

**Hardy County Schools  
Regular School Board Meeting  
Hardy County Board of Education Office  
September 6, 2022**

**Members Present:**

Melvin Shook Jr., President  
Dixie Bean, Vice President  
Nancy Hahn  
Janet Rose  
Douglas Hines

**Administrators Present:**

Sheena Van Meter, Superintendent – Via phone  
Jennifer Strawderman, Assistant Superintendent  
Josh See, Director of Transportation/Facilities  
Jessica Markwood, Director of Instructional Technology and Programs

**Others Present:**

Shawn Cullers  
Milda Mullins

**Public Comments:**

**I. Call to Order – President**

Melvin Shook, President, called the meeting to order at 5:00 p.m.

**II. Prayer**

Dixie Bean opened the meeting with prayer.

**III. Pledge of Allegiance**

Douglas Hines led the group in the Pledge of Allegiance.

**IV. Introductions**

Introductions were made around the room.

**V. Approval of Agenda**

A motion was made by Nancy Hahn, seconded by Janet Rose, to approve the agenda with updated personnel actions.

5-0 motion carried

**VI. Presentation**

A. CTE/Technology Updates – Jessica Markwood

Ms. Jessica Markwood, Director of Instructional Technology and Programs, provided the Board with an update on the following:

- Camera bids for the middle schools were received and are on the agenda for approval.
- The cost for charges and damaged items for computers and iPad for the 2021-2022 school year was \$11,000. A technology plan will be written to address how this will be covered in the future.

- The MacBook lease will be due in the next 24 months. August 10, 2023, will be the beginning of the lease's last year, and a plan will need to be considered for the end of the lease.
- New software launches have taken place on Vector – PD, Major Clarity which covers career planning and pathways, and Droplet – Virtual form usage.
- There are currently 26 virtual students enrolled.
- There are currently six East Hardy High School students and two from Moorefield High School enrolled in the Grow Your Own Teaching program.
- WEVIS 2.0 started and is 90% operational. Long-term substitute coding in the system is not working correctly and is causing issues with other programs, such as Cleaver. Live Grades still is down across the state; WEVIS 2.0 is partially talking to the system.
- CTE Epic site plastic is on the high tunnel greenhouse. There are currently 260 students enrolled in a CTE class.

B. Student Achievement Update and Recognition

- County Statewide Assessment Results Presentation
  - This was postponed until the September 19, 2022, meeting.

**VII. Public Comments**

No Public Comments

**VIII. Consent Items**

A. Board Minutes – August 15, 2022

On the motion of Janet Rose, seconded by Dixie Bean, the Board approved Consent Items.

5-0 motion carried

**IX. Unfinished Business**

A. Discussion of Work Orders

Mr. Josh See, Director of Transportation/Facilities, provided the Board with a copy of the work orders from each school.

Mr. See advised the Board that Shenandoah Elevator Company would not complete the vendor packet to be a vendor for the elevator. A contract can not be signed without the completed paperwork. However, we can still call them on a needed basis for repairs but can not use them to service the equipment. Mr. Melvin Shook asked if TKE was notified that they were no longer being used as a vendor. Mr. See stated that they are working with the attorneys to terminate the contract.

Mr. See stated there were only minor issues regarding work orders when students returned. Some were bathroom lights and ballasts.

Mr. Melvin Shook asked about the status of changing the lights at Moorefield Elementary School to LED lights. Mr. See stated they are waiting on Capital Electric to get all the lights in so they can be changed over a long break at one time. He said they are looking at doing it during Christmas break.

Mr. Melvin Shook asked about the sprinkler pipe quote at East Hardy Elementary School and Moorefield Intermediate School. Mr. See stated that the sprinkler from Moorefield Intermediate School was cleaned and worked. The quote is for a rusted pipe needing to be replaced.

Ms. Janet Rose asked about the status of the sign in front of Moorefield High School. Mr. See will check with M & M and see if he can get an update.

Mr. Melvin Shook had concerns with all the bills from Shenandoah Refrigeration since last year. He stated we had not used them before last year, and there are many travel charges, usually twice, for the same item being fixed. Mr. Shook asked who was fixing the equipment before last year. Ms. Sheena Van Meter stated that Ms. Rebecca Lewis was overseeing the work orders for the kitchen. She will make sure she calls Mr. Loy Kesner before using Shenandoah Refrigeration.

Ms. Sheena Van Meter stated that Ms. Lewis said she could get a preventive maintenance contract with Shenandoah Refrigeration. The Board stated we had a maintenance contract with MTS, but it doesn't appear they are fixing items. The Board asked to see all contracts to review what each contract covers.

