

**Preston County Board of Education
Minutes
December 14, 2015
6:30 p.m. at Bruceton School**

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, Belinda Moss, Kimberly Royce, Jeanne Piell, Molly Klimas, Darla Moyers, Susan Waugh, Pat Rice, Mishel Heaney, Sharon Shafer, Ian Harned, Jennifer Graham, John Dahlia, Roy Watkins, Rita Nicholson, Prentiss Taylor, Jr., LeJay Graffious, Dave McNeill, Tammy Laney, Olaf Shafer, Renae Kuhn, Serena Richards, Quincy Knox, Hannah Nieman, Melvin Snyder, Mike Reese

I. Call to order – Pledge of Allegiance – Introductions

President Kathy McNeill called the meeting to order at 6:30 p.m. and asked for a moment of silence.

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

II. Recognitions

Superintendent Wotring and President McNeill both thanked the Bruceton Staff for their hospitality in hosting the meeting.

III. Delegations

- I. **LeJay Graffious:** Mr. Graffious presented a check to the superintendent in the amount of \$3500 from the Old Hemlock Foundation to be used for cultural programs at Bruceton School.

- ii. **Mike Reese:** Mr. Reese represented the Boy Scouts of America. He stated that the county was down 59% participation in the scouting organization and asked for permission to visit county schools to promote the organization. He stated that several communities had lost their organizations due to lack of participation and that the scouts had not been permitted in the schools for the last few years.
- iii. **Melvin Snyder:** Mr. Snyder spoke on behalf of the Academic Center Foundation, Inc. He stated that the Foundation had originally begun to support academics for Preston County Schools and that the organization had now dissolved. The money was to be given to Preston County Schools and asked that the Board of Education consider using the money for its intended purpose. He believed there was approximately \$80,000.00 still in the account.

IV. Reports

- i. **County Board Performance Assessment Survey, Kathy McNeill**
President McNeill shared the results of the County Board Performance Assessment Survey that was conducted in June 2015. She stated that the Board of Education had 100% participation in the survey. McNeill noted several areas that the board had rated themselves high and a couple of areas in which improvement was needed. One particular area was the use of data in decision making.
- ii. **Patricia Rice**
Mrs. Rice reported on her role as Administrative Support Coordinator. She shared the number of visits she has made with each administrator in November and December. Additionally, she shared attendance data for the first term as well as the number of students in each school receiving a grade of "D", "F", or "I" for the first grading period.

V. Approval of Agenda

Motion Estep Second McCrum Vote 5 - 0

VI. Consent Agenda

Motion Robb Second Estep Vote 5 - 0

a. Approval of Minutes

- i. Recommend the Board approve the November 30, 2015, meeting minutes. (Enclosure VI.a.i)
- ii. Recommend the Board approve the November 30, 2015, Work Session meeting minutes. (Enclosure VI.a.ii)

b. Trips

- i. Recommend the Board approve Aurora School students to travel to Deep Creek Lake, Maryland, on December 21, 2015. This is a movie reward trip. (Enclosure VI.b.i)

c. Professional Meetings - None

d. Policies on First Reading - None

VII. Routine Business

a. Attendance

- i. Recommend to approve request for Preston High School 12th grade student, T.O. 16-20, who moved to Monongalia County, to remain at Preston High School for the remainder of the 2015-16 school year. (Enclosure VII.a.i)

Motion McCrum Second Keim Vote 5 - 0

b. Buildings and Grounds - None

c. Communication - None

d. Finance

- i. Request Approval of Budget Journal Entry (Enclosure VII.d.i)

Motion McCrum Second Estep Vote 5 - 0

- ii. Monthly Financial Report (Enclosure VII.d.ii)

- iii. Request Approval of In-Kind Service Request 16-1 (Enclosure VII.d.iii)

Motion McNeill Second McCrum Vote Tabled

Discussion was held regarding the Facility Usage Policy. Mr. Wotring explained that organizations complete a Facility Usage Form and submit the forms to the Treasurer for approval. The Treasurer completes the bottom of the form to indicate charges for building usage and any related charges, which include custodial costs. The organizations then complete the "In-Kind Service Form", to offset some of the charges. He explained

that it is the responsibility of the board, based upon the adopted policy, to approve the "In-Kind Service Form" requests. Mr. Keim stated that some of the forms did not contain a dollar amount and there seemed to be various amounts requested for similar services. He was concerned regarding the impact this was going to have on our county. Dr. Estep stated that it would be helpful if the "Facility Usage Form" could be attached to all of the requests so that they would be able to see all of the charges for the organization. A motion was then made to table all of the "In-Kind Service" requests until more information had been provided.

