

**Preston County Board of Education  
Minutes  
August 8, 2016  
6:00 pm**

**Present: Dr. Clarissa Estep, President  
George "Jack" Keim, Vice-President  
Robert "Mac" McCrum, Member  
Pamela Feathers, Member  
Robert Ridenour, Member**

**Other persons in attendance: Stephen Wotring, Superintendent; Craig Schmidl, Carol Riley, Katrina Kerstetter, Ann Robb, Brian Bailey, Brian Miller, Jennifer Graham, Roy Watkins, James Conley, Michelle Stamp, Crystal Thomas, Jamie Bolyard, Kathleen Ward, Alan Rogers, Arvin Harsh**

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

President Estep called the meeting to order at 6:00 p.m. and asked for a moment of silence.

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

**II. Recognitions – None**

**III. Delegations – None**

**IV. Reports**

- a. Superintendent's Report – Mr. Wotring reported that the first day of the 2016 – 2017 school year was a success. He shared that his opening message to the staff could be viewed from the website. He explained that professional development would continue throughout the county on Tuesday, with Wednesday a work day for staff. He reported that students in grades 1 – 12 would begin school on Thursday, Aug. 11, 2016, and that PK and Kindergarten students would begin Monday, August 15, 2016. He also acknowledged that several schools would be hosting back-to-school bashes and open houses over the next couple of days with Freshman Orientation being held at PHS on Wednesday. Registration to the

WVSBA was completed for every board member and the superintendent for the Sept. 9-10 meeting in Charleston. Rooms were secured for the 9<sup>th</sup> and board members were provided copies of their confirmation. Lastly, he reported that there was a problem at West Preston School in which buses would not be able to pull out onto Rt. 92 without great difficulty with the current design. Plans are in place to correct this issue and should not delay the entrance of students into the building.

b. Girls' Basketball Trip to Disney World – Brian Miller – Mr. Miller was not present to provide his report.

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

Motion McCrum Second Keim Vote 5 – 0

VI. **Consent Agenda (Action)**

Motion Keim Second Ridenour Vote 5 – 0

a. **Approval of Minutes**

- i. Recommend the Board approve the July 25, 2016, meeting minutes.  
(Enclosure VI.a.i)
- ii. Recommend the Board approve the July 25, 2016, work session minutes.  
(Enclosure VI.a.ii)

Mr. McCrum requested that the minutes be voted on separately as he was not present at the July 25, 2016, meeting. This item was pulled prior to the approval of the consent agenda. After approval of the consent agenda a motion was made to approve the minutes.

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

b. **Trips**

c. **Professional Meetings**

d. **Policies on First Reading**

- i. R 8-14 Vacation Policy (Enclosure VI.d.i)
- ii. R 8-39-9 Retired Teachers as Substitute in Areas of Critical Need  
(Enclosure VI.d.ii)

VII. **Routine Business**

a. **Attendance**

- i. Recommend to approve transfer T. O. 17-07, currently enrolled in 9<sup>th</sup>

grade at University High School from Preston County Schools to Monongalia County Schools for the 2016-2017 school year. (Enclosure VII.a.i)

Motion McCrum Second Ridenour Vote 5 - 0

- ii. Recommend to approve transfer T.O. 17-08, currently enrolled in 10<sup>th</sup> grade at Preston High School, from Preston County Schools to Monongalia County Schools for the 2016-17 school year. (Enclosure VII.a.ii)

Motion Estep Second Feathers Vote 2 - 3

(Keim, McCrum, Ridenour voted no)

- iii. Recommend to approve transfer T.O. 17-09, currently attending 12<sup>th</sup> grade in Tucker County Schools, from Preston County Schools to Tucker County Schools, for the 2016-17 school year. (Enclosure VII.a.iii)

Motion Ridenour Second McCrum Vote 5 - 0

b. Buildings and Grounds

- i. Recommend to approve Preston County Sports Association Lease Agreement (Enclosure VII.b.i)

Terri and Bill Robertson participated in the conversation via telephone. They shared that the lease agreement was required by their insurance carrier and that they did have a right to charge for use of the land. Mr. Wotring shared that the county had waived the fee for the soccer club and Terri stated that the soccer club was an entirely different organization. Mr. Wotring clarified that if the lease agreement was not approved, then the schools could not use the land and Terri Robertson confirmed.

