

**Monroe County Board of Education**  
**Regular Meeting Minutes**  
**January 30, 2012 at 7:00 p.m.**  
**Monroe County Board of Education Office**

I. Roll Call

- a. Mr. Lively called the meeting to order at 7:00 p.m. All members were present.

II. Pledge of Allegiance

III. Delegations

- a. The delegation of Charles and Rita Pitzer asked if they could instead address the board in executive session. Mr. Lively agreed to postpone their presentation until executive session.

IV. Approval of Minutes

- a. Mr. Sams moved to approve the minutes from the January 10, 2012 meeting. The vote to approve was unanimous.
- b. Mr. Mann moved to approve the minutes from the January 21, 2012 Special Board of Education meeting. The vote to approve was unanimous.

V. Superintendent's Report

- a. Each board member was provided with a copy of the year to date expense summary for Monroe County Schools. The summary showed that the year to date expenses from the General Expense fund were \$136,481 less than on January 31, 2011 and \$494,288 less than on January 31, 2010.
- b. Dr. Siers asked the board members to consider which of the Outside School Environment days would need to be rescheduled as instructional days on the Monroe County Schools' calendar. He recommended that the dates of March 30, 2012 and April 16, 2012 be changed to instructional days as these were the two OSE dates that were closest to the administration of the WestTests. The board reached a consensus on these two dates and Dr. Siers agreed to place the item on the agenda of the February 7, 2012 BOE meeting for official Board approval.

VI. Finance

- a. Mrs. Sabol moved to approve the payment of all bills as presented with the exception of Check #70927 to Danny Lively. The vote to approve was unanimous.
- b. Mr. Sams moved to approve the payment of check #70927 to Danny Lively for mileage reimbursement. The vote to approve was Sabol-yes, Mann-yes, Mustain-yes, Sams-yes, and Lively-abstained.

VII. New Business

- a. Dr. Siers recommended that the prices for adult meals be raised to \$3.25 from \$2.75 for breakfast and to \$4.25 from \$3.60 for lunch per the suggestion from the WV DOE in their efficiency study of Monroe County Schools. He also suggested that the official

date of the raises be February 14, 2012 in order to give everyone 2 weeks' notice of the changes. Mr. Sams moved to approve this recommendation. The vote to approve was unanimous. Mr. Sams asked Dr. Siers to provide the board with information pertaining to the amount owed to Monroe County Schools because of outstanding lunch bills. He agreed to have this information available at the next meeting.

- b. Dr. Siers recommended approval of the two transfer requests for students who had moved out of Monroe County to continue attending James Monroe High School. Mr. Mustain moved to approve this recommendation. The vote to approve was unanimous.
- c. Dr. Siers presented each board member with a copy of the Monroe County Schools' Budget Reduction Plan which had been submitted to the WV Department of Education on January 26, 2012. He briefly presented the portion of the plan that pertains to board action taken during the current school year and stated that Joe Panetta had given positive feedback regarding these recent actions which included:
  - i. In August, 2011, the Superintendent addressed all employees of Monroe County Schools to outline the basic plan for cutting expenses during the school year. Some of the directives given were: 1.) Limits placed on the number of field trips allowed at each school and the travel distances for these trips. 2.) Limits placed on professional leave during the school year to cut down on substitute costs. 3.) Overtime was to be approved only for emergency situations; all other instances of employees working overtime were to be addressed by compensation time per Monroe County Schools' policy. 4.) Principals were asked to develop a coverage plan for their schools that would reduce substitute expenses by 25%.
  - ii. Due to the Reduction in Force process that was implemented in January, 2011, Monroe County Schools began the 2012 school year with 10 less employees than they had during the 2011 school year. (Unfortunately, Monroe County Schools also lost 46 students from the previous year which still left the school system at approximately 26 employees over formula for 2012).
  - iii. By October 3, 2011, all schools had implemented a Grab and Go breakfast program and after school supper program which has led to a consistent increase in daily participation.
  - iv. As of December 31, 2011, the year to date substitute costs have been \$4,689 less than last year. While this is not near the desired goal of a 25% reduction, a large portion of substitute expenses can be attributed to eight employees (Two bus drivers, one clerk, two cooks, and three teachers) who have been on extended leaves of absence for the majority of days during the first semester whereas there was only one person on an extended leave of absence during the same time period during the 2011 school year.
  - v. As of December 31, 2011, the year to date expenses from the General Expense Fund (Fund 11) are \$60,386 less than they were on December 31, 2010 and \$455,850 less than on December 31, 2009. (A copy of year to date expenses from Fund 11 and comparison to previous years is presented to the Board members each month.)

