

**Summers County Board of Education**  
**Regular Meeting Minutes**  
*YouTube <https://tinyurl.com/SCS-youtube>*  
**Summers County Comprehensive High School Auditorium**  
**November 30, 2021 ~ 6:00 p.m.**

**1. Roll Call**

The Summers County Board of Education met in a regular meeting at the SCCHS Auditorium and on Youtube on November 30, 2021 at 6:00 pm. Mr. Stanley Duncan, Board President, called the meeting to order at 6:00 pm and board members in attendance was Mr. Jay McBride, Mr. Gregory Angell, Mrs. Jacqueline Farley, and Mr. Kenneth Brogan. Employees in attendance was Mr. David Warvel, Superintendent; Mr. Adam Coon, Director; Mr. Chad Meador, Director; Mrs. Lauren Crook, Business Manager; Mrs. Renae Jones, Director; and Dr. Linda Knott, Director.

**2. Invocation/Pledge of Allegiance**

The invocation was given by Mr. Brogan, followed by the Pledge of Allegiance.

**3. Approval of Agenda/Adjustments**

Mr. Duncan made a motion, seconded by Mrs. Farley, and by unanimous vote approved to pull Donna Duncan from personnel to be voted on separately. Mr. Brogan made a motion, seconded by Mr. Duncan, and by unanimous vote approved to pull Safe and Sound and RT Rogers from the bills to be voted on separately.

**4. Public Comment**

Jamison Hamm spoke about coaching positions.

**5. Presentations**

Mr. Morrone gave a presentation regarding possible revisions to the following policies:

- Employee Student Dress Code (IV-C-1)
- Public Participation in Board Meetings (II-B-6)
- Board Meetings (II-B-1)

Mr. Thom Worlledge gave a presentation regarding the following construction matters:

- Bus Garage Wall – documents will be provided by the end of the week to make a reasonable bid
- Addition – drawings were submitted to the WVDE, Fire Marshal, and SBA and will be put out to bid in February
- Talcott Gym – designs will be ready the middle of January

**6. Approval of Minutes**

- October 28, 2021 – Regular Meeting Minutes
- November 9, 2021 – Regular Meeting Minutes

Mr. Brogan made a motion, seconded by Mr. McBride, and by unanimous vote approved the minutes.

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**7. Pause for Applause**

- A. Student Success Stories
- B. Instructional Initiatives
- C. Community Volunteerism
- NONE

**8. Approval of Bills**

Mrs. Farley made a motion, seconded by Mr. Duncan, and by unanimous vote approved payments to be made to Safe and Sound and RT Rogers. Mr. Brogan abstained. Mrs. Farley made a motion, seconded by Mr. McBride, and by unanimous vote approved to pay the remaining bills.

**9. Approve Transfers and Supplements**

Chart of Accounts

Mr. Duncan made a motion, seconded by Mr. McBride, and by unanimous vote approved all transfers and supplements.

**10. Old Business**

**A.** Discussion/Possible Action Regarding Donation of the Summers Middle School Building to the City of Hinton.

No update. Will remain as old business item

**B.** Discussion/Possible Action Regarding Renovation of the Bus Garage, Including Drainage Issues

Will remain as old business item.

**11. New Business**

**A.** Discussion/Possible Action to approve the following policies:

- IV-A-1 Professional Code of Ethics
- IV-B-1 Advertising Vacancies
- IV-B-2 Filling of Vacancies Professional and Service
- IV-B-3 Extra Duty Assignments/Bus Operators
- IV-C-2 Award of Gratitude
- IV-C-3 Teacher of the Year
- IV-C-5 Evaluation of Personnel
- IV-D-1 Beginning Principal Internship Program Overview
- IV-D-2 Beginning Educator Internship Program
- IV-D-3 Summers County Service Personnel Staff Development Council
- IV-E Access to Personnel Records
- IV-G-1 Substitutes in Areas of Crucial Need and Shortage
- IV-G-2 Bus Drivers
- IV-G-3 Hiring-Equal Opportunity

