**ORDER OF BUSINESS**

**OF THE**

**RESA-6 REGIONAL COUNCIL**

**RESA-6 Training Room**

**Wheeling, WV 26003**

**Thursday, September 8, 2016**

**6:00 p.m.**

**MINUTES**

**MEMBERS PRESENT: Michelle Chappell, Pamela Dudley, Shelby Haines, Michael Hince, Heidi Hohman, Bill Jones, Sarah Koegler, Kathy Kidder, Kim Miller, Beth Phillips, Edward Toman, Cindy Virtue**

**OTHERS PRESENT: Nick Zervos, Greg Minnich, Marian Kajfez, Jim Wilson**

**CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Ms. Chappell.**

**APPROVAL OF MINUTES: On a motion by Mr. Toman, with a second by Mr. Hince, the Board approved the minutes of the August 11, 2016 meeting**.

**NEW BUSINESS:**

**West Virginia Critical Skills Impact Report – 2015 – 2016 (Attachment’s D and L) – Alyssa Mahramus, School’s Manager for EVERFI, provided the Board with a West Virginia 2015 – 2016 Critical/Skills Impact Report which identified the number of students involved in the EVERFI programs, the skill areas addressed, the student demographics, knowledge gained, the student preparedness and the extent of the programming in 21 counties in West Virginia. Alyssa offered five programs provided by EVERFI free of charge to any school district willing to implement. She is the contact person for the State of West Virginia and can be reached at** [**amahramus@everfi.com**](mailto:amahramus@everfi.com)**.**

**West Virginia High School Business Plan Competition (Attachment A) – Attachment A outlines the West Virginia High School Business Plan competition rules and regulations for 2016 – 2017. Mr. Zervos reminded the Council that a student could receive a $10,000 scholarship to WVU if they win this competition. The finals will be held Saturday March 18, 2017 at WVU. Mr. Zervos also inquired if any of the RESA Council members would like to judge the submitted student projects.**

**Collaboration Matrix (Attachment B) – A matrix identifying the conditions for successful capacity building was provided to the council in attachment B. Educational leaders should utilize this matrix to assure sustainable capacity building.**

**Summary of Learning Schools Training of Trainers Session (Attachment C) -** **Ms. Kajfez spoke about Summer Leaders of Learning Schools (LOLS) Trainers of Trainers (TOTs) Trainings with 19 teams across all five counties. LOLS TOTs spent the day in school leadership teams reviewing Policy 5500: Learning Schools Professional Learning Standards, prioritizing Standards Assessment Inventory (SAI) Survey results and beginning the process of planning their 30-60-90-180 Day Plan. School site visits will be made by FAST Team members during September to support the LOLS TOTs. Superintendent Updates will be emailed with details of the school site visits once all are completed. LOLS TOTs will return for continued work as LOLS TOTs on October 4-7 in Programmatic Levels. Principal Regional Institute (PRI) Programmatic Level conversations will be facilitated by the LOLS TOTs, Catalyst Principals and the FAST Team. A January Programmatic Level training day will be followed by school site visits and another Superintendent Update in February. (Handouts: Chart with first semester training dates and attendees, SAI Survey Regional Results, School Site Chart with FAST Team/sub-teams listed, and a sample of the Superintendent update form)**

**The LOLS TOTs Schools:**

**Elementary: Elm Grove, Steenrod, Center McMechen, Central, Paden City, New Martinsville, New Manchester, Weirton, Colliers and Jefferson**

**Middle School: Follansbee, Triadelphia, Moundsville and Sherrard High School: Weir, Oak Glen, Brooke, Wheeling Park and Hundred.**

**Learning School Update (Handout) - Ms. Kajfez explained the RESA 6 30-60-90…Day Plan which runs from July 1, 206 through June 30, 2017. Details are chunked into 30 day sections for easy focus. This is the model plan Learning Schools are using and this lends consistency to the process. The 30-60-90…Day Plan lists “Demonstrable Evidence of Progress” which will be updated with documentation each 30 days.**

