

**RITCHIE COUNTY BOARD OF EDUCATION  
PRELIMINARY MINUTES OF REGULAR MEETING  
DWC VOCATIONAL CENTER  
HARRISVILLE, WV  
SEPTEMBER 09, 2019 – 6:00 p.m.**

The regular meeting of the Ritchie County Board of Education was called to order on September 09, 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 and Mrs. Debbie Bever, Director of Special Education, Federal Programs and School Improvement

**AGENDA ITEMS TO BE TABLED OR REMOVED**

The following items were removed from the agenda:

- K.3c** P20-302-053 Approve English Teacher at Ritchie County Middle School Effective September 9, 2019
- K.3d** P20-501-061 Approve Counselor at Ritchie County High School Effective September 9, 2019
- K.3e** P20-501/302-071 Approve LD/BD/MI / Autism Teacher at Ritchie County Middle/High School (Assignment RCHS) Effective September 9, 2019
- K.3f** P20-501/302-072 Approve LD/BD/MI / Autism Teacher at Ritchie County Middle/High School (Assignment (RCHS) Effective September 9, 2019
- K.3g** P20-302-073 Approve English Teacher at Ritchie County Middle School Effective September 9, 2019
- K.3h** P20-000-075 Approve Substitute School Nurse Countywide Effective September 9, 2019
- K.3i** P20-302/501-084 Approve Band Instructor for Ritchie County Middle/High School Effective September 9, 2019
- K.3j** S20-000-067 Approve Sign Language Interpreter / Classroom Instructional Aide Itinerant Effective September 9, 2019
- K.3k** S20-204-095 Approve Afternoon Shift Custodian/Groundsman/ General Maintenance Position at Harrisville Elementary School Effective September 9, 2019
- K.3l** S20-205-096 Approve Afternoon Shift Custodian/Groundsman/ General Maintenance at Creed Collins Elementary School Effective September 9, 2019
- K.3bb** C20-302-000 Approve Assistant Boys Basketball Coach at Ritchie County Middle School Effective September 9, 2019

Mr. Brown stated that after posting a position several times we will then post the position for ten days instead of the traditional five days. We will continue to seek out qualified applicants.

**MINUTES**

Mr. Reed made the motion, seconded by Mr. Nelson, to approve the preliminary minutes of the regular meeting of August 26, 2019, as presented. Motion passed unanimously.

**RECOGNITIONS**

None

**PRESENTATIONS**

None

**DELEGATIONS**

None

**COMMUNICATIONS**

Superintendent Brown read the proclamation designating September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week. Several members of the Anne Royall Chapter of the Daughters of the American Revolution were present for the reading of the proclamation. Laura Ingram, Chairman of the Constitution

Week Committee accepted the proclamation from Mr. Brown. Those DAR members present in addition to Laura Ingram were Sandra Harper, Francis Wolfe, Ann Whippen, Laura Frymier, Cheryl Haught and Pam Stanley.

A Proclamation from Governor Jim Justice declaring September 20, 2019 as West Virginia School Service Personnel Day was also read.

### **SUPERINTENDENT'S REPORT**

Mr. Brown reviewed the following information:

- Almost a month into the new school year with a lot of work still going on
- Preparations underway for the Excess Levy, which is scheduled for Saturday, November 02, 2019
- An organization meeting is planned for Monday, September 16, 2019 at 5:00 p.m. at the Board Office with approximately 30 citizens, from all areas of the county, attending
- Asking these citizens to help promote the different aspects of the Excess Levy and what it does for our school system
- Fact sheets have been prepared with 34 different talking points to help educate voters. The levy provides the county school system with 5.8 million dollars, 41 personnel positions, student services such as Art and Music programs, transportation for extracurricular activities, coaching salaries, after-school programs and many more.
- Early voting is October 18<sup>th</sup> through October 30<sup>th</sup>
- There is a link on the county school website with factual Excess Levy information

### **DIRECTOR REPORTS**

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

- Rebecca Adams, Professional Accountant, started on August 26, 2019. She is learning quickly and is very efficient. Rebecca will continue to train with Mrs. Wells for the next few months.
- Fiscal Year 18 E-Rate certifications are due. Mrs. Wells has been collecting invoices and sending them to the educational funding group
- Financial statements are due at the end of this month
- Mrs. Wells has prepared a list of those employees eligible for the 3-Step pay increase for certified and eligible special education and math teachers
- She has been setting up the payroll system, with assistance from the state department, to pay those employees eligible for the 3-step pay increase
- Working to complete final grant expenses and draw downs. The State Department has changed the way to do draw downs
- October 22<sup>nd</sup> through October 25<sup>th</sup> the finance office employees will be attending the West Virginia ASBO Fall Conference for finance training

Mr. Brown stated that we are geared up for our October 1st submission which is specific to enrollment and funding. At the present time we have 1,346 students enrolled. All schools were provided with additional secretarial staff to help update student information in WVEIS.

