MINUTES

Summers County Board of Education
Regular Meeting Minutes
YouTube – https://tinyurl.com/SCS-youtube
Summers County Schools Central Office
July 8, 2025 ~ 6:00 PM

1. **Roll Call**
   The Summers County Board of Education met in a regular meeting on July 8, 2025 at the SCS Central Office and on YouTube. The meeting was called to order by Board President Greg Angell at 6:00 PM. Board members in attendance were: Vice President Jay McBride, Mr. Kenny Brogan, Mrs. Renee Farley, and Mrs. Megan Harvey. Board employees present were: Linda D. Knott, Ed.D., Interim Superintendent; Mrs. Renae Jones, Director; Mrs. Kayla Kincaid, CSBO; and Mr. Chad Meador, Director.

2. **Pledge of Allegiance**
   The Pledge of Allegiance was led by Mr. McBride.

3. **Approval of Agenda/Adjustments**
   Mr. Brogan made a motion, seconded by Mrs. Harvey and by a 5-0 vote approved to pull Safe & Sound and RT Rogers to be voted on separately.

   Mr. Angell made a motion, seconded by Mr. McBride and by a 5-0 vote approved to reverse the order of the presentations.

   Mrs. Harvey made a motion, seconded by Mrs. Farley and by a 5-0 vote approved the agenda with the aforementioned adjustments.

4. **Presentations**
   Dr. Kevin Green – Space at SCCHS
   Senator Vince Deeds & Larry Cochran – Presentation of "In God We Trust" posters

5. **Public Comment**
   Pearl Knott, Susan Newsome – 6th Grade Pilot Program

6. **Approval of Minutes**
   The Superintendent recommends approval of the following minutes:
   June 24, 2025 – Regular Meeting

   Mr. Brogan made a motion, seconded by Mrs. Harvey and by a 4-0 vote approved the 6/24 minutes. Mr. Angell abstained because he was not present at the meeting.

7. **Approval of Bills**
   Mr. Brogan recused himself because of a conflict of interest. Mrs. Harvey made a motion, seconded by Mrs. Farley and by a 4-0 vote approved payment to RT Rogers and Safe & Sound.

   Mr. Brogan made a motion, seconded by Mrs. Harvey and by a 5-0 vote approved payment of all remaining bills.

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8. Year End Bills/Transfers and Supplements

Mrs. Harvey made a motion, seconded by Mr. McBride and by a 5-0 vote accepted the year end bills and transfers and supplements.

9. Old Business

A. Discussion/Possible Action Regarding Relocation of Central Office

Mr. Brogan made a motion, seconded by Mr. Angell and by a 5-0 vote rejected moving the central office location.

B. Discussion/Possible Action Regarding Jumping Branch Elementary 6th Grade Pilot Program

Mrs. Harvey made a motion, seconded by Mrs. Farley and by a 5-0 vote approved the pilot program.

10. New Business

A. Approve Purchases over $25,000

Item	Company	Total	Funding Source

B. Discussion/Possible Action to Approve Policies

VII-B-3 Attendance Policy

Mr. Brogan made a motion, seconded by Mr. McBride and by a 5-0 vote approved the policy.

C. Discussion/Possible Action to Place Corrected Policy Out for Public Comment

V-G-6 Pediculosis (Head Lice) – The policy placed out for public comment had June 23 as cut off for public comments. Corrected Policy will have the date of July 21 and will be placed on the July 22 agenda for board approval.

Mrs. Farley made a motion, seconded by Mr. McBride and by a 5-0 vote approved to place the policy out for public comment.

11. Personnel

In accordance with WV Code 6-9A-4(2), relating to personnel, Mrs. Harvey made a motion, seconded by Mr. Brogan and by a 5-0 vote approved to enter into executive session.
Time IN: 7:08 PM
Time OUT: 7:22 PM

Mr. McBride made a motion, seconded by Mr. Angell and by a 4-1 vote approved all personnel. Mr. Brogan voted against the approval.

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Resignation/Retirement

Name	Position/Location	Effective	Notes
Keri Hudson	School Nurse SCCHS	08/01/2025	Resignation
Courtney Wills	Third Grade Teacher Hinton Area Elementary	06/30/2025	Resignation
Jennifer Meadows	6-8 Head Cheer Coach SCCHS	07/07/2025	Resignation
Resignations submitted after the publication of the agenda may be considered by the Board.			

Leave of Absence

Name	Position/Location	Effective Date	Notes
Harvey Ward	Head Mechanic Bus Garage	06/02/2025-01/12/2026	Medical **Postponed from 6/24/25**
Leave of Absence requests received after the publication date will still be recommended to the Board.			

Employment – Service

Name	Position/Location	Effective Date	Funding Source/Notes
Rhonda Willey	Bus Monitor – Avis/Bellepoint/Forest Hill (Summer Program)	07/09/2025	IDEA
Beverly Blocker	Special Education Aide II Hinton Area Elementary	08/11/2025	IDEA Classroom Aide
Jesse Medley	Special Education Aide II Hinton Area Elementary	08/11/2025	IDEA Student Specific
Peyton Matheney	Pre-K ECCAT Jumping Branch Elementary	08/11/2025	County
Potential Employees are still in the hiring process. If documentation is received after the publication date, they will be recommended to the Board.			

Employment – Professional

Name	Position/Location	Effective Date	Funding Source/Notes
Potential Employees are still in the hiring process. If documentation is received after the publication date, they will be recommended to the Board.			

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Extra Duty/Extracurricular/Coaches/Volunteers

Name	Position/Location	Effective Date	Funding Source/Notes
Kristin Richmond	PLC Coordinator K-2 Talcott Elementary	08/18/2025	Teacher Leadership
Potential Employees are still in the hiring process. If documentation is received after the publication date, they will be recommended to the Board.			

Employment – Substitute Professional

Name	Position/Location	Effective Date	Funding Source/Notes
Potential Employees are still in the hiring process. If documentation is received after the publication date, they will be recommended to the Board.			

Employment – Substitute Service

Name	Position/Location	Effective Date	Funding Source/Notes
Potential Employees are still in the hiring process. If documentation is received after the publication date, they will be recommended to the Board.			

12. Superintendent's Report

13 Discussion of Next Agenda

The next board meeting will be held on July 22, 2025 at 4:30 PM at the Summers County Central Office.

13. Adjourn

Mr. McBride motioned to adjourn at 7:32 PM. Mr. Brogan seconded and the vote was 5-0.