Motion McNeill Second Robb Vote 5 - 0

iv. Request Approval of In-Kind Service Request 16-2 (Enclosure VII.d.iv)

Motion _____ Second _____ Vote Tabled

v. Request Approval of In-Kind Service Request 16-2 (Enclosure VII.d.iv)

Motion _____ Second _____ Vote Tabled

vi. Request Approval of Register of Checks (Enclosure VII.d.v)

Motion Robb Second McCrum Vote 5 - 0

e. Curriculum and Instruction – None

f. Personnel Matters

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

Motion McCrum Second Robb Vote 5 - 0

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

Motion McCrum Second Keim Vote 5 - 0

VIII. New Business

a. Items for Future Meetings

Mr. Wotring was asked to place the following items on the next agenda: In-Kind Service Request forms; Boy Scouts of America School visits; Academic Center Foundation, Inc. monies

IX. Adjournment

Motion Keim

Second McCrum

Vote 5-0

Time 7:17 p.m.

Kathy C. Moscutt

President

Stephanie Whitely

Secretary

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

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

Other persons attending: Stephen L. Wotring, Superintendent; Pat Rice, Darla Moyers, Belinda Moss, Jeanne Piell, Ian Harned, Molly Klimas, Susan Moran, Mishel Heaney, Sharon Shafer, Susan Waugh, Serena Richards, Olaf Shafer, Tammy Laney, Quincy Knox, Hannah Nieman

**Monday, December 14, 2015, following regular board meeting
Work Session – Bruceton School LSIC**

I. General Work Session – Bruceton School LSIC

1. Call to Order Time 7:26 p.m.

Motion Robb Second Estep Vote 5 - 0

Principal Moss began the presentation for Bruceton School. Each individual in attendance was provided an iPad and used the "Nearpod" app to view the power point presentation. Presentations were also given on Lego teams, Gardening projects, STAR 360, technology use at Bruceton School, and professional development needs. The attendees participated in a holiday quiz using the "Kahoot" app on the iPads.

2. Adjournment Time 8:30 p.m.

Motion McCrum Second Estep Vote 5 - 0

Kathy McNeill
President

Stephen L. Wotring
Secretary

Service Personnel Agenda 12/14/15

Employ Personnel

Name	Position	Location	Effective	Funding Source	Credential
Jefferys, Linda	Substitute Custodian	County	12/15/15	State Aid/Local	v
Sines, Ron	Substitute Bus Operator	County	03/1/16	State Aid/Local	v
Myers, Jennifer	Cook II	Valley	12/15/15	State Aid/Local	v

Retirement of Service Personnel

Name	Position	Location	Effective
Sines, Ron	Bus Operator	County	February 27, 2016

Professional Personnel Agenda 12/14/15

Employ Personnel

Name	Position	Location	Effective	Funding Source	Credential
Klimas, Molly	Substitute Instructor, After School Explorers Program	Bruceston	12/15/15	21 st Century Grant	✓
Davis, Cathy	Music Teacher	County Itinerant; current assignment TAEP/SPS	12/21/15	State Aid/Local	✓
Rose, Yvette	OSE, Homebound Instructor	County	12/15/15	Special Ed. funds	✓
Mittan, Timothy	Substitute Teacher	County	12/15/15	State Aid/Local	✓
Oliphant, Erica	Preschool Special Needs Teacher	County Itinerant	Pending WVDE Certification Approval	State Aid/Local	Pending
Zigray, Jeff	Science Teacher, LOA	CPMS	12/15/15	State Aid/Local	✓
Cramer, Stacy	Fourth Grade Teacher, Long-term Substitute	KES	12/15/15	State Aid/Local	✓
Bolyard, Becky	Tutor, After School Explorers Program	FES	12/15/15	21 st Century Grant	✓
Bennett, Lisa	Special Ed. Teacher	PHS	2016-2017 school year	State Aid/Local	✓
Feathers, Britny	Fourth Grade Teacher	Rowlesburg	2016-17 school year	State Aid/Local	✓
Avery, Annette	Tutor, After School Explorers Program	Rowlesburg	12/15/15	21 st Century Grant	✓
Moury, Barbara	Fourth Grade Teacher, LOA	SPS	12/1/15	State Aid/Local	✓
Wolfe, Jana	Tutor, After School Explorers Program	SPS	12/15/15	21 st Century Grant	✓
Loughry, Andrea	Substitute Instructor, After School Explorers	TAEP	12/15/15	21 st Century Grant	✓
Grandick, Ashley	Tutor/Mentor	WPMS	12/15/15	Homeless Grant	✓

Leave of Absence Request

Name	Position	Location	Type of Leave	Effective
Grose, Ashley	Fourth Grade Teacher	TALP	Birth/Infant Bonding	Approximately 1/4/16 through 4/15/16
Kisner, Marsha	First Grade Teacher	Bruceston	Medical	1/11/16 through 03/11/16

Resignations

Name	Position	Location	Effective
Waugh, Sarah	Track Coach	Aurora	12/15/15
Davis, Misty	Track Coach	CPMS	12/15/15