

# MINUTES

## Board of Education for the County of Mingo

110 Cinderella Road, Williamson, WV 25661

Regular Meeting

November 28, 2023, at 5:00 p.m.

### I. Call to order

President McCormick called the meeting to order at 5:04 p.m.

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

**Members of the Press in attendance:** Bruce Justice of the Mingo Messenger; Josh Brown of the Williamson Daily News

**Central Office Staff in attendance:** Beth Daniels, CSBO / Treasurer; (Chief School Business Officer); Tonya Hagy, RN, BSN Lead School Nurse; Rocky Hall, Director of Attendance and Safe Schools; William Hensley, Director of Maintenance; Lesia Sammons, Coordinator of Guidance and Testing; Virginia Taylor-Mounts, Technology Integration Facilitator; Christie Tilley: Coordinator of Parent Involvement; Leah Wireman, Director of Human Resources

### II. Pledge of Allegiance

Mrs. Dearfield-Hannah led the Pledge of Allegiance.

The order of Spotlight on Success was moved.

### III. Spotlight on Success

#### a. MCHS - Lauren Copley and students – winners of the Logo Design, SREB Making Schools Work t-shirt competition

Dr. Branch introduced Ms. Copley and students (Addison Bishop, Sarah Sizemore, and Kiara Workman) from the Graphic Design class at Mingo Central High School. Ms. Copley explained the t-shirt design (that included a gear, the state and a light bulb) for their shirt. Their design was chosen and her class will be making t-shirts for twelve schools in the state to be worn at the 2024 Tech Centers that Work (SREB) National Conference this summer. Pictures were made.

#### b. MCHS - Josh Endicott, Law and Public Safety Instructor, and students who attended event at FBI Academy

Dr. Branch introduced Mr. Endicott and students (Zac Mines and Keaton Hatfield) from the Law and Public Safety class at Mingo Central High School. They were being honored for participation in an event sponsored by the FBI Field office out of Pittsburgh, PA. The students were involved in a variety of scenarios including crime scenes, criminal investigations, collecting fingerprints, etc. Eighteen of our students were selected to attend from the 100 spots available. Pictures were made.

### IV. Delegations

There were no delegations.

**V. Departmental Updates**

**a. Maintenance Report - William Hensley**

Mr. Hensley addressed the Board. Tug Valley has 35% of their projects completed. The auditoriums for TVHS and Burch are 37% complete. The Lenore roof project is about 99% complete. The Tug Valley gym bleachers are nearly completed.

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

Mrs. Daniels gave an update on the fund balances. About 44% of the projected revenues had been received, and about 70% of those had been obligated. The finance department was working on clean-up work from last year and the setting up new projects for this year as they come in.

**c. PERC/Family Engagement Update- Christie Tilley**

Mrs. Tilley addressed the board with a list of things that PERC (Parent Educator Resource Centers) does for students of our county. PERC Parent Assistants coordinate the program at their schools. Those items included but not limited to: distribution of school supplies, Welcome to the World Reading bags for newborns, Attendance incentive 'Frannie the Frog', Dental clinics, Back Packs food program; Hygiene Closets; Kindness Kits; McKinney-Vento Homeless Assistance; Healthy Granfamilies program; and the 'Superintendent's Gold Star Club'.

**d. Curriculum- Dr. Branch and staff**

Dr Branch guided this section. He had a handout regarding Standards in My Math by Nine Weeks. Virginia Taylor-Mounts assisted with the power point presentation that had information about FastForWord.

**e. Safety Update- William Hensley, Lesia Sammons, Tonya Hagy**

Mrs. Sammons led the discussion. A County Safety Team had been formed since the October Safety Conference had taken place in Charleston. They met and had discussed several things that each school could improve upon. A few things suggested were more CPI (Crisis Prevention and Intervention) trainings in the county, being more aware of surroundings, A new 'See Send App', and having more teachers involved especially during student gatherings. Additional training for the newly installed intercom and radio systems had been discussed and in-depth training for the intercom system was in the works. Other things that had been discussed were ID badges being worn and having Visitor lanyards at the schools. There had been many improvements finished including door locks for classrooms and outside doors. Mrs. Hagy noted that school teams would meet on Faculty Senate days, and that a binder had been created and distributed to schools with county procedures, school crisis plans, short emergency plan and a debrief form. Mr. Hensley had met with Homeland Security and visited all of our schools. He was pleased with items we had in place. There would be monthly meetings/debriefings. There were questions discussions and answers. All schools had been updated with cameras.

