

Wyoming County Schools

WVDE State of Emergency Intervention

Progress Checklist

October 2, 2026

EDITION #2

SCR = Listed In the Special Circumstances Review
PDI = Principal/Director Intake Interview Item
NI = New Item

SCR 1 County Board of Education Member Effectiveness

- SCR 1.1.1 Transition to a system, or service (BoardDocs, or another service) which will increase BOE Meeting Notice, Agenda, and Meeting Documentation efficient and will bring the system into compliance.
- SCR 1.1.2 Training will be provided to Board Members and the public, at large, via a Special Board of Education Meeting/Work Session, by the WVSBA regarding:
- ☐ Executive Session law, protocols, ethics, and documentation requirements;
 - ☐ Meeting Decorum;
 - ☐ Robert's Rules of Order;
 - ☐ Recording Requirements;
 - ☐ Minutes Accuracy; and
 - ☐ Governance Requirements.
- SCR 1.2 Facilitation of an Open Meeting Work Session, facilitated by the WVSBA, which will provide clarity and transparency to the Board of Education and the public, at large, regarding:
- ☐ Executive Session
 - ☐ Delegation Procedures
 - ☐ Agenda and Notice Protocols
 - ☐ Meeting Decorum
 - ☐ Recording Process
- SCR 1.3 Board of Education Meeting Agendas will be posted in full compliance with WVBE Policy 2322, WV System of Support and Accountability, W.Va. Code 6-9A-4, W.Va. Code 6-9A-9, and Wyoming County BOE Policy 0164.
- SCR 1.4.1 Board of Education Members and Central Office Directors will review and collaborate regarding Roberts Rules of Order procedures. Accordingly, Board Meetings will be conducted following these procedures.
- SCR 1.4.2 The Superintendent, Board President, and a team of their choosing will develop a contingency plan to address any BOE Member, audience member, delegation spokesperson, or any person or issues who attempts to cause disruption to the order or agenda of the meeting.
- SCR 1.4.3 All Board Members and all persons speaking at a BOE Meeting in any capacity shall use the microphone provided at the volume to be pre-set by the Central Office Technician.

- SCR 1.4.4 The livestream and recorded audio or livestream video feed during BOE meetings shall not be muted or interrupted for any reason. In the event of a circumstance beyond the technician's control, a secondary audio recording device will immediately utilized. Additionally, a message will be posted regarding the issue, and the secondary audio will be posted, as an addendum, to the original audio for public viewing. Every effort will be made to keep the livestream going uninterrupted and all recordings of the meetings will be posted and preserved.
- SCR 1.5 During the WVSBA provided training the WCBOE and Central Office Staff will be trained on compliance regarding the Board Of Education July 1 Organizational Meeting Requirements and Protocols. After the training, Organizational Meeting Requirements will be followed.
- SCR 1.6.1 During the WVSBA provided training the WCBOE and Central Office Staff will be trained on compliance regarding Wyoming County Board of Education Policy and procedures regarding delegations who wish to address the Board. The WCBOE will adhere and follow these Policies and procedures.
- SCR 1.6.2 During the WVSBA provided training the Central Office Technicians will be trained on requirements and law regarding recording, protocols, WVDE Policies, and W.Va. Code regarding livestreaming, recording, and preservation of technology associated with BOE Meetings.
- SCR 1.6.3 During the WVSBA provided training the WCBOE will be trained regarding the protocols, policies, and W.Va. Code regarding the use of Executive Session. Sequencing, transparency, and usage rules will be addressed.
- SCR 1.6.4 The WCBOE will utilize Executive Session for only the purposes as outlined in law and policy.
- SCR 1.7.1 During the WVSBA provided training the Superintendent and technicians will be trained on policies, procedures, and W.Va. Code to avoid any future alteration of recordings or the appearance of alterations. Public transparency and meeting law will be the goal.
- SCR 1.7.2 Technicians will be given any requested training or resources requested to avoid any future alterations to the video/recorded meeting record or the appearance of alterations.
- SCR 1.8 During the WVSBA provided training the Board of Education and Central Office will receive training regarding all BOE protocols, procedures, and W.Va. Code so that all BOE Agenda postings, meeting protocols, livestreams, and Open Meetings Requirements are in full compliance.
- SCR 1.9.1 During the WVSBA provided training the Board of Education and Central Office will receive training regarding student, employee, and public at large confidentiality with regard to policy, protocol, procedure, and W.Va. Code regarding confidentiality and related practices.
- SCR 1.9.2 During the WVSBA provided training the BOE and Central Office will receive training regarding the addressing of any items that are brought forth that are not on the BOE Agenda.
- SCR 1.10 After the WVSBA training is provided all policies, protocols, and W.Va. Code will be followed and in full compliance regarding all BOE Meetings and actions.
- SCR 1.11 BoardDocs or a comparable service will be used to provide sufficient detail regarding action or discussion items as to provide transparency and compliance.

