

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 2/26/74  
Reference: Board Minutes

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**TRANSFER**

Transfer of personnel will be made when, in the opinion of the Superintendent and by the Board of Education the best interests of the schools will be served.

Transfers are made necessary by increases and decreases in enrollments, by changes in policies relating to school organization, by promotions, by leaves of absence, by death, by retirement, and by resignations.

**TRANSFER NONPROFESSIONAL PERSONNEL**

The Superintendent, subject only to approval of the Board, shall have authority to assign, transfer, promote, demote, or suspend school personnel and to recommend their dismissal Pursuant to provisions of WV School Laws, Chapter 18A, Article 2, Section 7.

The Superintendent, at a meeting of the Board of Education on or before the first Monday in May, shall furnish in writing to the Board a list of all non-professional personnel to be considered for transfer and subsequent assignment for the next ensuing school year. All other employees not so listed shall be considered as reassigned to the positions or jobs held at the time of this meeting. The list of those recommended for transfer shall be included in the minute record of such meeting and all those so listed shall be notified in writing, which notice shall be delivered in writing, by certified mail, return receipt requested, to such persons' last known addresses, within ten days following said Board meeting, of their having been so recommended for transfer and subsequent assignment.