

Regular Meeting Agenda #18 – 2/26/15 – Regular Meeting Minutes

The Pleasants County Board of Education met in regular session on February 26, 2015 in the Media Center at St. Marys High School, 2330 N. Pleasants Highway, St. Marys, WV 26170 at 6:00 p.m. with Heather Straight presiding.

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

Administrative staff present: G. Michael Wells, superintendent; Jennifer Hupp, treasurer/chief school business official; Rex Cox, director/supervisor of maintenance/facilities; 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.

The Board of Education held its annual meeting with the St. Marys High School LSIC for the purpose of enabling the Pleasants County Board of Education to receive information, comments and suggestions from the LSIC. Written reports were provided to the Board of Education describing progress made on annual performance measures for accountability and annual performance measure goals. Presenting for the LSIC were Assistant Principal Shelley Taylor, Principal Jayne Tebay, Dustin Turner, Loura Rinard, Linda Mayfield, Mandy Mote, and Mary Jane Helgren.

Also discussed were:

- The school's Five-Year Strategic Plan;
- Activities the school is undertaking to increase student achievement;
- Discussion/suggestions on how the Board of Education can assist the school in meeting its goals in providing quality education for its students; and
- Discussion on the school's progress and accomplishments/successes that it is proud of

A short break was taken from 7:20 p.m. until 7:35 p.m. at which time the meeting was called back to order.

Linda Hedrick appeared before the Board as a delegation with comments and questions regarding her student at St. Marys High School.

Cynthia Alkire appeared before the Board as a delegation and offered comments regarding the previously mentioned concerns about test scores and academic boosters.

Tony Vandenberg appeared before the Board as a delegation with comments regarding as a community member and was concerned about what students were learning/skills for graduates and that he was encouraged to hear about the college class offerings and the job shadowing program .

On motion of Danny DeMoss, seconded by Marty Lawhon, and as recommended by the Superintendent, the minutes of the regular meeting on February 12, 2015 were approved 5-0.

On motion of Danny DeMoss, seconded by Marty Lawhon, and as recommended by the Superintendent, the minutes of the special meeting on February 17, 2015 were approved 4-0 with Mr. McKnight abstaining from the vote due to being absent from that meeting.

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

-St. Marys High School Softball Team transportation request

-Trip #2335-Tyrell Childers to transport 3 students by county vehicle to State Ham and Bacon Show-Charleston, WV-March 8, 2015 and on March 9, 2015 (2 separate trips)

-Trip #2338-Patrick Norton to transport 3 students by private vehicle to All-State Chorus Conference-Charleston, WV-March 12-14, 2015

On motion of Jim McKnight, seconded by Sharon Gainer, and as recommended by the Superintendent, the invoices were approved 5-0.

On motion of Jim McKnight, seconded by Sharon Gainer, and as recommended by the Superintendent, the January financial report was approved 5-0.

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

Mrs. Hupp made Board members aware of the changes made to the updated FY16 Budget Calendar.

On motion of Danny DeMoss, seconded by Marty Lawhon, and approved 5-0, the Board entered into executive session at 7:52 p.m. pursuant to WV Code §6-9A-4 for the discussion of personnel matters. The Board returned to open session at 8:33 p.m. with President Straight announcing that no action had been taken.

On motion of Danny DeMoss, seconded by Marty Lawhon, and as recommended by the Superintendent, the resignation of VICKI NAZELROD as substitute cook was accepted 5-0.

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

Reduction in force of Technology Systems Specialist for 2015-2016-
RUSS EMERSON

Reduction in force of 1st Grade Teacher, Belmont Elementary School, 2015-2016-
HANNAH KIRK

Reassignment of Second Grade Teacher at St. Marys Elementary School to Third Grade Teacher, 2015-2016-
LINDA BERWANGER

Reduction in Force of Secretary, Pleasants County Middle School, 2015-2016-
ROBIN BAILEY

Reduction in Force of Secretary, St. Marys Elementary School, 2015-2016-
JENNIFER LAMP

Reduction in force of Teacher Aide, St. Marys Elementary School, 2015-2016-
MICHELE SIGLER

Reduction in force of Teacher Aide, Pleasants County Middle School, 2015-2016-
KERRY BENNETT