SCR 1.12 The BOE website will be made up to date and in full compliance with WVDE policy, WCBOE policy, W.Va. Code, and ADA.

SCR 2 Central Office Leadership

- 2.1.1 The Superintendent will direct, support, and expect honesty, truthfulness, authenticity, and transparency from all Central Office Staff in their communications with the WVDE in all matters.
- 2.1.2 The Superintendent will place 2.1.1 directive and expectation on a future Central Office Cabinet Meeting Agenda.
- 2.1.3 The Superintendent will produce and distribute Meeting Agendas at least 24 hours prior to any Central Office Meetings.
- 2.1.4 Agendas will be collaborative and a call for Agenda Items will be done by the Superintendent at least 2 days prior to each meeting so that a collaborative Agenda can be produced.
- 2.1.5 Minutes will be taken, produced, and memorialized for all Central Office Meetings to include, but not limited to Cabinet Meetings, Curriculum Leadership Team Meetings, Operations Team Meetings, Principals Meetings, Principals TEAMS, or any other formal meetings within and from the Central Office.
- 2.2 All Title IX information that should be on the WCBOE website will be fully updated and in compliance with 34 CFR 106.8.
- 2.3.1 The Superintendent will collaborate with a cross-section of stakeholders and will construct a prioritized vision, or priorities list, for the school system to be in compliance with WVBE Policy 5800.
- 2.3.2 The Superintendent will communicate the Vision/Priorities to stakeholders in methods that will facilitate transparency and high-quality communication.
- 2.3.3 The Superintendent will facilitate, attend, and participate in all formal meetings and informal huddles regarding the Vision/Priorities points.
- 2.3.4 The Superintendent will facilitate, attend, and participate in all meetings and collaborations regarding the Wyoming County Schools Strategic Planning process.
- 2.3.5 The Superintendent, in words and actions, will maintain a deliberate and primary focus on advancing student learning and establishing organizational conditions necessary for effective instructional practices
- 2.4.1 The Superintendent will establish a yearly schedule for all formal Central Office Meetings to include, but not limited to Principal Meetings, Principal TEAMS, Central Office Cabinet Meetings, Operations Teams Meetings, Curriculum Leadership Meetings, and Strategic Plan Meetings that are to be shared by September 20, 2026, with any stakeholder group that is necessary.
- 2.4.2 The TEAMS option will be provided regarding all meetings listed so that optimum attendance and collaboration can be achieved.

- 2.4.3 Cancellations of any meetings will be given 24 hour notice or conducted by an Assistant Superintendent.
- 2.4.4 Weekly construction meetings regarding all Facilities projects will be conducted by the Superintendent and will involve all relevant stakeholders regarding each project.
- 2.4.6 Each BOE Meeting will contain an Agenda Item with detailed updates regarding every SBA or Bond project. Board of Education information and public transparency is the goal.
- 2.4.7 Projected completion dates will be provided with each project update.
- 2.5.1 The Superintendent and all Central Office Directors will respond to all voicemails, emails, phone calls, texts, and any other sanctioned and professional methods of communication within 24 hours, regardless of eventual outcome. The party reaching out will know that they are being received and heard.
- 2.5.2 The Superintendent or Central Office staff will refer any concerns or issues that are received to the appropriate Central Office Director, principal or necessary party within 24 hours.
- 2.5.3 All communications as such will be documented, either formally or informally.
- 2.5.4 Emergency, or safety, situations will be directed and handled, immediately, by all directors, principals, and school employees.
- 2.6.1 A District Discipline Matrix will be developed with high-quality input and collaboration from stakeholders including, but not limited to, teachers, principals of various programmatic levels, students from various programmatic levels, parents, community members, and Central Office Directors.
- 2.6.2 The Discipline Matrix draft will be reviewed by counsel for compliance with law and policy.
- 2.6.3 The Discipline Matrix will be presented to the BOE for consideration.
- 2.6.4 The Discipline Matrix will be a training module for all school employees so as to establish consistent adherence to the Matrix.
- 2.6.5 The Assistant Superintendent for Support will monitor the adherence to the Matrix and immediately address any non-compliance issues.
- 2.6.6 The Discipline Matrix will be shared with stakeholders via all forms of stakeholder communication.
- 2.7.1 A Central Office Task Force will be created to assess the current situation regarding the oversight and execution of the Third Grade Success Act progression.
- 2.7.2 The Task Force will devise a plan for transition to provide the needed support, oversight, understanding, and resources for the Third Grade Success Act.

