



Regular Meeting Agenda #7 – 9/21/16 – Regular Meeting Minutes

The Pleasants County Board of Education met in regular session on September 21, 2016 in the Board Meeting Room at 1009 Maple Street, St. Marys, WV 26170 at 7:00 p.m. with President Dr. Heather Straight presiding.

Present: Dr. Heather Straight, President
 Mr. Danny DeMoss, Vice President
 Mrs. Sharon Gainer
 Mr. Marty Lawhon
 Mr. David Meeks

Administrative staff present: G. Michael Wells, superintendent; Jennifer Hupp, treasurer/chief school business official; Lew Maze, director of transportation; and Kristi Venderlic, director of child nutrition/attendance and social services coordinator.

The Board opened the meeting with the Pledge of Allegiance.

On motion of Marty Lawhon, seconded by David Meeks, and as recommended by the Superintendent, the minutes of the September 8, 2016 regular meeting were approved 4-0. Sharon Gainer abstained due to not being present at that meeting.

On motion of Danny DeMoss, seconded by Sharon Gainer, and as recommended by the Superintendent, the following transportation requests were approved 5-0:

- Trip #2955-Amber Flanagan to transport students by private vehicle to Jostens Yearbook Workshop-Buckeye Trail High School-Guernsey County-Lore City, OH-September 27, 2016
- Trip #2948-Eric Croasmun, Jessica Nohe, Whitney Bennett, Kyle Lancaster, and others to transport 80 students by charter bus for 8th Grade Trip-Washington, DC-April 25-26, 2017
- Trip #2949-Lynn Johnson to transport 11 students by bus to Nutcracker-Benedum Center for Performing Arts-Pittsburgh, PA-December 2, 2016
- Trip #2952-Lindsay Minger, Christina Price, Emily Null, Kathy Martin and Matt Jones to transport 70 students by bus to Columbus Zoo-Columbus, OH-October 21, 2016
- Zack Minger, Blaze Armstrong, and Jennifer VanZile to transport 4 students by private vehicle to Regional Golf Match-Williams Golf Course-Weirton, WV-September 25-26, 2016

On motion of Danny DeMoss, seconded by Sharon Gainer, and as recommended by the Superintendent, the FY16 Financial Statements were approved 5-0.

On motion of Sharon Gainer, seconded by Danny DeMoss, and as recommended by the Superintendent, invoices in the amount of \$418,249.33 were approved 5-0.

On motion of Danny DeMoss, seconded by Sharon Gainer, and as recommended by the Superintendent, budget transfers and supplements were approved 5-0.

On motion of David Meeks, seconded by Sharon Gainer, and as recommended by the Superintendent, the following resignations were accepted 5-0:

Resignation of St. Marys High School YLA Sponsor-ZACK MINGER
Resignation of Substitute Bus Operator-LADAWN JOY

On motion of David Meeks, seconded by Danny DeMoss, and as recommended by the Superintendent, the following were approved 5-0:

Vacancy #17-19, Evening Alternative Education Teacher, SMHS, 2016-2017-AMANDA MOTE
Volunteer Assistant Girls' Basketball Coach, SMHS, 2016-2017-TERRY NICHOLS
Volunteer Commitment/Agreements, 2016-2017-

| First Name | Last Name | BES | PCMS | SMES | SMHS |
|------------|------------------|-----|------|------|------|
| Susan | Bailey | X | | | X |
| Jennifer | Boley | | X | | |
| Marci | Davis | | X | | |
| Taryn | Eddy | X | | X | |
| Wesley | Eddy | X | | X | |
| Millie | Farnsworth | | | X | |
| James | Maze | | | | X |
| Tamara | Meeks | | X | | X |
| Patricia | Miller | X | | | |
| Jessica | Owens (Wagstaff) | | X | | |
| Arthur | Taylor | | | X | |
| Lisa R. | Taylor | | | X | |

On motion of Marty Lawhon, seconded by David Meeks, and as recommended by the Superintendent, the Supplemental Assignment Salary Schedule for 2016-2017 was approved 5-0.

On motion of Sharon Gainer, seconded by David Meeks, and as recommended by the Superintendent, the Agreement with West Virginia Division of Rehabilitation Services, effective September 1, 2016 was approved 5-0.

Lew Maze, director of transportation, reported:

- We have completed updating the bus driver schedules, student enrollments, emergency contact lists and are adjusting as needed when changes occur.
- There have been a lot of bus passing violations and we are working on ways to alleviate this and will be presenting ideas to Mr. Wells. We have had input from other counties that have done ad campaigns to increase awareness. Also, we've been reviewing videos to determine legitimate violations.
- We've had a substitute driver resign and we have posted for substitutes through the end of next week.
- I attended the RESA V Transportation Directors' meeting held yesterday at the Wood County Schools Bus Garage. Some topics of discussion were the driver shortage and budget cut issues. A lot of good information was presented.