Ms. Sheena Van Meter provided an update on the HVAC systems at the schools. Riddleberger is working with Mr. See to identify issues for Moorefield Middle School and Moorefield Intermediate School and working with them to get them resolved. The Board had concerns with using Trane, Riddleberger, and Mr. Kesner and still having HVAC issues. Ms. Van Meter stated that Mr. Kesner only works 3 ½ hours for 220 days per school year, and it's not enough time to fix all the problems. Mr. Melvin Shook asked for the Board to be given a plan on what it will take to get everything fixed and running.

Mr. Melvin Shook asked about an invoice for bus 57 for a dash sent to Canada and back in the amount of \$776.00. Mr. See was unsure but would find out and let the Board know.

Ms. Nancy Hahn was concerned about a broken desk and chair outside East Hardy Elementary School lying in the grass. Mr. See wasn't aware of why it was there but would find out why and let the Board know.

Ms. Janet Rose asked what the status was of the building at Moorefield Elementary School. Mr. See stated that maintenance had not done anything on it in a while. He understood that volunteers would be doing most of the work and the maintenance men would work on it last priority.

#### **B. Review of Policy Use of Facilities – KBE**

A motion was made by Dixie Bean, seconded by Douglas Hines, to approve the Use of Facilities Policy - KBE.

On the motion of Nancy Hahn, seconded by Douglas Hines, the Board approved Use of Facilities Policy – KBE with the modification to add Principal with the approval of the Superintendent may waive the use of facilities fees.

5-0 motion carried

### **X. New Business**

#### **A. Approval to Remove Arrangement for Substitute Teachers Policy – GCB**

On the motion of Dixie Bean, seconded by Nancy Hahn, the Board approved to remove Arrangement for Substitute Teachers Policy – GCB as presented.

5-0 motion carried

B. Approval of Camera Bid for Middle Schools

On the motion of Nancy Hahn, seconded by Douglas Hines, the Board approved a camera bid for middle schools to Advantage in the amount of \$49,746.31 for Moorefield Middle School and \$44,583.15 for East Hardy Elementary School, as presented.

5-0 motion carried

C. Approval of Hardy County Schools and West Virginia University at Parkersburg Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers, and Resident Teachers

On the motion of Janet Rose, seconded by Douglas Hines, the Board approved Hardy County Schools and West Virginia University at Parkersburg Memorandum of Understanding for Clinical Students: Field Placement, Student Teachers, and Resident Teachers as presented.

5-0 motion carried

D. Review of Expulsion Hearing of Students 21-22-03 and 21-22-07 and Possible Approval of Lifting/Modification of 365 Expulsion

On the motion of Douglas Hines, seconded by Nancy Hahn, the Board went into Executive Session at 6:16 p.m. Policy BDE, Item 2, Authorization A.

5-0 motion carried

On the motion of Nancy Hahn, seconded by Janet Rose, the Board reconvened into regular session at 6:25 p.m. with no action taken.

5-0 motion carried

On the motion of Nancy Hahn, seconded by Douglas Hines, the Board approved the superintendent's recommendation to lift the expulsion for student 21-22-03 with the exception of the continuation of counseling being required.

5-0 motion carried

E. Approval of In-County/Out-of-County Transfers

On the motion of Douglas Hines, seconded by Nancy Hahn, the Board approved upholding the Superintendent and Principal's recommendation as presented.

Approved Transfers:

- R. S. from Grant County to Hardy County
- O. M. from Hampshire County to Hardy County
- W. A. from East Hardy High School to Moorefield Middle School
- J. B. from Hampshire County to Hardy County

5-0 motion carried

**XI. Board Members/Superintendent Discussion – No Action May Be Taken**

Ms. Sheena Van Meter advised the Board that enrollment is up from last year.

Mr. Melvin Shook handed out the Park Commission meeting minutes and South Branch Career and Technical Center meeting minutes.

Mr. Melvin Shook also advised the Board to look at the proposed amendments 1-4 and handed the Board a copy. He stated that 2 and 4 affect the Board.

**XII. Future Agenda Items**

- Child Nutrition Update – Rebecca Lewis
- HVAC Update – Loy Kesner
- Service Contracts

**XIII. Announcements**

- September 19, 2022 – Hardy County Board of Education Meeting – EHES – 5:00 p.m.
- November 14, 2022 – Budget Retreat – 9:00 a.m.

**XIV. Mission Statements/Accomplishments**

- The Board thanked all staff and principals for getting everything ready for the school year.