**The WVDE Catalyst Schools Research Study Report was shared: “Catalyst Schools’ Implementation of the Learning School Approach” by Pat Hammer. A few key data points which complimented the regional Catalyst Schools were highlighted. An excerpt “The 2 leading RESAs [RESA 2&6], whose schools are approaching full implementation are according to the WVDE and RESA observers, a full stage or more ahead of schools in most of the other regions” (Handouts: RESA 6 30-60-90…Day Plan and Pat Hammer Report: Catalyst Schools’ Implementation of the Learning School Approach).**

**County Contracts (Attachment E) – Mr. Minnich provided each Superintendent and County Board Member received a RESA contract defining the programs and services provided by RESA-6 to the respective counties. Each Superintendent has been requested to sign the contract and return it to Mr. Minnich. This request was made by the State Auditor’s Office and has been practiced for a number of years at RESA-6.**

**Auditor Approval (Attachment F) – On a motion by Ms. Phillips, with a second by Mr. Toman, Tetrick & Bartlett, PLLC was approved to complete the RESA-6 audit for FY16, 17 and 18. (See Attachment F)**

**Preliminary Financials (Attachment G) – Mr. Minnich provided the Board with the Preliminary Financials for FY15 – 16 and informed the Board that they will be completed by September 30, 2016 and brought back to the Council for approval at the October 13th meeting.**

**Budget Supplements (Attachments H) – On a motion by Ms. Hohman, with a second by Ms. Koegler, the Budget Supplements as provided by Mr. Minnich and outlined in Attachment H were approved.**

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

**Medicaid Report (Handout) - On a motion by Ms. Kidder, with a second by Mr. Jones, the Board approved the September 1, 2016, Medicaid Report prepared by**

**Ms. Wojcik in the aggregate amount of $227,931.01.**

**West Virginia Board of Education Agenda (Handout) – A copy of the WVDE Agenda for September 7th was provided to the Board. Mr. Wilson reported that 3 ½ hours were spent discussing Fayette Counties’ facility plan which was finally approved by the State Board. They also removed the evaluation component requirement from State board policy 5310.**

**Handle on Science Kit Replacement Cost Allocation (Handout) – Mr. Minnich provided the Council with a cost allocation for kit replacement for the Handle on Science program. (See Enclosure for specific information.) On a motion by Ms. Kidder, with a second by Mr. Hince, the Board approved the Allocation of Expenses by the First Year Kit Distribution spreadsheet.**

**Out of Region Travel Summary Report (Attachment J) – The Out of Region Travel Summary Report will be utilized by RESA Directors and Coordinators to document what they gained from conferences and trainings attended. The program is called Wufoo and is an electronic documentation of their professional growth.**

**OEPA (Attachment K) – The RESA-6’s schools, counties and RESA office OEPA self-reporting document is due to Susan O’Briens office no later than September 30, 2016. (See Attachment K.)**

**SREB – MDC/LDC – Kim Goff (304.203.5612) – Mr. Zervos requested information on which counties were requesting SREB/MDC/LDC participation for the 2016–17 school year. At this time Hancock is the only County requesting their services.**

**Facebook Communications PR – A discussion was held regarding the use of Facebook to communicate PR to communities in RESA-6. Marshall and Ohio Counties are currently using it as a communication tool but no policy or regulations have been crafted to define the parameters for its use. The Board has requested Mr. Zervos to contact WVDE to get a copy of policy utilized by that office and to review other social media policies which could be used by RESA-6.**

**PERSONNEL:**

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

**Employment**

**Employ Deborah Cosgrove, Braille Specialist – 8/22/16**

**Employ Scott Held - PST Occasional Instructor**

**Employ Jennifer Ford – Substitute Sign Language Specialist**

**WEST VIRGINIA DEPARTMENT OF EDUCATION REPORT:**

**OTHER CONCERNS:**

* **Regional Council agreed that at 6:00 scheduled meetings there would be no outside presenters and vendors at the meetings.**
* **Council again reviewed the possibility of employing legal counsel to represent RESA-6 counties with their legal issues and requested Mr. Zervos explore alternatives to reduce legal cost to local boards in the region.**
* **Kathy Kidder provided a handout titled “What Great Educators do Differently” to be held on December 9 – 10, 2016 at Weirton Elementary. She invited any educators from the region to attend.**

**ADJOURNMENT:**

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

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**Co-Chairperson Executive Director/Secretary**

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