Kristi Venderlic, director of child nutrition/attendance and social services coordinator:

Attendance/Dropout Prevention/Homebound/Homeschooled/Homeless

- We have had our first Fabulous Friday luncheon for PCMS students who had perfect attendance in August and will be hosting the SMHS luncheon this Friday.

Students were given a pass to the front of the lunch line, had “special” seating and tableware, had their photos and names displayed in a nice oak cabinet at the school’s entrance and were put into a drawing for \$25 gift cards to the movies. One boy and one girl from each school were selected as the August winners

- Our new/returning AmeriCorps members this year will be Miranda Rhodes, Debbie Christie and Toni Barnes. They will attend their first training/orientation next Monday in Charleston. Each mentor will work with 25 students identified as a result of previous participation or as a new referral for Attendance, Behaviors, or Course Completion.
- I attended a regional attendance directors meeting today at RESA V where we discussed changes to WVDE policy 4110, attendance codes, homeless topics and departmental assignments. We had already corrected our policy, but I will review it again to see if any additional edits need to be recommended.
- I have begun my weekly attendance review meetings with Mrs. Taylor (SMHS) and Mr. Hickman (PCMS) to look at perfect attendance as well as to address attendance concerns early. I have also participated in many SAT, 504, IEP and court hearings.
- I am working on a panel presentation for the statewide attendance directors’ conference on “Attendance Works” to be held in October. Panel members include: Susan Travers, Danielle Stanley, Mandy Mote and me. We will share best practices related to truancy diversion, partnering, mental health support and coordination of services.
- First Month’s Attendance/Enrollment
 - BES – 97.17% 213
 - SMES – 96.47% 237
 - PCMS – 96.11% 310
 - SMHS – 94.55% 378

Child Nutrition

- Processing F/R lunch applications has consumed a great deal of time, as always, during the month. A few more people have applied online, but not as many as I had hoped. I will continue to encourage this method as it is much faster and more efficient than paper applications.
- I have been on hold for most of September with Primero in regard to the inventory module and e-ordering system. There is a lot of “back office” work involved in setting up the spreadsheets before the module can be activated.
- I will soon be seeking quotes on a steamer or Combi Oven and a tilt skillet for PCMS. Their equipment is as old as the school and is in great need of replacement.
- At the August co-op meeting, we heard presentations from Sysco and then from one of three national purchasing cooperatives, US Communities/Premier. We are just beginning to learn about the potential advantages of using a group like this to prepare our bid and work with us for the best prices possible on food and other school purchases.
- I held the first head cooks meeting of the new school year to go over expectations and discuss establishing positive work environments and a good work ethic within each team. We also talk about issues, needs and concerns. This has been a very positive and useful way to dialogue and develop leadership skills.
- Next week I will attend a two-day conference sponsored by the Office of Child Nutrition. More on that next month.
- We continue to work at collecting past due balances from families who owe for meals. A number are on payment plans. The current balance owed, which includes meals eaten up to today, is \$152,308.12.

Committee Reports:

Marty Lawhon attended the Development Authority Meeting where topics were the Old St. Marys High School Property and the in-lieu of taxes issue.

Danny DeMoss announced that the next Safety Committee meeting is scheduled for September 27th at 4:00 p.m. in the Board Meeting Room.

Dr. Straight attended the RESA 5 Council meeting today where it was announced at the end of the meeting that State Superintendent Dr. Martirano has resigned. We have another meeting next month. Mr. Wells added that they have been doing a lot of staff development for counselors and administrators.

Mr. Meeks stated that the Youth Ag Fair was this past weekend and it went great! A big thank you to the Board for their attendance and the entire county for their support.

Mr. Wells read a proclamation from Governor Tomblin declaring September 23, 2016 as West Virginia School Service Personnel Day.

The next regular meeting will be on Thursday, October 13, 2016 at 7:00 p.m. in the Board Meeting Room at 1009 Maple Street, St. Marys, WV 26170. A special meeting will be held next week on Wednesday, September 28, 2016 at 6:00 p.m. in the Board Meeting Room at 1009 Maple Street, St. Marys, WV, 26170.

On motion of David Meeks, seconded by Sharon Gainer, and approved 5-0 the meeting adjourned at 8:10 p.m.

President

Secretary