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- IV-G-4 Criminal Record Check
- IV-G-5 Temporary/Part Time Workers
- IV-H-5 Transfer
- IV-J-14 Personal Leave - Incentive Policy
- VIII-F-1 Cash in School Buildings
- VIII-G-3 Travel Policies and Procedures – 418 Temple Street
- VIII-G-4 Purchase Card Policy and Procedures Handbook
- VIII-H Individual School Funds
- VIII-I School Properties Disposal Procedures
- VIII-N Purchasing Procedure
- VIII-N-1 Vendor Issued Credit Cards
- VIII-N-2 Preference for Resident Vendors

Mr. Angell made a motion, seconded by Mr. Brogan and by unanimous vote approved policies IV-A-1 through IV-C-3, due to those were the only ones available on the website for public comment. Mr. Angell made a motion, seconded by Mrs. Farley, and by unanimous vote approved keeping policies IV-C-5 through VIII-N2 on review. Mr. Duncan made a motion, seconded by Mr. Angell, and by unanimous vote amended the vote for policies to remain on review until 4:00 pm on December 8, 2021 for the December 9 meeting.

**B. Discussion/Possible Action Regarding Policies to be put out for Public Comment**

- I-A-2 Policies and Administrative Regulations
- I-A-3 Policy, Administrative Regulation, and Sections Definitions
- I-A-5 Action by Superintendent in Absence of Policy
- I-A-6 Administrative Rules and Regulations
- II-A-1 Code of Ethics for Administrators
- II-A-2 Organization of Administrative Personnel

Mrs. Farley made a motion, seconded by Mr. Duncan, and by unanimous vote approved to put these policies out for public comment. Action will be taken on December 23, 2021.

**C. Discussion/Possible Action Regarding Mask Concerns**

Mr. Brogan made a motion to take a vote regarding mask mandates when the map is other than green or yellow. There was no second and the motion died.

Mr. McBride made a motion, seconded by Mrs. Farley, and by unanimous vote approved to go into executive session at 7:30 pm.

Mr. Duncan called the meeting back to order at 8:15 pm.

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**12. Personnel Items**

**The Superintendent recommends the following personnel items:**

**Resignation/Retirement**

Name	Position/Location	Effective
Christina Hannah	Mentor Teacher-David Stone/SCCHS	12/01/2021

**Employment Professional**

Name	Position/Location	Effective	Notes
Caitlin Stump	Multicat. Special Educ./Hinton Area	December 15, 2021	CTR Candidate

**Employment- Professional Extra Curricular**

Name	Position/Location	Effective	Valid Credentials
Donna Duncan	Interventionist/HAE & JBE	December 01, 2021	Elem. Ed. 01-06 SLD- 0K-AD Gifted 0K-06 Multi-subjects 0K-06

**Employment-Service**

Name	Position/Location	Effective	Notes
Amy Ratliff	Itn. Sp. Educ. Aide/Hinton Area Elementary	December 01, 2021	

**Employment- Athletic Coaches**

Name	Position/Location	Effective	Notes
James Payne	Asst. Boys Basketball Coach/SCCHS	December 01, 2021	

**Employment-Service Extra Curricular**

Name	Position/Location	Effective	Notes
Jennifer Ward	Bus Aide/HAE Bus 141	December 01, 2021	Full time aide at HAE

**Employment-Substitute Teacher**

Name	Effective	Notes
Shawna Hopkins	TBD	Pending completion of the WVDE substitute course
Nicole Shepherd	TBD	Pending completion of the WVDE substitute course

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On the matter regarding Donna Duncan's employment, Mr. Duncan removed himself from the room, allowing Vice President Jacqueline Farley to take over. Mr. Angell made a motion, seconded by Mr. McBride, a 4-0 vote approved Mrs. Duncan's employment.

Mr. Brogan made a motion, seconded by Mr. McBride, and by unanimous vote (5-0) approved all other personnel matters.

**13. Superintendent's Report**

Rainelle Medical – 6-8 weeks until they have everything they need to provide medical care to students.

Virtual with Proximity – Classes will start Monday through proximity for 8<sup>th</sup> grade Math

**14. Discussion of Next Agenda**

Policies IV-C-1, II-B-6, and II-B-1 will need to go on the next agenda for discussion/possible action. Upcoming meetings are December 9, 2021 at 6:00 pm and December 23, 2021 at 8:30 am at the central office.

Discussion/Possible action for middle school honor classes will also be added to the next agenda.

**15. Adjourn**

Mrs. Farley adjourned the meeting at 8:32 pm.