

**Preston County Board of Education  
Minutes  
Valley Elementary School  
March 14, 2016  
6:30 pm**

**Present:** Kathy McNeill, President  
Robert McCrum, Vice-President  
Ann Robb, Member  
Dr. Clarissa Estep, Member  
George Keim, Member

**Other persons attending the meeting:** Stephen Wotring, Superintendent; Craig Schmidl, Katrina Kerstetter, Rodger Marshall, Irene Durr, Lisa DeWitt, Ashley Grandick, Lisa Bays, Lee Livengood, Mark Graham, Theresa Marthey, Jennifer Graham, Cheryl Lipscomb, Pam Feathers, Mary Galusky, Roy Watkins

**I. Call to order – Pledge of Allegiance – Introductions**

President Kathy McNeill called the meeting to order at 6:35 p.m.

Mr. McCrum led those present in the Pledge of Allegiance to the American flag.

**II. Recognitions**

President McNeill thanked Steve Hauger for providing the board members a tour of the new facility at West Preston School. The tour took place prior to the start of the meeting.

Mr. Wotring recognized Aurora School. State Superintendent, Dr. Michael Martirano, is recognizing schools throughout the state based upon the daily attendance rate through February of the current school year. Aurora School was named one of the top schools for attendance in the middle school category.

Mr. Wotring also thanked the Valley and West Preseton LSIC's for hosting the meeting.

**III. Delegations – None**

**IV. Reports – None**

**V. Approval of Minutes**

- a. Recommend the Board approve the February 22, 2016, meeting minutes.  
(Enclosure V.a.i)

Motion Estep                      Second Robb                      Vote 3 - 0 - 2  
(McCrum, Keim abstained)

**VI. Approval of Agenda (Action)**

Motion McCrum                      Second Estep                      Vote 5 - 0

**VII. Consent Agenda (Action)**

Motion McCrum                      Second Keim                      Vote 5 - 0

a. Trips

- i. Recommend the Board approve Terra Alta/East Preston students traveling to Deep Creek Lake, MD, on May 27, 2016. (Enclosure VII.a.i)
- ii. Recommend the Board approve West Preston Middle School students traveling to Laurel Caverns, Farmington, PA, April 22, 2016. (Enclosure VII.a.ii)
- iii. Recommend the Board approve West Preston Middle School students traveling to Washington, DC, on April 8, 2016. (Enclosure VII.a.iii)

b. Professional Meetings

c. Policies on Second Reading

- i. Retired Teachers as Substitutes in Areas of Critical Need

**VIII. Routine Business**

a. Attendance

- i. Recommend the Board approve transfer T.O. 16-33, currently 1<sup>st</sup> grade student at Bruceton, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VIII.a.i)

- ii. Recommend the Board approve transfer T.O. 16-34, not yet enrolled in school, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VIII.a.ii)

Motion McCrum Second Estep Vote 5 - 0

(Items i and ii were voted on in a single motion.)

- iii. Recommend the Board approve transfer T.O. 16-35, currently attending 10<sup>th</sup> grade at University High School, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VIII.a.iii)
- iv. Recommend the Board approve transfer T.O. 16-36, currently attending 11<sup>th</sup> grade at University High school, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VIII.a.iv)
- v. Recommend the Board approve transfer T.O. 16-37, currently attending University High School, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VIII.a.v)
- vi. Recommend the Board approve transfer T.O. 16-38, currently attending 9<sup>th</sup> grade at Preston High School, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VIII.a.vi)

Motion Robb Second McCrum Vote 5 - 0

(Items iii through vi were voted on as a single motion.)

- vii. Recommend the Board approve request for 12-day educational leave to Sinaloa, Mexico for 11<sup>th</sup> grade Preston High School student, March 15 through March 31, 2016. (Enclosure VIII.a.vii)

Motion McNeill Second Estep Vote 5 - 0

- viii. Recommend the Board approve request for 13-day educational leave to Mexico for 2<sup>nd</sup> grade Valley Elementary School student, March 13 through April 2, 2016. (Enclosure VIII.a.viii)

Motion McNeill Second Keim Vote 5 - 0

- ix. Recommend the Board approve request for 6-day educational leave to Port St. Lucie, Florida, for 2<sup>nd</sup> grade Kingwood Elementary School student, March 11 through March 18, 2016. (Enclosure VIII.a.ix)