BILLS

CHECK	VENDOR	NAME	AMOUNT	DESCRIPTION
55301	1015	A-Z SPEECH THERAPY, LLC	3,500.00	A-Z SPEECH THERAPY, LLC
55302	2346	AMAZON COM CORPORATE CREDIT	1,914.53	AMAZON COM CORPORATE CREDIT
55303	2384	AMERICAN FILTER SERVICES INC	2,050.00	AMERICAN FILTER SERVICES INC
55304	2720	ANDREA V RICHMOND	1,128.46	ANDREA V RICHMOND
55305	3555	AUSTIN BOWER	317.55	AUSTIN BOWER
55306	5400	BIG BEND PSD	243.32	BIG BEND PSD
55307	6380	BOBBIE SHAWN TREADWAY	15,348.00	BOBBIE SHAWN TREADWAY
55308	6700	BOWLES RICE LLP	2,350.00	BOWLES RICE LLP
55309	8062	CAROL RENAE JONES	524.30	CAROL RENAE JONES
55310	8852	CHRISTIE SHAFER	319.20	CHRISTIE SHAFER
55311	8888	CINTAS	69.37	CINTAS
55312	10225	COOLE SCHOOL	333.29	COOLE SCHOOL
55313	10409	COPIER WORD PROCESSING SUPPLY	29.24	COPIER WORD PROCESSING SUPPLY
55314	12833	E3 DIAGNOSTICS INC	625.95	E3 DIAGNOSTICS INC
55315	15940	GLOBAL RECOVERY SERVICES	2,500.00	GLOBAL RECOVERY SERVICES
55316	16000	GOODHEART WILCOX	6,072.28	GOODHEART WILCOX
55317	19000	HINTON NEWS	87.97	HINTON NEWS
55318	21256	JEREMY WOOD	440.40	JEREMY WOOD
55319	22859	KATHY DUFFIELD	325.00	KATHY DUFFIELD
55320	22884	KAYLA KINCAID	312.32	KAYLA KINCAID
55321	23054	KELLI ADKINS	262.90	KELLI ADKINS
55322	30155	KEVIN GREEN	2,567.94	KEVIN GREEN
55323	40510	LARRY K & KATHRYN T DILLON	340.92	LARRY K & KATHRYN T DILLON
55324	40600	LAWSON PRODUCTS INC	273.54	LAWSON PRODUCTS INC
55325	40717	LEARNING ALLY, INC	4,896.67	LEARNING ALLY, INC
55326	50167	LINDA KNOTT	189.05	LINDA KNOTT
55327	81002	MOBILE COMMUNICATIONS AMERICA,	375.00	MOBILE COMMUNICATIONS AMERICA,
55328	90218	MON POWER	14,515.28	MON POWER
55329	90467	MOUNTAINEER GAS COMPANY	448.07	MOUNTAINEER GAS COMPANY
55330	91820	NALCO COMPANY LLC	255.71	NALCO COMPANY LLC
55331	91010	NCS PEARSON, INC	3,171.40	NCS PEARSON, INC
55332	93023	PAES PRODUCTIONS, LLC	43,875.00	PAES PRODUCTIONS, LLC
55333	23560	PEARL KNOTT	423.60	PEARL KNOTT
55334	94400	PITNEY BOWES	411.20	PITNEY BOWES
55335	94497	POCA VALLEY BANK INC	78,983.97	POCA VALLEY BANK INC
55336	95255	PURCHASE POWER	500.00	PURCHASE POWER
55337	95299	QUAVERED, INC	2,700.00	QUAVERED, INC
55338	97632	RONALD MCALLISTER	473.70	RONALD MCALLISTER
55339	101644	SOUTHERN EDUCATIONAL SERV COOP	6,761.49	SOUTHERN EDUCATIONAL SERV COOP
55340	102165	STANDARD EXTERMINATING COMPANY	50.00	STANDARD EXTERMINATING COMPANY
55341	103951	SUMMERS COUNTY ARH	3,040.00	SUMMERS COUNTY ARH
55342	104852	TEACHER CREATED MATERIALS INC	58,879.54	TEACHER CREATED MATERIALS INC
55343	104935	THE DOLLYWOOD FOUNDATION	677.35	THE DOLLYWOOD FOUNDATION
55344	105332	TONYA KEATON	80.99	TONYA KEATON
55345	105009	TRAVELERS INDEMNITY COMPANY	8,425.20	TRAVELERS INDEMNITY COMPANY
55346	106370	U S CELLULAR	104.49	U S CELLULAR
55347	109215	WEST VIRIGNIA INTERACTIVE, LLC	270.00	WEST VIRIGNIA INTERACTIVE, LLC
55348	108464	WILSON LANGUAGE TRAINING CORP	26,190.00	WILSON LANGUAGE TRAINING CORP
55349	108520	WV ADJUTANT GENERAL'S OFFICE	4,158.45	WV ADJUTANT GENERAL'S OFFICE
		CHECK REGISTER TOTAL	301,792.64	

CHECK	VENDOR - NAME	AMOUNT	DESCRIPTION
55298	16145 - GORDON FOOD SERVICE INC	4,753.88	GORDON FOOD SERVICE INC
55299	105600 - TRI-COUNTY WHOLESALE	1,987.50	TRI-COUNTY WHOLESALE
55300	106541 - UNITED DAIRY INC	978.64	UNITED DAIRY INC
	CHECK REGISTER TOTAL	7,720.02	

SUMMERS COUNTY SCHOOLS
Monthly Financial Report
on a Cash Basis for June, 2025

West Virginia DEPARTMENT OF EDUCATION

7/24/2025 12:52:08 PM - 422720

SUMMERS COUNTY SCHOOLS
Summary Schedule of Revenues and Expenditures on a Cash Basis
For the Month Ended June, 2025

	MTD Revenues	YTD Revenues	Beginning Fund Balance	Current Annual Budget	Remaining Balance	Percent Revenues Received	Prior Year YTD Revenues	Prior Year Change From Prior Yr.
Fund:								
General Current Expense Fund	2,151,791	16,180,107	3,184,297	20,741,080	(1,376,676)	93.36%	12,778,722	3,401,384
Capital Projects Fund	261,425	3,251,411	(250,307)	3,660,115	(659,011)	81.99%	2,439,972	811,439
Special Revenue Fund	269,314	3,687,810	436,238	5,409,691	(1,285,643)	76.23%	3,234,103	453,707
Federal Stimulus and Stabilization Fund	0	1,855,776	(513,283)	1,004,836	337,656	133.60%	3,414,546	(1,558,770)
Total Revenues	2,682,530	24,975,103	2,856,944	30,815,722	(2,983,674)	90.32%	21,867,344	3,107,759

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From Prior Yr.
Fund:								
General Current Expense Fund	3,320,823	16,327,870	87,314	20,734,102	4,318,918	79.17%	11,231,068	5,096,801
Bond Construction Fund	0	0	0	0	0	0.00%	0	0
Capital Projects Fund	481,923	2,768,835	126,607	3,660,115	764,674	79.11%	4,022,336	(1,253,501)
Special Revenue Fund	568,316	4,160,495	59,468	5,409,691	1,189,728	78.01%	3,440,419	720,076
Federal Stimulus and Stabilization Fund	0	1,028,561	0	1,004,836	(23,724)	102.36%	2,741,859	(1,713,299)
Total Expenditures	4,371,061	24,285,759	273,390	30,808,744	6,249,595	79.71%	21,435,682	2,850,077

SUMMERS COUNTY SCHOOLS
Schedule of Revenues on a Cash Basis
General Current Expense Fund
For the Month Ended June, 2025

	MTD Revenues	YTD Revenues	Beginning Fund Balance	Current Annual Budget	Remaining Balance	Percent Revenues Received	Prior Year YTD Revenues	Prior Year Change From prior Yr.
Fund Balance								
	0	0	3,184,297	3,612,175	(427,878)	88.15%	0	0
Revenue from Local Sources								
Property Taxes - Current Year	83,142	3,945,252	0	3,956,420	(11,168)	99.72%	3,661,888	283,364
Property Taxes - All Other Collections	5,515	232,679	0	235,500	(2,821)	98.80%	187,041	45,638
Investment Earnings	0	69,689	0	71,000	(1,311)	98.15%	49,391	20,298
Revenue from Local Sources-Clearing Account-Student Body	7,061	21,843	0	0	21,843	0.00%	0	21,843
Other Local Revenues	17,730	242,750	0	810,313	(567,562)	29.96%	420,690	(177,939)
Revenue from State Sources								
State Aid to Schools	904,569	7,970,530	0	8,052,458	(81,928)	98.98%	6,651,757	1,318,773
Revenue from State Sources - Attendance Incentive Bonus Reimbursement	0	0	0	0	0	0.00%	15,702	(15,702)
Other State Sources	1,133,774	3,695,072	0	3,936,355	(241,283)	93.87%	1,787,630	1,907,442
Revenue from Federal Sources								
Medicaid	0	2,292	0	0	2,292	0.00%	0	2,292
Revenue from Miscellaneous Sources								
Fund Transfers In	0	0	0	66,859	(66,859)	0.00%	4,625	(4,625)
Total Revenues	2,151,791	16,180,107	3,184,297	20,741,080	(1,376,676)	93.36%	12,778,722	3,401,384

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
General Current Expense Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Revenues Account	(3,636)	(39,746)	0	0	39,746	0.00%	0	(39,746)
Salaries								
Professional Personnel	1,252,286	5,932,128	0	6,176,758	244,630	96.04%	4,396,463	1,535,665
Service Personnel	410,027	2,207,455	0	2,287,178	79,723	96.51%	1,569,723	637,733
Professional Substitutes	41,606	413,426	0	408,671	(4,756)	101.16%	541,685	(128,258)
Service Substitutes	5,335	114,595	0	109,196	(5,400)	104.95%	139,679	(25,083)
Temporary Part-Time Service	5,503	5,503	0	0	(5,503)	0.00%	0	5,503
Board Members	5,760	21,280	0	18,452	(2,828)	115.32%	16,160	5,120
Students	0	481	0	519	38	92.70%	0	481
Employee Benefits								
Group Insurance	291,125	1,379,501	0	1,425,991	46,490	96.74%	973,719	405,783
Social Security	119,378	636,273	0	640,756	4,483	99.30%	485,675	150,598
Retirement	856,581	2,077,769	0	2,110,999	33,231	98.43%	446,609	1,631,160
Tuition Reimbursements	0	(2,193)	0	8,601	10,794	-25.50%	8,121	(10,314)
Unemployment Compensation	0	5,463	0	5,463	0	100.00%	0	5,463
Workers' Compensation	7,881	44,141	0	46,308	2,167	95.32%	35,542	8,599
Purchased Professional & Technical Services								
Administration	0	0	0	0	0	0.00%	35,323	(35,323)
Professional Educators	10,875	50,375	0	50,375	0	100.00%	600	49,775
Employee Training and Development	6,075	16,669	0	15,147	(1,522)	110.05%	20,796	(4,127)
Other Professional	118,011	848,276	39,441	1,099,183	211,466	80.76%	494,749	353,526
Technical	0	4,735	0	1,995	(2,740)	237.34%	0	4,735

