

# Minutes

## Board of Education for the County of Mingo

110 Cinderella Road  
Williamson, West Virginia 25661

### Regular Meeting

July 9, 2019 at 5:00 p.m.

#### I. Call to Order

President Sabrina Grace called the meeting to order. The time was 5:05 p.m.

**All Board Members were present:** Robert Starr, Vice President James Baisden, John W. Preece, President Sabrina Grace and Tom Slone. Superintendent Donald Spence attended.

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

#### Central Office staff in attendance: Central Office Staff –

Johnny Branch, Assistant Superintendent; Beth Daniels, CSBO / Treasurer; (Chief School Business Officer); Rocky Hall, Director of Human Resources; William Hensley, Director of Maintenance; Jessica Houck, Math Instructional Coach; Dr. Sabrina Runyon, Director of Early Learning Programs; Virginia Taylor-Mounts, Technology Integration Facilitator;

#### II. Pledge of Allegiance

Mr. Slone led the pledge of allegiance.

#### III. Delegation(s)

There were no delegations.

#### IV. Consent Agenda

##### a. Approval of Minutes

- i. Minutes of June 11, 2019 - **Attachment M6-11**

##### b. Bills, Transfers, Supplements

##### i. Payment of Bills – **Attachment F1 (multiple)**

- Bills presented for approval through June 11, 2019. The invoice list is available for review during public hours two business days prior to the meeting.

	Amount
BB&T Card	\$2,798.04
Fund 11 (2)	\$37,000.00
Fund 11	\$48,987.81
Fund 41	\$14,420.00
Fund 51	\$588,045.87
Fund 61	\$171,506.38
Maintenance	\$34,301.78
P Card	\$104,002.80
Transportation	\$102,262.81
Utilities	\$106,595.89

**i. Budget Transfers - Attachment F2**

▪Budget Transfers presented for approval

Transfers	June	\$579,153.78
	June	\$200,000.00
	June	\$35,467.80
	June	\$10,000.00
	June	\$10,000.00
	June	\$1,000.00
	June	\$31,211.52
	June	\$115,268.37
	June	\$8,954.76
	June	\$3,504.00
	June	\$1,782.82
	June	\$153,579.57
	June	\$346,463.99
	June	\$95,242.25
	June	\$12,871.36
	June	\$16,422.38
	June	\$62,150.20
	June	\$1,362.89
	June	\$22,461.41
	June	\$14,420.00
	June	\$243,053.00
	TOTAL	\$1,964,370.10

**iii. Budget Supplements – Attachment F3**

▪Budget Supplements presented for approval

Supplements		
	June	\$30,000.00
	June	\$50,234.00
	June	\$2,000.00
	June	\$50,000.00
	June	\$1,500.00
	Total	\$133,734.00

**c. Personnel Actions**

**1. PROFESSIONAL PERSONNEL**

**a. New employment or transfer into existing positions**

- i. Taylor Nicole Bailey substitute teacher MCS (effective July 10, 2019)
- ii. Walt Cline from teacher / special education BK8 to coordinator of special education transitions MCS Itinerant (effective July 10, 2019)
- iii. Edith Michelle Ford teacher / options pathway-academic support MCHS to teacher / alternative education MELC (effective date July 10, 2019)

**b. New employment**

- i. Mark Blackburn teacher / special education LK8 (effective July 10, 2019)
- ii. Courtney Case teacher / grade 4 MK8 (effective July 10, 2019)
- iii. Joshua Endicott teacher / Law and public safety MCHS (effective July 10, 2019) (pending certification)

- iv. Lisa Estep teacher / grades k-6 LK8 (effective July 10, 2019)
- v. Phillip Nathaniel Mitchell teacher health / pe MCHS (effective July 10, 2019)
- vi. Lisa J. Justice teacher / grade 1 WK8 (effective July 10, 2019)
- vii. Tracey McCartney teacher / grade 3 LK8 (effective July 10, 2019)

**c. Resignation**

- i. Paul Douglas Martin Teacher / Graphic Design MCHS (effective June 30, 2019)
- ii. Bradley Thomas Brown Teacher / Music MK8 (effective June 27, 2019)
- iii. Channing Daniels school psychologist MCS (effective July 5, 2019)
- iv. Sam Fields teacher / music KK8 (effective June 7, 2019)
- v. Kristie Ball teacher / pre-k (special needs) MK8 (July 1, 2019)

