**ORDER OF BUSINESS**

**OF THE**

**RESA-6 REGIONAL COUNCIL**

**CONFERENCE CALL**

**RESA-6 Training Room**

**Wheeling, WV 26003**

**Thursday, February 8, 2018**

**3:30 p.m.**

**MINUTES**

**MEMBERS PRESENT: Michelle Chappell, Jeffrey Crook, Pamela Dudley, Bill Jones, Christie Robison, Edward Toman, Cindy Yeater**

**OTHERS PRESENT: Nick Zervos, Greg Minnich, Dawn Petrovich, Dr. Wilson, Kim McConnaughy, Ralph Kosar, Kouski, Denise Phillips**

**CALL TO ORDER: The meeting was called to order at 3:30 p.m. by Ms. Chappell**

**APPROVAL OF MINUTES: On a motion by Ms. Dudley, with a second by Ms. Robison, the Board approved the minutes of the January 11, 2018 meeting**.

**NEW BUSINESS**

**Medicaid Report (Attachment D) - On a motion by Mr. Jones, with a second by Ms. Dudley, the Board approved the February 8, 2018 Medicaid Report prepared by Ms. Wojcik in the aggregate amount of $2,726,858.52.**

**West Virginia Department of Education Agenda (Attachment B) – The WVDE agenda for January 13, 2018 was provided to the Board.**

**RESA Personnel Listing (Attachment C) – Mr. Minnich provided the comprehensive list of RESA personnel which includes both full time and part time employees. He also identified the position they serve and RESA understanding of their current status with each county. This information is outlined in Attachment C.**

**RESA Contracts – 30, 60, 90 Day Notices – Mr. Zervos informed the Board that a multitude of contracts will need addressed before the closing of the year. They have various notifications dates of 30, 60 and 90 days. Mr. Zervos will inform those vendors in March about the RESA closing of June 30, 2018. The Regional Council requested a listing of all contracts that RESA 6 currently possesses. Since most of the contracts are of little concern to the counties, it was decided that as notice was given to vendors, Mr. Minnich would inform the superintendents of any contract that have relevance to their counties in order that a county could take action if warranted.**

**RESA Employee Personnel Files (Attachment D) - A letter from Amy Willard, Executive Director, Office of School Finance, WVDE, recommended that all RESA financial and personnel records be transferred to each RESAs fiscal agent who should retain them in accordance with the record retention schedule for LEAs. (See Attachment D)**

**Substitute Calling System Discussion (Attachment E) – Dr. Crook advised the Council that Marshall County would be operating the Substitute Calling System for the five counties and that he has been in contact with Tracy Allen to secure a contract with e-Solutions the vendor for the Calling System. He also said that he is requesting Marshall County Board to approve the job posting for an Operator.**

**Ms. Kouski and Ms. Phillips provided the Board with Attachment E which was requested by the Regional Council to address concerns about their Substitute Employee Management System. After investigation into the issue, it was determined this concern was from a Step-Up Bus Operator. The definition of a Step-Up Bus Operator is an established employee that wishes to secure extra work when available. When an employee chooses to join the Step-Up group, an agreement is signed notifying them that they will receive ALL Substitute Bus Operator Phone calls regardless of length of job. For example, they will receive calls for 3.5 hour jobs, 5 ¾ hour jobs and 7.5 hour jobs. If a job is not accepted by a Step-Up employee, it will then be offered to a Substitute Bus Operator.**

**The concern with Hancock County is a reoccurring complaint from a Step-Up Bus Operator that only wants to be offered the 7 hour jobs. This of course is not feasible. The jobs are created and called out in a rotating fashion according to Job Number not length of time. Therefore, every substitute is given an equal opportunity to work/accept each job. This is the entire purpose of the calling system. Brooke, Ohio, Marshall and Wetzel Counties had no concerns.**

**Handle on Science Discussion – A lengthy discussion was held regarding the Handle on Science Program in regard to the transition to local school districts. Mr. Minnich informed the Council that he would have Libby Strong create a schematic identifying the type and number of science kits that she recommends as a fair distribution between the remaining counties. On a motion by Dr. Crook, with a second by Mr. Dudley, permission was given to Mr. Minnich to work with Libby Strong and provide a plan of action and recommendations for the Handle on Science Program.**

**Medicaid Discussion – Limited discussion on Medicaid at this time.**

**Itinerant Discussion – Limited discussion on Itinerants at this time with Mr. Zervos emphasizing that the RESA interpreters are the most qualified in the State of West Virginia and that they are extremely difficult to find because of the requirement they have and there are limited training programs in the State.**

**Public Service, Adult Education and SPOKES Grants Discussion –**

**Ms. McConnaughy and Mr. Kosar informed the Regional Council members that a news release on February 7th announced grant application forms for Adult Education, SPOKES, and PST are currently available on the Department of Education webpage for the FY19 program year.  A realignment of the regions will include the addition of Tyler, Pleasants, Ritchie, and Doddridge Counties in the Northern Region.   Entities interested in applying for these funds through a competitive RFP process will be bidding on all Adult Education, SPOKES, and/or PST programs within the selected region(s).  Applications are due no later than March 14.  Questions can be directed to either Ms. McConnaughy,**

**Mr. Kosar and/or Mr. Minnich at RESA 6.**

**Mr. Kosar also addressed the Bus Training Program operated at RESA-6 and informed the Board that the State Department has issued a memorandum giving local Boards of Education 3 options for the training: Option 1 – contract with an ESC, Option 2 – work with county Cooperatives to do the training, Option 3 – do the training on their own. Counties will be reimbursed by the WVDE for options 1 and 2. Option 3 requires the county pays for its own training.**

**WVASA Report – Dr. Crook said the priority discussions at this time with all Superintendents is a possible work stoppage by service and professional personnel statewide.**

**Supplements and Transfers (Attachment F) - On a motion by Ms. Dudley, with a second by Ms. Robison, the Supplements and Transfers as provided by Mr. Minnich and outlined in Attachment F were approved.**

**Checks Issued (Attachment G) - On a motion by Ms. Dudley, with a second by Ms. Robison, the RESA-6 Checks Issued as provided by Mr. Minnich and outlined in Attachment G were approved.**

**PERSONNEL:**

**WEST VIRGINIA DEPARTMENT OF EDUCATION REPORT:**

**State Board has provided the Legislature a list of its recommendations for the 2018 Legislative session**

**OTHER CONCERNS:**

**ADJOURNMENT:**

**On a motion by Ms. Dudley, with a second by Mr. Robison the meeting was adjourned.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co-Chairperson Executive Director/Secretary**

2018feb8min