Motion Keim Second Ridenour Vote 0 - 5

c. Communication (Information and Discussion)

d. Finance

- i. Recommend the Board approve Schedule of Checks (Enclosure VII.d.i)

Motion Keim Second McCrum Vote 5 - 0

e. Curriculum and Instruction

- i. WVU Upward Bound Activities for 2016-2017 (Enclosure VII.e.i)
- ii. Recommend to approve Memorandum of Understanding for Fairmont State University Teacher Candidates and Student Teachers (Enclosure VII.e.ii)

Motion Ridenour Second McCrum Vote 5 - 0

f. Personnel Matters (Action)

- i. Recommend to approve attached professional personnel actions  
(Enclosure VII.f.i)

Motion McCrum Second Estep Vote 5-0

A motion was made to go into executive session for the purpose of discussing personnel.

Motion Feathers Second Keim Vote 5-0  
Time: 6:32 p.m.

A motion was made to return to regular session.

Motion McCrum Second Keim Vote 5-0  
Time: 6:59 p.m.

- ii. Recommend to approve attached service personnel actions (Enclosure VII.f.ii)

Motion Keim Second McCrum Vote 5-0

g. Policy Adoptions

- i. CTE Embedded Credit – Recommend the Board waive the second reading of this policy and approve. (Enclosure VII.g.i)

Motion McCrum Second Estep Vote 5-0

VIII. New Business

- a. Items for Future Meetings – Mr. Wotring invited the board members to attend the Regional RESA Advisory Board Meeting to be held on September 15, 2016, beginning at 10:00 a.m. in the board meeting room. He also invited them for the brunch that would be prepared by the PHS Pro Start program.

IX. Adjournment

Motion McCrum Second Keim Vote 5-0  
Time: 7:04 p.m.

Clara Estep

President

Stephen G. Wotring

Secretary

PRESTON COUNTY BOARD OF EDUCATION  
KINGWOOD, WEST VIRGINIA 26537

Enclosure VI.a.ii

Minutes

**Present:** Clarissa Estep, President  
George "Jack" Keim, Vice-President  
Robert "Mac" McCrum, Member  
Bob Ridenour, Member  
Pam Feathers, Member

**Other persons in attendance:** Stephen L. Wotring, Superintendent; Craig Schmidl, Arvin Harsh, Elizabeth Wilson, Bill Guthrie, Jennifer Graham, Roy Watkins, Ann Robb, Katrina Kerstetter, Rob Lowe, Crystal Thomas, Jamie Bolyard, Kathleen Ward, Alan Rogers, Carol Riley, Brian Bailey, Michelle Liga, Bradley Martin, James Conley

**Monday, August 8, 2016, following regular board meeting  
Work Session – Levy**

- I. Welcome and Introductions  
President Estep called the Work Session to order at 7:09 p.m.
- II. Committee Reports
  - A. Leadership – Crystal Thomas spoke for the leadership committee. She shared that the committee recommended a 5 – year levy of \$2,000,000 per year that would focus solely on Maintenance. The committee suggested these categories under maintenance: General, Roof Repairs, Heating/Ventilation/Air Conditioning, Operational expenses, equipment, and facility use.
  - B. Public Relations – James Conley represented this committee. He said his committee had spoken of a 3 – year levy and that we should pursue avenues in which we could get advertisement for free.
  - C. Research – Mr. Wotring spoke on behalf of the research committee and stated that this committee could not do much until they knew what was to be included in the levy call. Then, they would get to work gathering information relevant to the levy.

A brief question and answer period followed. By consensus the board voted to place the levy call on the August 22, 2016, board agenda for approval and asked that Katrina Kerstetter work with the lawyer to get everything worded and configured for approval.

