. Wells views it is a good way for the schools to showcase what they are doing. Mr. Brown said every school has room for improvement and the schedule will remain as is.

DIRECTOR REPORTS

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

- Snapshot of the teachers' years of experience:
Those Ritchie County Teachers in the advanced category, with five or more years of experience, make up 67% of the teacher population. Teachers in the intermediate category, with 4-5 years of experience, make up 15% of the population and teachers in the initial category, 0-4 years of experience make up 16% of the teacher population in Ritchie County.
- Teacher self-reflections are 89% done and must be completed by October 1st. This self-reflection is part of our teacher evaluation program.
- We have mentors for seven teachers and two administrators
- All new hires have started in their positions as of September 18, 2019
- Working on the Certified List to make sure it is ready to submit in October
- County counselors continue to meet monthly. They have finalized the Counseling Policy, finished curriculum review and review of Zoom WVe. The elementary counselors have completed high risk assessments and program needs assessments.
- Technology update: working on updating the county web page, eschool, WVEIS October Collection, Livegrades/WVEIS, Cyber Safety, and Technology Plan.

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

- Office of School Facilities did a walk through at Smithville Elementary on September 19th with only one citation regarding the roof drains needing attention. That problem was corrected the following day.
- Working with Electronic Specialty to make sure Smithville Elementary door lock system is comparable to RCMS/HS. The goal is to eventually have a uniform countywide system where all doors at all schools utilize the same door lock system and access cards will work at every facility. Also will have one grand master for each school which will open any door in that school.
- Working with Power Secure and Wendel to replace light shields in the gymnasiums.
- The air conditioning shut off schedule at the RCMS/HS facility has been changed to shut off at 9:00 p.m. instead of 3:30.
- The new parking lot at Creed Collins Elementary has made student drop off much safer.
- Contacted Charleston Acoustics regarding the electronic strips on the key card doors. There is a design flaw and the strips will be replaced.
- Hickman Signs will remove the block letters on the outside of the RCMS/HS building, repaint and replace them more appropriately, along with letters indicating the location of the Wellness Center. They will also replace the metal signs directing visitors to the gymnasiums, ball fields, etc.
- New cameras have been ordered for the buses. Each bus will have eight high definition cameras at different angles within the bus.
- Still waiting on information from FFC regarding the Brohard Radio Tower.
- After School Feeding Program started today. All cooks and teachers have been trained as required by the state.

- Checking about adding a Combi-Oven, a combination steamer and convection oven, to replace the broken steamer at the RCMS/HS cafeteria kitchen.
- Attendance is now on drop box which makes it easier and quicker to communicate student absences between Mr. Weekley and the school administration. Currently we have four students ready for truancy diversion.
- Mr. Weekley and eight other county employees are going to Dayton, Ohio for ALICE training. Those eight individuals will then be certified ALICE trainers.

POLICY REVIEW

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

- Approve New Policy School Transportation to be placed on comment for first reading
- Approve New Policy Closed Campus Student Guidelines to be placed on comment for first reading
- Approve New Policy Electronic Communication Devices Guidelines for School Personnel to be placed on comment for first reading
- Approve New Policy Electronic Communication Devices Guidelines for Students to be placed on comment for first reading
- Approve Revised Policy 1010 Board Committees to be placed on comment for first reading
- Approve Revised Policy 4120 Comprehensive School Counseling to be placed on comment for first reading

Mrs. Wells made the motion, 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 7:40 p.m.

Mrs. Wells made the motion, seconded by Mrs. Ingram-Keen, to return to regular session at 8:02 p.m. Motion passed unanimously.

PERSONNEL

Resignations

None

Employments or Transfers and Rescissions

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

- Approve Jodi Walters, Counselor at Ritchie County High School Effective September 23, 2019, Pending meeting all requirements
- Approve Justin Hodges, Band Instructor for Ritchie County Middle/High School Effective September 23, 2019
- Approve Brenda Cox, Substitute Teacher Countywide Effective September 23, 2019
- Approve David Hardbarger, Afternoon Shift Custodian / Groundsman / General Maintenance at Creed Collins Elementary School Effective September 23, 2019
- Approve Michael Satterfield, Assistant Girls Basketball Coach at Ritchie County Middle School, pending completion of all requirements, Effective September 23, 2019
- Approve Jill Brewer and Nathaniel Shipe, Substitute Teachers for the Extended Learning Program, Countywide Effective September 23, 2019
- Approve Dru Ross, County Health and Physical Education Coordinator Effective September 23, 2019
- Approve Regina Davis, Mentor for Ritchie County Middle School Social Studies Teacher Effective September 23, 2019
- Approve Regina Davis, Mentor for Ritchie County Middle School Math Teacher Effective September 23, 2019

CONSENT ITEMS

Upon recommendation of the superintendent, Mr. Nelson moved, seconded by Mrs. Ingram-Keen, that the Board approve the following consent items. Motion passed unanimously.

- Approve In-Lieu of Transportation Requests
- Approve Volunteers for Ritchie County High School FFA Chapter for the 2019-2020 School Year
- Approve In-County Student Transfers
- Approve Out-of-County Student Transfers
- Approve Parent Volunteers for Ritchie County Middle School for the 2019-2020 School Year

- Approve Volunteer Drivers for Ritchie County Middle/High School Volleyball Team for the 2019-2020 School Year
- Approve Parent Volunteers for Ritchie County High School Future Business Leaders of America for the 2019-2020 School Year
- Approve Out-of-State Field Trip to Sweet Apple Farm in Vincent, Ohio for Harrisville Elementary School Preschool Classroom on October 10, 2019

ALLOWED AND AUTHORIZED PAYMENT OF BILLS

Upon recommendation of the superintendent, Mrs. Wells 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 \$223,369.62

FINANCIAL REQUESTS FOR APPROVAL

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

- Approve Budget Revision Request
- Approve Financial Statements for FY2019

Mrs. Lori Wells, Treasurer and Director of Finance presented the Board with the Annual Financial Statement.

County Boards of Education are required to prepare and publish Annual Financial Statements within 90 days after the end of the fiscal year. This allows County Boards to know where they stand financially. Superintendent Brown stated that, given our current status, if things continue in this trend, at the end of this fiscal year we will look at taking off the books our debt with the Energy Performance Contract. This will result in saving thousands of dollars in interest. Mr. Brown went on to mention numerous things that the county was able to accomplish due to being financially stable.

REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING

None

BOARD MEMBER COMMITTEE REPORTS

The Next Regular Meeting will be held on Monday, October 14, 2019 at 6:00 p.m. at Ritchie County Board of Education Office.

MEETING ADJOURNED

Mrs. Wells moved, seconded by Mrs. Ingram-Keen, that the meeting be adjourned at 8:30 p.m. Motion passed unanimously.