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
General Current Expense Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Purchased Services - Other (Water/Sewage)								
Utilities (Water/Sewage)	38,384	184,179	0	184,179	0	100.00%	125,395	58,783
Cleaning	42	345	0	514	169	67.08%	10,058	(9,712)
Repair & Maintenance	24,350	35,521	0	35,521	0	100.00%	11,378	24,143
Rentals	0	12,500	0	13,000	500	96.15%	5,717	6,783
Construction Services	0	8,243	0	8,243	0	100.00%	15,781	(7,538)
Purchased Services - Other								
Student Transportation Services	0	5,352	0	5,352	0	100.00%	718	4,635
Insurance	1,738	152,689	0	155,433	2,744	98.23%	162,810	(10,121)
Communications	1,833	33,792	0	25,072	(8,720)	134.78%	23,404	10,387
Advertising	759	1,777	0	8,315	6,538	21.37%	5,178	(3,401)
Printing/Binding	29	386	0	1,471	1,085	26.25%	373	13
Tuition	3,100	9,620	0	13,229	3,609	72.72%	3,544	6,076
Travel	4,950	38,639	650	52,254	12,965	75.19%	34,622	4,017
Interagency Purchased Services	0	98,090	0	98,090	0	100.00%	4,885	93,205
Supplies								
General	30,759	254,756	0	334,028	79,272	76.27%	202,573	52,183
Energy	46,627	492,233	0	477,818	(14,415)	103.02%	411,610	80,622
Books, Periodicals and Software	0	173,817	0	303,884	130,067	57.20%	28,139	145,678
Technology Supplies	(335)	100,572	0	106,480	5,907	94.45%	115,521	(14,948)
Vehicle Supplies	31,626	396,587	0	403,737	7,150	98.23%	498,232	(101,645)
Control Level Equipment	0	6,556	0	307,915	301,359	2.13%	28,841	(22,285)

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
General Current Expense Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Plant and Equipment								
Land	0	0	0	0	0	0.00%	13,034	(13,034)
Buildings	0	0	0	4,994	4,994	0.00%	35,828	(35,828)
Equipment	8,087	25,506	0	25,506	0	100.00%	9,666	15,841
Bus Replacement	0	398,835	47,223	446,058	0	100.00%	66,859	331,976
Other								
Dues and Fees	2,068	18,391	0	27,238	8,848	67.52%	25,804	(7,414)
Debt Related	0	157,323	0	157,937	615	99.61%	159,148	(1,826)
Reserved	0	0	0	2,780,204	2,780,204	0.00%	0	0
Miscellaneous	0	(1,551)	0	39,049	40,600	-3.97%	67,107	(68,658)
Other	0	0	0	1,000	1,000	0.00%	0	0
Transfers Out	0	7,580	0	311,990	304,410	2.43%	0	7,580
Total Expenditures	3,320,823	16,327,870	87,314	20,734,102	4,318,918	79.17%	11,231,068	5,096,801

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
Bond Construction Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Purchased Professional & Technical Services								
Administration	0	0	0	0	0	0.00%	0	0
Total Expenditures	0	0	0	0	0	0.00%	0	0

SUMMERS COUNTY SCHOOLS
Schedule of Revenues on a Cash Basis
Capital Projects Fund
For the Month Ended June, 2025

	MTD Revenues	YTD Revenues	Beginning Fund Balance	Current Annual Budget	Remaining Balance	Percent Revenues Received	Prior Year YTD Revenues	Prior Year Change From prior Yr.
Fund Balance								
	0	0	(250,307)	0	(250,307)	0.00%	0	0
Revenue from State Sources								
Other State Sources	261,425	3,251,411	0	3,660,115	(408,704)	88.83%	2,439,972	811,439
Total Revenues	261,425	3,251,411	(250,307)	3,660,115	(659,011)	81.99%	2,439,972	811,439

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
Capital Projects Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Purchased Professional & Technical Services								
Other Professional	7,143	114,360	0	0	(114,360)	0.00%	40,828	73,532
Purchased Services - Other (Water/Sewage)								
Construction Services	474,780	2,582,030	126,607	665,000	(2,043,638)	407.31%	3,900,067	(1,318,036)
Plant and Equipment								
Buildings	0	30,419	0	2,995,115	2,964,696	1.02%	81,441	(51,022)
Equipment	0	42,025	0	0	(42,025)	0.00%	0	42,025
Total Expenditures	481,923	2,768,835	126,607	3,660,115	764,674	79.11%	4,022,336	(1,253,501)

SUMMERS COUNTY SCHOOLS
Schedule of Revenues on a Cash Basis
Special Revenue Fund
For the Month Ended June, 2025

	MTD Revenues	YTD Revenues	Beginning Fund Balance	Current Annual Budget	Remaining Balance	Percent Revenues Received	Prior Year YTD Revenues	Prior Year Change From prior Yr.
Fund Balance								
	0	0	436,238	(335,281)	771,519	-130.11%	0	0
Revenue from Local Sources								
Property Taxes - Current Year	0	0	0	(2,500)	2,500	0.00%	0	0
Revenue from Local Sources-Food Service Reimbursable Programs-Daily Sales–Breakfast & Lunch Program	1,346	5,333	0	0	5,333	0.00%	3,173	2,160
Other Local Revenues	34,977	186,658	0	78,884	107,774	236.62%	0	186,658
Revenue from State Sources								
Other State Sources	34,663	561,224	0	477,553	83,671	117.52%	271,038	290,186
Revenue from Federal Sources								
Federal thru State Restricted	196,919	2,887,791	0	4,182,796	(1,295,006)	69.04%	2,918,968	(31,178)
Rev from Fed Srcs-Reimbs for Food Serv Progs (Use Project Code 88)-Summer Meals Prog (Sect 13)	0	10,937	0	0	10,937	0.00%	11,288	(351)
Rev from Fed Srcs-Reimbs for Food Serv Progs (Use Project Code 88)-Fresh Fruits and Vegetables Prog	1,410	28,286	0	0	28,286	0.00%	29,635	(1,349)
Rev from Fed Srcs-Reimbs for Food Serv Progs (Use Project Code 88)	0	0	0	700,000	(700,000)	0.00%	0	0
Revenue from Miscellaneous Sources								
Fund Transfers In	0	7,580	0	308,238	(300,658)	2.46%	0	7,580
Total Revenues	269,314	3,687,810	436,238	5,409,691	(1,285,643)	76.23%	3,234,103	453,707

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
Special Revenue Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Revenues Account	0	(19,087)	0	0	19,087	0.00%	0	(19,087)
Salaries								
Professional Personnel	190,762	1,329,485	0	1,800,910	471,425	73.82%	1,071,001	258,483
Service Personnel	123,898	667,392	0	528,370	(139,022)	126.31%	494,319	173,073
Professional Substitutes	8,649	82,044	0	17,000	(65,044)	482.61%	24,871	57,173
Service Substitutes	5,711	17,290	0	10,000	(7,290)	172.90%	18,193	(903)
Temporary Part-Time Service	188	188	0	0	(188)	0.00%	0	188
Employee Benefits								
Group Insurance	54,031	294,314	0	307,350	13,036	95.76%	218,074	76,240
Social Security	31,616	162,218	0	133,790	(28,428)	121.25%	118,182	44,036
Retirement	28,008	152,267	0	132,550	(19,717)	114.87%	112,697	39,570
Tuition Reimbursements	6,602	37,754	0	0	(37,754)	0.00%	8,508	29,246
Workers' Compensation	1,835	9,826	0	9,470	(356)	103.76%	8,170	1,656
Purchased Professional & Technical Services								
Administration	0	37,519	0	0	(37,519)	0.00%	69,320	(31,801)
Professional Educators	0	4,575	0	0	(4,575)	0.00%	75	4,500
Employee Training and Development	1,300	79,267	0	35,000	(44,267)	226.48%	96,339	(17,071)
Other Professional	2,912	42,359	4,593	32,000	(14,953)	146.73%	9,219	33,140
Purchased Services - Other (Water/Sewage)								
Repair & Maintenance	0	0	0	40,000	40,000	0.00%	0	0