Transfer of Secretary, St. Marys High School, 2015-2016-
TAMARA MEEKS

Transfer of Teacher Aide, Belmont Elementary School, 2015-2016-
RENEE HOUSER

On motion of Danny DeMoss, seconded by Marty Lawhon, and as recommended by the Superintendent, the following were approved for employment 5-0:

Vacancy #15-102, Long Term Substitute, Cook II, Pleasants County Middle School-
SHERRI NICHOLS

Vacancy #15-103, Cook II, Pleasants County Middle School-AMANDA GREENLEAF

Vacancy #15-104, Long Term Substitute, .5 Cook II, St. Marys High School-
JULIE SMITH

On motion of Sharon Gainer, seconded by Jim McKnight, and as recommended by the Superintendent, abolishment of the following policies and re-numbering to the new system were approved 5-0:

Pleasants County – Chapter 9, Public and Organizational Relations

- 9.1 – Community Relations – Abolish
- 9.1.1 - Local School Improvement Councils – Abolish
- 9.2 - News Media Relations - Abolish
- 9.3 – Education Agency Relations – Abolish
- 9.4 – Police Authorities Relations – Abolish
- 9.5 – Appeals Procedure for Citizens – Abolish
- 9.5.1 – Citizen Complaints – Abolish
- 9.6 – Public Records Access – Abolish
- 9.7 – Visitors to Schools – Abolish
- 9.7.1 – Sexual Offender Policy – change number to 9000
- 9.8 – Parent Conferences – Abolish
- 9.9 – Private & Parochial Schools – Abolish
- 9.11 – Family Involvement – Abolish
- 9.12 – Programs to Supplement School Curriculum, etc. – change number to 9002

Chapter 3 – Business Management

- 3.2 – Depository of Funds – Abolish
- 3.3 – Bonded Employees – Abolish
- 3.4 – Funds – Reserve and Special – Abolish
- 3.6 – Revenue-Local Tax – Abolish
- 3.6.1 – Revenue-State Aid – Abolish
- 3.6.2 – Revenue-Federal Aid – Abolish
- 3.6.3 – Gifts, Grants & Bequests – Abolish
- 3.6.4 – Miscellaneous Revenue – Abolish
- 3.6.5 – Investments – Abolish
- 3.6.6 – Property Sales - Abolish
- 3.7 – Accounting and Reporting – Abolish
- 3.7.1.1 – Financial Statements – Abolish
- 3.7.3 – Inventories – Abolish
- 3.7.4 – Audits – Abolish
- 3.8 – Purchasing – Abolish
- 3.8.1 – Petty Cash – Abolish
- 3.8.2 – Receiving – Abolish
- 3.10 – Student Activities Funds Management – Abolish
- 3.12 – Insurance Management – Abolish
- 3.13 -- Solicitations – Abolish
- 3.13.1 – Displays on School Property – Abolish

On motion of Marty Lawhon, seconded by Sharon Gainer, and as recommended by the Superintendent, Change Order #8 to Grae-Con Construction for the new SMHS for additional signage request made by the State Fire Marshal in the amount of \$1,749.34 was approved 5-0.

On motion of Sharon Gainer, seconded by Marty Lawhon, and as recommended by the Superintendent, Change Order #6 to Enerfab Electric for the new SMHS to install receptacles for welding booths in the amount of \$787.00 was approved 5-0.

Rex Cox, director/supervisor of maintenance/facilities, presented the following update:

1. NEW ST. MARYS HIGH SCHOOL
 - a. Update on the new SMHS. Punch list and training.
 - b. Update on Sports Facilities Complex.
 - c. Continued moving items from the old SMHS to the new SMHS and other county schools.

2. SBA IMPLEMENTATION OF PREVENTATIVE MAINTENANCE PROGRAM
 - a. Preventative Maintenance is ongoing.

3. SAFETY
 - a. School zone speed limit at the new SMHS is completed. The speed limit is 45 mph and the 15 mph school zone lights are working.
 - b. Safety Committee will be working on the alley side of SMES with the City of St. Marys and the residents that live there. We will have a recommendation by the beginning of school year 2015-2016.
 - c. We will make a recommendation on the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) program before school year 2015-2016. This will allow time for training if needed.
 - d. Checking roads and discussion with Lew Maze and Mike Wells regarding school closing.

