

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

**RESA-6 Office
Wheeling, WV 26003**

**Thursday, October 13, 2011
4:00 p.m.**

MINUTES

MEMBERS PRESENT: Patsy Brancazio, David Hall, Shelby Haines, James Jorden, James Lazear, Barbara Logue, Fred Renzella, Linda Ritz, Diane Watt

OTHERS PRESENT: Nick Zervos, Greg Minnich, Marian Kajfez, Kim McConaughy, Greg Bartlett, Stan Traylor, Ben Shew (for Amelia Courts, Gus Penix, Marty Bartz (for Kathy Kidder)

CALL TO ORDER: The meeting was called to order at 4:00 p.m. by Mr. Jorden.

ROUNDTABLE DISCUSSION:

L-1 Identity (Fingerprinting) – Deputy Superintendent Dr. Charles Heinlein informed all RESA Executive Director's that L-1 contacts and State Police Officials would hold a meeting to resolve issues regarding the digital fingerprinting program.

Regional Bus Driver Training – Ben Shew (Enclosure) Mr. Ben Shew from the WVDE provided the Board with the advantages and disadvantages of Regional Bus Operator training as found in the enclosure dated 8/4/11 and in the enclosure titled Bus Operator Training. Mr. Shew will be working with the RESAs to set up this regional training statewide. He will be addressing all transportation directors at the statewide conference in November and informing them of the upcoming bus operator training changes.

OEPA Changes Regional Pool of Monitors – Gus Penix (Enclosure) – Dr. Gus Penix addressed the Board and reviewed the enclosure - Recommendations for Professional Development. He also requested that Superintendents recommend a pool of potential monitors for OEPA. He also informed the Board that RESA-6 would have an OEPA review on Monday, October 31, 2011.

Public Service/Fire Training Issues – Stan Traylor (Enclosure) – Mr. Stan Traylor, Director Public Service Training at RESA-6 addressed the Board about issues regarding Regional Firefighter Training Curriculum and various inaccuracies and hearsay regarding this curriculum. Talking points were developed by RESA Executive Director's and RESA

Public Service Director's to address any negative concerns about this public service program. These talking points were provided in writing to all Regional Board Members statewide.

APPROVAL OF MINUTES:

On a motion by Mr. Hall, with a second by Mr. Renzella, the Board approved the minutes of the September 14, 2011, meeting.

COMMUNICATIONS:

Audit Report – Lisa Wilcox (Attachment A) – A letter received from Lisa Wilcox, found in Attachment A, indicated that there were no findings noted by the auditors or any other findings addressed by a corrective action plan contained within the audit report. Mr. Minnich was praised by Mr. Zervos for his due diligence in handling RESA finance issues. On a motion by Mr. Renzella, with a second by Mr. Brancazio, the report was accepted by the Board.

NEW BUSINESS

AP and Dual Enrollment (Attachment B) – The information regarding Advanced Placement Courses and Dual College Enrollment Courses were analyzed in regard to student success at the college level. (See Attachment B)

Medicaid Report (Attachment C) - On a motion by Mr. Brancazio, with a second by Mr. Hall, the Board approved the October 1, 2011, Medicaid report prepared by Mrs. Wojcik in the aggregate amount of \$1,050,065.36 (from 7/1/11 through 9/31/11) for the RESA- 6 counties.

Strategic Plan (Enclosure) – The 2011 – 2012 RESA-6 Strategic Plan was presented to the Board by Mr. Zervos and on a motion by Mr. Lazear, with a second by Mr. Brancazio, the plan was approved for submission to the WVDE. Mr. Jorden complimented the staff for the quality of the plan which he felt provided great accountability for the work that RESA-6 performs.

Public Service Distance Learning Project – Stan Traylor – Mr. Traylor updated the Board on the Distance Learning Project with RESA-6 and various fire departments. He indicated that the equipment was purchased and placed at various sites which are involved in a pilot project. The \$25,000 funding for the project was provided through the leadership of Senator Orphy Klempa and the West Virginia Legislature.

Director of Programs Position Discussion – On a motion by Mr. Renzella, with a second by Mr. Hall, the Board approved that RESA-6 contract with Marian Kajfez for 70 days for the second semester of the school year.