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
Special Revenue Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Purchased Services - Other								
Student Transportation Services	0	198	0	0	(198)	0.00%	0	198
Communications	0	0	0	500	500	0.00%	0	0
Advertising	152	281	0	0	(281)	0.00%	76	204
Tuition	600	957	0	0	(957)	0.00%	225	732
Travel	3,777	49,675	0	30,000	(19,675)	165.58%	43,668	6,007
Interagency Purchased Services	0	0	0	0	0	0.00%	1,967	(1,967)
Supplies								
General	41,627	310,780	0	124,020	(186,760)	250.59%	165,284	145,496
Food	63,455	625,753	11,000	15,000	(621,753)	4,245.02%	679,540	(53,787)
Books, Periodicals and Software	365	19,345	0	56,500	37,155	34.24%	7,382	11,964
Technology Supplies	(545)	126,775	43,875	27,880	(142,770)	612.09%	206,083	(79,308)
Control Level Equipment	0	5,805	0	0	(5,805)	0.00%	43,549	(37,744)
Other								
Dues and Fees	3,375	24,194	0	0	(24,194)	0.00%	38,976	(14,782)
Reserved	0	0	0	2,109,351	2,109,351	0.00%	0	0
Student Assistance	0	0	0	0	0	0.00%	1,124	(1,124)
Miscellaneous	0	86,769	0	0	(86,769)	0.00%	0	86,769
Other	0	0	0	0	0	0.00%	96	(96)
Transfers Out	0	12,551	0	0	(12,551)	0.00%	3,480	9,071
Total Expenditures	568,316	4,160,495	59,468	5,409,691	1,189,728	78.01%	3,440,419	720,076

SUMMERS COUNTY SCHOOLS
Schedule of Revenues on a Cash Basis
Federal Stimulus and Stabilization Fund
For the Month Ended June, 2025

	MTD Revenues	YTD Revenues	Beginning Fund Balance	Current Annual Budget	Remaining Balance	Percent Revenues Received	Prior Year YTD Revenues	Prior Year Change From prior Yr.
Fund Balance								
	0	0	(513,283)	(506,316)	(6,967)	101.38%	0	0
Revenue from Federal Sources								
Federal thru State Restricted	0	1,855,776	0	1,511,153	344,623	122.81%	3,414,546	(1,558,770)
Total Revenues	0	1,855,776	(513,283)	1,004,836	337,656	133.60%	3,414,546	(1,558,770)

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
Federal Stimulus and Stabilization Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Salaries								
Professional Personnel	0	263,713	0	0	(263,713)	0.00%	742,950	(479,237)
Service Personnel	0	77,504	0	0	(77,504)	0.00%	220,912	(143,408)
Professional Substitutes	0	68,721	0	0	(68,721)	0.00%	35,491	33,230
Service Substitutes	0	8,850	0	0	(8,850)	0.00%	16,307	(7,457)
Employee Benefits								
Group Insurance	0	13,970	0	0	(13,970)	0.00%	72,241	(58,271)
Social Security	0	25,867	0	0	(25,867)	0.00%	77,464	(51,598)
Retirement	0	20,979	0	0	(20,979)	0.00%	62,635	(41,657)
Workers' Compensation	0	1,368	0	0	(1,368)	0.00%	5,576	(4,207)
Purchased Professional & Technical Services								
Administration	0	11,007	0	0	(11,007)	0.00%	34,544	(23,536)
Employee Training and Development	0	15,648	0	0	(15,648)	0.00%	162,927	(147,280)
Other Professional	0	2,586	0	0	(2,586)	0.00%	140,056	(137,470)
Technical	0	0	0	0	0	0.00%	4,969	(4,969)
Purchased Services - Other (Water/Sewage)								
Rentals	0	450	0	0	(450)	0.00%	0	450
Construction Services	0	25,480	0	0	(25,480)	0.00%	0	25,480
Purchased Services - Other								
Communications	0	8,413	0	0	(8,413)	0.00%	3,769	4,644
Tuition	0	0	0	0	0	0.00%	38,050	(38,050)
Travel	0	218	0	0	(218)	0.00%	8,582	(8,364)
Interagency Purchased Services	0	0	0	0	0	0.00%	12,145	(12,145)

SUMMERS COUNTY SCHOOLS
Schedule of Expenditures on a Cash Basis
Federal Stimulus and Stabilization Fund
For the Month Ended June, 2025

	MTD Expenditures	YTD Expenditures	Encumbrances	Current Annual Budget	Remaining Balance	Percent Budget Obligated	Prior Year YTD Expenditures	Prior Year Change From prior Yr.
Supplies								
General	0	186,929	0	0	(186,929)	0.00%	174,271	12,658
Books, Periodicals and Software	0	6,593	0	0	(6,593)	0.00%	7,014	(421)
Technology Supplies	0	61,959	0	0	(61,959)	0.00%	337,401	(275,442)
Control Level Equipment	0	16,725	0	0	(16,725)	0.00%	0	16,725
Plant and Equipment								
Buildings	0	199,270	0	0	(199,270)	0.00%	493,038	(293,768)
Equipment	0	0	0	0	0	0.00%	3,389	(3,389)
Other								
Dues and Fees	0	12,311	0	0	(12,311)	0.00%	86,983	(74,672)
Reserved	0	0	0	1,004,836	1,004,836	0.00%	0	0
Transfers Out	0	0	0	0	0	0.00%	1,144	(1,144)
Total Expenditures	0	1,028,561	0	1,004,836	(23,724)	102.36%	2,741,859	(1,713,299)

PURCHASES OVER $25,000

Purchases over $20,000	Amount		Funding Source
Advantage Technology-ERATE	$	48,790.50	Step 7B
American Filter Services	$	24,600.00	County
A-Z Speech Therapy	$	175,000.00	County
C. Adam Toney	$	24,000.00	County Transportation
Cengage Learning	$	61,224.00	Step 7
DC America -EV Charging Station	$	59,280.00	County Transportation
DK Enterprises	$	45,000.00	County Transportation
Douglas Paul Cook- PT	$	25,000.00	County
Frog Street Press	$	22,645.00	Step 7
Gordon Food	$	348,500.00	Child Nutrition
Innovamat	$	52,085.19	Step 7
Matheny Motors	$	25,000.00	County Transportation
Pinnacle Whole Life Services	$	50,000.00	County
POCA Valley Bank-Energy Savings	$	157,500.00	County
RT Rogers Oil- Heating Oil	$	20,000.00	County
RT Rogers Oil-Diesel	$	75,000.00	County Transportation
RT Rogers Oil-Gas	$	75,000.00	County Transportation
SESC -HVAC Work	$	35,000.00	County
Southern Sanitation	$	73,537.85	County
Teacher Created Materials	$	29,440.00	Step 7
Teacher Created Materials	$	29,439.54	Step 7
TRANE SESC -Air Conditioner	$	31,443.00	County
Tri-County Produce	$	110,000.00	Child Nutrition
United Dairy	$	96,000.00	Child Nutrition
US Banc Corp-Copiers	$	20,000.00	County
Wilson Language	$	24,570.00	CSI/Teacher Induction
Worldwide	$	25,000.00	County Transportation
WV Dept of Ag	$	71,000.00	Child Nutrition

MEMORANDUMS OF UNDERSTANDING CONTRACTS BID AWARDS

Child Nutrition

Milk and Produce Bid Winners

2025-2026 SY

Milk Bid awarded to:

United Dairy, Inc.

511 Industrial Park Road

Beaver, WV 25813

Produce Bid awarded to:

Tri-County Wholesale Produce

741 Edgar Avenue

Ronceverte, WV 24970

Child Nutrition

County Roads Food Cooperative

Greenbrier County, McDowell County, Monroe County, Nicholas County, Pocahontas County, Summers County, Webster County, Wyoming County

- Rollover letter for Gordon Food Service and HPS for 2026 SY
- Rollover letter for Mountain Steer Meat Company for 2026 SY



COUNTRY ROADS FOOD COOPERATIVE
Greenbrier County, McDowell County, Monroe County, Nicholas County, Pocahontas County, Summers County, Webster County, Wyoming County

Linda D. Knott, Co-Chairperson

Gordon Food Service
1300 Gezon Parkway, SW
Wyoming, MI 49509

Aaron Lester, Co-Chairperson

HPS
3275 N M-37 Highway
Middleville, MI 49333

May 22, 2025

To Whom it May Concern:

On May 22, 2025 the Country Roads Cooperative counties unanimously voted to "roll over" our bid with Gordon Food Service and continue purchasing from GFS/HPS for the 2025-2026 school year.