Motion McNeill Second Robb Vote 5 - 0

- x. Recommend the Board approve request for 6-day educational leave to Key Largo, Florida, for 3<sup>rd</sup> grade Kingwood Elementary School student, March 17 through March 24, 2016. (Enclosure VIII.a.x)

Motion McCrum Second Keim Vote 4 - 0 - 1  
(Estep abstained)

- xi. **Average Daily Attendance Report** (Enclosure VIII.a.xi)

Mr. Wotring explained that the report reflected two data points. The first was the average daily attendance per month for each school. The second data point reflected the chronic absentee rate for each school for every other month. A student is noted as being chronically absent from school if they have missed more than 10% of the school year.

**b. Buildings and Grounds - None**

**c. Communication (Information and Discussion) – None**

**d. Finance**

- i. Request Approval of Schedule of Checks (Enclosure VIII.d.i)

Motion Keim Second McCrum Vote 5 - 0

- ii. Request Approval of Budget Journal Entry (Enclosure VIII.d.ii)

Motion Keim Second Robb Vote 5 - 0

- iii. **Monthly Financial Report** (Enclosure VIII.d.iii)

**iv. Tucker Endowment Fund**

Mr. Wotring explained that the money received from the academic support organization that no longer exists would be placed with the Tucker Endowment Fund as voted on by the board. Proceeds generated from the fund would be used for mini-grants throughout the academic programs in the schools. Mr. Wotring will put together a committee,



ii. Recommend to approve Terra Alta/East Preston's parent chaperone list (Enclosure VIII.e.ii).

iii. Recommend to approve Central Preston Middle School's parent chaperone list (Enclosure VIII.e.iii)

Motion Estep Second Keim Vote 5 - 0  
(Items i, ii, and iii were voted on as a single motion.)

f. Personnel Matters (Action)

i. Request approval of attached professional personnel actions (Enclosure VIII.f.i)

Motion McCrum Second Robb Vote 5 - 0

ii. Request approval of attached service personnel actions (Enclosure VIII.f.ii)

Motion McCrum Second Robb Vote 5 - 0

IX. New Business


a. Items for Future Meetings

X. Adjournment – RECESS OF MEETING

i. This meeting shall stand recessed until April 19, 2016, at 8:00 a.m. which time the Board will officially enter all levies, after having received the approval from the State Tax Commissioner.

Motion McCrum Second Estep Vote 5 - 0

Time 7:06 p.m.

  
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President

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Secretary

**PRESTON COUNTY BOARD OF EDUCATION  
KINGWOOD, WEST VIRGINIA 26537  
Minutes**

**Present:** Kathy McNeill, President  
Robert S. McCrum, Vice-President  
Dr. Clarissa Estep, Member  
Ann Robb, Member  
George Jack Keim, Member

**Other persons attending the meeting:** Stephen Wotring, Superintendent, Craig Schmidl, Rodger Marshall, Ashely Grandick, Mark Graham, Lisa DeWitt, Irene Durr, Lee Livengood, Theresa Marthey, Jennifer Graham, Pam Feathers, Cheryl Lipscomb, Mary Galusky.

**Monday, March 14, 2016, following regular board meeting  
Work Session – Valley and West Preston LSIC**

The Preston County Board of Education held a Work Session on Monday, March 14, 2016, following the regularly scheduled board meeting at Valley Elementary School, Arthurdale, West Virginia.

General Work Session – Valley Elementary and West Preston Middle School LSIC

1. Call to Order Time 7:11 p.m.

Motion McCrum      Second Keim      Vote 5 – 0

Principal, Mark Graham, spoke on behalf of Valley Elementary. He shared that they are working to develop strong tutoring programs within the school for struggling students. Pam Feathers, a parent in the area, is trying to develop a peer tutoring program for students. He also said they are working to promote better attendance at the school and that one area of great concern is the tardies. Many parents are bringing their students to school late each day. Mr. Graham shared that there are concerns with the “open classrooms” that still exist within the building. The noise level is very great in these classrooms. He shared the excitement of moving forward into the new school year and working with the staff to develop strong programs within the school.