**d. Create Position**

- i. Social Worker MCS (for 2019-2020 school year)
- ii. Teacher / title I WK8 (for 2019-2020 school year)

**e. Retirement**

- i. Deborah Lynn Shannon teacher / science GK8 (effective June 30, 2019)

**f. Terminations**

- i. Nicole Speakman Substitute Teacher (LPN Instructor) Phlebotomy, and ECG Instructor MELC (effective July 10, 2019) (failed to get certified)

**2. PROFESSIONAL EXTRACURRICULAR ASSIGNMENTS**

**New assignments 2019-2020 School year**

**a. New employment**

- i. Eric Davis Athletic director LK8 (effective July 10, 2019)
- ii. Felicia Messer coach, girls soccer LK8 (effective July 10, 2019)
- iii. Daniel Todd Slone II coach, ~~boys girls~~ soccer BK8 (effective July 10, 2019) (pending certification)
- ~~iv. Roger Staton assistant coach, baseball MK8 (effective July 10, 2019)~~
- v. Danielle Erwin assistant coach, volleyball MK8 (effective July 10, 2019)

**b. Part-Time Extracurricular**

- i. Gina Hicks teacher / special education for extended school year (effective June 12, 2019)

**c. Resignations**

- i. Jimmy Vance assistant coach, football BK8 (effective June 7, 2019)

**3. SERVICE PERSONNEL**

**a. New employment into existing position**

- i. Rhonda Colegrove bus operator (Tug Valley area) (effective July 10, 2019)
- ii. Eric Davis welder / general maintenance MCS (effective July 10, 2019)
- iii. Nannie Caroline Spence Executive Secretary (Transp) (effective July 10, 2019)

**b. New employment or transfer into existing position**

- i. Kimberly Dixon from ~~aide / early childhood classroom assistant teacher~~ aide/autism mentor, BK8 to aide / early childhood classroom assistant teacher MK8 (effective July 10, 2019)

**c. Leave of Absence**

- i. Teddy May bus operator MCS (effective July 1, 2019 through June 10, 2020)

***End Consent Agenda***

Rocky Hall had the following corrections to make to the consent agenda:

**\*Pg 2 - c. Personnel Actions, 1. PROFESSIONAL PERSONNEL, c. Personnel Actions, a. New employment or transfer into existing positions,** iii. Edith Michelle Ford teacher / options pathway-academic support MCHS to teacher / alternative education MELC add effective date of July 10, 2019;

**\*Page 3 - 2. PROFESSIONAL EXTRACURRICULAR ASSIGNMENTS, New assignments 2019-2020 School year,**  
**a. New employment,** iii. Daniel Todd Slone II coach, ~~boys~~ soccer BK8 (effective July 10, 2019) (pending certification) should read girls soccer coach; And item iv. Roger Staton assistant coach, baseball MK8 (effective July 10, 2019) should be struck from the agenda.

**b. New employment or transfer into existing position,** i. Kimberly Dixon from aide / early childhood classroom assistant teacher BK8 to aide / early childhood classroom assistant teacher MK8 (effective July 10, 2019) it should read aide/autism mentor instead of aide / early childhood classroom assistant teacher .

**c. Leave of Absence** i. Teddy May bus operator MCS (effective July 1, 2019 through June 10, 2020) should read mechanic, not bus operator.

There were questions and answers on other parts of the agenda.

Mr. Preece made a motion to accept the consent agenda. Mr. Starr seconded that motion. The motion carried with a vote of 5/0.

#### **V. Departmental Updates**

##### **a. Treasurer's Report – Beth Daniels – Attachment U1**

Ms. Daniels presented the report to the Board. There were questions and answers.

Mr. Starr made a motion to accept the Treasurer's Report as presented. Mr. Slone seconded that motion. The motion carried with a vote of 5/0.

##### **b. Maintenance Report – William Hensley – Attachment U2**

Mr. Hensley presented the report to the Board. There were questions and answers.

##### **c. Curriculum Department – Report out on Model School's Conference**

Dr. Branch addressed the Board with a report from the Model School Conference. Others who spoke on the National training were Jessica Houck, Math Instructional Coach; Virginia Taylor-Mounts, Technology Integration Facilitator; and Justin Crawford, Physical Education / Health teacher from Tug Valley High. Some of the topics covered at the conference were the social and emotion aspects of education, instructional and organizational Leadership, blended Learning (Technology) with teacher being most important part; Rigor and Relevance Framework (Blooms Taxonomy) and the culture of the school.

