

**ORDER OF BUSINESS
OF THE
RESA-6 REGIONAL COUNCIL**

**RESA-6 Training Room
Wheeling, WV 26003**

**Thursday, April 24, 2014
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Dennis Albright, Patsy Brancazio, Chris Carder, Michael Hince, Kathy Kidder-Wilkerson, Linda Kirk, Barbara Logue, Beth Phillips, Suzan Smith, Dianna Vargo

OTHERS PRESENT: Nick Zervos, Greg Minnich, Bob Dunlevy, Betty Jo Jordan, Jonathan Pollock, Joe Paolo, Kim McConnaughy

CALL TO ORDER: The meeting was called to order at 9:00 a.m. by Ms. Phillips.

APPROVAL OF MINUTES:

On a motion by Ms. Smith, with a second by Ms. Carder, the Board approved the minutes of the March 20, 2014 meeting.

CORRESPONDENCE

Lisa Wilcox, Coordinator School Finance – WVDE (Enclosure) – Lisa Wilcox, Coordinator of School Finance at the WVDE, in her letter indicated that the Audit Report of RESA-6 for fiscal year 2012-13 had no findings and therefore is considered closed.

NEW BUSINESS

Medicaid Report (Attachment A) - On a motion by Ms. Smith, with a second by Ms. Kidder, the Board approved the April 1, 2014 Medicaid report prepared by Ms. Wojcik in the aggregate amount of \$2,682,805.25.

WVBOE Agenda – April 9, 2014 (Attachment B) - Mr. Zervos provided the Board with the WVBOE Agenda for April 9, 2014.

Exemplary Teacher – 2013 -2014 (Attachment C) – As required by WV Code 18A-4-10b each RESA shall complete an Exemplary Teacher Peer Review. One teacher from each programmatic level was awarded a check for \$492.66. The following were winners: Phyllis Whorton, Central Elementary – Marshall County; Chelsy Helmick, Sherrard Middle School – Marshall County and Jamie Johnson, Wheeling Park High School – Ohio County.

West Virginia Business Plan Winner (Attachment D) – John Marshall High School senior Sierra Cook won first place at the inaugural West Virginia Statewide High School Business Plan Competition held this past weekend at West Virginia University. (See Attachment D)

Bullying Training Results (Attachment E) – The Board was provided the evaluation of the Bullying Prevention training offered on March 25, 2014. Ninety-nine percent of those in attendance found the training very useful and ninety-nine percent felt the program was of high quality. (See Attachment E)

Senate Bill 477 (Attachment F) – Mr. Zervos commended Governor Earl Ray Tomblin for not signing Senate Bill 477 because it did not encourage mutual administrative engagement in joint planning. Research demonstrates that collaboration of the teacher administration has a profound positive impact on effective instruction in student achievement.

West Virginia Handle on Science Kit Professional Development Plan for Summer 2014 (Attachment G) – On a motion by Ms. Smith, with a second by Mr. Hince, it was approved to proceed with the WV Handle on Science professional development plan submitted by Elizabeth Strong as outlined in Attachment G. Ms. Strong is to work with county contacts identified by each Superintendent in carrying out this plan.

Tetrick & Bartlett – Financial Audit – year ended June 30, 2013 (Attachment H) - Mr. Minnich reviewed the audit details provided by Tetrick & Bartlett for FY2013. No findings were noted. The auditors communicated to the board that incidences of invoices prior to purchase orders were found, and although not a finding, recommended that RESA administration work to eliminate the concern. Mr. Minnich noted that effort would be made to reduce and eliminate that concern. Mr. Minnich also explained that as anticipated a significant adjustment was made to properly acknowledge that county OPEB funds received in the past were additionally classified as a prepaid liability for services rendered. This was done due to the recent changes in how the OPEB liability would be eliminated through time, allowing county funds collected for OPEB to be utilized for payment of current and future services. Accounting for the prepaid liability for services resulted in a significant adjustment that negatively affected the fund balance. This negative adjustment was anticipated and communicated to the Board in October of 2013, with the expectation that assistance from the auditors would be needed to verify that the adjustment was accurate. A motion for acceptance of the Audit by Tetrick & Bartlett for RESA 6 for FY2013 was made by Ms. Smith with a second by Dr. Vargo.

HGO Technology Discussion (Attachment I) – Representatives from HGO Technology Services met with several RESA-6 personnel to describe training programs and professional development opportunities described in Attachment I. They have offices located at 2100 Market Street, Wheeling, WV for those wanting to utilize their services.

Spring Newsletter – Draft (Handout) - A draft copy of the Spring 2014 RESA 6 Newsletter was presented to the regional council for review prior to electronic distribution. News items included: WV Business Plan Competition, FAST Team Updates,

PRI, Exemplary Teachers, New High School Equivalency Assessment, Upper Ohio Valley Fire & Rescue School, Bullying Workshop, and SaaS Migration. Information for the quarterly newsletters may be sent to Mr. Zervos or Mrs. McConnaughy; the E-newsletters are shared throughout the RESA 6 region and also forwarded to the other RESAs throughout the State.