~~2.7.3~~ A plan will be developed to provide consistent instructional support, oversight, and implementation of House Bill 3035. **COMPLETED**

~~2.7.4~~ The Task Force will present the plan to the Superintendent on or before September 17. **COMPLETED Position is posted.**

2.7.4 Title IX Compliance and understanding will be a focus for the Central Office.

2.7.4 Title IX Training will be facilitated for the Board of Education Members, all principals, and Central Office Directors before December 31.

2.7.4 Title IX issues will be addressed with fidelity of practice, protocol, and appropriate procedure according to Policy and law.

SCR 3 Finance and Purchasing

3.1.1 The school system will engage in an internal review of any and all methods and means to address personnel overages.

3.1.2 The Superintendent will form a Task Force to address the issue of personnel overages with the goal of finding avenues to decrease personnel.

3.2.1 The RIF and transfer decisions will be done in a transparent, collaborative manner and according to W.Va. Code, WVDE Policy, and WCBOE Policy.

3.2.2 The Director of Personnel and Superintendent will collaborate, early, in the process to establish needs regarding the school.

3.2.3 A Central Office Personnel Team will consist of the Superintendent, the Director of Personnel, Assistant Superintendents, and any other Central Office personnel that would be needed to collaborate regarding each school's potential for RIF/Transfers.

3.2.4 Any Central Office team member involved in the Personnel Team who may have family or friends that may potentially be impacted shall recuse him/herself from the process.

3.4.1 The BOE and Business Office will continue high-quality financial practices which aim toward zero audit findings.

3.4.2 The Business Office will produce and provide a Central Office Flow Chart document that illustrates clear financial flow/practice for purchasing and follow-up at the Central Office level.

3.4.3 The Business Office will provide a training session to the Central Office Directors who utilize these purchasing practices.

3.4.4 The Business office will provide on-going PD, as needed, to facilitate clear, transparent, and followed financial practices at the Central Office.

3.5.1 The Business Office will produce and provide a School-level Flow Chart document that illustrates clear financial flow/practice for purchasing and follow-up at the School level.

- 3.5.2 The Business Office will provide a training session to the School Principals and Secretaries who utilize these purchasing practices.
- 3.5.3 The Business office will provide on-going PD, as needed, to facilitate clear, transparent, and followed financial practices at the school level.
- 3.6.1 Every Department Director who has associated finances will keep a Budget Tracker to chronicle departmental spending.
- 3.6.2 No Department may spend more than \$5,000.00 without bringing the expenditure to the Curriculum Leadership Team for discussion, collaboration, and approval.
- 3.6.3 Operations Team expenditures over \$5,000 must have both the Assistant Superintendent's and Superintendent's approval and signature before approval and processing of the expenditure.
- 3.6.4 No moving of monies or transfers of funds shall be done unless there is director and signatory authorization from the Director responsible for the funds.
- 3.6.5 The Business Office will develop a signatory approval form for the authorization of movement of funds.
- 3.6.6 The Business Office will provide every Department Director of a list of due dates for the encumbrance or spending of funds associated with the Director's oversight.
- 3.6.7 Each Departmental Director will operate with collaboration and transparency in mind.
- 3.6.8 Each Director who manages funds will provide a spending plan to the Superintendent and CSBO before a date to be determined.
- 3.6.9 There will ZERO Federal funds left unspent during any fiscal year.
- 3.7. A collaboration meeting among stakeholders for assessment, collaboration and any and all means to equitable spending per student, building occupancy, and staffing will be conducted 4 times per year (Per Table, page 9, SCR).
- 3.8. A collaborative planning meeting 1 time per month, facilitated by the Superintendent and CSBO, to address long range planning for decisions regarding decreasing enrollment, school reconfiguration, etc.
- 3.9 A collaboration meeting will be conducted 1 time per month to address enrollment trends and building utilization.
- 3.10.1 Work Orders will be tracked and reported during Operations Team Meetings 2 times per month.
- 3.10.2 All Operations Teams Directors will offer a report during each OPS Team Meetings, which will be conducted twice monthly.