School Audits will be September 18, 2019. There will be one individual who will do all the schools in one day.

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

- Wrapping up iReady assessments for grades 3 through 8. This year kindergarten through first grade do not do reading assessments in iReady. In a typical classroom you want to see 80% of your students on target or Tier 1, 15% of the students in Tier 2 and 5% in Tier 3. Our Tier 1 number is significantly larger than it was this time last year. In reading, grades 3 through 8, 56% of our students scored in Tier 1. In Math 71% scored in Tier 1.
- Will begin checking the Dynamic Learning Maps System tomorrow. This system assesses students on alternate standards, sometimes referred to as the 1% group. These students do not take the GSA or SAT assessments.
- DIBELS (grades K-2) - The Title 1 Interventionist Cadre` is moving from school to school to maintain consistency and efficiency. Students at Smithville Elementary were assessed today with Harrisville Elementary and Creed Collins Elementary to be assessed Tuesday through Thursday
- K-2 Teachers have been administering the 95% Group assessments
- Head Sprout lessons have been initiated in all elementary schools
- Mrs. Bever presented the Board with a Professional Development schedule listing the upcoming trainings that will take place between now and October 10<sup>th</sup>.
- Monitoring Special Education caseloads, timelines and services provided

- IEP Coordinators at each school have access to a private calendar which will assist with monitoring timelines. Student ID number will appear on the calendar 30 days before the IEP is due.
- Ms. Dena Swain and Mrs. Kathy Roby have met with new Special Education Teachers and have been attending IEP meetings upon request of school personnel or parents
- In readiness for the October 1 Child Count teacher rosters have been reviewed as well as IEP timelines, and student records. This will assure accurate data representing the services our students receive
- PreK is operating at high capacity
- First Collaborative Team Meeting is this Wednesday
- Health and Safety Checklists are scheduled with Jessie Moore. Smithville Elementary and Harrisville Elementary will be reviewed on September 26, 2019 and Creed Collins Elementary on October 2, 2019
- CLASS and Fidelity Checklist will be conducted with the Head Start Coordinator and scheduling of these has begun

Mrs. Jackson asked when testing results would be sent home with the students. The date has not been set but will be sometime before parent teacher conferences. In the report there is a list of additional resources that parents may use to help with student progress. The iReady program can be accessed from home.

### **POLICY REVIEW**

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

- Approve Revised Policy 5200 Employment of Substitute Teachers in Areas of Critical Need and Shortages
- Approve Revised Policy 4020 Virtual Schools

### **PERSONNEL**

#### **Resignations**

Upon recommendation of the superintendent, Mr. Ryan Reed moved, seconded by Mr. Nelson, that the Board accept the following resignations. Motion passed unanimously.

- Approve Resignation of Greg Der as Sports Ticket Taker Ritchie County Middle/High School Effective September 9, 2019
- Approve Resignation of Zoey Myers as Substitute Secretary Countywide Effective September 9, 2019

#### **Resignations (submitted after publication of the agenda)**

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

- Approve resignation of Paula Hogue as the County Health and Physical Education Coordinator Effective September 9, 2019
- Approve resignation of Michelle Layfield as the Assistant Middle School Girls Basketball Coach Effective September 9, 2019

#### **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 rescissions. Motion passed unanimously.

- Approve 3-Year Experience Increase for Certified and Eligible Special Education and Math Teachers
- Approve Homebound Instructors for the 2019-2020 School Year
- X20-205-078 Approve Jennifer Furr Mentor LD/BD/MI / Autism Teacher at Creed Collins Elementary School Effective September 9, 2019
- X20-501-079 Approve Samantha Hornish, Mentor LD/BD/MI / Autism Teacher at Ritchie County High School Effective September 9, 2019
- X20-302/501-083 Approve Joanna Cokeley, Sports Ticket Worker Effective September 9, 2019
- X20-205-087 Approve Ann Post, After School Extended Learning Program Extra-Curricular Assignment for Two Interventionist/Tutor at Creed Collins Elementary School for the 2019-2020 School Year
- X20-205-087 Approve Lauren Kram, After School Extended Learning Program Extra-Curricular Assignment for Two Interventionist/Tutor at Creed Collins Elementary School for the 2019-2020 School Year
- X20-204-088 Approve Kellie Beall, After School Extended Learning Program Extra-Curricular Assignment for Two Interventionist/Tutor at Harrisville Elementary School for the 2019-2020

