

STATE OF WEST VIRGINIA
COUNTY OF HAMPSHIRE TO WIT:

The Hampshire County Board of Education held a regular meeting, their ninth (9th) meeting of the 2021-2022 school year, on Monday, September 27, 2021 at the Offices of the Hampshire County Board of Education.

The following Board members were in attendance: Miss Debra Ann Champ, President; Mr. Ed Morgan, Vice President and Mr. Bernard Hott and Mr. Matthew Trimble, members. Mrs. Deadre Rinker, member, was absent.

President Champ called the meeting to order at 4:30 p.m.

Prayer was given by Superintendent Pancione followed by the Pledge of Allegiance.

I. Superintendent Pancione recommended that Board members approve the agenda.

Mr. Hott moved approval with Mr. Morgan seconding the motion that passed unanimously.

APPEARANCES:

A. Joe Bloom, Custodian at Hampshire High, discussed his work load at the school. He requested additional help.

B. Mark Shanholtz, Custodian at Hampshire High, requested an outline of his duties at the school. He requested a schedule of his own instead of taking on the duties of another custodian.

4:30 p.m. to 6:30 p.m.

The following items were discussed:

Financials – Finance Director Denise Hott, discussed current finances and the budget.

Bond Updates – Superintendent Pancione shared timelines and possible changes.

Architectural Drawings – preliminary drawings for all new schools were perused and discussed.

SBA (School Building Authority) overage – Non-Consent Agenda Items F, G and H were voted on at this time.

F. Superintendent Pancione recommended that Board members approve the Capon Bridge Elementary school architectural design drawing to be placed out for bidding by McKinley Architectural Firm.

Mr. Trimble moved approval with the following change – make this gym the same size as other new schools at an additional cost of \$450,000.00. Mr. Hott seconded the motion that passed 3- 1. Mr. Morgan voted no.

G. Superintendent Pancione recommended that Board members issue a letter of assurance to commit additional funds to cover the estimated cost for Central Elementary.

Mr. Morgan moved approval with Mr. Trimble seconding the motion that passed unanimously.

H. Superintendent Pancione recommended that Board members discuss and take possible action relating to the possible right-of-way agreement with the Potomac Center and the Sheltered Workshop to gain access to West Elementary.

Mr. Trimble made a motion to approve the right-of-way agreement with the exploration of adding a gate(s), signage (stop signs, etc.), the addition of fencing and having a bus loop only. Mr. Hott seconded the motion that passed unanimously.

Staffing shortages and future plans – Human Resources Director Pam Slocum shared her concern for staffing shortages. Currently, advertising is taking place not only in newspapers but on Facebook and Work Force. President Champ stated that there was a need “to get creative”. Mr. Morgan shared his idea of reaching out to high school seniors for employment in various areas. Job fairs were also discussed.

Other

Superintendent Pancione praised Transportation Supervisor J. W. See, III, for not only dealing with emergencies but having a back-up plan as well.

6:30 Regular Meeting

II. APPEARANCE(S):

There were no additional appearances.

III. PRESENTATIONS:

A. Rhonda Dante, Lead School Nurse, gave an update and status regarding COVID. “The wearing of masks is making a difference”, she stated. “Wearing a shield is not the best. Masks are proving to be the most effective way to control the number of COVID cases we are seeing.”

B. Adam Feazell, Principal at Hampshire High; Julie Landis, Christy Stump and Megan Fuller Assistant Principals at Hampshire High and Tiffani Anderson, Counselor, shared information regarding the opening of school and future plans. Mr. Feazell stated that all staff had been working hard to ensure student success. “There is no down time”, Mrs. Stump said. “Students are engaged. We (administrators) are in the classrooms. We are supporting our teachers.”

C. John Ellifritz, Options/Alternative Education Teacher at Hampshire High and Jean Shoemaker, Graduation Coach at Hampshire High, updated Board members on the option program, 5th block and student assistance.

D. Superintendent Pancione and Personnel Director Pam Slocum, shared information regarding the closure of John J. Cornwell Elementary.

NON-CONSENT AGENDA ITEM (E.):

E. Superintendent Pancione recommended that Board members approve the closure of John J. Cornwell Elementary as a result of an on-going decline in student enrollment, restrictive state laws and policies governing special education class sizes, mandates for new/additional programs and curricular offerings and aging facilities, it is necessary to continue to downsize the system in an effort to continue quality educational programs for the students of Hampshire County and to remain in compliance with state and federal laws and regulations.

