

**Summers County Board of Education**  
**Regular Meeting MINUTES (Page 1 of 6)**  
**September 14, 2011**  
**10:00 a.m.**

**I. Roll Call**

The Summers County Board of Education met in a regular meeting on September 14, 2011 at 10:00 a.m. in the board office conference room with Ms. Sue Angell, board president, presiding over the meeting with the following board members present: Mr. David Ballard, Dr. Deborah Clark, James Withrow and Mrs. Jean Gore.

Other staff members present: Mrs. Vicki Hinerman, *Superintendent*; Dr. Sarah Brown, *Director of Curriculum*; Mr. David Quisenberry, *Director of Attendance*; Mrs. Jennifer Farley, *Business Manager*; and Mr. Jay McBride, *Transportation Director*.

Principals attending: Ms. Gaye Shaver, *Principal, Talcott Elementary School*; Dr. Harvey, *Principal, Jumping Branch Elementary School*; Mr. Michael Tabor, *Principal, Hinton Area Elementary School*; and Mr. Kitrick Drunan, *Principal, Summers Middle School*.

**2. Invocation/Pledge of Allegiance**

The invocation was given by Mr. Withrow and followed by the "Pledge of Allegiance."

**3. Approval of Agenda**

Upon a motion by Mr. Ballard, seconded by Mrs. Gore and by unanimous vote, the agenda was approved.

**4. Approval of Minutes**

Upon a motion by Mr. Withrow seconded by Mr. Ballard and by unanimous vote, the following minutes were approved:

< August 16, 2011, Regular Meeting

**5. Appearance**

Ms. Billie Jo Pauley appeared before the board and requested for her two children to be released from Summers County Schools to attend Greenbrier County Schools

<Mr. Hamilton (no show)

<Ms. Billie Jo Pauley (present)

<Audrey Brown (no show)

**6. Discussion and/or Action Concerning Out of County Transfer**

Upon a motion by Mr. Withrow, seconded by Mrs. Gore and by unanimous vote, the board approved the out of county transfer request from Ms. Billie Jo Pauley, permitting her two children to be released from Summers County Schools to attend Greenbrier County Schools, as recommended by the superintendent.

The board took no action on the following out of county transfer request:

<Request for Jasmine Brown, Kimberly Brown, Michael Brown, Destiny Brown and Markus Brown to attend Monroe County Schools

**7. Presentation**

None, no action taken

**8. Discussion of Current Issues**

<REACH has employed a truancy diversion specialist, Megan Cline, who will meet with the Attendance Director at the board office.

<Mr. Quisenberry and Mr. Houchins have agreed to go to the meeting concerning Frontline. Dr. Clark and Mrs. Gore will also attend.

<The board discussed the overcrowding at Hinton Area Elementary and the possible relocation of the 5<sup>th</sup> grade class at the beginning of the 2012-13 school year.

**9. Personnel**

Upon a motion by Dr. Clark, seconded by Mr. Ballard and by unanimous vote, the board approved the resignation requests, as presented, from the following employees, as recommended by the superintendent:

**<Resignation**

- <John Woodrum, Half-time Custodian III/Warehouse Clerk, Summers County Schools, 230 one-half days, state scale, effective at the end of the work day, Friday, August 19, 2011
- <Allison St. Clair, Coordinator and Instructor of the LPN Program, 240 days, state scale plus \$300.00 per month supplement, effective at the end of the work day, Wednesday, August 17, 2011
- <Lee Roy Ward, substitute bus operator, as needed, state scale, effective immediately

**10 . Approve Employment of Professional Personnel**

Upon a motion by Mr. Ballard, seconded by Mr. Withrow and by unanimous vote, the board approved employment of the following professional personnel, as recommended by the superintendent:

