

# MINUTES

## Board of Education for the County of Mingo

110 Cinderella Road, Williamson, WV 25661

Regular Meeting

December 20, 2022, at 5:00 p.m.

### I. Call to order

President McCormick called the meeting to order. The time was 5:02 p.m.

**All Board Members present:** Machele McCormick, President; John Preece, Vice President; Tom Slone, James Baisden, and Amy Dearfield-Hannah. Superintendent Dr. Johnny Branch was in attendance.

**Both Members of the Press attended:** Bruce Justice of the Mingo Messenger; Nancy Payton of the Williamson Daily News

**District Office staff in attendance:** Beth Daniels, CSBO / Treasurer; (Chief School Business Officer); Patrick Billips, Director of Technology; William Hensley, Director of Maintenance; Jeremy Brumfield, Interim Director of Transportation; Kay Maynard, Director Child Nutrition & Wellness; Rodney McCoy, Professional Accountant; Dr. Sabrina Runyon, Director of Early Learning Programs; Virginia Taylor-Mounts, Technology Integration Facilitator; Leah Wireman, Director of Human Resources; Caroline Spence, Secretary of Transportation; Frank Spence of Maintenance

### II. Pledge of Allegiance

Mr. Baisden led the Pledge of Allegiance.

### III. Spotlight on Success

#### a. Tug Valley Cheerleaders, 2022 State Champions

Dr. Branch introduced this section and told of great successes of the team. He presented them with a plaque and the Tug Valley Cheerleaders were recognized as the 2022 State Champions. They sang their school Fight Song and pictures were made. The 2022-2023 Tug Valley Cheerleaders: Seniors Madison Deskins and Cami Thompson; Juniors Selicity Baisden, Kylee Reed, Tailyn Russel, Jessica Spaulding, Laura Spaulding, Kynnli Farley, Karissa Davis, and Amelya Wellman; Sophomores Chelsea Perry, Kiersten Grimmett, and Trixie Marcum; Freshmen Molly Hatfield, Addison Ooten, Lila Duncan, and Alyson Marcum. Cheer Coaches were Tara Wolford and Marie White.

#### b. HOSA Recognitions – Mingo Extended Learning

Dr. Branch introduced Thomas Hoffman, the Director of the Mingo Extended Learning Center. The nurses from the ELC had a successful State competition in March and competed in June at the International Competition. They brought back several accolades for our county and state from that 2022 HOSA Conference.

- 1<sup>st</sup> place in the Health Informatics – Post Secondary event - Jasie West
- 1st place in the Community Awareness Team Event was given to Dailey Prater, Hannah Hopkins and Katelin Norman
- 2<sup>nd</sup> place in the Research Poster – Post Secondary Event - Brooklyn Sexton
- 3<sup>rd</sup> place in the Cultural Diversities & Disparities in Healthcare Event – Holly Osborne
- 5<sup>th</sup> place in the Human Growth & Development – Post Secondary Event – Emilee Stepp
- 5<sup>th</sup> place in the Behavioral Health – Post Secondary Event – Tara Hylton
- 5<sup>th</sup> place in the Epidemiology – Post Secondary Event – Lauren Horn

•10<sup>th</sup> place in the Pharmacology – Post Secondary Event – Victoria Varney

#### **IV. Delegations**

There were no delegations. Kevin Lawrence had signed up but was part of a presentation that evening.

#### **V. General Considerations**

##### **a. Informational Item: Mingo County Strong meeting with the female Juniors, Seniors, and last year's graduation class AAUW – Jada Hunter**

Mrs. Hunter was not available to speak regarding this section.

##### **b. Discussion and possible action regarding adoption of new policy 6110.01 Grant Award and policy 6111 "Internal Controls" that had been out for public comment**

Rodney McCoy led this discussion. The number for Policy 6111 was changed to 6110.01. That policy was a Grant Award policy. There was a new Policy out on public comment with the number 6111. That policy has to do with 'internal controls' in regard to federal programs. There were no public comments. Dr. Branch asked that the Board adopt the policies so they could be added to the policy manual.

Mr. Preece made the motion to adopt 6110.01. Mr. Baisden seconded that motion. The motion carried with a vote of 5/0.

##### **c. Discussion and possible action on awarding contract for the replacement of Lenore PK8 Roof as a part of West Virginia School Building Authority grant award #2300000335 to Mecklenburg Roofing pending receipt of all post bid documents – Rodney McCoy**

The bid opening was December 14, 2022. Mecklenburg Roofing was the only bid and their bid was under the projected price of the project. The bid was for a majority replacement and came in at \$ 932,412.00. The time line for the project was 365 days.

Mr. Preece made the motion to approve the item of business. Mr. Baisden seconded that motion. The motion passed 5/0.

##### **d. Discussion regarding School Start Times and modifying Bus Routes for School Year 2023-2024 – Superintendent and Transportation Department**

Dr. Branch conducted this discussion. Bus operators were present to help with the discussion. The plan for each school to have its own set of buses was not a possibility. There are no substitute bus operators in our county. The plan was to come up with a way that the two high schools would be able to start their day later. Dr. Branch had met prior with everyone involved for discussion.

