

**BERKELEY COUNTY SCHOOLS**  
Martinsburg, West Virginia

**BOARD OF EDUCATION MEETING**  
Monday, October 17, 2016  
7:00 PM

The Board of Education of the County of Berkeley met in Regular Session on Monday, October 17, 2016 beginning at 7:00 PM, at the Central Office, 401 South Queen Street, Martinsburg, WV in the Dr. N. Blaine Grove Board Room with the following persons present:

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

**Mr. Manny Arvon, Superintendent**  
**Mr. Donnie Dellinger, Deputy Superintendent**  
**Mrs. Margaret Kursey, Deputy Superintendent**  
**Mrs. Laura Sutton, Assistant Superintendent/General Counsel**  
**Mr. James Butts, Treasurer**  
**Mrs. Elaine Bobo, Director of Communications and Recruitment**  
**Mrs. Sharon Kisner, Communications Coordinator/Graphic Artist/Secretary III**

**I. CALL TO ORDER**

President Queen called the meeting to order at 7:02PM. The following business was transacted:

**II. WELCOME AND INTRODUCTION OF GUESTS**

Guests were welcomed by President Queen and asked to sign the attendance register.

**III. APPROVAL OF AGENDA**

The Agenda was amended by adding the resignation of Stephanie N. Brooks, Professional Accountant, to the personnel actions. Dr. Gilpin moved and Mr. Beckwith seconded to approve the agenda as amended. Motion carried unanimously. Att. #1

**IV. DISTINGUISHED SERVICE PERSONNEL**

Principal Sonia Knipe, Hedgesville Elementary, honored Mrs. Donna Runkles, Cook, as the Distinguished Service Personnel recipient for October.

Since Mrs. Runkles was unable to attend, a plaque was presented to her at the school by Principal Knipe and Director of School Nutrition, Mrs. Heck.

#### **V. VOLUNTEER OF THE MONTH**

Principal Sonia Knipe, Hedgesville Elementary, introduced Mrs. Alice Fisher as the recipient of the October Volunteer of the Month award. President Queen congratulated her and presented her with a plaque.

#### **VI. CITIZENS' FORUM**

No requests were made to speak at Citizen's Forum.

#### **VII. CONSENT AGENDA**

- a) Minutes of October 3, 2016 Regular – Att. #2
- b) Chaperone Requests – Att. #3
- c) PASS Volunteer Requests – Att. #4
- d) Curricular & Extra-Curricular Trip Requests – Att. #5
- e) Use of School Property – Att. #6
- f) Approval of Property Right of Way & Easement for Mountaineer Gas Company – Att. #7
- g) Payment of Bills / Approve Invoices – Includes Board of Education Member Travel Reimbursement - Att. #8
- h) Financial Reports – Att. 9

The Consent Agenda was presented.

Item f) Approval of Property Right of Way & Easement for Mountaineer Gas Company:

Property description: The easement coming off Route 9 West enters on the north side of Berkeley County Schools' property running behind the Hedgesville High School visitor bleachers on the football field, turns east through private property and enters back on Berkeley County Schools' property at the "Norman L. Dillon" property. At that point it continues east, turns south crossing the state road through Berkeley County Schools' driving range and continues to the end of the Berkeley County Schools' boundary at the southeast corner. Discussion followed.

Item g) Payment of Bills / Approve Invoices, Dr. Gilpin recused from voting on this item which included his travel reimbursement.

Mr. Murphy moved and Mrs. Barnes-Russell seconded to approve the Consent Agenda as presented. Motion carried unanimously.

#### **VIII. TREASURER'S REPORT**

The Treasurer's Report, month ending September 30, 2016, was presented by Mr. Jim Butts. Mr. Beckwith moved and Dr. Gilpin seconded to approve the report as presented. Motion carried unanimously. Att. #10

**IX. AEPA CONTRACT – MARTINSBURG HIGH / MUSSELMAN HIGH TRACK UPGRADES**

Deputy Superintendent Dellinger presented the AEPA Contract for Martinsburg High and Musselman High Track Upgrades. Discussion followed. Mrs. Barnes-Russell moved and Mr. Beckwith seconded to approve the contract as presented. Motion carried unanimously. Att. #11

**X. PERSONNEL ACTIONS**

Mrs. Laura Sutton informed the Board that an additional personnel action needed to be added. On page 6, line 115, Resignation of Professional Accountant, Stephanie N. Brooks', effective November 4, 2016 was added.

Upon the recommendation of Superintendent Arvon to approve the amended personnel actions, Mr. Murphy moved and Dr. Gilpin seconded to approve the actions as amended. Discussion followed. Motion carried unanimously. Att. #12

**XI. BOARD UPDATE**

Mr. Murphy requested that 1) Mrs. Sutton follow-up with Larry Hess, Assessor regarding information that the schools may request on car registrations; 2) inquired regarding information on test scores; and, 3) if Berkeley County Schools does a bid for waste paper.

Mrs. Barnes Russell attended a Race Relations dialogue at Shepherd University on October 10<sup>th</sup> that was co-sponsored by the Berkeley County Schools' Diversity and Student Support Services.

**XII. SUPERINTENDENT UPDATE**

- The Superintendent will be participating in a REL Appalachian webinar to address the retention & recruitment of teachers in West Virginia the first week of November.
- Superintendent Arvon attended the Maytag Dependable Leader Award presented to Stacie Rohn of the Boys & Girls Clubs.
- Randall Reid Smith, Commissioner of the Arts in West Virginia visited Berkeley County on October 12<sup>th</sup> to present music grants to Spring Mills Middle and Musselman Middle Schools.
- One of Berkeley County's middle schools will be named a Science, Technology, Engineering, Arts, and Math (STEAM) School.
- Superintendent Arvon also attended a Delta Sigma Phi Sorority event at the Holiday Inn. These ladies recently visited our high schools to assist eligible students with Voter Registration.
- Regarding the The Martinsburg Initiative, Shepherd University has joined with us in the fight against drug addiction. Last week, Assistant Superintendent, Ron Stephens accompanied Chief Maury Richards to Charleston to present on this initiative.

- Associate Superintendent, Justin Schooley was recognized for leadership and service on the American Association of School Personnel Administrators' (AASPA) Executive Board as Region 3 Representative (representing Connecticut, Delaware, Maine, Maryland, Massachusetts, Newfoundland, New Brunswick, New Hampshire, New Jersey, New York, Nova Scotia, Quebec, Pennsylvania, Prince Edward Island, Rhode Island, Vermont, and West Virginia) during a 3 year-term from 2013-2016. Dr. Schooley has now been elected to another 3 year-term on the association's Executive Board; however, this time he will serve as AASPA's President-Elect (2016-2017), President (2017-2018), and Immediate Past President (2018-2019) representing over 2,000 school human resources and human capital officials in the US and international schools.
- October 17-21 is National School Bus Safety Week. Thank you to our bus drivers and transportation staff.
- Reminder of the Call Meeting, Tuesday, October 25<sup>th</sup> at Noon for the purpose of an employee hearing.

### **XIII. ADJOURNMENT**

With no further business, Mr. Murphy moved and Dr. Gilpin seconded to adjourn at 7:50PM. Motion carried unanimously.