- vi. On January 10, 2012, Joe Panetta, WV Assistant Superintendent, addressed the Monroe County Board of Education with an updated efficiency study of Monroe County Schools citing various financial concerns and making numerous recommendations.
- vii. Monroe County Schools has made it a priority to address the high number of students dropping out from James Monroe High School. Steps taken for the 2011-2012 school year include the institution of a mentoring program for at risk students and a revised drop out policy that requires students who wish to drop out to meet with a guidance counselor, school administrator, and central office administrator prior to being withdrawn from school. At the end of the first semester, James Monroe High School had 2 students who have officially dropped out compared with 15 at the same time period during the 2010-2011 school year (an 86% reduction). Hopefully, this will translate into higher student enrollment numbers for the 2012-2013 school year.
- viii. On January 21, 2012, the Monroe County Board of Education approved every recommendation on the Superintendent's Reduction in Force Plan that included the following components at an estimated total savings of \$882,996.18: 1.) A reduction of contract days in employees having over 200 day contracts that will result in an approximate savings of \$56,403.07. 2.) A reduction in the number of professional employees, including the elimination of the assistant superintendent's position, that will result in an approximate savings of \$576,368.80 3.) A reduction in service employees that will result in an estimated savings of \$242,229.31. This includes a reduction of three bus runs which should also net an undetermined savings in fuel and maintenance costs. 4.) A reduction in coaching positions that will result in an estimated savings of \$7,995 in stipends and an undetermined amount of savings in transportation and fuel costs for the eliminated activities which are middle school soccer, middle school track, middle school golf, high school track, and the consolidation of two high school soccer teams into one coed team. (Note- the actual RIF & Transfer process included potential savings of up to \$1,413,537.68; the above figures represent a scenario where all positions that may have to be reinstated are brought back. In other words, we feel confident that our total expenditure reductions for personnel will be at least \$882,996.18 in the 2013 school year assuming our student enrollment remains constant.)
- ix. The Board agenda for the January 30, 2012 Monroe County BOE meeting includes a recommendation that the prices for adult meals be raised to \$3.25 from \$2.75 for breakfast and \$4.25 from \$3.60 for lunch to ensure that the full cost of the meal is covered by the adult.
- x. Monroe County Schools is also exploring the possibility of establishing a billing system that allows for credit card payments for school breakfasts and lunches as recommended during the most recent efficiency audit.

#### VIII. Executive Session

- a. Prior to asking for a motion to enter into executive session, Mr. Lively publically acknowledged the attendance at this meeting of Rose Preston, Candidate for the Monroe County Board of Education, stating that he hoped that she and the other candidate, Dixie Webb would be able to attend as many meetings as possible between now and the election.
- b. Mr. Sams moved to enter into executive session under the guidelines of policy 6-9A-4 for the discussion of students and personnel. The vote to approve was unanimous.
- c. Mr. Sams moved to exit executive session. The vote to approve was unanimous.

#### IX. Personnel

- a. Dr. Siers recommended the following hires: Brent Brown as a substitute teacher; Susan Bowman-Heath as a substitute teacher, Melinda Fullen as a cook at JMHS (replacing a cook who had retired effective December 31, 2011), Ethel Long as a temporary aide at PES, Nancy Ballinger as a long term substitute for English 7 at PMS, and Lauren Brooke Wills as a long term substitute ½ time with the gifted program. Mr. Mann moved to approve this recommendation. The vote to approve was unanimous.
- b. Dr. Siers recommended that the board accept the following resignations: Amy Moloney as a substitute secretary, Jeannie Clarkson as a secretary at MVS; and Cynthia Laws as the 21<sup>st</sup> Century Site Coordinator at Peterstown Elementary and Middle Schools. Mr. Sams moved to approve this recommendation. The vote to approve was unanimous.
- c. Dr. Siers recommended that Pam Helvey be approved to be a volunteer at PES. Mr. Mann moved to approve this recommendation. The vote to approve was unanimous.
- d. Dr. Siers recommended that the board approve a medical leave of absence for Terri Pritt through the remainder of the current school year. Mr. Sams moved to approve this recommendation. The vote to approve was unanimous.

#### X. Discussion Items

- a. Mr. Sams stated that he wanted to commend the staff and faculty at James Monroe High School for the 86% reduction in the number of dropouts for the first semester. He explained that he felt this was a great accomplishment worthy of much acknowledgement.

#### XI. Mr. Lively adjourned the meeting at 8:28 p.m.