**XV. Personnel**

On the motion of Dixie Bean, seconded by Janet Rose, the Board approved the following:

Leave of Absences:

- Tyler Mongold: August 18, 2022, through September 29, 2022, and intermittently from September 30, 2022, through June 5, 2022
- Allison Heflin: September 27, 2022, through 6/8 Postpartum

5-0 motion carried

On the motion of Janet Rose, seconded by Douglas Hines, the Board approved the following:

Service Personnel Hirings:

- Adam Howard: Cook II, MES, effective September 7, 2022
- Bethany Alt: Substitute Aide, Countywide, effective 2022-2023 SY
- Bethany Alt: Substitute Secretary, Countywide, effective 2022-2023 SY
- Carrie Dolan: Substitute Aide, Countywide, effective 2022-2023 SY
- Kelsey Miller: Substitute Aide, Countywide, effective 2022-2023 SY
- Kelsey Miller: Substitute Custodian, Countywide, effective 2022-2023 SY
- Kelsey Miller: Substitute Cook, Countywide, effective 2022-2023 SY
- Penny Zirk: Substitute Cook, Countywide, effective 2022-2023 SY
- Heather Ours: Substitute Custodian, Countywide, effective 2022-2023 SY

5-0 motion carried

On the motion of Nancy Hahn, seconded by Douglas Hines, the Board approved the following:

Professional Personnel Hirings:

- Chasity Taylor: Long-Term Substitute School Counselor, MES/MIS, effective September 07, 2022, for the 2022-2023 SY only
- Shawn Stinson: Long Term Substitute Teacher, Social Studies, grades 9-12, MHS, effective 2022-2023 SY only
- Ciara Smith: Substitute Teacher, Countywide, effective 2022-2023 SY
- Marissa Ratliff: Restricted Short-Term Substitute Teacher, Countywide, effective 2022-2023 SY

5-0 motion carried

On the motion of Janet Rose, seconded by Douglas Hines, the Board approved the following:

Professional Personnel Extra-Curricular Hirings:

- Megan Combs: Student Council Co-Advisor, MMS, effective 2022-2023 SY only
- Heather Simmons: Student Council Co-Advisor, MMS, effective 2022-2023 SY only
- Timothy Crites: Safety Committee Chair, Pest Control Chair, Facility/Maintenance Monitor and Crisis Team Member, MHS, effective 2022-2023 SY only
- Angela Mathias: Student Council Co-Advisor, EHHS, effective 2022-2023 SY only
- Monica Orndorff: Student Council Co-Advisor, EHHS, effective 2022-2023 SY only

5-0 motion carried

On the motion of Nancy Hahn, seconded by Douglas Hines, the Board approved the following:

Athletic Hirings:

- Stephanie S. Miller: Limited Football Trainer, MHS/MMS, effective 2022-2023 SY
- Stephanie Simmons: Authorized Certified Coach w/o pay, Volleyball, MMS, effective 2022-2023 SY
- Heather Simmons: Co-Game Manager, MMS, effective 2022-2023 SY

5-0 motion carried

On the motion of Dixie Bean, seconded by Janet Rose, the Board approved the following:

3-Step Salary Increase:

- Jessica Amtower: Special Education, MHS, effective 2022-2023 SY only
- Tammy Gilbert: Math, MMS, effective 2022-2023 SY only
- Brooklyn Reel: Math, MMS, effective 2022-2023 SY only
- Jennifer Rush: Math, MMS, effective 2022-2023 SY only
- Erin Everson: Special Education, MMS, effective 2022-2023 SY only
- Stephanie Simmons: Special Education, MMS, effective 2022-2023 SY only
- Betsy Swick: Special Education, MMS, effective 2022-2023 SY only
- Scott Conners: Special Education, EHHS, effective 2022-2023 SY only
- Heath Hershberger: Special Education, Countywide, effective 2022-2023 SY only
- Heather Evans: Special Education, EHES, effective 2022-2023 SY only
- Kelsey Najaka: Special Education, EHES, effective 2022-2023 SY only
- Cathy Ruddle: Special Education, EHES, effective 2022-2023 SY only

5-0 motion carried

On the motion of Janet Rose, seconded by Douglas Hines, the Board approved the following:

Supervisory Aide:

- Diana Lipscomb: EHHS, effective 2022-2023 SY only
- Lorena Snyder: EHES, effective 2022-2023 SY only
- Jennifer Champ: EHES, effective 2022-2023 SY only
- Rebecca Strawderman: EHES, effective 2022-2023 SY only
- Emily Beck: EHES, effective 2022-2023 SY only
- Leslie Tingler: EHES, effective 2022-2023 SY only
- Peggy Phebus: EHES, effective 2022-2023 SY only
- Heather Shirk: EHES, effective 2022-2023 SY only
- Ashley Bailey: EHES, effective 2022-2023 SY only
- Melinda Biser: EHES, effective 2022-2023 SY only

5-0 motion carried

On the motion of Douglas Hines, seconded by Dixie Bean, the Board approved the following:

Specialized Health Care Procedures:

