

**RITCHIE COUNTY BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
DWC VOCATIONAL CENTER
HARRISVILLE, WV
JULY 29, 2019 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on July 29, 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
Mr. Denny Nelson
Mrs. Misty Ingram-Keen
Mr. Ryan Reed

Administrative staff present: James G. Brown, Superintendent; Mrs. April Haught, Director of Instructional Services and Personnel and Mr. David Weekley, Director of Support Services and Attendance.

AGENDA ITEMS TO BE TABLED OR REMOVED

The following items were removed from the agenda:

- N.3d** P20-302-053 Approve TBD, English Teacher at Ritchie County Middle School Effective July 30, 2019
- N.3e** P20-501/302-055 Approve TBD, LD/BD/MI /Autism Teacher at Ritchie County Middle/High School Effective July 30, 2019
- N.3f** P20-302-059 Approve TBD, Social Studies Teacher at Ritchie County Middle School Effective July 30, 2019
- N.3g** P20-302-060 Approve TBD, Math Teacher at Ritchie County Middle School Effective July 30, 2019
- N.3h** P20-501-061 Approve TBD, Counselor at Ritchie County High School Effective July 30, 2019
- N.3i** X20-205-024 Approve TBD, Individualized Education Program (IEP) Coordinator at Creed Collins Elementary School Effective July 30, 2019.

MINUTES

Mr. Ryan Reed motioned, seconded by Mr. Nelson, to approve the preliminary minutes of the regular meeting of July 16, 2019, as presented. Motion passed unanimously.

RECOGNITIONS

Mr. Brown introduced Skylar Wotring, Transparency and Oversight Coordinator, and Anthony Woods who were in attendance from the West Virginia State Auditor's office.

PRESENTATIONS

Skylar Wotring and Anthony Woods gave a presentation regarding a Financial Reporting Program used by several Municipalities and County Boards of Education in the state. This software gives an institution the ability to be financially transparent. With www.wvcheckbook.gov custom reports can be built using data drawn from WVEIS. Thereby providing another way to view that data and use it to make decisions. The collected data easily exports to excel or word. Mr. Brown asked if the data is in real time. It is not linked directly to WVEIS and data must be uploaded each month. Mr. Brown indicated that he would discuss the information provided with Treasurer Lori Wells.

DELEGATIONS

None

COMMUNICATIONS

The LRP Publication Newsletter for Board & Administration – July 2019 was made available to each Board Member.

SUPERINTENDENT'S REPORT

Mr. Brown stated that House Bill 206 has brought about several changes:

- Pay raises are in effect
- Special Education Teachers, certified to work in Special Education will see a 3 pay grade increase
- Speech Pathologist are not a part of this equation
- A question has been asked, of the State Department, if Preschool Special Needs teachers, with a stand-alone classroom, will be included in this pay step up. Waiting for clarification on this.
- Math Teachers, certified in Math, who teach Math at least 60% of the time will also receive the 3 pay grade increase.

- This may affect the school climate culture which might cause a move away from departmentalization.
 - Personal days will now be 4 without cause days and 11 sick days. We are aligning our language with state code. Employees will be allowed to carry over 1 without cause day allowing 5 days at the most at any one time.
 - Professional employees using four or less sick days per year will receive a \$500.00 bonus.
 - Employee contracts are being revised for any personnel working with Preschool students as these employees now require an additional background check.
- Elementary Principals returned last Friday, July 26, 2019
 - One goal this year is to reduce anxiety and stress related to the opening of school
 - All personnel positions are close to being filled. The August 5, 2019 meeting will help with filling these positions
 - Opening day is Monday, August 12th at the Ritchie County Middle/High Complex beginning with a reception from 8:00 – 8:30. Opening program in the auditorium from 8:30 – 9:15 followed by employee Math and Technology trainings
 - Sexual Abuse Training required for all employees and students. The guidance counselors will assure this training is age appropriate for the students.
 - April Haught and Sonya Haught are working on new employee ID badges which will be the access key and ID badge in one. Most badges will be ready before school starts.
 - Digital Profile Data Collection started Friday which will help with effectiveness and efficiency overall
 - Providing updated information to local Newspapers for the Annual Back to School Insert. Teacher class lists will no longer be published due to confidentiality issues.

Mr. Nelson noted that he is proud of the accomplishments the Board of Education has made in the past year and all the work taking place in Ritchie County Schools.

DIRECTOR REPORTS

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

- Employees will be issued a new employee ID card the 2019-2020 school year
- Employee certifications are up to date (3 pending)
- Compiling a list of certifications expiring in 2020. Letters will be sent to those employees
- Mrs. Haught and Teresa Bumgardner will be attending Certified List training in Fairmont on August 1st
- Bowles Rice training August 29th and 30th on “Understanding Legislative Impact on Changes in Personnel”
- Interviews set up this week for several open positions
- Seven new Professional Employees with six to be determined
- Expanded Mental Health meeting scheduled for August 2nd
- Program files updated include: Ewalk (Safety Checks and Cleanliness walkthroughs added), Eschool (adjusted to reflect change in without cause days)
- All new employees need assignments in: K12 emails, WVEIS, Livegrades, Eschool, School Messenger, Phone extensions, Copier codes.
- Student and Employee Calendars almost ready
- Working on improving how jobs are posted on the Web Page
- Upcoming dates:
 - August 12 – Open House and Freshmen Orientation at RCHS
 - August 13 - SES Open House
 - August 15 – First day for students 1 - 12
 - August 16 – Meet the Team Activities at RCHS
 - August 19 – CCES/HES Open House
 - August 20 – First day for Kindergarten
 - August 22 – RCMS Open House
 - August 26 – First Day for Preschool