Rob Channel, Bus Operator, WV Certified Bus Trainer and President of the local WVSSPA; Brian Wellman, Bus Operator; and Jeremy Brumfield, Interim Director of Transportation shared input. Several scenarios and challenges were discussed. The plan was for the two high schools to have later start times. Each high school had input and was willing to work on their schedules, etc. The deadline for the 2023-2024 school year transportation plan would be February 2023. There was discussion.

##### **e. Discussion and possible action regarding replacement of second grade Chromebooks from the Tools for Schools grant funding - Patrick Billips**

Mr. Billips addressed the Board regarding the purchase of replacement Chromebooks for third grade students in the county. The purchase would be \$129,155.92 from Zones LLC.

Mr. Preece made the motion to approve the replacement of Chromebooks for second grade. Mrs. Hannah seconded that motion. The motion carried with a vote of 5/0.

**f. Home School Policies - Rocky Hall**

Dr. Branch led this section. Neola policy 9270 addresses athletic eligibility for homeschooled students and those who take CTE courses at our high schools. Should any student not be eligible, there should be written notification to the parent and the Department of Education. The Hope Scholarship could be charged a reasonable fee for those participants. Policy 9270 would need to be put on public comment.

Mr. Preece made the motion to put Policy 9270 out for public comment. Mr. Baisden seconded that motion. The motion carried with a vote of 5/0.

**VI. Departmental Updates**

**a. Curriculum Report (Interim assessment data)**

i. Dr. Sabrina Runyon spoke regarding teachers who have 0-5 years teaching experience. Three initiatives were started this year to improve student achievement.

Mr. Evans from Edwards Education provided Professional Development for our Instructional Coaches and teachers who agreed to be observed by other teachers in their building. A need was observed in teachers with 0-5 years of experience and a meeting was recently held to address the needs of those teachers. The outcome was all positive.

ii. Dr. Branch addressed the comprehensive Benchmark diagnostic testing. He explained the report for the Board members. He and Dr. Edwards met with principals individually to set their goals.

**b. Student Services/Attendance Report (Updated data)- Rocky Hall**

Dr. Branch addressed the attendance report. We had another decrease in enrollment in our county. There are 3687 students in our county. There were 289 students being Homeschooled in our county as of that date.

**c. Maintenance Report - William Hensley**

Mr. Hensley spoke regarding the new housekeeping goal that had been implemented, the work order process and how they were being handled (getting school input of the jobs completed), an update on the restrooms at Burch, roof project at Lenore does include walk paths, the Tug Valley Basketball goals had been fixed, and an update on the heat at Gilbert Pre K-8 auditorium.

**d. Treasurer's Report - Beth Daniels**

Mrs. Daniels addressed the Board with the treasurer's report from November 30, 2022. We spent a little more than we had taken in. We had received about 75% of our revenue and used or incumbered about 68% of the budget amount. The future invoices will be divided up by account fund. Finance is beginning to work on 1099's and W2's.

**VII. Consent Agenda**

**a. Approval of Minutes**

**1. Minutes of November 15, 2022**

**b. Bills, Transfers, Supplements**

**1. Payment of Bills**

Bills presented for approval through 12-15-22. The invoice list is available for review during public hours two business days prior to the meeting.

Fund	Amount
Fund 11	\$997,815.59
Fund 41	\$11,633.93
Fund 51	\$51,410.83
Fund 61	\$340,051.21
Fund 71	\$1,047,979.00

**2. Budget Transfers**

Budget Transfers presented for approval

Budget Transfers October	
1	\$248,644.00
2	\$72,501.00
3	\$1,500.00
4	\$35,500.00
Total	\$358,145.00

Budget Transfers November	
1	\$1,336.52
2	\$3,275.87
3	\$1,241.50
4	\$7,194.95
4	\$1,116.26
Total	\$14,165.10

**3. Budget Supplements**

Budget Supplements presented for approval

Budget Supplements November	
1	\$2,177.25
2	\$1,275.00
3	\$129,157.00
4	\$86,573.47
	\$219,182.72

**c. Personnel Actions**

**1. PROFESSIONAL PERSONNEL**

**a. New Employment into Existing Position**

- i. Sabrina Buchanan substitute teacher MCS (effective December 21, 2022)
- ii. Rozanna Marie Lane substitute teacher MCS (effective December 21, 2022)
- iii. Nathaniel Carlin substitute teacher MCS (effective December 21, 2022)

**~~b. Transfer into Existing Position~~**

- ~~i. Quinn Miller teacher / Health / PE MCHS to teacher / Health / PE GK8 (effective July 1, 2023)~~
- ~~ii. Kenneth Brandon Bowens teacher / special education BK8 to teacher / health & PE WK8 (effective July 1, 2023)~~

**This Section was STRUCK from the Consent Agenda.**

**c. Retirement**

- i. T. Michael Kinder assistant principal / MCHS (effective January 1, 2023)
- ii. Rebecca Endicott teacher / special education GK8 (effective June 30, 2023)
- iii. Pamela Caldwell teacher / grade 3 KK8 (effective June 16, 2023)

