**ORDER OF BUSINESS**

**OF THE**

**RESA-6 REGIONAL COUNCIL**

**RESA-6 Training Room**

**Wheeling, WV 26003**

**Thursday, May 12, 2016**

**9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT: Michelle Chappell, Shelby Haines, Chad Haught, Michael Hince, Kathy Kidder, Linda Kirk, Beth Phillips, Dianna Vargo**

**OTHERS PRESENT: Nick Zervos, Greg Minnich, Jonathan Pollock**

**CALL TO ORDER: The meeting was called to order at 9:00 a.m. by Mr. Hince.**

**APPROVAL OF MINUTES: On a motion by Ms. Phillips, with a second by Ms. Haines, the Board approved the minutes of the April 21, 2016 meeting**.

**COMMUNICATION:**

 **Letter -Kristen Lanham-Meadows, Coordinator of School Finance (Attachment A) A letter from Kristen Lanham-Meadows, Coordinator of School Finance, stated that in her review of the audit report of RESA-6 for the fiscal year ending June 30, 2015 there were no findings by the auditors. The audit file for 2015 fiscal year is considered closed.**

**NEW BUSINESS:**

 **Medicaid Report (Attachment B) - On a motion by Ms. Phillips, with a second by Ms. Chappell, the Board approved the May 1, 2016 Medicaid Report prepared by**

**Ms. Wojcik in the aggregate amount of $2,167,939.54.**

 **AEPA Roundtable – The RESAs are sponsoring a roundtable on June 14, 2016 at the Embassy Suites in Charleston Starting at 8:30 am ET.   The intent is to have many of the Salespersons representing AEPA contracts answer questions and inform about their products or services.  The secondary goal is to get greater depth of understanding that facilitates increased usage of the contracts and additional savings.   The people organizing this need an approximate number of attendees for this event.  Mr. Zervos has asked me to invite the business officials to this event, and he is offering to pay the overnight and travel costs for the event.**

 **WVDE STEM – Karissa Poscywak – The council was notified that Karissa Poscywak is the new STEM contact at the WVDE. She would like to meet with your curriculum coordinators at a time of your choosing.**

 **PERD Update August Interims – RESA-6 had its PERD legislative audit on Tuesday, May 5, 2016. Once all RESAs have been visited a written draft report should be completed by the end of June with a final report presented to legislative interims in August.**

 **Alternative Certification Application Approval (Attachment C) – On a motion by Ms. Phillips, with a second by Ms. Haines, the Alternative Certification Application in attachment C was approved. The Council requested Mr. Hince to submit the final application to the WVDE for approval.**

 **Mr. Zervos’ Evaluation Discussion – Dr. Wilson – Mr. Zervos advised the Council that there was a possibility that state Board Member, Dr. James Wilson will meet with him to review the summary evaluation report approved by Regional Council at its April meeting.**

 **Learning Schools Update – RESA-6 received a grant of $11,800 to provide support for the Regional Standards/Focused Orientations and Learning Schools implementation.**

 **BrightBytes Update Benedum 2 – There is an effort by RESA-3 to submit an application for Phase 2 of a Benedum funded grant to expand the use of BrightBytes at the secondary level. Mr. Zervos requested the Superintendents contact him if they had an interest in becoming a participant in this Phase 2 BrightBytes grant application.**

 **WVSBA Bi-yearly Regional Meeting – A reminder was given to the Board that this is the year that the WVSBA Regional Meeting would be held. Further information will be forthcoming from Dr. Howard O’Cull’s office.**

 **CPLMS – Greg Minnich – Mr. Minnich presented a power point and an example of the of the Comprehensive Professional Learning Management System (CPLMS) database to the board. The CPLMS has been suggested to the statewide collaborative as a means of managing professional learning efforts. The power point explained that concept involves various instructional materials stored in a shared format for all staff to have access, and a restricted database for administration use only that provides for detailed monitoring of school improvement efforts. Mr. Minnich explained that the prototype database was only developed to enable collaborative members to have an example to visualize the concept, suggest improvements, and articulate needs. Mr. Minnich noted that other project tracking software exists that can more than likely be modified to meet the needs as well as allow for greater access through smart phone technology, which most staff are familiar. The advisory board found the concepts interesting but noted that principals would need a system that allows for quick and easy use so as to not be burdened with excessive record keeping.**