Our Teachers were appreciative for having the opportunity to attend. They had new experiences (uber, metro, etc.). Our teachers were able to bond with other fellow teachers in the county.

#### **VI. General Considerations**

##### **a. Discussion and possible action regarding approval of the Pre-K calendar for the 2019-2020 school year - Dr. Sabrina Runyon**

Dr. Runyon addressed the Board with the proposed Pre-K calendar. There was a handout.

Mr. Starr made the motion to approve the Universal Pre K Service Calendar for the 2019-2020 school year. Mr. Preece seconded that motion. The motion carried with a vote of 5/0.

**b. Discussion and possible action on the approval and purchase of food supplies from US foods Premier GPO and for United Dairy by the Child Nutrition Department for the 2019-2020 school year – Kay Maynard**

Mr. Spence addressed the Board. These companies are the same companies we have used for years and and by purchasing in these cooperatives we are assured the lowest prices we can get for our milk.

Mr. Preece made a motion to approve the purchase of food supplies from US food Premier GPO and United Dairy. Mr. Baisden seconded that motion. The motion carried with a vote of 5/0.

**c. Discussion and possible action in approving MOU with Mingo County 4-H program**

Mr. Spence addressed the Board. This MOU allows the F-H program to operate within Mingo County. The MOU is to be signed annually. It authorizes the Extension Service to be in Mingo County.

Mr. Slone made the motion to approve the MOU with the Mingo County 4-H. Mr. Preece seconded that motion. The motion carried with a vote of 5/0.

The document was signed.

**d. Discussion and possible action regarding the employee deduction schedule plan for PEIA.  
- Beth Daniels**

Ms. Daniels had been asked to find a way to avoid having PEIA taken out twice in the months of April and May. That can be done - the total premium would need to be divided by 10 and be taken out the 15<sup>th</sup> of each month from September to June. (That 10-month premiumt would be a little larger than the premium taken out now.)

There was discussion. It was decided to table this until the workshop, to put this out on comment, and report the results at the August 6, 2019 workshop. Board members wanted to make employees aware and to give their thoughts.

Mr. Starr made a motion to table the discussion on the PEIA plan until the next meeting (August 6, 2019), and to put it out for comment. Mr. Baisden seconded that motion. The motion carried with vote of 5/0.

**e. Discussion and possible action on amending Policy 4120.4 "Employment of Substitutes"**

Mr. Spence addressed the Board. The amended policy requires service substitutes to answer and work calls 50% of the time instead of the one time in a nine week period. The policy states:

"It is expected that substitute employees will be available and accept offered assignments. The unavailability of a substitute employee or the refusal of offered assignments at excessive levels regardless of the reasons for availability or refusal has a detrimental effect upon the efficient operation of the school system. However, in recognition of the occurrence of a reasonable number of circumstances beyond the control of a substitute employee, a determination has been made to require substitute service employees to accept a minimum of 50% of all assignment calls during the school year. To determine compliance with this policy, the percentage will be reviewed at the end of each nine weeks. Upon any review when 50% of all calls have not been accepted, a warning letter will be issued to the employee. Any subsequent review that shows that a substitute service employee has not accepted 50% of all assignment calls, an employee will receive notice by certified mail that the Superintendent will be presenting his or her name to the Board for termination. A substitute employee who is terminated under the terms of this policy shall not be eligible for employment with Mingo County Schools in any capacity for a period of two years following the date of termination. Retired service personnel serving as substitutes are exempt from meeting the minimum assignment calls.

209 Mr. Preece made a motion to approve Policy 4120.4 "Employment of Substitutes" as amended. Mr. Starr  
210 seconded that motion. The motion carried with a vote of 5/0.

211

212 **VII. Board Member Comment Period**

213 Each Board member made comments.

214

215 **VIII. Superintendent's Update**

216 \*The Gilbert Elementary School auction is July 11, 2019 at 11 a.m.

217 \*Phase 2 at the Gilbert Pre K-8 school is about 50% complete. All the material is on-site and ready to go.

218 \*Mr. Spence announced we are in the last stages of completing a project of having police officers in both of  
219 our high schools. The paperwork should be signed within the month.

220

221 **Adjournment**

222 Mr. Starr made the motion to adjourn. Mr. Slone seconded that motion. The motion carried with a vote of  
223 5/0. The time was 7:07 p.m.

224

225

226 ***Next Regular Meeting***

227 August 20, 2019