Sincerely,

Linda D. Knott, Co-Chair and Secretary
County Roads Food Cooperative
Summers County Schools CN Director

Greenbrier County

Pocahontas County

McDowell County

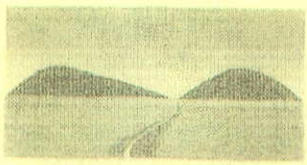
Summers County

Monroe County

Webster County

Nicholas County

Wyoming County



COUNTRY ROADS FOOD COOPERATIVE
Greenbrier County, McDowell County, Monroe County, Nicholas County, Pocahontas County, Summers County, Webster County, Wyoming County

Linda D. Knott, Co-Chairperson

Aaron Lester, Co-Chairperson

Mountain Steer Meat Company
169 Pocahontas Trail
White Sulphur Springs, WV 24986

May 22, 2025

To Whom it May Concern:

On May 22, 2025 the Country Roads Cooperative counties unanimously voted to "roll over" our bid with Gordon Food Service and continue purchasing from GFS/HPS for the 2025-2026 school year.

Sincerely,

Linda D. Knott, Co-Chair and Secretary
County Roads Food Cooperative
Summers County Schools CN Director

Greenbrier County

Pocahontas County

McDowell County

Summers County

Monroe County

Webster County

Nicholas County

Wyoming County

STUDENT SERVICES

FY 2026

July 29,, **2025**

Board Meeting

- Psychologist – Carolyn Price Stephens, DBA Pinnacle Whole Life Services, PLLC

- Physical Therapy Services – Douglas Paul Cook

- Occupational Therapist Services – Amber Lilly – Lilly Therapy Services

- A-Z Speech Therapy, LLC – Jodi Frantz and Elizabeth Snyder

Summers County Schools
418 Temple Street
Hinton, WV 25951
(304) 466-6000

CONTRACTUAL AGREEMENT

This document constitutes AN AGREEMENT BETWEEN the Summers County Board of Education and Carolyn Price Stephens, DBA Pinnacle Whole Life Services, PLLC, with checks made payable to said company, 624 Tallery Mountain Road, Hinton, West Virginia, for provision of psychological assessment and consultation services.

1.) Carolyn Price Stephens, a school psychologist, certified by the State of West Virginia, agrees to provide psycho educational assessments, written reports, of referred students in Summers County Schools during the 2025-2026 school year (July 1, 2025, through June 30, 2026).

2.) For the purposes of this agreement, an assessment includes the administration of tests, questionnaires, and other instruments needed to assess intellectual, visual-motor, social, emotional functioning, and adaptive behavior skills. When available, teacher evaluations, school grades, and parent interview data will be incorporated in the psychologist's report. Each assessment will include administration by the psychologist of an intelligence test and an achievement test. Additional formal and informal instruments will be used as appropriate.

3.) Carolyn Price Stephens will provide a signed report to the Director of Student Services within ten (10) school days of the completion of each assessment. The report shall include:
a.) the results of the assessment (s);
b.) the interpretation of the assessment results, including the student's strengths and weaknesses; and
c.) specific recommendations of the student's educational and/or related needs, based on the assessment results.

4.) The all-inclusive and ordinary fee for evaluation of students referred because of learning and/or behavior problems will be $350.00. This fee includes assessment and testing, report writing, home and school visits, additional testing or interview with parent/teacher, if necessary.

4a.) These fees may be raised by mutual agreement between the Director of Student Services and Carolyn Price Stephens if extraordinary services and time are required for a given assessment (e.g. extensive projective testing, evaluation of very young or severely handicapped students, necessity of a home visit). These fees may also be lowered by mutual agreement between the Director of Student Services and Carolyn Price Stephens if an extraordinary short amount of time is required for a given assessment (e.g. secondary gifted student; student should transfer from county while in the process of assessment).

4b.) Other services will be negotiated as needed.

5.) All travel expenses and the cost of testing materials will be paid by Carolyn Price Stephens.

6.) That Carolyn Price Stephens shall be responsible for completing all forms and paperwork for Medicaid billing.

7.) Carolyn Price Stephens shall provide liability insurance in the amount of at least one million dollars ($1,000,000.00).

8.) Carolyn Price Stephens will submit to the Summers County Board of Education business office, invoice/invoices for services provided. This invoice/invoices will include the name of the student/students the services were provided to, the date's services were provided, and the type of service provided. The total cost of all fees will be limited to the amount of the school system's purchase order (s) issued for these services.

9.) The Summers County Board of Education will make payment to Pinnacle Whole Life Services, PLLC no later than 30 days after receipt of the invoice/invoices.

10.) Either party may withdraw from this contract at any time by serving the other party's written notice of such withdrawal at least 30 days prior to withdrawal.

Carolyn Price Stephens 7-11-25

Carolyn Price Stephens, Licensed School Psychologist Date

Linda Knott 7/8/25

Dr. Linda Knott, Interim Superintendent Date

INDEPENDENT CONTRACTOR AGREEMENT

The Board of Education of Summers County and its authorized representatives (the Board), 418 Temple Street, Hinton, WV 25951, herewith enters into a contract for the performance of professional physical therapist services with Douglas P. Cook, PT, 220 Main St., Summersville, WV 26651.

The Parties to this contract mutually agree to the following terms and conditions:

1. The period to this agreement shall be for the 2025-2026 school year only.
2. This agreement shall terminate at the end of the designated school year or it may be terminated at any time with 30 days advanced written notice by either party.
3. This agreement is for the provision of professional physical therapist services to students with appropriate referral, including physician referral for initial physical therapy evaluation. Duties, assignments, caseloads, scheduling, supervision, and all other matters that may arise relating to the provision of said services to be determined by documented mutual agreement of both parties, preferably documented by e-mail communications, or by other written means.
4. This agreement only includes the provision of professional physical therapist services to identified students and does not include any physical therapy related supplies, therapy equipment, goods, assessment or evaluation tools, curriculums, remote therapy platforms/equipment, or facilities that may be necessary or incidental to the provision of professional Physical Therapist services for the Board.
5. The Board shall compensate Douglas P. Cook, PT at the flat rate of $750.00 per week for time and expenses incidental to the provision of professional physical therapist services for the Board per school week during which physical therapist services are rendered to a caseload of identified students according to the terms of this agreement (no PT services will be rendered or billed during the weeklong breaks in the school calendar). This includes all elements of physical therapist evaluation & treatment, management, direct and indirect service time, consultation time, supervision, meeting time, documentation and communication time, continuing education and training time, travel time, and any other time incurred for the provision of, and time incidental to the provision of, professional physical therapist services for the Board per school week during which physical therapist services are rendered to a caseload of identified students according to the terms of this agreement.
6. Travel expenses incidental to the routine provision of said services shall not be billed separately to the Board.
7. Douglas P. Cook, PT will submit a monthly invoice by e-mail to the Board for services rendered during the prior month with payment due net 30 days.

WITNESS the following signatures:

Representative of Summers County Board of Education		Date
Linda D. Knott		7/21/25
Summers County Superintendent of Schools		Date
Douglas P Cook, PT	001544	06.06.2025
Douglas P. Cook, PT	WV PT License #	Date

SUMMERS COUNTY BOARD OF EDUCATION

418 Temple Street
HINTON, WV 25951
304-466-6000

Amber Lilly will submit to Summers County Board of Education business office, at the end of each calendar month, an invoice for OT services provided during the month. These invoices shall include the names of the student's services were provided to, the dates services were provided, signature of parent, teacher or principal, the amount of time services were provided to each student, and supervision and co-signature of COTA.

The Summers County Board of Education will make payment to Amber Lilly, no later than 30 days after receipt of the aforementioned invoices.

The Employee shall not disclose to any third part and details regarding the business for the Company, including, without imitation the names of any of its customers, the prices it obtains, the prices at which it sells products, its manner of operation, its plans, its strategies, any of the Company's trade secrets or any other information pertaining to the business o the Company (the "Confidential Information"), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by the Client, or use Confidential Information other than solely for the benefit of the Client.

The employee represents and warrants to the Company the following: There is no employment contract or any other contractual obligation to which the Employee is subject, which prevents the Employee from entering in to the Contract or from performing fully the Employee's duties under this contract.

No modification of the Employment Contract shall be valid unless in writing and agreed upon by both parties.