Mr. Morgan made the motion stating – “The Superintendent has now presented us with the written reasons and supporting data. So that the Board may consider the Superintendent’s recommendation, I move that: In accordance with West Virginia Code 18-5-13a and West Virginia Board of Education Policy 6204:

1. That the Board approves, as to form, the written reasons submitted this evening by the Superintendent:

2. That the Board directs the Superintendent to cause a Class III legal advertisement to be published and notice to be posted in all schools, of the required public hearings on the Superintendent’s recommendation, as follows:

- John J. Cornwell Elementary School Hearing will be held on November 3, 2021 at the John J. Cornwell Elementary school beginning at 6:00 p.m.
- Romney Elementary School Hearing will be held on November 2, 2021 at the Romney Elementary school beginning at 5:00 p.m.
- The Slanesville Elementary School Hearing will be held on November 2, 2021 at the Slanesville Elementary school beginning at 7:00 p.m.

With these provisions:

- That each hearing is subject to change if it is determined that the meeting location is of insufficient size at the time the meeting is called to order;
- That should any listed hearing be unable to be held on the scheduled date, due to inclement weather or other factors, that hearings will be held on the November 4, 2021 or November 5, 2021;
- That the Hampshire County Board of Education shall consider all written material submitted to the Board which is actually received by the Board on or before October 28, 2021;

3. That the written reasons and supporting data the Superintendent presented to the Board at tonight's meeting serve as the reasons and supporting data that, by law, must be made available for public inspection for 30 days before the date of the first hearing, and

4. That the Superintendent, on behalf of the Board, comply with all procedures that are required under the statute and State Board policy for the public hearings." Mr. Hott seconded the motion that passed 3-1. President Champ voted no.

IV. HIGHLIGHT:

The Farmer's Daughter and Butcher is Capon Bridge Elementary's new Partner in Education.

V. APPROVAL OF MINUTES:

Superintendent Pancione recommended that Board members approve the August 30, 2021 Board of Education minutes.

Mr. Trimble moved approval with Mr. Morgan seconding the motion that passed unanimously.

VI. CONSENT AGENDA ITEMS:

Superintendent Pancione recommended that Board members approve consent agenda items A and B.

A. School Items:

Fundraiser:

HHS: Animal Vet Sciences: WVU football concessions (November 20)

In-lieu of requests: 4 requests

Exceptions to the Attendance Requirement: (1)

B. Finance Items:

Bills to be paid

Budget revisions

Mr. Morgan moved approval with Mr. Trimble seconding the motion that passed unanimously.

Superintendent Pancione requested an executive session. Mr. Trimble moved approval with Mr. Morgan seconding the motion that passed unanimously. Executive session began at 8:10 p.m. Regular session resumed at 9:12 p.m. after Mr. Trimble made a motion to return to open session with Mr. Morgan seconding the motion that passed unanimously.

Superintendent Pancione recommended that Board members approve the following personnel items:

C. Personnel Items:

1. Transfer and Employment of Professional Personnel:

- a. Employ Luciah Smith as a substitute teacher for Hampshire County Schools (001-41) effective September 29, 2021 pending certification.
- b. Employ Becky Keaton as a Math Teacher at Romney Middle (402-58) effective August 31, 2021
- c. Employ Marcia Dove as the Mentor for new teachers at Capon Bridge Middle (402-66) effective September 29, 2021.
- d. Transfer Amanda Whitacre from Science Teacher at Capon Bridge Middle to Science Teacher at Hampshire High (501-98) effective for the 2022-2023 school year.
- e. Employ Michelle Cunningham as a Professional Support Personnel at Augusta Elementary (201-99) effective September 29, 2021.
- f. Employ Kelly Duckworth as a Professional Support Personnel at Augusta Elementary (201-99) effective September 29, 2021.
- g. Employ Brenda Haines as a Professional Support Personnel at Augusta Elementary (201-99) effective September 29, 2021.
- h. Employ Leroy James as a Professional Support Personnel at Capon Bridge Elementary (209-100) effective September 29, 2021.
- i. Employ Gwendolyn Kenny as a Professional Support Personnel at Capon Bridge Elementary (209-100) effective September 29, 2021.
- a. Employ Julie Delaplain as a Professional Support Personnel at Romney Elementary (206-102) effective September 29, 2021.
- b. Employ Donna Davis as a Professional Support Personnel at Romney Elementary (206-102) effective September 29, 2021.
- c. Employ Margaret Kesner as a Professional Support Personnel at Romney Elementary (206-102) effective September 29, 2021.
- j. Employ James Lewis as a Professional Support Personnel at Springfield-Green Spring Elementary (208-103) effective September 29, 2021.
- k. Employ Sharon Ritz as a Professional Support Personnel at Springfield Green-Spring Elementary (208-103) effective September 29, 2021.
- l. Employ Cara Diehl as a Professional Support Personnel at Slanesville Elementary (207-104) effective September 29, 2021.
- m. Employ Shelia Kelican as an In-school Suspension Teacher at Hampshire High (501-105) effective September 29, 2021.
- n. Employ Trey Keiter as a long-term substitute for Grade 6 Teacher at Capon Bridge Middle (401-107) effective September 29, 2021.
- o. Transfer Marshall Barbe from long-term mathematics Teacher at Hampshire High to long-term Science Teacher at Hampshire High (501-109) effective September 28, 2021.