AEPA Statewide Cooperative Purchasing (Attachment D) – On a motion by Mr. Hall, with a second by Ms. Watt, the Board gave Mr. Zervos permission to explore and bring back additional information about AEPA statewide Cooperative Purchasing. This program is being reviewed by all 8 RESAs.

Public Relations – Kim McConnaughey - Kim McConnaughey reported that the RESA 6 webpage has a new look. All directors and staff have been updating information so that those who access the page are provided with the most current information and data. The goal is to make the webpage as user-friendly as possible. A quarterly newsletter will be generated through RESA 6 to include news events, activities, and county information. Kim will be working with each county's PR contact in collecting items, stories, announcements, etc... The newsletter will be distributed electronically throughout the region and made available to the other 7 RESAs as well.

2011 Financial Statement (Attachment E) – On a motion by Mr. Renzella, the Board accepted the Financial Statement as presented by Mr. Minnich for RESA-6 for FY2011. Mr. Minnich explained that for the first time liabilities exceeded assets by \$9,935.76 at the close of fiscal year 2011. RESA-6 had a decrease of \$102,376.16 from the previous fiscal year's net worth of \$92,440.40. The decrease is primarily attributable to OPEB expenses. At the end of the fiscal year 2011, unassigned fund balance for the general fund was negative \$16,176.33, the first deficit general fund balance for RESA 6, which again is attributable to OPEB expenses.

Mr. Minnich reviewed the changes in revenue and expenses between FY2010 and FY2011 and highlighted the significant differences which were primarily attributable to increased ABE activity in the SPOKES program. Mr. Minnich also noted the contribution of State Aid to RESA-6 operations has been decreasing both in absolute terms and in percentage terms. In FY2009 State Aid made up 11.54% of revenue dropping to 9.38% in FY2010 and has further decreased to 9.08% in FY2011.

Mr. Minnich noted the amounts set aside for OPEB on the Governmental Funds Balance Sheet, and made particular emphasis on the deficiency of revenue over expenditures on the Governmental Funds Revenue and Expense Statement. Mr. Minnich emphasized that only \$80,136 of the \$120,850 deficiency is attributable to OPEB, and the remainder was attributable to normal operations. Mr. Minnich explained that this operational deficiency should be eliminated due to a retirement, but will be a critical factor in deciding how to fill the position.

Budget Status Report (Attachment F) - On a motion by Mr. Lazear, with a second by Mr. Hall, the RESA-6 Budget Status Report as outlined in Attachment F and presented by Mr. Minnich was approved.

Supplement and Transfers (Attachment G) – On a motion by Mr. Renzella with a second by Mr. Hall, the Supplement and Transfers as outlined in attachment G and presented by Mr. Minnich were approved.

Checks Issued (Attachment H) - On a motion by Mr. Renzella, with a second by Mr. Lazear, the RESA-6 Checks Issued outlined in Attachment H and presented by Mr. Minnich were approved.

Handle On Science Discussion / Science Textbook Adoption Study Committee (Attachment I) – Mr. Zervos will be selecting a committee to review the Handle On Science program and its application to future science material adoption with the timeline found in Attachment I.

PERSONNEL:

On a motion by Mr. Brancazio, with a second by Mr. Hall, the following personnel items were approved:

Employment

**Employ James Brinkman – Substitute SPOKES Teacher
Employ Michelle Beatty – Substitute SPOKES Teacher
Post Supervisory Aide – Brooke County**

WEST VIRGINIA DEPARTMENT OF EDUCATION REPORT:

Mr. Ben Shew discussed the following items:

- **State Board Policy 4373 – Safe and Supportive Schools**
- **Discipline Issues / Classroom Management**
- **Student Suspensions**
- **Project Base Learning**
- **Books on Buses Program**
- **Criteria of Excellence**
- **OEPA**
- **Policy 2510**

OTHER CONCERNS:

ADJOURNMENT: On a motion by Mr. Renzella, with a second by Mr. Hall, the meeting was adjourned.

Co-Chairperson

Executive Director/Secretary