This Employment Contract and the interpretation of its terms shall be governed by and construed in accordance with the State of West Virginia and subject to the exclusive jurisdiction of the federal and state courts located in West Virginia.

IN WITNESS WHEREOF, each of the Parties has executed this Contract, both Parties by its duly authorized officer, as of the day and year set forth below.

Summers County Board of Education

Amber Lilly OTR/L — 6/6/25

Amber Lilly, Occupational Therapist — Date

Linda A. Knott — 7/21/25

Dr. Linda Knott, Interim Superintendent of Summers County Schools — Date

SUMMERS COUNTY BOARD OF EDUCATION
418 Temple Street
HINTON, WV 25951
304-466-6000

CONTRACTUAL AGREEMENT

This document constitutes an agreement between the Summers County Board of Education, and Amber Lilly of Lilly Therapy Services, 123 Station Street, Beckley WV 25801, for the provision of OT services to students of Summers County.

The term of this Employment Contract shall commence on August 18, 2025 and end on June 30, 2026. The employee agrees and acknowledges that, just as they have the right to terminate their employment with Summers County Schools at any time for any reason, Summers County Schools has the same right, and may terminate their employment with Amber Lilly at any time for any reason. Either party may terminate said employment with written notice to the other party with at least 30-day notice of said termination.

Summers County Schools shall employ the Employee Amber Marie Lilly, OTR/L as an Occupational Therapist for the Summers County Board of Education located in West Virginia. The employee accepts employment with Summers County Schools on the terms and conditions set forth in this employment contract, and agrees to devote up to 3 days a month for this position. The services to be provided may include, but not limited to:

1. Direct or indirect therapy with students as stared in IEP>
2. Evaluation of students including preschool and school age.
3. Consultation with physicians, school personnel, parents, and others as necessary concerning students.
4. Development of an I.E.P. for each student.
5. Supervision of COTA as needed.

These services will be provided during the school day at the individual schools or at the home of the student as necessary. The required equipment to be used by the occupational therapist to implement each student's I.E.P. shall be provided by the board of education, as well as a standardized assessment to be utilized for the Occupational Therapy Evaluation of the students.

Occupation therapy services will be suspended temporarily during times school is not in session (i.e. summer vacation, Thanksgiving, Christmas, Spring Breaks, scheduled holidays, and snow days).

Amber Lilly will provide liability insurance in the amount of at least one million dollars ($1,000,000.00) for herself in the provision of occupational therapy services under this contract. The Summers County Board of Education is to provide a Medicaid Number for Amber Lilly OTR/L in order to bill Medicaid.

In consideration for the performance for the duties hereunder, the Employee shall be entitled to compensation as described in the duties above. The compensation rate will be $775/day and the employee (Amber Marie Lilly) will work up to 3 days a month. Due to this position being part time for Amber, a max of eight students a day will be seen, unless students are able to be grouped for therapy services.

SPEECH LANGUAGE PATHOLOGY CONTRACT AGREEMENT

The Summers County School District Agrees to employ A-Z Speech Therapy, a West Virginia Limited liability Company, for the provision of speech-language services. Payments to A-Z Speech Therapy, LLC will be made on a bimonthly basis (and or following each BOE meeting) submitted by standard invoice, as approved by the Summers County Board of Education. These payments will be based upon the number of hours spent serving the students in the appointed locations throughout the school district at the hourly rate of $70.00. A-Z Speech Therapy, LLC will be paid for 1 hour of travel per day at the same $70.00 rate. A-Z Speech Therapy, LLC will provide ESY/summer services (if requested) with a minimum time of 5 hours per day (and a minimum of 1 day per week).

IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES HERETO THAT:

I. THE SERVICE PROVIDER WILL:

A. Perform speech therapy services in accordance with the student's Individualized Education Plan (IEP) and coordinate with each student's IEP team.

B. Provide the following services through the assigned therapist:

1. Beginning of the year speech and hearing screenings (per the special education director's request) and follow up screenings throughout the assigned school term.
2. Diagnose, evaluate, and provide speech-language services (coordination with the Director of Special Education).
3. Write IEP's, set up and conduct IEP meetings that involve speech therapy services (per the special education director and specialists request and for the assigned therapist's caseload).
4. Complete progress reports, per the district's policy.
5. Complete daily speech therapy logs and communicate with the assigned school's office personnel/principal upon each servicing day.

C. Provide professional liability insurance.

D. Follow all applicable policies and procedures of the Summers County School District and the West Virginia Department of Education.

SPEECH LANGUAGE PATHOLOGY CONTRACT AGREEMENT

E. Meet the certification and qualification requirements for Speech Language Pathologists at the state and national levels.

F. Submit a prepared statement of charges along with the individual student speech therapy logs to show dates of service to the Summers County Board of Education, at least 4 business days prior to the monthly Board of Education meetings.

II. The Summers County Board of Education will:

A. Be responsible for payment of fees for services rendered by A-Z Speech Therapy, LLC.

B. Reimburse A-Z Speech Therapy, LLC on the basis of $70.00 per hour for the services provided by the speech language pathologist.

C. Submit payment for charges within 3 days following the approval at the Board of Education's monthly meetings and following receipt of such statement.

III. The agreement shall be effective for the entire 2025-2026 school term.

Linda D Knott — 7/1/25

Summers County Interim Superintendent Dr. Linda Knott — Date

Elizabeth Snyder MACCC-S — 7/1/25

Special Education Director Dr. Linda Knott — Date

Jodi Frantz MACCC-S — 7/1/25

A-Z Speech Therapy, LLC — Date

Jodi Frantz, M.A. CCC-S

Elizabeth Snyder, M.A. CCC-S

POLICIES

Email to denise.bragg@k12.wv.us or deliver to Board of Education, 418 Temple St, Hinton, WV 25951

COMMENTS

COACH'S CONDUCT (Policy IV-A-2)

This is a new policy under review and consideration designed to emphasize and stress the importance and the commitment of all coach's to demonstrate a high standard of conduct in performing their duties as a coach and also to recognize their role and impact upon the growth of student-athletes.

Comments must be received by 4:00 p.m. on August 11, 2025

Summers County Board of Education

Scope: This policy is established to make known that the Board recognizes the standard of conduct for coaches set forth in Series 4 of the policies of the West Virginia School Activities Commission; that the Board expects a high standard of conduct for its coaches; and that the Board will adhere to all disciplinary measures set forth in said Series 4, as well as additional measure prescribed in this policy.

Authority: Series 4 – West Virginia Secondary School Activities Commission; West Virginia Board of Education Policy 5902.

Adopted:

Amended:

Reviewed: July 22, 2025

Comments must be received by 4:00 p.m. on August 11, 2025

COACH'S CONDUCT

The Board expects that all coaches shall:

1. Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same standards of the students.
2. Recognize that the purpose of competition is to promote the physical, mental, social, and emotional well-being of the students and that the most important values of competition are derived from playing the game fairly.
3. Be a modest winner and a gracious loser.
4. Maintain self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with the officials.
5. Cooperate with the school principal in the planning, scheduling and conduct of sports activities.
6. Employ accepted educational methods in coaching, giving all students an opportunity to use and develop initiative, leadership, and judgment.
7. Pay close attention to the physical condition and well-being of the students refusing to jeopardize the health of an individual for the sake of improving the team's chances to win.
8. Teach students that it is better to lose fairly than win unfairly.
9. Prohibit gambling, profanity, abusive language, and similar violations of good sportsmanship.
10. Refuse to disparage an opponent, an official, or others associated with athletic activities and discourage gossip and questionable rumors concerning them.
11. Refrain using profanity and engaging in verbal discourse that denigrates others and to also disallow and have no tolerance for their student-athletes using profanity and engaging in verbal discourse that denigrates others.
12. Recognize that coaching is an extra-curricular extension of the classroom and shall maintain a teaching presence and a professional demeanor at all times.

13. Recognize situations that the coach cannot comfortably handle alone or that may have broad ramifications (i.e. fan behavior, inappropriate parental interference, etc.) and promptly bring the matter the attention of the Athletic Director, or, if a situation occurs at the site of a contest, engage the assistance of the site supervisor/administrator and/or a public safety officer.
14. Properly supervise students under their immediate care and specifically observe a coach's responsibilities in conjunction with state interscholastic contests.
15. Refrain from any physical bodily contact with athletes, whether during practice or contests, except under the following conditions:
    a. when correcting physical form for skill or strategy execution;
    b. when comforting or consoling an athlete who is visibly upset or injured; or
    c. when congratulating an athlete for a good performance.