 **Satisfaction Summary (Handout) – Mr. Pollock provided the Board with a Satisfaction Summary Report rating the value of the RESA-6 FAST Team’s programs, services and technical assistance. The response was very positive and complimentary to the FAST Team services, Technical Assistance and Programs.**

 **West Virginia Board of Education Agenda – (Handout) – The West Virginia Board of Education Agenda for May 11, 2016 was provided to the Board.**

 **Graduate Credit Chart (Attachment D) – Ms. Kajfez created a chart which depicted numerous RESA-6 WVU Grad Credit Courses for 2015 – 2016.**

 **Permission to pursue contract with Amy Lynch, Speech Pathologist – On a motion by Mr. Haught, with a second by Ms. Chappell, permission was given to Mr. Minnich to finalize a contract with Amy Lynch, Speech Pathologist.**

 **Paper Bid Award (Attachment E) – On a motion by Ms. Phillips, with a second by Ms. Vargo, the Paper Bid described in Attachment E and recommended by Mr. Minnich was approved.**

 **General Fund Operations Budget FY2017 (Attachment F) – On a motion by Ms. Kirk, with a second by Ms. Haines, the General Fund Operations Budget FY2017 as provided by Mr. Minnich and outlined in Attachment F was approved.**

 **All Budgets FY2017 (Attachment G) – On a motion by Ms. Phillips, with a second by Ms. Chappell, all Budgets FY2017 as provided by Mr. Minnich and outlined in Attachment G were approved.**

 **Supplements/Transfers (Attachment H) - On a motion by Ms. Vargo, with a second by Ms. Phillips, the Supplements/Transfers as provided by Mr. Minnich and outlined in Attachment H were approved.**

 **Budget Status (Attachment I) - On a motion by Ms. Kirk, with a second by**

**Ms. Haines, the Budget Status Report as provided by Mr. Minnich and outlined in Attachment I was approved.**

 **Checks Issued (Attachment J) - On a motion by Ms. Phillips, with a second by Ms. Kirk, the RESA-6 Checks Issued as provided by Mr. Minnich in Attachment J were approved.**

**Draft – 2016-17 RESA-6 Regional Council Board Meetings (Handout) – The draft schedule for the 2016-17 RESA-6 Regional Council meetings was provided to the Board for review and will be brought back to the June 9th Board Meeting for discussion and final approval.**

**Foundation of Early Literacy (Handout) – Superintendents were provided a handout defining the Foundations of Early Literacy Programs. Mr. Paolo will be meeting with those wanting to participate. An MOU will need to be signed by those counties opting to be part of the Early Literacy Program. Participating schools will be allocated $2,500 each to assist with the implementation of PLCs and other aspects of the Literacy Collaboration.**

**PERSONNEL**

 **On a motion by Ms. Phillips, with a second by Ms. Haines, the following personnel items were approved:**

**Retirement**

**Kim Johnson, Teacher of the Gifted and Enrichment – end of 2015 – 2016 school year**

**Employment**

**Kim Johnson, place in Talent Pool 2016 – 2017 school year**

 **On a motion by Ms. Phillips, with a second by Ms. Chappell, the following personnel items were approved:**

**Steven Moore – Public Service Training Instructor, Part time**

**WEST VIRGINIA DEPARTMENT OF EDUCATION REPORT**

**OTHER CONCERNS:**

 **Ms. Chappell asked if other counties were having early school starting time for students. She referred to research completed regarding adolescents not receiving appropriate amounts of sleep prior to the start of school.**

**ADJOURNMENT:**

 **On a motion by Ms. Phillips, with a second by Ms. Haines, the meeting was adjourned.**

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**Co-Chairperson Executive Director/Secretary**

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