

**WYOMING COUNTY BOARD OF EDUCATION, March 15, 2018**

**STATE OF WEST VIRGINIA**

**COUNTY OF WYOMING, TO-WIT:**

A call for a regular meeting of the Wyoming County Board of Education was held on Thursday, March 15, 2018, at 10:00 a.m. at Glen Fork Elementary and Middle School. Those in attendance were Michael R. Prichard, President; Allan R. Stiltner, Vice President; Morgan K. "Mike" Davis and Betty F. England, Members. Douglas E. Lester, Member, participated by phone. Deirdre A. Cline, Superintendent, was also in attendance. The agenda for the meeting was as follows:

1. Local School Improvement Council: Glen Fork Elementary and Middle School
2. Individuals or Groups of the Community at Large Wishing to Address the Board
3. Consent Agenda
  - A. Minutes - Board of Education Meeting, March 5, 2018
  - B. Extracurricular, Special, and Bus Requests
4. School Safety and Security
  - A. 911 Department
  - B. SERVPRO Update
5. Workers Compensation Update
6. Test Rollout and Preparation Update
7. Enrollment Trends
8. Revised 2017-2018 School Calendar
9. Personnel
  - A. Personnel List
  - B. Consideration of Job Postings
    1. Middle School ELA Curriculum Coach
    2. Middle School Mathematics Coach
    3. Elementary School Curriculum Coach (2)
10. Items for Future Agendas and Announcements

Mr. Prichard called the meeting to order. Miss Chloe Sigmon, student, gave the invocation.

The Board, along with those in attendance, then recited the Pledge of Allegiance, lead by Miss Abby Lusk, Miss Ryleigh McNeely, and Miss Emily Osborne,

students.

The National Anthem was sung by Miss Abigail Greene, student.

**Local School Improvement Council: Glen Fork Elementary and Middle**

**School:** Mr. Prichard thanked Glen Fork Elementary and Middle School for hosting the Board meeting. He said he is excited to visit the school, and is impressed with the building. He asked Mrs. Cline to present regarding Local School Improvement Council: Glen Fork Elementary and Middle School.

Mrs. Cline said she is happy to be in another school for a Board meeting, and thanked Glen Fork Elementary and Middle School students and staff for their hospitality. Mrs. Cline asked Mrs. Brenda Shumate, Principal, to address the Board.

Mrs. Shumate welcomed everyone to the school. She asked Mrs. Deanna Bailey, teacher, to address the Board regarding school goals.

Mrs. Bailey said the staff at Glen Fork Elementary and Middle School puts a lot of thought into their goals each year. She said the goals are set high, because they know what the students are capable of achieving. She said one goal was to ensure each student is performing at or above grade level. She said some techniques used to make this goal a reality are analyzing general summative and benchmark testing data, to determine students strengths and areas which need improvements, and using technology during instruction, among others. She said a wide range of teaching strategies are used. She said goals set by all stakeholders include premium instruction, a positive school climate, and parent/family involvement. She said the staff works very hard to ensure the school is the center of the community, and that everyone, including family, neighbors, business owners, and other community members, are involved in creating a positive environment for students. She reviewed all parent and community involvement activities.

Mrs. Shumate then asked Mrs. Lori Graham, teacher, to address the Board regarding student achievements.

Mrs. Graham said the most recent event held was the Science Fair. She said the students did a phenomenal job. She said the school had twelve students advance to the County Fair, where every student also placed. Mrs. Graham said the same was true for the other fairs, as well. She said she was very proud of how the students at Glen Fork Elementary and Middle School are involved in such activities, and their success in doing so. She said there are six students that attend the school in the Gifted Program, which is roughly 6% of the total school enrollment. She said the students are working hard and achieving great things.

Mrs. Shumate asked Mrs. Leeann Laxton, Title I teacher, to address the Board regarding Parent and Community Involvement.

Mrs. Laxton said parent and community involvement is very important at Glen Fork Elementary and Middle School. She said the support of parents and community members is vital to the school climate. She said it also makes each stakeholder more vested in the school. She reviewed several activities that are held throughout the year. Mrs. Laxton said there are parent volunteers in the school each day. She said each teacher has a few parent volunteers they can call on when a need arises. She said they also utilize a parent volunteer in the library on a daily basis. She said parent involvement is truly a great part of the school's success.

Mrs. Shumate asked Mr. Jason Canada to address the Board, from a parent's point of view.

Mr. Canada said the school has made a difference in his child's life. He said both he and his wife work out of the area, and he had requested for his son to attend Glen Fork. He said every teacher knows each child's name and family, and it means a

lot for the teachers to know the students and families.