Disciplinary Action

The school principal is responsible for monitoring coaches and their compliance with the provisions listed in and referenced by this policy. Violations may lead to disciplinary action, up to and including termination of employment.

Commitment

All coaches shall be required to annually sign an Agreement to adhere to this Coach's Conduct policy, which incorporates by reference hereby both Series 4 of the police of the West Virginia Secondary School Activities Commission and West Virginia Board of Education Policy 5902 (Employee Code of Conduct), thereby attesting to their receipt, acknowledgement and understanding of this policy and those policies incorporated herein by reference hereby and further understanding that violations of any of these policies may result in disciplinary action, up to and including termination of employment.

Comments must be received by 4:00 p.m. on August 11, 2025

Email to denise.bragg@k12.wv.us or deliver to Board of Education, 418 Temple St, Hinton, WV 25951

COMMENTS

May 27, 2021 – August 25, 2021:

STUDENT USE OF CELL PHONES OR ELECTRONIC SIGNALING DEVICES IN SCHOOLS (Policy VII-A-11)

This is a new policy requested by the Board and/or Superintendent. The scope and purpose of the policy is to make known that the Board recognizes the growing use of cell phones or other electronic signaling devices by students for communication and information access; that such devices have the potential of disrupting the orderly operation and information technology of the school; and that the use of cell phones and other electronic signaling devices must be regulated in order to insure uninterrupted instruction, safety, decrease bullying, and reduce theft.

Following the initial receipt of public comment and upon further review and consideration by the county board on June 24, 2021, the proposed new policy was published a second time to seek public comment regarding the changes to the policy language.

Following the proposed new policy being published a second time to seek public comment, the language was revised to reflect a bus operator having authority and control the students while they are in transit to and from school (see, W.Va. Code §18A-5-1(a)).

This policy has been subject to multiple reviews by the county board, following several periods of public comment. The latest version reflects the latest changes requested by the county board, after consideration of the public comments. In essence, the policy language has returned to the original language, with an additional clarification regarding the bus operator's discretion regarding the use of cell phones by students while on the school bus (see section B.6).

July 22, 2025: This policy is currently under review and consideration of numerous amendments, following passage by the West Virginia Legislature of W.Va. Code 18-2-46, effective July 9, 2025. The new state code section mandates a county board policy and also mandates the inclusion of certain provisions. Updates include a new title, scope, definitions consistent with state code and a number of mandatory provisions as required by state code. A copy of the existing policy using Track Changes is attached, to allow the reader to see precisely what changes are under review and consideration.

Comments must be received by 4:00 p.m. on August 11, 2025

Summers County Board of Education

Scope: This policy is established to make known that the Board recognizes that personal electronic devices contribute to a negative classroom environment with increased concerns relating to distractions, academic misconduct, bullying and/or harassment and other inappropriate behaviors. Concerns regarding the mental health of studenst with unfettered access to personal electronic devices are well-documented and are believed to prohibit the age-appropriate development of relationships, study skills, and other necessary skills to be successful.

Authority: Board of Education Minutes; W.Va. Code § 18-2-46.

Adopted: August 25, 2021 (see also, Policy IV-H-20).

Amended:

Reviewed: May 27, 2021; July 22, 2025.

Comments must be received by 4:00 p.m. on August 11, 2025

STUDENT USE OF PERSONAL ELECTRONIC DEVICES IN SCHOOLS

The use of personal electronic devices on school property is a privilege. The use of personal electronic devices is prohibited in a classroom setting during instructional time, with the exception of exemptions set forth in this policy. The permissible, appropriate and effective use of personal electronic devices on school property is set forth in this policy.

A. Definitions

1. "Personal Electronic Device" means any portable device capable of wireless communication or computing including, but not limited to, cellular phones, tablets, laptops, smartwatches, and portable gaming systems not provided by a county board of education.

2. "Instructional Day" means the period of time from the start of the first instructional period to the end of the last instructional period, including transition times between classes.

3. "Classroom Setting" means an environment where instruction or activities related to the school curriculum are occurring including, but not limited to, general classrooms, gymnasiums, common areas, or any other area where instruction may occur.

B. Authorizations

1. Students may bring personal electronic devices to school; however, unless use thereof is specifically authorized by this policy, any personal electronic device brought to school is required to be turned off and kept in appropriate storage areas, including a locker, pocket, purse, or backpack (when backpacks are permitted at the school) upon entry to the school building and until the dismissal bell.

2. All students may use a cell phone before or after the instructional day while on school property.

3. School-level administrators may authorize the use of personal electronic devices by a student or students during the instructional day pursuant to the following exemptions and/or conditions:

a. Students with an approved documented need, as required by a medical doctor or licensed healthcare professional or as a requirement of an Individualized Education Plan (IEP) or 504 plan, the student's health care provider's medical orders, or other written accommodation plan, may have access to personal electronic devices if the device relates to the student's specific need. An exemption related to a student's IEP, 504 plan, medical order, or other written accommodation shall include a timeline of the required exemption and specify what electronic device(s) shall be included in the exemption.
b. Students participating in an approved work-based learning program may be given permission to use specific personal electronic devices during the instructional day, as related to the requirements of a county board of education approved work-based learning program. The approval shall include the specific course and purpose for which a personal electronic device may be used.
c. Students attending sporting events held during the instructional day and outside the classroom setting.
d. Inclement weather or emergency.

4. The use of bluetooth capable devices to connect a wireless keyboard and/or mouse to a one-to-one issued student computer.

5. The use of personal electronic devices on a school bus shall be at the discretion of the school bus operator.

6. The use of personal electronic devices during each student's scheduled lunch period for the purpose of contacting the student's parent/guardian, unless such use during the scheduled lunch period distracts the student or other students in the learning environment, such as when educational material is being presented to students during the scheduled lunch period.

C. Prohibitions & Disciplinary Action

1. Under no circumstances shall the use of personal electronic devices by students interfere with instruction or safety.

2. Personal electronic devices shall not be used in any way that threatens, humiliates, harasses or intimidates school-related individuals, including students and employees or violates local, state or federal law.

3. Personal electronic devices should not be visible or used on the school bus unless permission to use them is granted by the bus operator.

4. Unless otherwise authorized by this policy, at no time should personal electronic devices be connected to Summers County School wireless or wired network.

5. Any personal electronic device device that rings or vibrates at a prohibited time or location is considered to be in use and will be subject to confiscation by the school administration or school staff.

Comments must be received by 4:00 p.m. on August 11, 2025

6. Studentcommunications through any feature of a personal electronic device should not be used during a designated schoolwide emergency, unless authorized by a school administrator. Such use violates safety regulations and could be considered a Level III inappropriate behavior.

7. Student use of a personal electronic device or any feature, including but not limited to texting, a camera, audio recording, video recording, or other image-producing feature, for academic dishonesty, harassment, intimidation, bullying, threats or other inappropriate means is strictly forbidden. The school administration will consider such use a serious infraction, and school policy will be fully enforced.

8. Any student who violates this policy in conjunction with any other disciplinary offense will be in violation of both this policy and the Summers County Expected Behavior in Safe and Supportive Schools Policy. Such action will increase the level of the inappropriate behavior in addition to any disciplinary action taken pursuant to this policy.

9. Disciplinary action taken pursuant to this policy shall be as follows:

   a. First offense -- Device confiscated by administration and conference with an administrator. Device may be returned to the student at the end of the school day.

   b. Second offense -- Device confiscated by administration and student will receive In-School-Suspension (ISS). Device may be returned to the student at the end of the school day.

   c. Third offense -- Device confiscated by administration and student will receive ISS. Any device that is confiscated by administration for third offense or higher will not be released to the student but shall only be released to the parent/guardian of the student.

   d. Any further offense of this policy after the third offense will result in the student being prohibited from possession of any such device on school property. In such instances,, a conference shall be offered to the parent/guardian of the student to discuss the reasoning for the prohibition.

   e. Special Circumstance Offenses – Any use of a personal electronic device to photograph or video student(s) while on school property is strictly prohibited and will subject the student to an out-of-school-suspension of fourteen (14) days. Any posting or distribution of such photographic or video material on social media by any student, regardless of whether the student posting the material is also the student who created the prohibited photograph or video, will subject the student to an out-of-school-suspension.