School Year

- X20-204-088 Approve Brenita Holberton, Extended Learning Program Extra-Curricular Assignment for Two Interventionist/Tutor at Harrisville Elementary School for the 2019-2020 School Year
- X20-207-089 Approve Kristen Stewart, After School Extended Learning Program Extra-Curricular Assignment for Interventionist/Tutor at Smithville Elementary School for the 2019-2020 School Year
- X20-302-090 Approve Regina Davis, After School Extended Learning Program Extra-Curricular Assignment for Interventionist/Tutor at Ritchie County Middle School for the 2019-2020 School Year
- X20-302-090 Melanie Henderson, After School Extended Learning Program Extra-Curricular Assignment for Interventionist/Tutor at Ritchie County Middle School for the 2019-2020 School Year
- X20-204-091 Approve Pauletta Eakle, Extra-Curricular Assignment for After School Feeding Program Cook at Harrisville Elementary School for the 2019-2020 School Year
- X20-205-092 Approve Melodye Mossor, Extra-Curricular Assignment for After School Feeding Program Cook at Creed Collins Elementary School for the 2019-2020 School Year
- X20-207-093 Approve Marie Rowley, Extra-Curricular Assignment for After School Feeding Program Cook at Smithville Elementary School for the 2019-2020 School Year
- X20-302/501-094 Approve Rebecca Martin, Extra-Curricular Assignment as Needed for After School Feeding Program Cook at Ritchie County Middle/High School for the 2019-2020 School Year
- X20-000-097 Approve Robin Jones, Holli Vaughan, Tammy Bell, Stacey Smith, and Lou Ann Henger, Substitute Teachers for After School Extended Learning Program for the 2019-2020 School Year
- Approve Clayton McBrayer, Volunteer Middle School Football Coach Pending Completion of All Requirements Effective September 9, 2019

#### **CONSENT ITEMS**

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

- Approve In-Lieu of Transportation Requests
- Approve Memorandum of Understanding with Westbrook Health Services Formalizing Terms and Conditions in Our Expanded School Mental Health Project FY-19
- Approve Judy Ditlow, Contracted Services for English Language Learners Effective September 9, 2019
- Approve In-County Student Transfers
- Approve Ritchie Middle/High School Cross Country Team Off-Site Practice at North Bend State Park on September 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>
- Approve Out of State Transportation Request for RCHS FFA to Ohio Farm Science Review in London Ohio on September 18, 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 \$482,252.38

#### **FINANCIAL REQUESTS FOR APPROVAL**

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

- Approve Monthly Payment to the Union Bank for Energy performance Contract in the Sum of \$10,531.90

#### **ADDENDUM**

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

Upon recommendation of the superintendent, Mr. Reed moved, seconded by Mr. Nelson, that the Board approve the following employment, transfer and rescission. Motion passed unanimously.

- Approve Justin Hodges, Extra Curricular Assignment for Band Coordinator/Supervisor at Ritchie County High School Retroactively to August 30, 2019

**CONSENT ITEMS**

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

- Approve Amanda Gist, Madison Glover, Courtney Ackman and Miguelina McMichael - Students from West Virginia University of Parkersburg for 20 hours of Field Experience during the 1<sup>st</sup> semester of the 2019-2020 school year

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

None

**BOARD MEMBER COMMITTEE REPORTS**

The State School Board Association Regional Meeting for October 1, 2019 will be changed to March of 2020. Mr. Brown, Mrs. Jackson and Mrs. Wells will be attending the State School Board Association Fall Conference this Friday and Saturday. Mr. Brown will be attending the Teacher of the Year banquet on Wednesday night in Charleston. Lea Jones is the Ritchie County Teacher of the Year. Mr. Brown will also be attending the 4-H banquet on October 7, 2019 at 6:00 p.m.

**NEXT REGULAR MEETING DATE**

The Next Regular Meeting will be Held on Monday, September 23, 2019 at 6:00 p.m. at Ritchie County Board of Education Office.

**MEETING ADJOURNED**

Mrs. Wells moved, seconded by Mr. Nelson, that the meeting be adjourned at 7:04 p.m. Motion passed unanimously.