- 3.11.1 All Title 1 Principals will be provided one week prior to the end of the current school year -
- ☐ PROJECTED Funds Available for the NEXT School Year
 - ☐ Spending Practices
 - ☐ Title 1 Spending Guidance/Rules
 - ☐ A Budget Tracker
 - ☐ Support for Developing a Title 1 Spending Plan
- 3.11.2 All Title 1 Principals will be provided with the following materials at the first Principals Meeting at the beginning of the new school year -
- ☐ Final Funds Available for the CURRENT School Year
 - ☐ A Review of Acceptable Spending Practices
 - ☐ A Review of Title 1 Spending Guidance/Rules
 - ☐ A CURRENT Budget Tracker with Funds Pre-Slugged
 - ☐ Guidance for Developing a Title 1 Spending Plan
 - ☐ All Relevant Due Dates for Spending
- 3.11.3 All School-Level Title 1 spending and decisions will be completed in a collaborative manner with each school principal and the Title 1 Director, following policy and law and the expectation of high-quality communication and transparency.

SCR 4 Personnel and Employment Practices

- 4.1.1 Personnel practices, at the Central Office and school level, will follow W.Va. Code, WVDE Policy, and WCBOE Policy, and past practice, as applicable.
- 4.1.2 Every effort shall be made to utilize and show equity, transparency, and rationale for all staffing decisions and practices.
- 4.1.3 Issues that merit investigation will be investigated utilizing an external investigator when there may be either a presence or appearance of bias or nepotism present.
- 4.1.4 ALL investigations regarding threats or safety will be addressed IMMEDIATELY and with vigor to deal with the situation according to law and policy.
- 4.1.5 All situations that merit Title IX investigation will have that process implemented and followed to the fullest extent.
- 4.1.6 Situations that merit an external investigations will receive that investigative service.
- 4.2.1 All employee discipline matters will be handled with fidelity of practice in reference to WVBOE Policy, WCBOE Policy, and W.Va. Code in relation to timelines, law, and outcome disposition.
- 4.2.2 All employee discipline dispositions will be completed in the timeframe dictated by policy and law.

- 4.2.3 All employee discipline dispositions will be chronicled and reported to the WVDE Employee Discipline System
- 4.2.4 All employee discipline dispositions will be updated for the 2026 school year as noted in the Table on Page 9 of the SCR (from November 2025 to present).
- 4.2.5 Collaboration will be the norm in practice and disposition regarding employee staffing decisions. Every effort will be made to involve the school principal in staff decisions at the school level in compliance with policy and law. Transparency, equitable staffing, and fidelity of practice is the goal.
- 4.3.1 Central Office leadership will recognize and understand the feeling of retaliation as reported in the SCR, page 11. Every effort will be made to approach every situation in a collaborative and professionally proper mindset.
- 4.3.2 Central Office leadership will receive sensitivity training regarding employee relations. In dealing with school-level leaders.
- 4.3.3 As part of the sensitivity training, Central Office leaders will receive healthy dynamics training in regard to inter-office dynamics and relation to school-level leaders.
- 4.4.1 All personnel investigations will meet timelines as dictated via policy and law.
- 4.4.2 Personnel investigations will be done with fidelity and due process in all regards.
- 4.4.3 Transparency, without breach of confidentiality, will be the goal. Due process shall be followed.
- 4.4.4 The disposition of any personnel situation must be done with due process, law, and policy in mind.
- 4.4.5 Employee discipline will be managed following ratification, due process, BOE protocol, law, and policy.
- 4.4.6 The management of any investigation must be proactive, timely, and above reproach in ethics.