- <1st Grade Teacher at HAE, remainder of the 2011-2012 school term, (200 days thereafter), state scale, Sara Wallace, pending WV certification and a clean record check, effective 9/14/11
- <ABE Basic Skills Computer Instructor, 2011-2012 school term, as needed basis, \$19.00 per hour, Marie Coleman
- <Coordinator and Instructor of the LPN Program, remainder of the 2011-2012 school term, (240 days thereafter), state scale plus \$300.00 per month supplement, Brenda Martin, effective 9/1/11
- <Itinerant Multi-Categorical MI/LD/BD and Autism Teacher at Talcott Elementary and Jumping Branch Elementary, \_\_\_\_\_
- <Multi-Categorical MI/LD/BD and Autism Teacher at SCHS, remainder of the 2011-12 school term, state scale, \_\_\_\_\_
- <Credit Recovery Tutor at SCHS, remainder of the 2011-12 school term, as needed, not to exceed 90 hours, \$23.00 per hour, \_\_\_\_\_
- <Instructor for the LPN Program, remainder of the 2011-12 school term, (240 days thereafter) state, scale, \_\_\_\_\_
- <Mentor Teachers during the 2011-2012 school term, \$600.00
  - <Summers County High School
    - \_\_\_\_\_ Gaye Shaver for Assistant Principal, Karla Gunnoe
    - \_\_\_\_\_ Gaye Shaver for Assistant Principal, Wayne Ryan
    - \_\_\_\_\_ Sharon Farley for English Teacher, Sarah Blevins
    - \_\_\_\_\_ Jill Lilly for Spanish Teacher, Jessica Herrick
    - \_\_\_\_\_ Robert Mazzella for Family & Consumer Sciences Teacher, Kristi Jacobson
    - \_\_\_\_\_ Kathy Blevins for Itinerant PE/Health Teacher, Brian Cooper
  - <Summers Middle School
    - \_\_\_\_\_ Gaye Shaver for Assistant Principal, Susie Hudson
    - \_\_\_\_\_ Susie Hudson for Keyboarding/Word Processing Teacher, Marlena Gill
    - \_\_\_\_\_ Kathy Lamb for Math Teacher, Sarah Cline
  - <Hinton Area Elementary
    - \_\_\_\_\_ Angela Gumm for Pre-K Teacher, Allysha Crawford
    - \_\_\_\_\_ Kay Westfall for Kindergarten Teacher, Lindsay Cales
    - \_\_\_\_\_ Connie Buckland for 1<sup>st</sup> Grade Teacher, Katrina Angell
    - \_\_\_\_\_ Karla Tabor for 1<sup>st</sup> Grade Teacher, Sara Wallace
    - \_\_\_\_\_ Patricia Stacklin for 2<sup>nd</sup> Grade Teacher, Silene McKinney
    - \_\_\_\_\_ Diana Price for 5<sup>th</sup> Grade Teacher, Stacy Basham
  - <Talcott Elementary
    - \_\_\_\_\_ Nellie Cottle for 1<sup>st</sup> Grade Teacher, Renae Jones
  - <ABE/WV Works Program
    - \_\_\_\_\_ Susie Hudson for Tommy Ward

**11. Approve Extra Curricular Contracts**

Upon a motion by Dr. Clark, seconded by Mrs. Gore and by unanimous vote, the board approved the following extra curricular contracts, as recommended by the superintendent:

- <Experiential Learning Coordinator, aka, Work Based Learning Coordinator, 2011-2012 school term, not to exceed 70 hours, September 23, 2011 - June 30, 2012, \$23.00 per hour, *Bob Mazzella*
- <Alternative Education Teachers (after school), 4 days per week (Monday through Thursday) from 4:00 p.m. until 7:00 p.m. as needed basis, \$23.00 per hour, *Ellen Holt and Martha Holt*

**12. Rescind Previous Employment**

Upon a motion by Mr. Withrow, seconded by Mrs. Gore and by unanimous vote, the board approved to rescind the following previous employment, as presented from the following employee, as recommended by the superintendent:

- <Drama Coach, Talcott Elementary, 2011-2012 school term, not to exceed 80 hours, \$23.00 per hour, *Gaye Shaver*

**13. Approve Employment of Drama Coach**

Upon a motion by Dr. Clark, seconded by Mr. Ballard and by unanimous vote, the board approved employment of the following drama coach, as recommended by the superintendent:

- <Drama Coach at Talcott Elementary, 2011-2012 school term, \$23.00 per hour, not to exceed 80 hours, per school year, *Linda Knott*

**14. Approve Employment of Substitute Professional Personnel**

Upon a motion by Mr. Withrow, seconded by Mrs. Gore and by unanimous vote, the board approved employment of the following substitute professional personnel, as recommended by the superintendent:

- <*Allison St. Clair*, as needed, School of Practical Nursing, retroactive, August 18, 2011 - September 20, 2011, statescale
- <*Edward LillyII*, substitute teacher as needed, 2011-2012 school term, state scale.

**15. Approve Student Teacher Placement**

Upon a motion by Mrs. Gore, seconded by Mr. Withrow and by unanimous vote, the board approved the following student teacher placement, as recommended by the superintendent:

- <Western Governors University  
Beginning January 2012 for 12 weeks

Name	School	Content Area	Grade Level
Pamela Mounts	Jumping Branch	Elem Ed/Multi-Subject	Preferred 4-5

**16. Approve Employment of Service Personnel**

Upon a motion by Mr. Withrow, seconded by Mrs. Gore and by unanimous vote, the board approved employment of the following service personnel, as recommended by the superintendent:

- < Half-time Custodian III/Warehouse Clerk, Summers County Schools, remainder of the 2011-2012 school term, (230 one-half days thereafter), state scale *Larry Cochran*, effective 9/14/11

**17. Approval of Volunteers**

Upon a motion by Mrs. Gore, seconded by Mr. Ballard and by unanimous vote, the board approved the following volunteers, as recommended by the superintendent:

- <*Kristen Koenig and Vaden (Pete) Tabor* for Hinton Area Elementary

**18. Approval of Contractual Agreement**

Upon a motion by Mr. Withrow, seconded by Mr. Ballard and by unanimous vote, the board approved the following contractual agreement, as recommended by the superintendent:

<City National Bank Cash Management Proposal and Agreement to Provide Child Nutrition Centralized Billing Services

