

June 5, 2017

The Board of Education of the County of Kanawha met in Special Session on Monday, June 5, 2017, at the Board of Education Building, Charleston, West Virginia. The meeting was called to order by Board President Jim J. Crawford at 4:00 p.m.

PRESENT

Jim J. Crawford, President
Ryan White, President Pro Tem
Ric Cavender
Becky J. Jordon (via phone)
Ronald E. Duerring, Secretary

Debra J. Lewis, Recording Secretary

ABSENT

William P. Thaw

ADMINISTRATIVE STAFF

Carol Hamric, Executive Director, Human Resources
Leah Sparks, Executive Director, Technology
Kate Porter, Asst. Superintendent, Special Education & Student Support Services
Briana Warner, Communications Director
Lou Maynus, Assistant Superintendent, Middle Schools
Melissa Ruddle, Assistant Superintendent, Curriculum & Instruction
Bob Calhoun, Executive Director, Elementary Education

REPORTS

A. Electronic Forms

Zachary Hanshaw-This is a project that I have been working on for the past couple months. Every year there are first day packets sent out with various forms that parents have to fill out and send back. What we would like to do is to design a system to put all of these forms online to make it more efficient for parents and schools. The first thing I did was look through all of the forms and saw what information was on most of the forms. I created a separate form that parents will fill out first with their name, address, etc. Everything that is on the main form will be copied to all of the other forms. That will speed things up and will be more efficient for everyone. There are roughly 12 forms. There is an option for the forms to be submitted to the appropriate schools. What I would like to do in the future is to be able to have the information transferred from one year to another. I will be working towards that. It will take some time to build the program.

Mr. Crawford-What percentage of parents have access to the internet?

Zachary Hanshaw-We don't have any statistics on that. If they can't fill these out electronically they will be provided a physical form.

Mr. White-In the future would it be possible to fill in the information for one child and that can be copied to the second family member?

Zachary Hanshaw-As of now we can't but when we implement that we would be able to identify how many kids that family has and copy the information.

Mr. White-Is the information stored securely?

Zachary Hanshaw-Yes. Mr. White-Can we duplicate this for other schools systems and get paid for that?

Zachary Hanshaw-I don't know, that's out of my field. Dr. Duerring-It could be possible.

Mr. Crawford-Will there be a training session for our administrators?

Zachary Hanshaw-Yes.

PERSONNEL

A. Personnel Agenda for June 5, 2017 (Enclosure 142)

Mr. Ryan White moved: The Board approve the Revised Personnel Agenda as included in Enclosure 142. Motion was seconded by Mrs. Becky J. Jordon and carried 4-0.

NEW BUSINESS

A. Out of State Travel Requests (Enclosure 143)

Mr. Ryan White moved: The Board approve the Out of State Travel Requests as included in Enclosure 143. Motion was seconded by Mrs. Becky J. Jordon and carried 4-0.

DELEGATIONS

None

QUESTIONS/ANSWERS

None

ESTABLISHMENT OF MEETING DATES

- A. Monday, June 5, 2017, 4:00 p.m.-Special Session
- B. Thursday, June 15, 2017, 6:00 p.m.-Regular Session
- C. Monday, July 10, 2017, 4:00 p.m.-Special Session
- D. Thursday, July 20, 2017, 6:00 p.m.-Regular Session
- E. Monday, August 7, 2017, 4:00 p.m.-Special Session
- F. Thursday, August 17, 2017, 6:00 p.m.-Regular Session
- G. Monday, August 28, 2017, 6:00 p.m.-LSIC Meeting (Sissonville Area at Sissonville High School)

NOTE; The above meetings of the Kanawha County Board of Education, unless otherwise indicated, will be held in the Board of Education Building, 200 Elizabeth Street, Charleston, WV.

ADJOURNMENT

Mr. Ryan White moved: That the Special Session of the Board be adjourned. Motion was seconded by Mrs. Becky J. Jordon and carried 4-0. The Special Session was declared adjourned by Board President Jim J. Crawford at 4:20 p.m.

President

Secretary

djl

6/19/2017