

Regular Meeting Agenda #13 – 1/27/16 – Regular Meeting Minutes

The Pleasants County Board of Education met in regular session on January 27, 2016 at St. Marys High School, WV, 26170 at 5:08 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 was Principal Jeff Sole.

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 recess was taken at 6:07 p.m. and the Board reconvened at 6:11 p.m.

The Board recognized SMHS student Zack Davis for his selection to the 1st Team "A" All-State football team as Offensive Lineman.

Mr. Wells announced Agenda Item 8b – Budget Transfers and Supplements was being pulled from the agenda.

On motion of Jim McKnight, seconded by Sharon Gainer, and as recommended by the Superintendent, the minutes of the regular meeting on January 14, 2016 were approved 5-0.

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

- Trip #2722-Dustin Turner to transport 6 students by private vehicle to Marshall Invitational Debate Tournament-Huntington, WV-February 12 and 13, 2016
- Rex Cox to travel for MOVTI to Wyotech, Blairsville, PA to pick up motors-January 29, 2016

On motion of Jim McKnight, seconded by Danny DeMoss, and as recommended by the Superintendent, the invoices in the amount of \$421,316.98 were approved 5-0.

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

Resignation of St. Marys Elementary School Second Grade Teacher, effective February 12, 2016 – DIANNA LEWIS

Resignation of St. Marys Elementary School Yearbook Coordinator, effective February 12, 2016 – DIANNA LEWIS

Resignation of Pleasants County Middle School Assistant Track Coach – LINDA MAYFIELD

On motion of Marty Lawhon, seconded by Danny DeMoss, and as recommended by the Superintendent, the following was approved 5-0 for employment, pending meeting all necessary requirements:

Vacancy #16-102 – Tennis Coach, St. Marys High School, 2015-2016 - KELLI MEEKS

On motion of Danny DeMoss, seconded by Marty Lawhon, and as recommended by the Superintendent, the following was approved 4-0 for employment, pending meeting all necessary requirements:

Vacancy #16-103, Mentor Teacher for Pre-K Teacher, St. Marys Elementary School, remainder of 2015-2016 – ANNETTE STRIMER

Sharon Gainer abstained.

On motion of Jim McKnight, seconded by Danny DeMoss, and as recommended by the Superintendent, the following volunteer commitment/agreement for 2015-2016 was approved 5-0:

SMES - Connie Rupert

On motion of Danny DeMoss, seconded by Marty Lawhon, and as recommended by the Superintendent, LOGAN COPLIN was approved 5-0 as a volunteer assistant track coach (boys and girls) at St. Marys High School for the 2015-2016 school year.

On motion of Jim McKnight, seconded by Danny DeMoss, and as recommended by the Superintendent, the SBA Grant Contract for the Pleasants County Middle School Needs Project was approved 5-0.

On motion of Sharon Gainer, seconded by Jim McKnight, and as recommended by the Superintendent, the Dominion Hope Service Agreement Applicable to Transportation of Natural Gas – RESA V for St. Marys High School was approved 5-0.

On motion of Sharon Gainer, seconded by Marty Lawhon, and as recommended by the Superintendent the Contract of Sale of the Olds St. Marys High School Property to the Pleasants County Development Authority was approved 4-0. Jim McKnight abstained.

Director Reports:

Rex Cox, Director/Supervisor of Maintenance/Facilities, updated the Board:

1. MAINTENANCE WORK
 - a. Working with Mon Power on High Voltage at SMHS that has been tripping HVAC and burned up two compressors.
 - b. Working on snow removal at all the facilities.
 - c. Working with the groups that purchased items from the old SMHS auction.
 - d. Getting prices on electric service at the Board Office.
2. SBA IMPLEMENTATION OF PREVENTATIVE MAINTENANCE PROGRAM
 - a. Preventative Maintenance is ongoing.
 - b. Roofing quote for oldest roof. SMES Cafeteria Kitchen.

- c. PCMS SBA Project- The Expression of Interest was sent to eleven Architectural and Engineering Firms. Received requests for Qualifications back from eight firms.
Advertisements were placed in The St. Marys Oracle and The Leader, Parkersburg News and Sentinel, Clarksburg Exponent and Telegram, Charleston Newspaper.
3. SAFETY
 - a. Signs installed at SMES in the alley.
 4. MEETINGS
 - a. SBA
 - b. PCS Safety Committee
 - c. Architect and Engineering Firms
 - d. City of St. Marys- Mayor Ingram and Rick Phillips, City Manager
 5. INFORMATION ITEM
 - a. RESAV is going to start a Safety Director Meeting so all RESAV Directors can meet.
 6. WORK ORDERS

Maintenance/Facility Work Orders

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

Dec. 10, 2015 – Jan 26, 2016	Total for Selected Period	Work In Progress	Percentage	Closed Work Orders	Percentage
Requested Date	81	51	63%	30	37%
Met Requested Completion Date	91	50	55%	41	45%
FISCAL YEAR 2015-2016 Jul 1, 2015 - Current	Total for Selected Period	Work In Progress	Percentage	Closed Work Orders	Percentage
Requested Date	409	133	33%	276	67%
Met Requested Completion Date	452	150	33%	302	67%

Low Maze, Director of Transportation, updated the Board:

- 1) Rex and I met with the City and are moving forward with the parking situation. Signs for the alley for bus loading and unloading at St. Marys Elementary School will be ordered.
- 2) We have been notified that our provider for the required random drug and alcohol testing of drivers is no longer going to provide that service. We are working on finding a new provider; hope to arrange with someone local.
- 3) We have been doing driver observations and evaluations.
- 4) Staff Development Training “Driving Hazards” was provided to county employees who were able to attend.