Principal/Director Intake Material (Indicator = 3 direct references from principals)

- PDI 1 CSI/ATS process needs clarification and more clarity at all levels. - More support and Central Office oversight.
 - 1.1 All CSI/ATS Schools will have a direct support person from the Central Office to support the CSI/ATS process in any capacity necessary.
- PDI 2 The Respect-Protect Process is broken. Very little responsiveness or support is available to schools.
 - 2.1 The Respect Protect Support will increase.
 - 2.2 There will be an established, highly communicated referral process among the WVDE Liaison, RP, principals/counselors.
 - 2.3 Sign-in procedure and protocol will be created and consistently followed for the RPL consistently, across schools.
 - 2.4 The RPL will communicate with the principal/counselor about any offerings of next steps/support for the situation.
 - 2.5 The RPL will make and document communication with all parents, as appropriate.
 - 2.6 Follow-up visit documentation will be supplied to the principal/counselor (mindful of confidentiality).

- PDI 3 The Central Office does not always “appear” to operate with equitability, integrity, or legal practices. These qualities do not come across as important. Decisions seem arbitrary and capricious, at times. Nepotism and friends groups are often references in how decisions are made and how business is done.
- 3.1 The Central Office will be cognizant of this assertion. Practices in the future will work in a focused manner, to provide rationale, transparency, and hard data in a collaborative mindset when working with schools on systemic decisions.
- PDI 4 The Responsiveness from the Central Office, Superintendents, and Directors is slow, at best, and sometimes non-existent.
- 4.1 The Central Office will respond to any correspondence or phone call within 24 hours.
- 4.2 The Superintendent will produce a succinct, but informative, version of a Superintendent’s Update one time per week to be shared, digitally, with all stakeholders.
- 4.3 Summer Principal Meetings will be held on the first collective day in which all principals’ report.
- 4.4 Principals Meeting Dates (Schedule) will be provided for the school year. (September 30)
- PDI 5 The State of Emergency has not been explained or addressed by the Superintendent. Principals do not feel informed or a part of the circumstance solutions. Principals (4) said that the Central Office attitude is one of:
- ☐ “No one here shared any problems, but we will find out who did.”
 - ☐ “Everything is ok. This will be a quick fix.”
 - ☐ “We have eyes everywhere.”
 - ☐ “The State of Emergency should scare all of you, instead of the Central Office.”
- 5.1 The Superintendent will provide a professional development session to all principals and directors regarding the SOE
- 5.2 The Superintendent will provide digital, social media communications with all stakeholders which explains the SOE and provides general information about the SOE and the school systems plan for correction of the plan.
- 5.3 The Superintendent will provide a digital, social media link to the SCR.
- 5.4 The Superintendent will intervene when the SOE is made light of and will address the seriousness of the situation with all involved (BOE, principals, directors, etc.)
- PDI 6 The Central Office Directors and School Principals are not able to collaborate effectively regarding school finances, both local and federal, due to a Constant fluctuation of information and financial figures. (On or before October 1)
- 6.1 The Superintendent, CSBO, Federal Programs Director, and any director who works with funding schools have a stake, will come together, individually with each principal, explain their budgets, by department/funding source, answer any questions, and provide and explain a budget tracker for each funding source.
- 6.2 The principals will be directed to reach out to the appropriate director with any questions regarding funding.
- 6.3 The funding balances will be tracked by principals and directors to bring accountability and transparency to the process.
- 6.4 No changes will be made after the funds are distributed and shared, without full knowledge of the principal and permission, in writing from the director and signature from the Superintendent.

- PDI 7 The Data Dive Process is viewed as a “show”, or “dance” for principals to perform for the Central Office.
- 7.1 The Curriculum Leadership Team (3 member, only) will visit each school to share the school’s data (i.e., strengths, weaknesses, any data that is relevant to academic growth for the school year, and any other necessary information for the school to grow in academics and student achievement.
 - 7.2 The principal will be asked to develop a simple 5-step process to address the school’s weakness and to build capacity in all students.
 - 7.3 The 3-person CLT group will visit the school each nine weeks to review steps and address support needs.
 - 7.4 THE CLT group will be consistently and continuously available to principals to support the school’s efforts toward growth.