4. MEETINGS
 - a. Job meetings and Progress meetings on all projects.
 - b. Meeting with Blackwood, Associates to walk through the new SMHS checking on the punch list.
 - c. Meet with JC Farmer of BBL Carlton and Greg Fitzgerald of Grae-Con as necessary regarding the new SMHS.
 - d. PCS Safety Committee Meeting.

5. WORK ORDERS

Maintenance/Facility Work Orders

– Assigned to Rex Cox, Director/Supervisor of Maintenance/Facilities

Jan. 23 – Feb. 24, 2015	Total for Selected Period	Work In Progress	Percentage	Closed Work Orders	Percentage
Requested Date	79	52	66%	27	34%
Met Requested Completion Date	69	31	45%	38	55%
FISCAL YEAR 2014-2015 Jul 1, 2014 - Current	Total for Selected Period	Work In Progress	Percentage	Closed Work Orders	Percentage
Requested Date	485	120	25%	365	75%
Met Requested Completion Date	520	123	24%	397	76%

Lew Maze, director of transportation, updated the Board on the process used to determine transportation of students during inclement weather:

1. Mr. Wells, Rex and Lew confer the night before to discuss the possible weather and decide what action to take. [close, go on a delay, early dismissal, check roads early morning].
2. Wait to see if we get bad weather then discuss choices.
3. Lew will confer with the Department of Highways to see if they are working through the night.
4. Mr. Wells, Rex, and Lew will talk by 5:00 a.m. to discuss conditions and make a decision.

Kristi Venderlic, director of child nutrition and attendance and social services coordinator, presented the following:

Attendance/Dropout Prevention/Homebound

- Truancy is defined in WV State Code as five or more unexcused absences. As of 2/23/15, Pleasants County has a total of 227 students who are truant by this definition. The students range in age from PK – 12 grade. There are seven who have special needs. Another two have transferred to homeschool or Mountaineer Challenge settings. Two more have been expelled. Of the remaining 216, 113 are in one stage or another of truancy diversion or legal adjudication. 103 are at the stage where the principal is communicating and trying to address the problem.
- There is a bill in the legislature now which is looking at the total number of unexcused absences that should be considered truant. It also proposes that tardies will accumulate and become unexcused absences.
- Ten chronic medical meeting updates are scheduled for early March.
- I am revising the homebound referral form from three four-part pages to one four-part page.
- The sixth month's attendance rates were: BES – 94.85%; SMES – 92.44%; PCMS – 92.99% and SMHS – 88.46%.

Child Nutrition

- I attended the Mountaineer Highlands Sysco Foods tour (end of January) and was very impressed with their facility and the efficiency of the operation. In addition to the tour, they had a cut demonstration and taste test for us and several vendors prepared a food show and product demonstration.
- While at the Sysco day, I discussed having a multi county training on food safety and a vendor show with Tyler, Wetzel and Ritchie counties this summer just before school starts for all cooks from those areas for their in-service hours. I proposed that we might be able to host the training at the new SMHS.
- The Taste Testers program has suffered slightly as a result of the bad weather. I have a list of SMHS students and am waiting to hear from the elementary and middle school principals as to their student selections.
- I held a production records and inventory management training this afternoon for the head cooks with Cathy Little's expertise as the most experienced former head cook. We have two new head cooks who are still learning the paperwork side of the job, so this was a good opportunity to meet and share best practices and explain how to complete paperwork thoroughly.

Danny DeMoss reported on the recent Safety Committee meeting where discussion topics

were St. Marys Elementary School Alley, St. Marys High School speed limit, and the ALICE program. The Knox box access at St. Marys High School is complete.

Sharon Gainer reported that the MOVTI Council toured the new St. Marys High School, and discussed embedded English and the new policy needed to allow that change.

Jim McKnight attended the RESA V Council meeting.

Marty Lawhon mentioned that he had gone on the site for the standardized testing and logged into some sample tests.

Mr. Wells remarked about a hot topic at the Legislature was regarding the move to repeal Common Core. He announced that the Ham and Bacon Sale is upcoming and the students are working at both the old and new schools to prepare items for the sale due to not all items in the new Ag area being completed yet. He also stated that Spring Sports practices begin on Monday.

The next regular meeting will be on Tuesday, March 10, 2015 at 7:00 p.m.in the Board Meeting Room at 1009 Maple Street, St. Marys, WV 26170.

On motion of Danny DeMoss, seconded by Marty Lawhon, and approved 5-0 the meeting adjourned at 9:17 p.m.

President

Secretary