**2. PROFESSIONAL EXTRACURRICULAR ASSIGNMENTS**

**a. New Employment for School year 2022-2023**

- i. Robert Browning Assistant Coach / girls basketball MCHS (zero comp) (effective December 21, 2022)
- ii. Kevin Baisden Assistant Coach / boys basketball MCHS (paid) (effective December 21, 2022)
- iii. Crystal Moore Assistant Coach / boys basketball MK8 (paid) (effective December 21, 2022)
- iv. Elizabeth Nicole Jude Assistant Coach / softball MK8 (paid) (effective December 21, 2022)
- v. Adam Ooten Coach / Wrestling TVHS (effective November 30, 2022)
- vi. David William Varney Assistant Coach / boys basketball BK8 (paid) (pending certification)
- vii. Michael Jacob Butcher Assistant Coach / girls basketball BK8 (Zero Comp) (pending certification)

**b. Resignations**

- i. Chase Williamson Assistant Coach / boys basketball BK8 (effective December 1, 2022)
- ii. James Parker Assistant Coach / boys basketball MK8 (effective November 17, 2022)
- iii. Barbara Fields Assistant Coach / Softball MK8 (effective November 17, 2022)
- iv. Doug Kennedy Assistant Coach / Softball TVHS (effective December 14, 2022)

**3. SERVICE PERSONNEL**

**a. New Employment into Existing Position**

- iv. Michael Sartin substitute custodian MCS (effective December 21, 2022)
- v. Erma Justice substitute aide MCS (effective December 21, 2022)
- vi. Sharon Layne substitute aide MCS (effective December 21, 2022)

**b. Transfer into Existing Position**

- iii. Chris Evans substitute custodian to custodian WK8 (effective December 21, 2022)
- iv. Nathan Brewer substitute / general maintenance MCS to substitute / custodian MCS (effective December 21, 2022)
- v. Brian Ford substitute bus operator MCS to bus operator Tug Valley Area (effective December 21, 2022)
- vi. James David Sloan substitute bus operator MCS to bus operator Gilbert Area (effective December 21, 2022)

**c. Resignation**

- i. Teddy Curry Bus Operator / Gilbert Area (effective November 16, 2022)

**d. Retirement**

- i. Freda Church custodian III MK8 (effective November 30, 2022)

222 **e. Termination**

- 223 i. **Donna Estep** aide / autism mentor itinerant (effective December 20, 2022)

224  
225 **4. Mingo County Schools Volunteers**

226 **a. School year 2022-2023**

- 227 viii. Louri Marcum

228 *End Consent Agenda*

229  
230 Mrs. Wireman had changes to the Consent Agenda. One section was struck from the agenda.

231 **a. Personnel Actions, 1. PROFESSIONAL PERSONNEL, b. ~~Transfer into Existing Position, i. Quinn Miller~~**  
232 **~~teacher / Health / PE MCHS to teacher / Health / PE GK8 (effective July 1, 2023), ii. Kenneth Brandon~~**  
233 **~~Bowens teacher / special education BK8 to teacher / health & PE WK8 (effective July 1, 2023)~~ This Section**  
234 **was STRUCK from the Consent Agenda.**

235  
236 One item was pulled – **3. SERVICE PERSONNEL, e. Termination i.** \_\_\_\_\_ aide / autism mentor  
237 itinerant (effective December 20, 2022)

238  
239 Mr. Preece made the motion to approve the consent agenda with the exception of the section that was  
240 struck, and the item pulled. Mrs. Hannah seconded the motion. The motion carried with a vote of 5/0.

241  
242 Mr. Baisden made a motion to go into Executive session. Mr. Slone seconded that motion. The motion  
243 carried with a vote of 5/0. The time was 7:21 p.m.

244  
245 Mr. Slone made a motion to return to regular session. Mr. Preece seconded that motion. The motion  
246 carried with a vote of 5/0. The time was 7:33 p.m.

247  
248 Mr. Preece made the motion to approve the pulled item. **3. SERVICE PERSONNEL e. Termination**  
249 **i. Donna Estep aide / autism mentor itinerant (effective December 20, 2022)** Mr. Slone seconded that  
250 motion. The motion carried with a vote of 5/0.

251  
252 **XI. Board Member Comment Period**

253 Board Members made comments.

254  
255 **XII. Superintendent's Update**

256 Dr. Branch made folks aware that the flashing lights at Burch Elementary do belong to the Board of  
257 Education and that we want to move them to Gilbert. On January 5, 2023 there will be an inspection at  
258 Dingess Elementary with Micha Whitlow of WVDE. We had been complimented by the Office of  
259 accountability on our Communities In Schools. Dr. Runyon will have a report at the January meeting so  
260 we can celebrate that. A CTE Workshop was mentioned. We could try and get it in early February. Dr.  
261 Branch handed out the LSIC Presentation format that schools could use when they presented. He did  
262 have specifics he wanted addressed.

263  
264 **XIII. Adjournment**

265 Mr. Preece made the motion to adjourn. Mr. Baisden seconded. The time was 7:50 p.m.

266  
267 **Next Regular Meeting**

268 January 17, 2023