

WYOMING COUNTY BOARD OF EDUCATION, March 5, 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 Monday, March 5, 2018, at 6:00 p.m. at the Wyoming County Career and Technical Center. 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, joined the meeting at 6:15 p.m. Deirdre A. Cline, Superintendent, was also in attendance. The agenda for the meeting was as follows:

1. Individuals or Groups of the Community at Large Wishing to Address the Board
2. Celebrating Success
 - A. West Virginia 2018 Baseball Coaches Association Hall of Fame
 - B. Peace Poster Contest, Sponsored by the Lions Club
 - C. County Social Studies Fair Winners
3. Consent Agenda
 - A. Minutes - Board of Education Meetings, February 27, 2018
 - B. Extracurricular, Special, and Bus Requests
 - C. Budget Supplements and Transfers
4. School Safety and Security
5. School Audit Reports
6. Consideration of Energy Express Sites for Summer 2018
7. Personnel
 - A. Personnel List
 - B. Consideration of Job Posting: Director of Operations and Facilities
8. Items for Future Agendas and Announcements

Mr. Prichard called the meeting to order, and asked Ms. Rebecca Cooke, Assistant Superintendent of Elementary and Middle Schools, to give the invocation.

The Board, along with those in attendance, then recited the Pledge of Allegiance, lead by Ms. Robin Hall, Assistant Superintendent of Secondary Schools.

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.

Celebrating Success: A. West Virginia 2018 Baseball Coaches Association Hall of Fame, B. Peace Poster Contest, Sponsored by the Lions Club, and C. County Social Studies Fair Winners: Mr. Prichard asked Mrs. Cline to present regarding Celebrating Success.

Mrs. Cline said she was very pleased to be recognizing students who have gone above and beyond the normal school day to participate in extracurricular events. She said these students show a hard work ethic, and it was a pleasure to be able to celebrate their accomplishments with them. Mrs. Cline introduced the Board Members and Central Office Staff. She thanked them all for their dedication to the students of Wyoming County Schools.

Certificates were presented to Mr. Ron Mayhew for being inducted into the West Virginia Baseball Coaches Association Hall of Fame. Students recognized included three Peace Poster Contest winners, sponsored by the Lions Club, and County Social Studies Fair winners.

Mrs. Cline thanked all students and families for coming to celebrate the achievements of those recognized.

Mr. Prichard also thanked everyone for coming, and said the Board really enjoys recognizing students and staff for their hard work and dedication.

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

December 18, 2017: 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 Wyoming East High School, requesting \$700 from County

extracurricular funds, to pay for the seven hotel rooms in Parkersburg, for members of Wyoming East High School's theatre troupe to attend the WV State Thespian Festival.

C. Budget Supplements and Transfers: Mrs. Cline asked Mrs. Kim Cook, Chief School Business Official, to present the Budget Supplements and Transfers to the Board.

Mrs. Cook reviewed all of the Budget Supplements and Transfers with the Board, and explained the reasoning for such transfers.

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

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

Mrs. Cline said Mr. Jeffrey Hylton, Director of Safety and Transportation, has been receiving numerous quotes for the County's Workers Compensation rates. She said they are hopeful the number of quotes received will help lower the rates. Mrs. Cline said she spoke with Mr. Hylton and he has finished his survey of the cameras in schools and will present the information formally to Board members in the near future.

There was a thorough discuss regarding School Safety and Security.

School Audit Reports: Mr. Prichard asked Mrs. Cline to present regarding the School Audit Reports.

Mrs. Cline asked Mrs. Cook to address the Board regarding the School Audit Reports.

Mrs. Cook reviewed what the State Auditors are looking for when they perform the audits. She said common findings are untimely deposits and improper, or no, receipt information on the deposit slip. She said that in regard to the finding on receipts, receipt

requests are not completed. She said common issues with purchase orders are orders being placed without a purchase order being established for the order first. She said with expenses, the most common error is not paying from an itemized receipt or invoice. She said too often payments are made from statements, without the proper information being provided. Mrs. Cook said there were too many findings to do with supporting documentation of transactions. She said a very detailed list has been provided to the school secretaries on exactly what is required in the audit books. She said oftentimes the documentation has been completed at the school, but not included in what is submitted for audits. She reviewed all other findings that were not as common with Board members, as well. She said all audit findings will be reviewed with the principals and school secretaries, and corrective action plans must be submitted to the Board.

There was a thorough discussion regarding School Audit Reports.

Consideration of Energy Express Sites for Summer 2018: Mr. Prichard asked Mrs. Cline to present regarding the Consideration of Energy Express Sites for Summer 2018.

Mrs. Cline said she was asking permission to have the same three Energy Express sites for summer 2018, as the County did last year. She said those sites included Herndon Consolidated Elementary and Middle School, Berlin McKinney Elementary School, and Mullens Elementary School. She said the Energy Express program have been very successful at these locations.

After a brief discussion, Mr. Lester made a motion, seconded by Mrs. England, to approve the Energy Express Sites, as presented and recommended by Mrs. Cline, Superintendent. Passed with a 5-0 vote.

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

PROFESSIONAL

ELEMENTARY TEACHERS

A. Retirement:

Teresa Toler-McKinney, Elementary Education Teacher, Road Branch Elementary and Middle School, effective June 30, 2018

SPECIAL SERVICES

A. Retirement:

Pamela L. Bishop, Pre-K Coordinator, Special Services Department, effective June 30, 2018

SUBSTITUTES

Teachers

Jaime L. Brooks

B. Consideration of Job Posting: Director of Operations and Facilities: Mr.

Prichard asked Mrs. Cline to present regarding the Consideration of Job Posting: Director of Operations and Facilities.

Mrs. Cline said she would like Board permission to post the position of Director of Operations and Facilities. She said this person would be replacing Mr. Jeff Brewer, Director of Maintenance and Construction, upon his retirement. She said since the title was different, and the job responsibilities have changed slightly, she wanted to seek permission to post the position. She said the job would now be a professional position with a contract term of 240 days.

After a brief discussion, Mr. Stiltner made a motion, seconded by Mrs. England, to approve the Job Posting for Director of Operations and Facilities, 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 on Wednesday, March 14, 2018, at 10:00 a.m., at Glen Fork Elementary and Middle School.

Mr. Davis made a motion, seconded by Mr. Lester, to adjourn at 7:33 p.m. Passed with a 5-0 vote.