Mrs. Shumate asked Miss Alisha Graham and Mr. Steven Cook, students, to address the Board from a student's point of view.

Miss Graham said she has been attending the school since 2<sup>nd</sup> grade. She said when people ask her about the school, she says Glen Fork Elementary and Middle School feels like home. She said she has been in multiple schools, and Glen Fork is her favorite. Miss Graham said some say it is due to the school being so small, and that is true, but she feels like the reason the school is great is because of the teachers and staff. She said the teachers are there to help students in any way possible, whether it be school related or not. She said she loves attending Glen Fork Elementary and Middle School.

Mr. Cook said the teachers are always there for the students, regardless of the circumstances. He said the school has a lot of activities for students to be involved in. He said he is proud to attend the school.

Mr. Davis said he is very pleased to see such pride taken in a school. He said the staff is doing a tremendous job with parent involvement, and he feels that is one of the keys to a successful school.

Mr. Lester said as a Board member, he has never received anything but compliments concerning Glen Fork Elementary and Middle School.

Mrs. Cline said the student data notebooks that have been implemented are great, and the students are really involved in them. She said the students are aware of what is inside, and what each piece of information means, and that is the key to growth. She said the student leaders present today have also been phenomenal.

Mrs. Shumate said she is very proud of the students and staff at Glen Fork Elementary and Middle School. She said they work as a team, and are willing to try new things to achieve student growth. She introduced all of the students present for

the meeting. She thanked the Board members for coming to visit.

Ms. Cooke said she is very pleased with Glen Fork Elementary and Middle School.

**Individuals or Groups of the Community at Large Wishing to Address the**

**Board:** Mr. Prichard asked if there was anyone wishing to address the Board.

There were no Individuals or Groups of the Community at Large Wishing to Address the Board.

**Consent Agenda: A. Minutes - Board of Education Meeting.**

**March 5, 2018:** Mrs. Cline recommended the minutes as presented.

**B. Extracurricular, Special, and Bus Requests:** Mrs. Cline presented the Extracurricular, Special, and Bus Requests as follows:

1) A request from Luke Stevens for a professional day on March 7, 2018, to attend the statewide West Virginia Career and Technical LEA Planning Seminar in Charleston;

2) A request from Kimberly Sibb-Runion for a professional day on March 7, 2018, to attend the statewide West Virginia Career and Technical LEA Planning Seminar in Charleston;

3) A bus request from Wyoming East High School and Westside High School to take 11<sup>th</sup>-12<sup>th</sup> grade anatomy students to the West Virginia Osteopathic School of Medicine in Lewisburg on March 20, 2018, with funding from both schools' science funds;

4) A request from Tina C. Adams for two professional days on March 6-7, 2018, to attend the Evaluation Leadership Institute in Charleston;

5) A bus request from Baileysville Elementary and Middle School to take 5<sup>th</sup> grade students to the Wyoming County Water Festival at R. D. Bailey Lake on May 24, 2018, with funding from county funds to cover the cost;

6) A bus request from Herndon Consolidated Elementary and Middle School to take 5<sup>th</sup> grade students to the Wyoming County Water Festival at R. D. Bailey Lake on May 24, 2018, with funding from county funds to cover the cost;

7) A request from Amy Mitchell for a professional day on March 16, 2018, to attend the West Virginia Math Conference at the Stonewall Resort;

8) A bus request from Road Branch Elementary and Middle School to take 5<sup>th</sup> grade students to the Wyoming County Water Festival at R. D. Bailey Lake on May 24, 2018, with funding from county funds to cover the cost;

9) A request from Christopher Baber for the following professional days to travel with band students: March 15-16, 2018, to attend the Southern West Virginia Honor Band; March 23, 2018, to attend the West Virginia Ratings Festival; April 10, 2018, to attend the Glenville State College Audition Day; and April 19-20, 2018, to attend the Glenville State College Honor Band Festival;

10) A bus request from Westside High School to take 9<sup>th</sup> - 12<sup>th</sup> grade students to the West Virginia State Boys Basketball Tournament in Charleston on March 14, 2018, with funding from the Foundation to cover the cost;

11) A bus request from Westside High School to take 9<sup>th</sup> - 12<sup>th</sup> grade students to the West Virginia State Boys Basketball Tournament in Charleston on March 16, 2018, with funding from the Foundation to cover the cost;

12) A bus request from Westside High School to take 9<sup>th</sup> - 12<sup>th</sup> grade band students to the West Virginia Ratings Festival in Princeton on March 23, 2018, with funding from the school's general fund to cover the cost;

13) A request from Cindy Boyce for two professional days on March 22-23, 2018, to chaperone the Wyoming East Theatre Troupe while attending the West Virginia Thespian Festival in Parkersburg; and

14) A request from Max Boyce for two professional days on March 22-23, 2018, to chaperone the Wyoming East Theatre Troupe while attending the West Virginia Thespian Festival in Parkersburg.