New Items (NI) = Found/Emerged Since State of Emergency and WVDE Support Started

- NI 1 Departmental Budgets are confusing, lacking management, and sometimes appear non-existent.
- NI 1.1 Budget Trackers for every Department Director will be provided, demonstrated, and support provided so that each Director is able to collaborate with the Finance Department, Superintendent, and the WVDE regarding Departmental Financial Management. While this process had been in place, it has not continued for the last 2 school years.
- NI 1.2 Each Department Director will manage, oversee, and monitor all aspects of their Department’s budget and spending.
- NI 1.3 Monthly Financial Collaboration Meetings will be facilitated and supported by the Superintendent and CSBO.
- NI 1.4 At every Monthly Financial Collaboration Meeting, the CSBO will provide up to date print outs that reflect departmental spending and budget communication for the current month.
- NI 2 School counseling programs lack structure, purpose, proactive leadership, and function. Only 1 Counselor Meeting was conducted during the 2025-26 school year.
- NI 2.1 Monthly Counselor Meetings will be facilitated. These meetings will focus on:
- ☐ Professional Development;
 - ☐ Collaboration;
 - ☐ Classroom Units;
 - ☐ Monthly Themes that Promote Student Growth, Health, and Well-being;
 - ☐ Goals and Expectations for Counselors; and
 - ☐ Support for Counselors

- NI 3 The Driver Education Program at Westside High School is in a deficit situation in serving students. During the 2025-2026 school year, a substitute teacher, who was not permissible in any secondary coursework, was utilized, at the direction of the Superintendent, to teach Driver Education. During the 2025-26 school year, no Driver Education student was able to drive, at all, resulting in 95 students, from 25-26, who received ZERO driving time. This issue resulted in non-compliance with WVDE Policy 2510, students and families who were deprived of the Driver Education certification, which deprived those families of discounts on the family's insurance costs, resulting in not only lack of real driving experience for these young drivers, but also significant financial loss for their families.
- NI 3.1 A plan will be formulated and implemented to guarantee that any student who did not receive Driver Education full services during the 2025-26 school year will receive services during this school year.
- NI 3.2 A plan will be formulated and implemented to guarantee that any student who is *currently* enrolled in Driver Education will receive full services during the this school year, 2026-27.
- NI 3.3 No lapse in student services will be permitted.
- NI 3.4 In the future, the Superintendent will be responsive to outreach from Principals, Personnel Director, Assistant Superintendents, Board of Education Members, or anyone who may bring such concerns to him/her. Student services will be a primary focus for the Superintendent.
- NI 4 Employees do not have direct and immediate access to issues, policies, law (WV and Federal), expected practices, and common procedures.
- NI 4.1 An Employee Handbook will be developed.
- NI 4.2 The Employee Handbook will be presented to the Board of Education for review and hopeful approval.
- NI 4.3 The Employee Handbook will be printed and distributed to every employee.
- NI 4.4 Employees will sign for personal receipt of the Employee Handbook.
- NI 4.5 The Employee Handbook will be readily accessible on the Wyoming County Schools website.
- NI 5 Communication is lacking regarding Faculty Senate practices and collaboration with the Central Office.
- NI 5.1 A Faculty Senate Presidents' Meeting will be facilitated and conducted to promote cohesion, centralized information and messaging, collaboration, and authentic and high-quality communication at all levels.

- NI 5.2 A Faculty Senate Presidents' Meeting Agenda will be built collaboratively among Faculty Senate Presidents, Directors, and the Superintendent.
- NI 5.3 A consistently present Agenda Item will ask for Ideas, Feedback, and Concerns.
- NI 5.4 The Meeting Agenda will be distributed at least 24 hours prior to every meeting.

~~NI 6 The Emergency Radio System and Emergency Communications Model is not adequate and equitable for all schools.~~

~~NI 6.1 A Task Force will be formed to be outcome oriented to explore issues and find solutions for equity and full responsive protocol and equipment for IMMEDIATE EMERGENCY NOTIFICATION AND RESPONSE IN ALL SCHOOLS. October 20 - Report Out DUE~~ **COMPLETED**