5) Lots of time has been spent by myself, Rex, and Mr. Wells monitoring the road conditions for delays and closings. We would like to commend our DOH for their recent efforts to clear and treat our roads quickly which minimized our time for school closure.

Dr. Straight thanked Lew and Rex for their efforts in checking roads in the early hours and that it is appreciated.

Mr. Wells also commended the Maintenance Crew, Lew, Rex, the DOH, and offered thanks to the custodians and all those that were involved in snow removal.

Kristi Venderlic, Director of Child Nutrition/Social Services and Attendance Coordinator, updated the Board:

Attendance/Dropout Prevention/Homebound

- Attendance Directors across the state were asked to compile and compare data on the number of students missing 5-9 and also 10 or more days first semester last year to first semester this year. I shared this information with Rebecca Derenge at the WVDE, all attendance directors, Mr. Wells and Mr. Brown. It was then passed it on to the respective school principals, tasking them with including strategies in their plans to address overall absences. Research has suggested that attendance problems and possible solutions are best addressed by the entire community, not just the schools. Students not at school, excused or not, are missing instruction and often fall behind academically, socially and emotionally.
- AmeriCorps members and I will have completed the mid-year data collection by February 1st, submitting attendance, behavior and first semester GPA's for participants to WVU PERC as part of the assessment process. This data is collected to measure effectiveness of the mentoring program. I will share preliminary reports as they are made available to me.
- We still have one student receiving homebound services.
- Total attendance interventions in January:
 - MDT/SAT/504 Meetings - 0
 - Three day attendance letters – 72
 - CA-2 / Pre-petition diversion meetings – 84
 - Juvenile Petitions (11-17 year olds) - 5
 - Criminal Complaints (parents) - 0
 - Criminal Complaints (18 year olds) – 7
 - Chronic Medical Meetings – (February)
 - Tardy Letters - 4
- Notes were added to report cards reminding parents to be aware of the number of days total their child has missed school. Additional positive messaging through School Messenger and web links on the county website are being developed using *Attendance Works* Winter messaging materials.
- Fifth Month Attendance:
 - BES 94.33%
 - SMES 93.30%
 - PCMS 94.38%
 - SMHS 91.68%

Child Nutrition

- Eleven families that had civil suits filed against them have paid their debts in full. Another 35 are making payments. In addition, several more who heard about the filings came in and paid off large balances. There are five families who have made no attempt to pay. I will soon address large balances again.

- I continue to work with the head cooks on developing leadership skills, inventory management and portion control. We meet monthly to plan the menus and to discuss situations and correct issues as they arise.
- I attended the monthly Mountaineer Highlands Cooperative meeting where we have voted to extend our bid with Sysco Pittsburgh for next year. We have established working committees and continue to fine tune bid and nutritional descriptions, review new products and clean up bylaws and bid language.
- The spring Child Nutrition conference is scheduled for April 8-9 in Charleston. The pre-conference speaker will be addressing “Leadership in the Kitchen.” The presentation will cover time maximization, communication skills and styles, effective team concepts and accepting change and addressing conflicts. I have asked to take the three head cooks with me to this conference.

Committee Reports:

Danny DeMoss reported that the Safety Committee met on January 19th and the next meeting will be February 16th at 4:00 in the Board Meeting Room. Sharon Gainer attended the MOVTI Council meeting where routine matters were handled. Jim McKnight attended the RESA V Council meeting where a topic was a Senate Bill that would change the structure regarding to what agency the RESA Councils report.

Comments:

Marty Lawhon commented that he is amazed at the amount of use the new High School has seen since its opening a year ago.

Superintendent Comments:

Mr. Wells announced that the next step in the process to select Architectural/Engineering Firms for the PCMS SBA Project is a meeting of a selection committee to review the expressions of interest that were received. Members of this committee will be Mr. Wells, Mr. Rex Cox, Mrs. Lori Barnhart, and 2 Board Members along with Ms. Joyce VanGilder of the SBA. A committee meeting will be held on Monday, February 8 at 10:00 a.m. to select those firms to be interviewed. The same group will conduct the interviews according to the required rubric and a recommendation has to be made to the Board for approval within the timeline established by the SBA in March.

The next regular meeting will be on Thursday, February 11, 2016 at Pleasants County Middle School, 510 Riverview Drive, Belmont, WV, 26134, with a reception at 5:30 p.m. and the LSIC presentation at 6:00 p.m. The regular meeting will follow the LSIC presentation after a short break.

On motion of Danny DeMoss, seconded by Sharon Gainer, and approved 5-0 the meeting adjourned at 7:13 p.m.

President

Secretary