After a thorough discussion, Mr. Davis made a motion, seconded by Mrs. England, to approve the Consent Agenda, Items A. and B. as presented and recommended by Mrs. Cline, Superintendent. Passed with a 5-0 vote.

**School Safety and Security: A. 911 Department and B. SERVPRO Update:**

Mr. Prichard asked Mrs. Cline to present regarding School Safety and Security.

Mrs. Cline said Mr. Jeff Brewer, Director of Maintenance and Construction, and Mr. Jeffrey Hylton, Director of Safety and Transportation, both have updates for the Board.

Mr. Brewer provided the Board with an abbreviated crisis management plan provided to SERVPRO. He said it has information on who is in charge at each building and facility. He said the plans provide vital information to each facility, including where the water main and gas lines are located. He said the plans are very helpful to new principals and custodians, as well. He said the plans were free of charge, as an advertisement for the company.

Mrs. Cline said this information is invaluable to a new principal getting to know their building.

Ms. Hall said she has also provided these plans to the Sheriff's Department, as well.

Mrs. Cline asked Mr. Hylton to address the Board.

Mr. Hylton said all Crisis Prevention and Response plans have recently been submitted to the 911 Center. He said he has asked to be a part of the Local Improvement Planning Commission. He said the group will start doing active shooter

walk-throughs. He said the Crisis Management Plan of each building will be reviewed. He said they will also check on the staging area to be used in the event of an emergency. He said they will start with Wyoming East High School over spring break, and Westside High School and the Wyoming County Career and Technical Center will follow. He said once the secondary schools are complete, elementary and middle schools will also be done. He said it is the committee's hope to have all schools completed by the end of the school year.

Mrs. Cline thanked both Mr. Brewer and Mr. Hylton for their hard work and dedication.

**Workers Compensation Update:** Mr. Prichard asked Mrs. Cline to present regarding Workers Compensation Update.

Mrs. Cline said Mr. Hylton would be providing the Workers Compensation Update.

Mr. Hylton said it is policy renewal season for Workers Compensation. He said the main factor so far is the experience modification factor. He said they use a long formula that is called a multiplier. He said last year the experience modification was 1.17, and this year, starting July 1, 2018, it will be 1.05. He said there should be a decrease in premiums due to this decrease. He said there have been several companies contact him regarding a quote for workers compensation, which is a good thing. He said the more companies interested in providing workers compensation, the better premiums may be.

There was a brief discussion regarding Workers Compensation and accident reports.

Mr. Hylton also provided the Board members with a chart of camera systems in the schools, showing which schools have new systems, and which ones need to be upgraded.



There was a thorough discussion regarding camera systems.

**Test Rollout and Preparation:** Mr. Prichard asked Mrs. Cline to present regarding Test Rollout and Preparation.

Mrs. Cline said Mrs. Stacey Butcher, Director of Personnel and Assessment, was unable to attend, due to a testing issue. She said Mrs. Kara Halsey-Mitchell, Director of Academic Programs, will be addressing the Board concerning Test Rollout and Preparation.

Mrs. Mitchell said she and Mrs. Butcher have worked very closely on the testing update materials provided to Board members. She reviewed the testing dates and schedule with the Board. She said the same grades will be taking the same tests, on the same days this year. She said all testing schedules have also been reviewed by the Technology Department.

There was a brief discussion regarding Test Rollout and Preparation.

**Enrollment Trends:** Mr. Prichard asked Mrs. Cline to present regarding Enrollment Trends.

Mrs. Cline asked Ms. Hall to address the Board regarding Enrollment Trends.

Ms. Hall said each year, by January, each principal is asked to send in the enrollment projections for the next school year. She said the projections for next school year shows the total enrollment down by 139 students. She said it is important to note that these projections do not include incoming preschool students.

Mrs. Cline said this year saw a decline of 41 students.

Ms. Cooke said the projections are used to see how many of each grade may be needed the next school year.

There was a thorough discussion of enrollment trends.

**Revised 2017-2018 School Calendar:** Mr. Prichard asked Mrs. Cline to present

regarding Revised 2017-2018 School Calendar.

Mrs. Cline asked Ms. Cooke to present regarding the Revised 2017-2018 School Calendar.