**19. Approval of Amended Contract**

Upon a motion by Mrs. Gore, seconded by Mr. Withrow and by unanimous vote, the board approved the following amended contract, as recommended by the superintendent:

<\$1,500 per year supplement on 2<sup>nd</sup> probationary contract for *Danielle Stump*

**20. Approve Policies To Be Placed on Review**

Upon a motion by Mr. Withrow, seconded by Dr. Clark and by unanimous vote, the board approved the following policies to be placed on review, as recommended by the superintendent:

<IV-H-1 Drug Free Workplace Policy  
<VI-E-1 Exam Exemption Policy

**21. Approval of Agreement Between Summers Nursing and Rehabilitation Inc. and Summers County High School**

Upon a motion by Mr. Withrow, seconded by Mrs. Gore and by unanimous vote, the board approved the agreement between Summers Nursing and Rehabilitation Inc. and Summers County High School, as recommended by the superintendent.

**22. Approval of Agreement Between Summers Nursing and Rehabilitation Inc. and Summers County School of Practical Nursing**

Upon a motion by Mr. Withrow, seconded by Dr. Clark and by unanimous vote, the board approved the agreement between Summers Nursing and Rehabilitation Inc. and Summers County School of Practical Nursing, as recommended by the superintendent.

**23. Set Dates/Times/Places for Board Meetings for October, 2011 and Last Meeting in September, 2011**

Upon a motion by Mr. Withrow, seconded by Mr. Ballard and by unanimous vote, the board approved the following dates/times/places for board meetings for October, 2011 and last meeting in September, 2011, as recommended by the superintendent.

<September 28, 2011 at 10:00 a.m. in the auditorium at Summers County High School  
<October 12, 2011 at 10:00 a.m. in the conference room at the Summers County Schools Board Office  
<October 27, 2011 at 6:00 p.m. in the conference room at the Summers County Schools Board Office

**24. Approval of Annual Financial Statement of the Summers County Board of Education as of and For the Fiscal Year Ended June 30, 2011**

Upon a motion by Mr. Withrow, seconded by Mr. Ballard and by unanimous vote, the board approved the annual financial statement of the Summers County Board of Education as of and for the fiscal year ended June 30, 2011, as recommended by the superintendent.

**25. Approval for Concord University to Use the Facilities of Hinton Area Elementary to Conduct a Class for Interested Summers County Teachers**

Upon a motion by Dr. Clark, seconded by Mr. Ballard and by unanimous vote, the board approved for Concord University to use the facilities of Hinton Area Elementary to conduct a class for interested Summers County teachers, as recommended by the superintendent.

**26. Approve In Coming Student Request**

Upon a motion by Mr. Ballard, seconded by Mrs. Gore and by unanimous vote, the board approved the following incoming student request, as recommended by the superintendent.

<Request for MacKenzie L. Bridges to attend Summers County Schools from Mercer County Schools

**27. Discussion and/or Action on Setting Goals for the Superintendent**

Upon a motion by Mr. Withrow, seconded by Mr. Ballard and by unanimous vote, the board set the following 2011-2012 goals/time-lines for the superintendent:

**Section 1  
Goal Setting and Evaluation Instrument  
Superintendent Performance Evaluation Form  
(Goal-Setting Instrument)**

GOALS	TIME-LINE	HOW EVALUATED	EXCEED GOAL	MEETS GOAL	DOES NOT MEET GOAL
1. Achievement: To increase student performance through instructional improvement brought about by administrative walk throughs.	2/15/12	Walk through training reports and walk through data from principals showing improvement in instructional techniques.			
2. Attendance: To increase attendance through the use of a truancy diversion worker in cooperation with the attendance director and principals.	2/15/12	Monthly attendance reports showing average daily attendance for each school and plans established by the attendance director and the truancy diversion worker.			
3. Activity: To increase the activity of students by 15 minutes per day.	2/15/12	Reports from principals listing innovative ways that are being used to increase activity. Monitoring reports documenting increased activity.			

**28. Discussion and/or Action Concerning Bid on the Ramp at Hinton Area Elementary**

<Upon a motion by Mr. Withrow, seconded by Mr. Ballard and by unanimous vote, the board approved to give Superintendent Hinerman authority to accept the low bid within the budget concerning the ramp at Hinton Area Elementary.

**29. Discussion and/or Action Concerning Facilities Project**

<None, no action taken

**30. Informational Items**

Mr. Quisenberry presented to the board members the 1<sup>st</sup> month attendance report (08/22/11-09/01/11) showing students totaling 1,578. Mr. Quisenberry noted that we are up by 16 students.

**31. Approval of Bills**

Upon a motion by Mr. Withrow, seconded by Mr. Ballard and by unanimous vote, the board approved bills for payment, (See Appendix A), as presented, as recommended by the superintendent.

**32. Transfers and Supplements**

None, no action taken

**33. Adjournment**

Upon a motion by Dr. Clark, seconded by Mr. Ballard and by unanimous vote, the meeting was adjourned.