**f. CTE Updates – Mr. Hoffman**

Mr. Hoffman gave an update on CTE items. His updates included a new Aeronautics program, Industrial Maintenance programs through Southern, how to implement CTE in Middle schools and how to use the STEM program to make students aware of what is available in CTE. Most graduates from the LPN program were working as nurses. He spoke regarding the Options Pathway and GED testing. There were questions and answers. He explained the many ways that technology touches every facet of CTE programs.

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**VI. Consent Agenda**  
**a. Approval of Minutes**  
**1. Minutes of October 17, 2023**

**b. Bills, Transfers, Supplements**  
**1. Payment of Bills**

Bills presented for approval through 11-17-23. The invoice list is available for review during public hours two business days prior to the meeting.

Fund	Amount
Fund 11	\$145,829.58
Fund 41	\$19,965.00
Fund 51	\$864.49
Fund 61	\$212,646.73
Fund 71	\$3,865.56

**2. Budget Transfers**  
Budget Transfers presented for approval

October Transfers	
1	\$ 202,907.92
<b>Total</b>	<b>\$ 202,907.92</b>

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### 3. Budget Supplements

Budget Supplements presented for approval

October Supplements	
1	\$ 2,000.00
2	\$ 75,162.00
3	\$ 5,608.79
4	\$ 136,650.00
5	\$ 778,843.00
6	\$ 1,252,811.32
7	\$ 9,194.00
8	\$ 5,000.00
9	\$ 4,402.00
10	\$ 1,500.00
11	\$ 93,391.00
12	\$ 103,227.00
13	\$ 12,758.65
14	\$ 3,936.35
15	\$ 5,000.00
16	\$ 39,005.00
17	\$ 95,192.00
18	\$ 58,447.00
19	\$ 123,194.00
20	\$ 6,104.10
<b>Total</b>	<b>\$ 2,811,426.21</b>

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### c. Personnel Actions

#### 1. PROFESSIONAL PERSONNEL

##### a. New Employment into Existing Position

- i. ~~Cassandra Griffith LPN Instructor MCELC (effective November 29, 2023)~~
- ii. Larry Hall substitute teacher MCS (effective November 29, 2023)
- iii. Georgia Michelle Hynd substitute teacher MCS (effective November 29, 2023)
- iv. Leety Beverly substitute teacher MCS (effective November 29, 2023)
- v. Jennifer Gilbert substitute teacher MCS (effective November 29, 2023)

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##### b. Transfer into Existing Position

- i. Virginia Conley teacher / grade 2 MK8 to teacher / TITLE 1 (effective July 1, 2024)

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##### c. Resignation

- i. Rachael Dannielle Copley Counselor MK8 (effective January 2, 2024)
- ii. LuAnn Browning teacher / Special Education GK8 (effective November 6, 2023)

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##### d. Request for Leave of Absence

- i. Teresa Melaine Hall teacher / social studies MK8 (~~10/13/2023~~ 10-31-2023- 11/27/2023)
- ii. Brittney Baisden teacher / math TVHS (12/8/2023 - 1/30/2024)

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- 156                   iii. Cynthia Glasscock teacher / special education GK8 (12/7/2023-01/08/2024)