Test Assessing Secondary Completion (TASC) – Kim McConnaughy – Mrs. McConnaughy provided the regional council members with a handout outlining basic information regarding the new Test Assessing Secondary Completion (TASC). TASC is aligned to common core state standards and will continue to transition to common core over the next three years. Testing began March 3, following training webinars provided by McGraw Hill. State and regional training opportunities are continuing for teachers and examiners. TASC resources are available through links on the WVABE webpage including multiple test prep materials, test samplers, calculator resources, etc. Supplemental math training/workshops for instructors will begin during the summer months. Although there was no testing during the months of January and February 2014, reports indicate that the State is experiencing a 74% passage rate with the TASC. All testing is now administered as computer-based with paper version provided as an accommodation.

School Safety Expert (Attachment J) – A professional development program was brought to the attention of the Board with the possibility of using Kenneth Trump, President, National School Safety and Security Services. His consulting fee is \$6,000 per day or a two day workshop for \$10,000. No action was taken at this time.

State Raise Discussion – On a motion by Ms. Kidder-Wilkerson, with a second by Mr. Albright, the Board gave Mr. Minnich permission to include the state raise for RESA-6 employees for the 2014-15 school year.

Salary Scale Adjustment Discussion – On a motion by Mr. Hince, with a second by Ms. Smith, the Board gave Mr. Minnich permission to explore the extension of the RESA-6 pay grade rates.

Auditor Selection (Attachment K) – On a motion by Ms. Smith, with a second by Mr. Albright, the Board expressed preference for the audit of the records for 2014 to be performed by the certified public accounting firm of Tetrick & Bartlett, PLLC, Certified Public Accountants

Supplements / Transfers (Attachment L) - On a motion by Mr. Brancazio, with a second by Dr. Vargo, the Supplements / Transfers as presented by Mr. Minnich and outlined in Attachment L were approved.

Budget Status Report (Attachment M) - On a motion by Mr. Brancazio, with a second by Dr. Vargo, the Budget Status Report as presented by Mr. Minnich and outlined in Attachment M was approved.

Checks Issued (Attachment N) - On a motion by Mr. Brancazio, with a second by Mr. Hince, the RESA-6 Checks Issued as presented by Mr. Minnich and outlined in

Attachment N were approved.

Evaluation – Nick P. Zervos – On a motion by Mr. Hince, with a second by Ms. Smith, the Board went into executive session to discuss Mr. Zervos' 2013-14 evaluation. On a motion by Ms. Smith, with a second by Ms. Phillips, the Board came out of executive session. The Regional Council stated that it finds Mr. Zervos exceeds all expectations of an RESA-6 Executive Director, He is an outstanding leader and his support for county staffs and students is greatly appreciated. The results of the evaluation will be placed in Mr. Zervos' personnel file.

WVDE - ESEA Flexibility Monitoring Interview Protocol (Handout) – A handout was given to the Board regarding the ESEA Flexibility Monitoring Interview Protocol. Mr. Pollock and Mr. Paolo described recent telephone interviews in Wetzel and Ohio Counties regarding the interviews. They also provided a graphic organizer outlining a conference call overview. On a motion by Mr. Albright, with a second by Dr. Vargo, the Board indicated that the teleconferences were positive and thanked the RESA FAST Team for their support in this process. Each Superintendent was provided a school improvement progress chart for 2013-14.

Affordable Care Act – Mr. Minnich reported the progress in dealing with the Affordable Care Act. He informed the Board that he met with county office finance and personnel administration to customize required resolutions and letters necessary for informing all employees in the five counties represented by RESA-6. Additional work is being completed for setting up the baseline necessary to comply with the requirements of the Affordable Care Act.

WVEIS – IBM I-Server; E-mail changes – Micro-Office – Sterling Beane, Director of the WV Department of Technology informed all RESA Directors that micro-soft office 365 will be utilized throughout WV commencing the 2014-15 school year. Two representatives from each RESA will be trained in Reston, Virginia on the new software to become Trainer of Trainers for county contacts and their respective RESAs. Ronda Kouski and Eric Schoenian will be the RESA-6 representatives trained.

Mr. Beane also informed the RESA Directors that the AS 400 will be upgraded in the upcoming year moving to SIF Standardized Data System which is a Microsoft International System. Further information will be forthcoming.

PERSONNEL

On a motion by Ms. Smith, with a second by Mr. Brancazio, the Board approved the following personnel items:

Employment

Employ Brian Klar – Computer Technician – April 7, 2014

Reduction in Force

Josh Wilson – Weirton Campus Middle College Teacher – cease operation

end of 2013 – 2014 school year – discontinued funding

Resignation

Amy McMillan – SPL / TAS Specialist – June 30, 2014

WEST VIRGINIA DEPARTMENT OF EDUCATION REPORT

Betty Jo Jordan, Administrative Assistant to State Superintendent, briefly discussed the following items with the Board:

- **Upcoming Superintendent’s Meeting regarding Policy 2320 – OEPA**
- **Microsoft 365 Policy 2510 – State Guidance Document**
- **Policy 2525 – Early Education**
- **Policy 5202 – Teacher Certification**
- **Policy 5100 – Tech Preparation**
- **Senate Bill 359 – E-Learning Courses**
- **Dr. Phares’ Retirement is June 30, 2014**
- **Ray and Associates doing National Superintendent Search**

OTHER CONCERNS

- **The June 12th Board Meeting will be held at the Center Cup Café, 2201 Market Street, Wheeling, WV**
- **The Board was provided a handout by Mr. Zervos on the WV Supreme Court of appeals (FOIA) Freedom of Information Act Guidelines**

ADJOURNMENT

Ms. Phillips adjourned the meeting.

Co-Chairperson

Executive Director/Secretary