3. Resignation and Retirement of Professional Personnel:

- a. Approve the resignation of Jamie Ayers, Grade 6 Teacher at Capon Bridge Middle, effective September 17, 2021.
- b. Approve the resignation of Crystal Sivels, substitute teacher, effective September 23, 2021.

- c. Approve the resignation of Tara Lupton, Grade 3 Teacher at Romney Elementary, effective September 27, 2021.
4. Transfer and employment of Service Personnel:
- a. Employ Jackie Whitacre as a substitute School Bus Operator (001-35) effective September 29, 2021.
 - b. Employ Ashley Blye as a substitute Aide (001-38) effective September 29, 2021.
 - c. Employ Shayna Hoffman as a substitute Aide (001-38) effective September 29, 2021.
 - d. Employ Krista Videtto as a substitute Aide (001-38) effective September 29, 2021.
 - e. Employ Marci James as a substitute Secretary (001-39) effective September 29, 2021.
 - f. Transfer Russel Dart from ½ time Custodian at Capon Bridge Middle to Head Custodian/Cook at Springfield-Green Spring Elementary (208-82) effective September 16, 2021.
 - g. Employ Morgan Ennis as an Aide/Intervener/Sign Language Specialist (001-84) effective October 4, 2021.
5. Resignation and Retirement of Service Personnel:
- a. Approve the retirement of Diane Raines, Classroom Aide/ECCAT/Kindergarten, effective January 7, 2022.
 - b. Approve the resignation of Stacey Landis, substitute Aide for Hampshire County Schools, effective September 24, 2021.
 - c. Approve the resignation of Richard Kesner as substitute Custodian for Hampshire County Schools, effective September 21, 2021.
 - d. Approve the resignation of Jackie Whitacre, School Bus Operator for route CB3 for Hampshire County Schools, effective September 28, 2021.
6. Transfer and Employment of Extracurricular Personnel:
- a. Employ Amanda Bradfield as an After-school Tutor at Hampshire High (501-27) effective September 29, 2021.
 - b. Employ Beilan Su as an After-school Tutor at Hampshire High (501-27) effective September 29, 2021.
 - c. Employ Amanda Bradfield as Chief TASC Examiner for Hampshire High (501-29) effective September 29, 2021.
 - d. Employ Jessica Evans as the Science Fair Coordinator (001-39) effective September 29, 2021.
 - e. Employ Rowanne Shockey as the Math Field Day Coordinator (001-42) effective September 29, 2021.
 - f. Employ Cindy Parker as the Fresh Fruit and Vegetable Grant Coordinator at Romney Elementary (206-43) effective September 29, 2021.
 - g. Employ SuEllen Racey as a Parent Involvement Network Coordinator (206-45) effective September 29, 2021.
 - h. Employ Tiffani Anderson as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
 - i. Employ Amanda Bradfield as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.

- j. Employ Marshall Barbe as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- k. Employ John Ellifritz as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- l. Employ David Jones as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- m. Employ Lisa Meadows as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- n. Employ Brandi Myers as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- o. Employ Kimberly Sherman as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- p. Employ Beilan Su as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- q. Employ Kacey Wolford as a 5th Block Tutor at Hampshire High (501-46) effective September 29, 2021.
- r. Employ Tammie Wilfong as a School Bus Operator for 5th Block Program (001-47) effective September 29, 2021.
- s. Employ Robyn Wolford as a School Bus Operator for 5th Block Program (001-47) effective September 29, 2021.
- t. Employ Jodie Long as an After-school Tutor at Slanesville Elementary (207-53) effective September 29, 2021.
- u. Employ Melissa Nixon as an After-school Tutor at Slanesville Elementary (207-53) effective September 29, 2021.
- v. Employ Robert Nixon as an After-school Tutor at Slanesville Elementary (207-53) effective September 29, 2021.
- w. Employ RaeAnn Orndorff as an After-school Tutor at Slanesville Elementary (207-53) effective September 29, 2021.