Ashley Grandick, teacher at West Preston Middle School, and Mary Galusky, student at West Preston Middle School, spoke on behalf of the school. Ms. Grandick stressed that a full time math teacher is needed at the school. The

school currently has 1.5 math teachers and the staff feels very strongly that a second full-time math position is needed. She also spoke of the fact that there is not an aide assigned to the school any more. The aide position assisted with collaboration classes in the past. She spoke of the "card" system that has been put in place to track student level one violations and the reward program that has been put in place based upon the tracking of the cards. Ms. Galusky spoke of many positives at the school. She talked of them any programs offered to students, but did say that the building was unpleasant, especially the bathroom and that some students never get to see the sunshine as they are in the lower building all day and never get a chance to get outside to get any air.

2. Adjournment

Time 7:52 p.m.

Motion McCrum

Second Keim

Vote 5 - 0

  
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President

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Secretary



## Service Personnel Agenda 03/14/16

### Employ Personnel

Name	Position	Location	Effective	Funding Source	Credential
Martin, David	Bus Aide, Morning and Afternoon Runs	Aurora/TAEP	03/15/16	State Aid/Local	√
Collins, Phillip	Custodian III	CPMS	03/15/16	State Aid/Local	√
Hare, Donna L.	Cook/Custodian	PHS	03/15/16	State Aid/Local	√

### Remove from Transfer List and Assign for 2016-17 School Year

Name	Position	Location	Funding Source	Credential
Hare, Sally	Sp. Ed. Aide, Supervisory Aide, Bus Aide	County Itinerant/Bruceton	State Aid/Local	√
Cline, Roxann	Sp. Ed. Aide, Supervisory Aide, Bus Aide	County Itinerant/SPS	State Aid/Local	√
Metz, Laura	Sp. Ed. Aide, Supervisory Aide, Bus Aide	County Itinerant/WPS	State Aid/Local	√
Shahan, Paula	Aide/ECCAT	Rowlesburg	State Aid/Local	√

### Leave of Absence Requests

Name	Position	Location	Type	Dates
Stone, Karen	Cook	CPMS	Medical	Approximately February 26, 2016 through March 21, 2016.
Moore, Cindy	Aide	PHS	Medical	Approximately February 26, 2016, through March 18, 2016.
Stalnaker, Scherrie	Aide	TAEP	Medical	Approximately February 29, 2016 through March 28, 2016.

### Resignation Requests

Name	Position	Location	Effective Date
Lipscomb, Aimee	Substitute Aide	County	03/07/16
Ash, Kristy	Substitute Aide/Secretary	County	03/14/16

### Retirement Requests

Name	Position	Location	Effective Date
Wolfe, Debbie	Secretary	WPMS	06/30/16

## Professional Personnel Agenda 03/14/16

### Remove from Reduction-in-Force List and Employ as Noted

Name	Position	Location	Effective	Funding	Credential
Davis-Layhew, Gina	Special Education Teacher	County Itinerant/VES	2016-17	State Aid/Local	√
Oliphant, Erica	Pre-School Special Needs Teacher	TAEP	2016-17	State Aid/Local	√

### Remove from Reduction-in-Force List and Reassign

Name	Position	Location	Effective	Funding	Credential
Stacy, Nancy	Math Teacher	WPS	2016-17	State Aid/Local	√

### Employ Personnel

Name	Position	Location	Effective	Funding	Credential
Daugherty, Sheila	Substitute Teacher	County	3/15/16	State Aid/Local	√
Conner, Kim	Outside School Environment/Home Bound Instructor	County Itinerant	3/15/16	State Aid/Local	√
Wolfe, Jana	Substitute Instructor, After School Explorers	SPS	3/15/16	21 <sup>st</sup> Century Grant	√

### Approval of New Positions Based on Student Enrollment

Position	Location	Effective	Funding Source
Title I Teacher	Rowlesburg/Fellowsville	2016-17	Title I Funds
Special Ed. Teacher	Rowlesburg/Fellowsville	2016-17	State Aid/Local
Severe and Profound Special Ed. Teacher	Kingwood Elementary	2016-17	State Aid/Local

### Resignation Request

Name	Position	Location	Effective
Toler, Jonah	Math Teacher	PHS	03/18/16
Cook, Jennifer	Math Teacher	PHS	03/09/16
Lucas, Melissa	Substitute Teacher	County	03/04/16