- Sherrie Barb: MES, effective 2022-2023 SY only
- Jesseca Bradfield: MES, effective 2022-2023 SY only
- Kimberly Mongold: MES, effective 2022-2023 SY only
- Sandy Hedrick: MIS, effective 2022-2023 SY only
- Teresa Myers: MIS, effective 2022-2023 SY only
- Regena Whetzel: MIS, effective 2022-2023 SY only
- Kristy See: MMS, effective 2022-2023 SY only
- Rhonda Sites: MMS, effective 2022-2023 SY only
- Susan Whetzel: MMS, effective 2022-2023 SY only
- Nicole Cook-Tusing: MHS, effective 2022-2023 SY only
- Lacey Koontz: MHS, effective 2022-2023 SY only
- Cheryl Ward: MHS, effective 2022-2023 SY only
- Judy Hesse: EHES, effective 2022-2023 SY only
- Leslie Tingler: EHES, effective 2022-2023 SY only
- Teresa Rudy: EHHS, effective 2022-2023 SY only

5-0 motion carried

On the motion of Nancy Hahn, seconded by Douglas Hines, the Board approved the following:

Service Personnel Reclassification:

- Mark Lipscomb: Reclassify from Custodian II, Pay Grade B to Custodian III, Pay Grade C, effective July 01, 2022

5-0 motion carried

On the motion of Douglas Hines, seconded by Nancy Hahn, the Board approved the following:

Modifications to the August 15, 2022, Personnel Actions:

- Cameron Mallow: Long-Term Substitute Social Studies, EHHS- Change start date from August 16, 2022, to August 17, 2022
- Kathy Fishel: Substitute Aide, Countywide, effective 2022-2023 SY
- Heather VanMeter: Substitute Cook, Countywide, effective 2022-2023 SY

5-0 motion carried

On the motion of Douglas Hines, seconded by Melvin Shook, the Board approved the following:

Planning Period Buy-outs:

- Sara Orndorff: To provide supervision and instruction to the Alternative School students at MHS throughout the day, effective 2022-2023 SY only
- Roy Harper: To provide student instruction the 1<sup>st</sup> and 3<sup>rd</sup> 9 weeks at MMS, effective 2022-2023 SY only
- Heather Simmons: To provide student instruction the 2<sup>nd</sup> and 4<sup>th</sup> 9 weeks at MMS, effective 2022-2023 SY only

4-1 motion carried

On the motion of Douglas Hines, seconded by Janet Rose, the Board approved the following:

Resignations:

- Monica Wilkins: Substitute Cook, Countywide, effective August 16, 2022
- Tyler Frazee: Substitute Teacher, Countywide, effective August 16, 2022
- Tiffany Armentrout: Substitute Cook, Countywide, effective August 19, 2022
- Tiffany Armentrout: Substitute Aide, Countywide, effective August 19, 2022
- Megan Crider: Substitute Teacher, Countywide, effective August 29, 2022
- Chasity Taylor: Part Time/Temporary Academic Interventionist, MIS, effective September 02, 2022

5-0 motion carried

On the motion of Dixie Bean, seconded by Douglas Hines, the Board approved the following:

Rescinding Planning Period Buy-out:

- Jaclyn See: Has agreed the planning period buyout to teach Contemporary Studies and AP US History, effective both semesters 2022-2023 SY only is no longer needed and has agreed to rescind
- Julie Barb: Has agreed the planning period buyout to teach Civil War and US Studies, effective both semesters 2022-2023 SY only, is no longer needed and has agreed to rescind
- Scott Mechling: Has agreed the planning period buyout to teach US Studies, effective Fall semester 2022-2023 SY only, is no longer needed and has agreed to rescind

5-0 motion carried



On the motion of Janet Rose, seconded by Douglas Hines, the Board approved the following:

Letter of Mutual Agreement:

- Ashley Bailey: Change the original assignment of Autism Mentor/Aide, EHES to Autism Mentor/Aide, MIS, effective August 25, 2022, for the 2022-2023 SY only

5-0 motion carried

## **XVI. Adjournment**

On the motion of Nancy Hahn, seconded by Melvin Shook, the meeting adjourned at 6:45 p.m.

5-0 motion carried

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**Melvin Shook Jr., President**

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**Sheena Van Meter, Secretary**

**Hardy County Schools  
Executive Session  
September 6, 2022**

**Members Present:**

Melvin Shook Jr., President  
Dixie Bean, Vice President  
Nancy Hahn  
Janet Rose  
Douglas Hines

**Others Present:**

Sheena Van Meter, Superintendent – Via Phone

On the motion of Douglas Hines, seconded by Nancy Hahn, the Board went into Executive Session at 6:16 p.m. Policy BDE, Item 2, Authorization A.

5-0 motion carried

On the motion of Nancy Hahn, seconded by Janet Rose, the Board reconvened into regular session at 6:25 p.m. with no action taken.

5-0 motion carried

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**Melvin Shook Jr., President**

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**Sheena Van Meter, Secretary**