7. Resignation of Extracurricular Personnel:

- a. Approve the resignation of Kali Gardner, assistant softball coach at Hampshire High, effective September 2, 2021.

8. Other:

- a. Rescind the contract for Specialized Healthcare for Debra Twigg, Classroom Aide at Springfield-Green Spring Elementary.
- b. Approve Ann Downs, Principal at Capon Bridge Middle, as a principal mentor for Jacqueline Corbin, Assistant Principal at Capon Bridge Middle and Romney Middle, effective September 13, 2021.
- c. Approve Megan Fuller, Assistant Principal at Hampshire High, as the principal mentor for Julie Landis, Assistant Principal at Hampshire High, effective September 13, 2021.
- d. Approve contracted Physical Therapy Services with Hands of the Father, LLC at \$80 an hour for up to 20 hours per week, effective September 6, 2021.
- e. Approve the intermittent leave of absence of Wendy Anderson, Speech and Language Pathologist at Augusta Elementary, from August 31, 2021 through , June 1, 2022. (This falls under state and federal guidelines.)

- f. Approve the following contracts for reclassification of aides to supervise students in the absence of a professional:
 - i. Romney Elementary: Kimberly Shrout
 - ii. Capon Bridge Middle- Alexis Cooper
- g. Permission to post for an additional custodian at Hampshire High.
- h. Permission to post for a school secretary for Hampshire High.
- i. Permission to post for a 5th block coordinator at Hampshire High for up to 7 hours a week at \$30 per hour.
- j. Permission to post for a Transportation Aide due to need at Romney Elementary.
- k. Approve the Memorandum of Understanding with Western Governors University for the purpose of providing educational experiences for Western Governors University students (student teaching/ clinical experiences) effective for the 2020-2021 school year.
- l. Approve the Memorandum of Understanding with Allegany College of Maryland for the purpose of providing clinical experience for students (nursing program clinical experience) effective for the 2021-2022 school year.
- m. Approve Tina Hott, nursing student, to complete clinical preceptorship at Romney Elementary to complete pediatric experience hours for the Fall semester.
- n. Approve the contracted services of Deafnet to use for substitute Sign Language Interpreter on an as need/emergency basis.
- o. Approve the contract with DBA Simple elearning Tutorial Center for \$30 an hour for up to 6 hours to provide homebound services.
- p. Approve the leave of absence of Autumn Jones, Kindergarten Teacher at Capon Bridge Elementary, from approximately December 6, 2021 through March 4, 2022.

9. Volunteers:

- a. Augusta Elementary: Kelli Eglinger, Lindsey Kline, Jill Myers, Chad Pyles, Jill Pyles, Anita Ratliff and Crystal Rexrode.
- b. Capon Bridge Elementary: Debra Alderton, Julia Butler, Amanda Giffin, Krystal Moreland, Jennifer Nichols, Joyce Plunkert and Amanda Reno.
- c. Capon Bridge Middle: Amy Charlton, Joseph Charlton, Krystal Moreland and Amy Simpson Brill.
- d. Hampshire High: Tara Billmeyer, Amy Charlton, Joseph Charlton, Tamela Coyle, Christi Hicks, Dena Kline, Sharon Orndorff, Crystal Rexrode and Carmen Shane.
- e. John J. Cornwell: Brenda Ratliff, Leigh Romer and Laura Stewart.
- f. Romney Elementary: Autumn Harris.
- g. Romney Middle: Tara Billmeyer, Christine Brinker, Stephanie Buckley, Ashley Collins, April Corbin, Kelli Eglinger, Laura Groves, Shawn Groves, Kelly Hott, Amanda Koontz, Sherri Lear, Rhonda Moore, Lisa O'Connell, Terri Orndorff, Kim Parzych, Crystal Rexrode, Julie Rowan-Wolford, Victoria Sciarrabba, Debra Smith, Leah Taylor, Wendy Teter, Sarah VanMeter, Cynthia Willis and Rob Wolford.
- h. Springfield-Green Spring Elementary: Jennifer Bidinger, Michael Bidinger, Natasha Buckley, Amanda Koontz, Jessica Scarlett, Mary Beth Shanholtz and Sarah Shanholtz.

Mr. Trimble moved approval with Mr. Morgan seconding the motion that passed unanimously.

VII. NON-CONSENT AGENDA ITEMS (Remainder of items):

A. Superintendent Pancione recommended that Board members approve the unaudited financial statements for fiscal year ending June 30, 2021.