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158 **2. PROFESSIONAL EXTRACURRICULAR ASSIGNMENTS**

159 **a. New Employment for School year 2023-2024**

- 160           i. Catlin Sturgell Assistant Coach / girls basketball WK8 (effective November 29, 2023)
- 161           ii. Pamela Chapman Coach / Volleyball WK8 (effective November 29, 2023)
- 162           iii. Crystal Canterbury Parent / Community Engagement and Communication Coordinator
- 163                 LK8 (effective November 29, 2023)
- 164           iv. Danielle Davis Equipment Manager Cheer MK8 (effective November 29, 2023)
- 165           v. Brandon Hubert Equipment Manager Softball (effective November 29, 2023)
- 166           vi. Curtis Collins Assistant Coach / girls basketball KK8 (effective November 29, 2023)
- 167           vii. Whitney Ooten Assistant Coach / Girls Basketball TVHS (effective November 29, 2023)
- 168           viii. Makayla May Assistant Coach / Girls Basketball TVHS (pending certification)
- 169           ix. Samantha Dotson Yearbook Sponsor LK8
- 170           x. Gabriel Varney Archery TVHS (effective November 29, 2023)

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172 **b. Resignations**

- 173           i. Rachel Siggers Coach / Volleyball WK8 (effective October 23, 2023)
- 174           ii. Brad Rawls Assistant Coach / boys basketball GK8 (effective October 17, 2023)
- 175           iii. Seth Ooten Coach / Baseball KK8 (effective November 2, 2023)

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177 **3. SERVICE PERSONNEL**

178 **a. New Employment into Existing Position**

- 179           i. Austin York substitute bus operator MCS (effective November 29, 2023)
- 180           ii. Jennifer Stepp substitute cook MCS (effective November 29, 2023)
- 181           iii. Breana Dotson substitute cook MCS (effective November 29, 2023)
- 182           iv. Michaela Blankenship cook MCS (effective November 29, 2023)
- 183           v. Ethan Noe substitute custodian MCS (effective November 29, 2023)
- 184           vi. Melinda Bragg substitute aide MCS (effective November 29, 2023)
- 185           vii. Jessica Preece substitute aide MCS (effective November 29, 2023)
- 186           viii. Laura Perry substitute aide MCS (effective November 29, 2023)
- 187           ix. Ashley Tolley substitute aide MCS (effective November 29, 2023)
- 188           x. Kaylee Fabin substitute aide MCS (effective November 29, 2023)
- 189           xi. Michelle Dillon substitute aide MCS (effective November 29, 2023)
- 190           xii. Kimberly Catron substitute aide MCS (effective November 29, 2023)
- 191           xiii. Briana Blankenship substitute aide MCS (effective November 29, 2023)
- 192           xiv. Misty Varney substitute aide MCS (effective November 29, 2023)
- 193           xv. Catlin Clevenger substitute aide MCS (effective November 29, 2023)
- 194           xvi. Felicity Runyon substitute aide MCS (effective November 29, 2023)
- 195           xvii. Abigail Williams substitute aide MCS (effective November 29, 2023)
- 196           xviii. Brandi Williamson substitute aide MCS (effective November 29, 2023)
- 197           xix. Jacob Williamson substitute mechanic MCS (effective November 29, 2023)

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199 **b. Transfer into Existing Position**

- 200           i. Brandon Colegrove Custodian III MCHS to Custodian IV LK8 (effective November 29,
- 201                 2023)

ii. Dwight Stepp Bus Operator (Tug Valley Area) to Bus Operator (Matewan Area) (effective November 29, 2023)

iii. Ellen Newsome substitute cook MCS to substitute aide MCS (effective November 29, 2023)

**c. Request for Leave of Absence**

i. Joseph Howard Director of Transportation (~~December 12, 2023~~ November 20, 2023 - December 28, 2023)

