The Board of Education of the County of Berkeley met in Regular Session on February 3, 2020 beginning at 7:00 PM, in the Board Room at the Administrative Offices, 1453 Winchester Avenue, Martinsburg, West Virginia with the following persons present:

Dr. William F. Queen, President
Dr. Darin Gilpin, Vice President
Mr. Todd M. Beckwith, Member
Ms. Michelle Barnes-Russell, Member
Mr. Patrick Murphy Member

Dr. Patrick K. Murphy, Superintendent
Mr. Donnie Dellinger, Assistant Superintendent
Mr. David Banks, Assistant Superintendent
Dr. Justin Schooley, Assistant Superintendent
Mr. Ron Stephens, Assistant Superintendent
Dr. Veronique Walker, Associate Superintendent
Mr. James Butts, Treasurer
Mrs. Elaine Bobo, Executive Director of Communications & Recruiting
Mrs. Sharon Kisner, Executive Secretary

I. CALL TO ORDER
President Queen called the meeting to order at 7:00 PM welcoming guests. The Pledge of Allegiance was led by Joelle Washington, student at Mountain Ridge Intermediate.

II. APPROVAL OF AGENDA
Dr. Gilpin moved and Mr. Murphy seconded to approve the agenda as presented. Motion carried unanimously. Attachment 1

III. RECOGNITIONS
In honor of Black History Month, Dr. Veronique Walker introduced Mountain Ridge Intermediate students, Joelle Washington and Trisha Ofori-Yedu and Opequon Elementary student, Derek D. Beatty III, who provided a brief presentation about their culture and how and why it is important to them.
IV. CITIZENS’ FORUM
The Board received comments from Tiffany Wallech, Amanda Thomas and Valerie Ledford.

V. CONSENT AGENDA
1. Minutes of Work Session – January 18, 2020 – Attachment 2
2. Minutes of Regular Meeting – January 21, 2020 – Attachment 3
3. Chaperone Requests – Attachment 4
4. Curricular & Extra-Curricular Trip Requests – Attachment 5
5. PASS Volunteers – Attachment 6
6. Use of School Property Requests – Attachment 7
7. Budget Supplements / Transfers – Attachment 8
8. Payment of Bills / Approve Invoices – Attachment 9

Mr. Beckwith moved and Ms. Barnes-Russell seconded to approve the Consent Agenda as presented. Discussion followed. Motion carried unanimously.

VI. MONITORING ITEMS
1. Mrs. Robyn Lopez, Director of Assessment & Accountability and Ms. Beverly Hoffmaster, Elementary Instructional Specialist presented the Elementary Literacy Model providing an overview of the key components of Policy 2510 as it pertained to K-5 instruction.
2. Ms. Lopez and Ms. Hoffmaster also presented the K-12 Literacy Project which was developed to create district wide consistency, develop a thinking process for students, to reinforce literacy skills in every class including math, science and specials, improve student achievement, and implement with fidelity. Discussion followed.
3. Mr. Jim Butts gave an update of the 2020 Bond Refunding which will provide taxpayer savings, over the next 5 years, in the amount of $3,398,607.92. The closing date for this refunding is February 5, 2020.
4. Mr. Jim Butts provided copies of the 2019 Annual Financial Statement Audit to Board Members sharing that this audit was an unqualified report (clean audit, no findings, and no recommendations). Discussion followed. Superintendent Murphy thanked Mr. Butts and his team for their work on the Bond Refunding and Audit.

VII. ACTION ITEMS
1. Dr. Gilpin moved and Ms. Barnes Russell seconded to adjust the start time of the following meetings:
   a) March 2, 2020, the meeting will begin at 5:00 PM for the purpose of an employee matter; and
   b) April 27, 2020 – the meeting will begin 6:00 PM for the purpose of a Budget Work Session. The location for these meetings will remain at 1453 Winchester Avenue.
2. Personnel Actions – Dr. Justin Schooley presented Professional, Service, Coaching and Substitute Personnel Actions dated, Monday, February 3, 2020 providing the following information:
   a) Page 1, line 9; David Lopez, Certified / Paid Assistant Girls Basketball Coach, Martinsburg High, Correction Appointment, change the effective date to December 3, 2019.
   b) Page 3, line 34; insert the name of Lynn Blackburn, Special Ed. Multi-Cat. Teacher, Rosemont Elementary, Ratification of Unpaid Suspension, effective January 22, 2020.
   c) Page 4, line 45; Amanda Robinson, ECCAT I / Supv. Pre-K Special Needs Aide IV, Marlowe Elementary, Correction Appointment, change the effective date to January 21, 2020.
   d) Page 4, line 48; insert the name Tana Hodge, Custodian IV, Berkeley Heights Elementary, Ratification of Unpaid Suspension, effective January 9-22, 2020.
   e) Page 6, line 71; Joy Wootfer-Rondon, Substitute Teacher, Appointment, change the effective date to February 3, 2020.

Mr. Beckwith moved and Dr. Gilpin seconded to approve the Professional, Service, Coaching and Substitute Personnel Actions as presented. Discussion followed.

Mr. Beckwith abstained from voting on action item Page 2, line 25, Erin Beckwith, Secretary II, Potomack Intermediate, approved unpaid medical leave of absence, effective 2/18/2020 ½ day, end of 2019-2020 sy due to his relation to the employee. Motion carried unanimously. Attachment 10

VII. BOARD ANNOUNCEMENTS
Mr. Murphy shared that he has been approached by a lawyer with the offer of an employee workshop to provide awareness of their rights during stressful situations.

VIII. SUPERINTENDENT ANNOUNCEMENTS
1. During February we celebrate:
   a) Black History Month with activities occurring in many of the schools.
   b) Berkeley County Schools’ 1008 service personnel and 263 service substitutes during Service Personnel Week, February 10-14.
   c) 100 days of students being in the books marking major milestones and academic achievement.

2. Upcoming Local School Improvement Council Meetings will be held as follows:
   a) February 18th, Spring Mills Region at Springs Mills High beginning 5:30 PM
   b) March 16th, Martinsburg Region at Martinsburg High beginning 5:00 PM
   c) April 13th, Musselman Region at Musselman High beginning at 5:00 PM

3. Congratulations to Trey Sine, Martinsburg High School student for being named the WV Metro News Scholar Athlete of the Week. Trey holds a 4.5 GPA.
4. Upcoming dates of importance: February 6th, Interim Reports; February 8th, County Social Studies Fair; February 8th, VEX Robotics Competition;
February 10th High School Parent Teacher Conference; February 12th, Golden Horseshoe Exam; and March 12th end of nine weeks.

5. The following 5 Berkeley County seniors have been selected as candidates for the U.S. Presidential Scholars Program: Hannah Alt, Spring Mills High; Mary Bishop, Musselman High; Davis Funk, Spring Mills High; Bridget Hall, Hedgesville High and Quincy Williams, Martinsburg High. Congratulations to these students!

6. Thanks were extended to JR Hollen for his 15 years’ service to Berkeley County Schools, most recently as Executive Director of Transportation. Mr. Holland has accepted a position with a neighboring school district and we wish him well.

IX. ADJOURNMENT
With no further business, Mr. Murphy moved and Mr. Beckwith seconded to adjourn at 8:50 PM. Motion carried unanimously.

PRESIDENT: ________________________________

SECRETARY: ________________________________

DATE: _____________________