Mr. Morgan moved approval with Mr. Trimble seconding the motion that passed unanimously.

B. Superintendent Pancione recommended that Board members approve the MOU between EACHS (Eastern Allegheny Council for Human Services, Inc.) and the Hampshire County Board of Education Nutrition Services.

Mr. Morgan moved approval with Mr. Trimble seconding the motion that passed unanimously.

C. Superintendent Pancione recommended that Board members approve the following revisions to Policy 3120 – change 2. “to distribute written material in a middle school or a high school” to “any schools”; add 2.5 “Authorized material may be distributed in a manner that does not interrupt the instructional day and at the discretion of the building principal/administrator” and remove 3. “the distribution of written materials by non-school organizations or persons shall not be permitted under any circumstances in elementary schools”.

Mr. Morgan moved approval with Mr. Trimble seconding the motion that passed unanimously.

D. Superintendent Pancione recommended that Board members approve the contracts and classroom budgets between Hampshire County Schools and EACHS for pre-k at the following locations – Romney Elementary (2 classrooms), Augusta Elementary (1 classroom), Capon Bridge Elementary (2 classrooms), Springfield-Green Spring Elementary (1 classroom), Slanesville Elementary (1 classroom) and EACHS Headstart (1 classroom).

Mr. Trimble moved approval with Mr. Morgan seconding the motion that passed unanimously.

VIII. OTHER:

President Champ recommended that Board members approve the following goals as submitted by Superintendent Pancione.

**Superintendent Goals
2021-2022**

Goal 1: To promote student achievement by setting high expectations/standards and monitoring instructional activities in schools.

Objective:

- a. Ensure the educational, nutritional, and safety and well-being of ALL students.
- b. To support the professional and service personnel of Hampshire County Schools.
- c. Create accountability to support student academic success.
- d. Provide staff and students a voice in promoting county and school success.

- **Action Steps:**
 - Weekly meetings with Directors to comprehend and address the needs of Hampshire County Schools.
 - Quarterly meetings with curriculum directors and principals to review and discuss school data.
 - Monthly Meetings with Principals:
 - Discussion of School needs and concerns:
 - Academic
 - Social/Emotional and Behavioral needs
 - School and student safety and well-being
 - Promote grade level and school to school collaboration.
 - Promote principal teaming and collaboration.
 - Quarterly meetings with the County Academic Coaches:
 - Promote school and grade level collaboration.
 - Lead grade level meetings throughout the school year to promote grade level collaboration.
 - Work collaboratively with the Curriculum Directors to set high expectations, support teachers, and promote teacher and school collaboration.
 - Quarterly Meetings with Students and Staff
 - Meet with the HHS student council or select groups of students.
 - Meet with a professional and service personnel representative from each school to promote transparency and provide a voice for county and school improvement.
 - Monthly visits to schools
 - Promote grade level collaboration opportunities
 - Promote the SREB (Southern Region Education Board) unit design collaboration between RMS and CBMS with a focus on mathematic units.
- **Timeline:** July 2021 – June 2022

Goal 2: To lead and direct the construction of the addition at Capon Bridge Elementary and the three new schools (West, Central, and North).

Objective:

- To implement and oversee the process of construction of schools as outlined in the school bond and The WV School Building Authority.
- Work collaboratively with McKinley Architects to design and construct the new schools.
- **Action Steps:**
 - Monitor and oversee the completion of the Closure Document for JJC.
 - Monitor and oversee the amendment of the CEFP. (Closure of JJC)

- Work to secure and finalize SBA funding for new school construction.
- Update and provide relevant information to the Hampshire County Board of Education.
- Work to secure the adjacent property from the WVSDB and WVDE.
- Seek additional funding for the water project to Slanesville and the proposed North Elementary School.
- Continue to work with the Hampshire County Development Authority to finalize the exchange of the two selected properties.
- Communicate regularly with McKinley Architectural Firm and maintain a log of contacts.
- Participate and attend all meetings relevant to the site planning, design process and construction of the projects stated within the school bond.
- Promote and involve the CEFPP committee, school administrators, and staff in the planning and design of the new schools.

- **Timeline:** July 2021 – June 2022

Mr. Trimble moved approval with Mr. Morgan seconding the motion that passed unanimously.

OTHER:

Superintendent Pancione gave a brief update on the status of the bleachers. Mr. Morgan requested a more in-depth update at the next regular meeting.

The meeting was adjourned at 9:21 p. m.

Jeffrey Pancione, Secretary
Hampshire County Board of Education

Debra Ann Champ, President
Hampshire County Board of Education