Ms. Cooke said the memo provided, concerning the revised school calendar, was sent to all stakeholders. She said the employees have voted on the issue of working during spring break. She said students having to make up days over spring break was not an option with the County; however, employees were polled on whether to work during spring break. Mrs. Cline said she was very surprised that nearly two-thirds of employees wanted to work during the break. She said professional development will be held during that week. She said the accumulation of instructional minutes has played a huge role in the number of days to be made up. She said by having the extra minutes each day, the County was able to use the accumulated minutes in place of 5 full snow days. She said teachers and other employees with 200 day contracts, will have to attend 200 days at the school. She said the additional accumulated minutes will be used for the students for 3 days. She reviewed all revisions to the school calendar.

There was a thorough discussion regarding the Revised 2017-2018 School Calendar.

Mr. Stiltner made a motion, seconded by Mr. Lester, to approve the changes to the 2017-2018 School Calendar, as presented and as recommended by the Superintendent. Passed with a 5-0 vote.

**Personnel: A. Personnel List:** Mr. Prichard asked Mrs. Cline to present the Personnel List.

## **PROFESSIONAL**

### **CENTRAL OFFICE**

#### **A. Resignation:**

Leslie A. Garretson, Digital Services Interventionist - Itinerant,  
Maximum Fifteen (15) Hours per Week, \$25 per hour, effective  
March 6, 2018

## **ELEMENTARY TEACHERS**

#### **A. Resignation:**

Kelly Boggs, ELA Interventionist for Grades K-8, Baileysville  
Elementary and Middle School, Two (2) Days per Week, as school  
calendar allows, effective March 13, 2018

Kelly Boggs, ELA Interventionist for Grades K-8, Road Branch  
Elementary and Middle School, Two (2) Days per Week, as school  
calendar allows, effective March 13, 2018

## **EXTRA DUTIES**

#### **A. Resignation:**

William Adam Vance, Baseball Coach, Baileysville Elementary and  
Middle School, effective March 8, 2018

## **SUBSTITUTES**

### **Teachers**

Teresa M. Taylor, effective March 14, 2018  
Kelly Boggs, remove from list

Mrs. Cline recommended the Personnel List as presented.

After a brief discussion, Mr. Davis made a motion, seconded by Mrs. England, to  
approve the A. Personnel List as presented and recommended by Mrs. Cline,  
Superintendent. Passed with a 5-0 vote.

**B. Consideration of Job Posting: 1. Middle School ELA Curriculum Coach,**

**2. Middle School Mathematics Coach, and 3. Elementary School Curriculum**

**Coach (2):** Mr. Prichard asked Mrs. Cline to present regarding the Consideration of Job Postings: 1. Middle School ELA Curriculum Coach, 2. Middle School Mathematics Coach, and 3. Elementary School Curriculum Coach.

Mrs. Cline said she would like Board permission to post the positions of Middle School ELA Curriculum Coach, Middle School Mathematics Coach, and two Elementary School Curriculum Coaches. Mrs. Cline said Mrs. Halsey-Mitchell has been instrumental in creating these positions and the selected applicant will be under her charge. She said three of these positions would be funded through federal funds, and one would be funded through the general funds. She asked Mrs. Mitchell to address the Board regarding these possible positions.

Mrs. Mitchell said the vision for these coaches is to be going into the schools daily to help principals implement best practices. She said the goal with the coaches will be to take grade level teachers a step further, and to make new teachers stronger.

Mr. Stiltner asked how principals would be incorporated into this type of process.

Mrs. Mitchell said principals will be expected to collaborate with the coaches. She said the coaches will have a schedule of days they are in each school, allowing collaboration with the principals to take place. She said different teaching strategies will be implemented to achieve student growth. She said these coaches will be coaching teachers, not students. Mrs. Mitchell said these positions will not act as interventionist. She said this is a vital piece of moving forward.

After a thorough discussion, Mr. Davis made a motion, seconded by Mr. Stiltner, to approve the Job Postings for Middle School ELA Curriculum Coach, Middle School Mathematics Coach, and two Elementary School Curriculum as presented and

recommended by Mrs. Cline, Superintendent. Passed with a 5-0 vote.

**Items for Future Agendas and Announcements:** Mr. Prichard asked for any  
Items for Future Agendas and Announcements.

Mr. Prichard reminded members the next regular Board meeting will be held  
Monday, March 26, 2018, at 10:00 a.m., at Wyoming East High School.

Mr. Stiltner made a motion, seconded by Mrs. England, to adjourn. Passed with a  
5-0 vote.