**d. Supervisory Aide Agreement for 2023-2024 (service)**

i. Julius Hatcher - WK8

ii. Wendy Barker - WK8

**4. Mingo County Schools Volunteers 2023-2024**

i. Leona Newsome

ii. Shandale Dotson

iii. Fatoshia Browning

iv. Ashley Mullins

v. Ashley Dixon

vi. Shane Justice

vii. Alisha Deskins

viii. Andrea Csanyi

ix. Madison Vance

x. Nathan Toblin

xi. Chelsea Reynolds

xii. Natalie Taylor

xiii. Angela Fletcher

xiv. Tina Evans

xv. Katie Baisden

xvi. Shawna Ashton Dotson

xvii. Savannah Cline

xviii. Stevie Dawn Cline

xix. Emily StClair

xx. Tiffany Hawks

xxi. Allison Cox

xxii. Autumn Asbury

xxiii. Brookelyn Warden

xxiv. Lauren Jude

xxv. Brittany Christian

xxvi. Stacey Marcum

xxvii. Angel Estep

xxviii. Bridgette Newsome

xxix. Hillary Altizer

xxx. Teresa Rasmey

xxxi. Alisha Toler

xxxii. Billy Brian Haney

xxxiii. Courtney Yates

***End Consent Agenda***

Mrs. Wireman had a few updates/changes to the Consent Agenda. From page 2 of the agenda c. Personnel Actions, 1. PROFESSIONAL PERSONNEL, a. New Employment into Existing Position, ~~item i. Cassandra Griffith LPN Instructor MCEL (effective November 29, 2023)~~ was to be struck; From page three, d. i. Teresa Melaine Hall teacher / social studies MK8 (~~10-13-2023~~ 10-31-2023 – 11-27-2023) to correct the date; from page four of the agenda item b. Transfer into Existing Position ii. Dwight Stepp Bus Operator (Tug Valley Area) to Bus Operator (Matewan Area) (effective November 29, 2023); and item c. Request for Leave of Absence i. Joseph Howard Director of Transportation (~~December 12~~ November 20- December 28, 2023)

Mr. Baisden made the motion to approve the consent agenda. Mr. Slone seconded that motion. The motion carried with a vote of 5/0.

263 **VII. General Considerations**

264 **a. Discussion and possible action regarding the adoption of policies (66ct) that are out for public**

265 **comment**

266 Dr. Branch addressed this item and stated that no comments had been made for any of the policies out for

267 public comment. There were more updates being worked on and those would be brought before the Board in a

268 future Board meeting.

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270 Mr. Preece made the motion to approve the policies that had been out for public comment. Mr. Baisden

271 seconded that motion. The motion was approved with a vote of 5/0.

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273 **b. Discussion and Possible action regarding computer purchase from TFS Grant**

274 Dr. Branch address this item. TFS grant was Tools For Schools. This purchase would upgrade Chromebooks for

275 several grade levels in our K-8 schools. The purchase amount was \$123,194.00

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277 Mr. Preece made the motion to approve the purchase of the Chromebooks. Mrs. Dearfield-Hannah made the

278 second. The motion carried with a vote of 5/0.

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280 **c. Discussion and possible action regarding the WV Board of Treasury Investment**

281 Mrs. Daniels spoke regarding the WV Treasury Investment program. Information was given out in the recent

282 workshop. The investment is a low risk. In August the return was about 4.5%. There were questions and

283 answers. The rates fluctuate and they are monitored daily.

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285 Mr. Preece made the motion to approve this item. Mr. Baisden seconded that motion. The motion passed with

286 a vote of 5/0.

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288 **d. Discussion - LSIC Presentation Format**

289 There were comments. Dr. Branch was to update parts of the presentation format and email it to the members

290 for any changes/comments.

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292 **e. Discussion and Possible Action for - TVHS HVAC Project Change Order #2 for \$118,812.68 funding**

293 **source ARP ESSER**

294 **1. COR #5 – Replace duct board in the auditorium/stage at Burch PK8 = \$84,222.41**

295 **2. COR #6 – Replace second and first floor ceiling corridors = \$34,590.27**

296 Mr. Baisden made the motion to accept the change order #2 for parts one and two. Mr. Preece seconded that

297 motion. The motion carried with a vote of 5/0.

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299 The document was signed.

300

301 **f. Discussion and possible action regarding the development and possible adoption of Board Goals (from**

302 **11-6-23)**

303 Five Board goals were set.

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305 **VIII. Board Member Comment Period**

306 Most members had comments.

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308 **IX. Superintendent's Update**

309 Dr. Branch reported on several things that taken place or would be happening this school year.

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311 **X. Adjournment**  
312 Mr. Baisden made the motion to adjourn. Mr. Slone made the second.  
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314 The time was 8:19 p.m.  
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317 **Next Regular Meeting**  
318 **December 19, 2023**