President Estep ended the work session at 7:47 p.m.

  
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President

  
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Secretary

# Professional Personnel Agenda

August 8, 2016

## Employ Professional Personnel

Name	Position	Location	Effective Date	Funding Source	Credential
Teets, Benny	Substitute Teacher	County	8/9/16	State Aid/Local	√
Hinchman, Brooke	Substitute Teacher	County	8/9/16	State Aid/Local	√
Riggins, Cynthia	Substitute Teacher	County	8/9/16	State Aid/Local	√
Contic, Michael	Substitute Teacher	County	8/9/16	State Aid/Local	√
Kawalek, Sarah	Substitute Teacher	County	8/9/16	State Aid/Local	√
Culberson, Annette	Substitute Teacher	County	8/9/16	State Aid/Local	√
Sypolt, Kassaundra	Substitute Teacher	County	8/9/16	State Aid/Local	√
Ryan, Nicole	Substitute Teacher	County	8/9/16	State Aid/Local	√
Rehe, Amanda	Substitute Teacher	County	8/9/16	State Aid/Local	√
Poling, Mindy Jo	Substitute Teacher	County	8/9/16	State Aid/Local	√
Martin, Molly	Substitute Teacher	County	8/9/16	State Aid/Local	√
Jenkins, Rhonda	Teacher Mentor	County	8/9/16	State Aid/Local	√
TBD	Special Education Teacher	County Itinerant; current assignment FES		State Aid/Local	
TBD	Spanish Teacher	County Itinerant; current assignment Bruceton/TAEP		State Aid/Local	
TBD	Parent/Community Volunteer Liaison	FES		Title I	

Williams, Jessica	Special Education School Liaison	KES	8/9/16	Special Education	v
Hough, Justin	Special Education School Liaison	PHS	8/9/16	Special Education	v
TBD	Special Education Teacher	PHS		State Aid/Local	
TBD	Special Education Teacher	PHS		State Aid/Local	
TBD	Severe Disabilities Teacher	PHS		State Aid/Local	
TBD	Severe Disabilities Teacher	PHS		State Aid/Local	
TBD	Severe Disabilities Teacher	PHS		State Aid/Local	
TBD	Parent/Community Volunteer Liaison	RES		Title I	TBD
TBD	Special Education Teacher	SPS		State Aid/Local	
Collie, Quentin	English Teacher	TAEP	8/8/16	State Aid/Local	v
Burkett, Samantha <i>done</i>	Preschool Special Needs Teacher	WPS	8/8/16	State Aid/Local	v
Driesbach, Jeanne	Assistant Principal	WPS	8/10/16	State Aid/Local	v

Resignation Request

Name	Position	Location	Effective
Livengood, Lee	Asst. Principal	WPS	8/5/16
Ferguson, Angela	Tutor	WPS	8/1/16
White, Ray	Boys Freshmen Basketball Coach	PHS	8/1/16
Clay, Jennifer	Assistant Girls Soccer Coach	PHS	8/4/16

## Service Personnel Agenda

August 8, 2016

### Employ Service Personnel

Name	Position	Location	Effective Date	Funding Source	Credential
Watkins, Joshua	Mechanic	County	8/8/16	State Aid/Local	√
Goff, Anita	Cook, Half-time	TAEP	8/8/16	State Aid/Local	√
Varner, Rita	Transportation LPN Aide, morning run	TAEP/Aurora	08/11/16	State Aid/Local	√
Varner, Rita	Transportation LPN Aide, afternoon run	TAEP/Aurora	08/11/16	State Aid/Local	√
Lee, Kyle	Bus Operator, LOA	V73	Approximately August 30, 2016- January 30, 2017	State Aid/Local	√
McElwain, Leon	Substitute Bus Operator	County	8/9/16	State Aid/Local	√

### Resignation Request

Name	Location	Position	Effective Date
Spaid, John	County	Bus Operator	08/01/16
Ward, Rudolph	County	Bus Operator	08/04/16