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

- The Auction held July 13, 2019 went well. All major equipment and extra surplus were sold.
- Custodians continuing to wax the elementary schools. All will be complete before school starts except CCES gym which will need lines painted.
- At the RCMS/RCHS the main traffic areas have been waxed. Other areas will be done as time allows.
- Removal and/or trimming of shrubbery at RCHS 90% done. Will be complete by first day of school
- The Atrium at RCHS has never been functional, does not drain properly and needs attention
- Power washing needed at RCMS/RCHS complex
- Many issues that need addressed at the twenty-five-year-old RCMS/RCHS building. No money in the budget this year for all the areas needing attention
- HVAC duct work and coil cleaning has been built into this year’s budget

- Some equipment in the RCMS/RCHS kitchen needs replaced. The cooks prepare 800 meals per day. Mr. Weekley attended a kitchen equipment demonstration in Pittsburgh. Considering purchasing a Convection Oven/Steamer Combo.
- Custodian and Cook staff development scheduled later in the year with Pleasants County Custodians and Cooks

Consideration of Possible Action on an Order of the Board of Education of the County of Ritchie Directing the Submission to the Voters of Ritchie County at a Special Election to be Held November 2, 2019 all Questions Connected with the Renewal of Additional Levies to Provide Sufficient Funds to Pay General Current Expenses of Said Board, otherwise and Authorizing the Taking of all Other Actions Necessary to the Consummation of the Matters Contemplated by the Order.

Upon recommendation of the superintendent, Mrs. Wells motioned, seconded by Mrs. Ingram-Keen, that the Board approve the Special Election Order. Motion passed unanimously.

POLICY REVIEW

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

- Approve Revised Policy 4060 Alternative Education to be Placed on Comment for First Reading
- Approve Revised Policy 5180 Personal Leave Incentive Program to be placed on Comment for First Reading
- Approve Revised Policy 5250 Leave for Illness or Other Causes to be Placed on Comment for First Reading

PERSONNEL

Resignations

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

- Approve Resignation of Michael Dotson, Principal at Ritchie County Middle School for the Purpose of Retirement Effective July 29, 2019
- Approve Resignation of Heather Six, Professional Accountant Central Office Effective August 16, 2019

Resignations (submitted after publication of the agenda)

None

Employments or Transfers and Rescissions

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

- Approve Contract Extension of Randa Stansberry, Assistant Principal Ritchie County Middle School from 220 Days to 229 Days for Only the 2019-2020 school year
- Approve Daily Rate of Pay Compensation for Ten Vacation Days from Heather Six, Dates to Be Determined Prior to Effective Resignation of August 16, 2019
- P20-000-049 Approve Paula Harris, Substitute Teacher Countywide Effective July 30, 2019
- C20-302-045 Approve Tina Nichols, Assistant Volleyball Coach at Ritchie County Middle School Effective July 30, 2019
- C20-302-058 Approve James Sowders, Assistant Football Coach at Ritchie County Middle School Effective July 30, 2019

CONSENT ITEMS

Mr. Reed moved, seconded by Mrs. Wells to enter executive session for the discussion of Bus Transportation Routes for the 2019-2020 school year. Motion passed unanimously and the Board entered executive session at 7:13.

A motion was made by Mrs. Wells, seconded by Mr. Reed to re-enter open session at 7:46. Motion passed unanimously.

Upon recommendation of the superintendent, Mrs. Wells moved, seconded by Mr. Nelson, that the Board approve the following consent items. Four members voted in favor with Mrs. Jackson abstaining

- Approve Out-of-County Transfers for the 2019-2020 School Year
- Approve Memorandum of Understanding with Wood County Schools for Medicaid Services Effective 2019-2020
- Approve Memorandum of Understanding with West Virginia University of Parkersburg for Student Teaching Field Placements Effective July 29, 2019 through June 30, 2021
- Approve Bus Transportation Routes for the 2019-2020 school year

- Approve Ritchie County Middle / High School Cross Country Authorized / Certified (Non Paid) Assistant Coaches for the 2019-2020 school year

ALLOWED AND AUTHORIZED PAYMENT OF BILLS

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

- Approve Payment of Bills in the Sum of \$228,042.69

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 Purchase of Transportation Department Vehicle (Truck) at the Cost of \$32,829.00 From Matheny Motors of St. Marys
- Approve Purchase of Maintenance Department Vehicle (Truck) at the Cost of \$42,692.00 from Matheny GMC of Parkersburg
- Approve Panhandle Cleaning and Restoration for HVAC Duct Work and Coil Cleaning at Ritchie County Middle/High School Complex \$56,830.00
- Approve 3-year Automatic Contract Renewal with Reagle Padden, Inc. for Property Insurance
- Approve Young Group as the Provider for Optional Medical Insurance Coverage for Student Athletics for the 2019-2020 School Year.

REQUESTS FOR AGENDA ITEMS FOR NEXT BOARD MEETING

None

BOARD MEMBER COMMITTEE REPORTS

No Committee Reports

NEXT REGULAR MEETING DATE

A Special Meeting will be held on Monday, August 05, 2019 at 6:00 p.m. at Ritchie County Board of Education Office.

The Next Regular Meeting will be Held on Monday, August 12, 2019 at 6:00 p.m. at Ritchie County Board of Education Office.

MEETING ADJOURNED

Mrs. Wells moved, seconded by Mr. Reed that the meeting be adjourned at 7:52 p.m. Motion passed unanimously.

(President)

(Secretary)

August 13, 2019