D. Miscellaneous

1. This policy shall be included in the Student Handbook.

2. Reasonable efforts shall be made to ensure that information related to acceptable use of personal electronic devices is disseminated to students and their parents/guardians, including but not limited to utilizing methods such as posting signs on school property, newsletters, social media, and county or school websites

3. Each school is required to develop and publish protocols regarding how parents/guardians may communicate with their children in a manner that does not distract the student in the learning

Comments will be received by 4:00 p.m. on August 11, 2025

environment. This may include, but is not limited to, establishing specific times when personal electronic devices are permissible, utilizing office staff to disseminate information from the parent/guardian, or any other applicable strategy designed to minimize disruption during instructional time.

4. All violations of Policy VII-A-11 shall be documented in the West Virginia Education Information System (WVEIS).

5. The Local School Improvement Council (LSIC) of each school shall annually discuss the progress of implementing this policy. The LSIC shall, at a minimum, review the relevant discipline data and make recommendations designed to promote student compliance with the policy

6. This policy is in conjunction with Summers County Schools' Safe and Acceptable Use and Social Media Policy.

7. The Summers County Board of Education and/or individual schools are not responsible for damaged, lost, stolen or misuse of cell phones or other personal electronic devices.

Comments must be received by 4:00 p.m. on August 11, 2025

POLICY VII-A-11: ~~STUDENT USE OF CELL PHONES OR ELECTRONIC SIGNALING DEVICES IN SCHOOLS~~ STUDENT USE OF PERSONAL ELECTRONIC DEVICES IN SCHOOLS

Summers County Board of Education

Scope: This policy is established to make known that the Board recognizes that ~~the growing use of cell phones or other electronic signaling devices by~~personal electronic devices contribute to a negative classroom environment with increased concerns relating to distractions, academic misconduct, bullying and/or harassment and other inappropriate behaviors. Concerns regarding the mental health of studenst with unfettered access to ~~students for communication and information access; that such devices have the potential of disrupting the orderly operation and information technology of the school; and that the use of cell phones and other electronic signaling devices~~ personal electronic devices are well-documented and are believed to prohibit the age-appropriate development of relationships, study skills, and other necessary skills to be successful. ~~must be regulated in order to insure uninterrupted instruction, safety, decrease bullying, and reduce theft.~~

Authority: Board of Education Minutes; W.Va. Code § 18-2-46.

Adopted: August 25, 2021 (see also, Policy IV-H-20).

Amended:

Reviewed: May 27, 2021; July 22, 2025.

STUDENT USE OF ~~CELL PHONES OR ELECTRONIC SIGNALING DEVICES~~PERSONAL ELECTRONIC ~~IN~~DEVICES IN SCHOOLS

The use of personal electronic devices on school property is a privilege. The use of personal electronic devices is prohibited in a classroom setting during instructional time, with the exception of exemptions set forth in this policy. ~~In order to accommodate t~~The permissible, appropriate and effective use of ~~cell phones or other electronic signaling~~personal electronic devices on school property is set forth in this policy., ~~the following guidelines are established for use of these devices during the school day.~~

A. Definitions

1. ~~The term~~ "Personal Electronic Device" means any portable device capable of wireless communication or computing including, but not limited to, cellular phones, tablets, laptops, smartwatches, and portable gaming systems not provided by a county board of education. ~~The term "electronic signaling devices," refers to and includes, but is not limited to, a pager, hands-free phone apparatus, 2-way (walkie-talkie) radio, hand-held radio, computer-phone texting, portable signaling device, smart devices used for communication, blue-tooth devices, cell phones and other similar electronics. Provided, blue-tooth capable input devices, such as a keyboard and/or mouse, to be used with student issued a one-to-one computer may be authorized by the school level administrator.~~

2. ~~The term~~ "Instructional Day" means the period of time from the start of the first instructional period to the end of the last instructional period, including transition times between classes. ~~"misuse," includes but is not restricted to inappropriate language, harassment, intimidation, bullying, threats, or continued use of the device when instructed otherwise by a person in authority.~~

3. "Classroom Setting" means an environment where instruction or activities related to the school

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curriculum are occurring including, but not limited to, general classrooms, gymnasiums, common areas, or any other area where instruction may occur.

B. Authorizations

1. Students may bring ~~cell phones and other electronic signaling devices~~personal electronic devices to school; however, unless use thereof is specifically authorized by this policy, any ~~cell phone or other electronic signaling device~~personal electronic device brought to school is required to be turned off and kept in appropriate storage areas, including a locker, pocket, purse, or backpack (when backpacks are permitted at the school) upon entry to the school building and until the dismissal bell.

2. All students may use a cell phone before or after the instructional day~~school~~ while on school property.

3. School-level administrators may ~~also~~ authorize the use of ~~cell phones or electronic signaling devices~~ personal electronic devices by a student or students during the instructional day pursuant to the following exemptions and/or conditions:~~during special activities or for health and safety reasons, as follows:~~

   a. Students with an approved documented need, as required by a medical doctor or licensed healthcare professional or as a requirement of an Individualized Education Plan (IEP) or 504 plan, the student's health care provider's medical orders, or other written accommodation plan, may have access to personal electronic devices if the device relates to the student's specific need. An exemption related to a student's IEP, 504 plan, medical order, or other written accommodation shall include a timeline of the required exemption and specify what electronic device(s) shall be included in the exemption.
   b. Students participating in an approved work-based learning program may be given permission to use specific personal electronic devices during the instructional day, as related to the requirements of a county board of education approved work-based learning program. The approval shall include the specific course and purpose for which a personal electronic device may be used.
   ~~a.~~ Students attending sporting events held during the instructional day and outside the classroom setting.~~regular school hours~~
   c.
   d. Inclement weather or emergency.
   ~~b. health monitoring with physician's explanation~~
   ~~c. other events on school property, but outside the classroom environment; or~~
   ~~d. inclement weather or emergency~~

~~This policy does not prohibit any device that is used for medical purposes and is worn by a student because of a condition that requires its use.~~

~~This policy does not prohibit any device that is used for purposes of an approved documented need, as required by a medical doctor or licensed healthcare professional or as a requirement of an Individualized Education Plan (IEP) or 504 plan, the student's health care provider's medical orders, or other written~~

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~~accommodation~~ ~~The~~plan. ~~The student must have on file at his/her school, a signed statement from a licensed physician (MD, DO) prescribing its use.~~

~~4. This policy does not prohibit any device that is used related to an approved work-based learning program.~~

~~5.~~4. T~~his policy does not prohibit t~~he use of bluetooth capable ~~input~~ devices to connect a wireless~~, such as a~~ keyboard and/or mouse to~~, with~~ a ~~student~~ one-to-one issued student computer~~(s)~~.

5. The use of personal electronic devices ~~Cell phone usage~~ on a school bus shall be at the discretion of the school bus operator.~~r~~

The use of ~~During each students scheduled lunch period, students may use their~~ personal electronic devices during each student's scheduled lunch period for the purpose of contacting the student's ~~ir~~ parent/guardian, unless such~~. However, to the extent~~ use during the scheduled lunch period ~~would in anyway~~ distracts the student or other students in the~~ir~~ learning environment, such as when educational material is being presented to students during the scheduled lunch period ~~features any educational material presented to the student, such use is prohibited~~.

6.

C. Prohibitions & Disciplinary Action

1. Under no circumstances shall the use of personal electronic~~such~~ devices by students interfere with instruction or safety.

2. ~~Cell phones and/or electronic signaling devices~~P~~p~~ersonal electronic devices shall not be used in any way that threatens, humiliates, harasses or intimidates school-related individuals, including students and employees or violates local, state or federal law.

3. Personal electronic devices~~Cell phones~~ should not be visible or ~~be~~ used on the school bus unless permission to use them is granted by~~is secured from~~ the bus operator.

4. Unless otherwise authorized by this policy, a~~A~~t no time should ~~cell phones or electronic signaling~~personal electronic devices be connected to Summers County School wireless or wired network.

5. Any ~~cell phone or electronic signaling~~personal electronic device device that rings or vibrates at a prohibited time or location is considered to be in use and will be subject to confiscation by the school administration or school staff.

6. Student~~Cell phone c~~communications through any feature of a~~, including text messages or any cell phone function or feature, or electronic signaling~~ personal electronic devices should not be used during a designated school-wide emergency, unless authorized by a school administrator~~otherwise instructed~~. Such use violates safety regulations and could be considered a Level III inappropriate behavior.

7. Student use of a ~~cell phone or electronic signaling~~personal electronic device or any feature, including but not limited to texting, a~~such as;~~ camera, audio recording, video recording, or other image-producing feature, ~~as well as text messaging~~ for academic dishonesty, harassment, intimidation,

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bullying, threats or other inappropriate means is strictly forbidden. The school administration will consider such use a serious infraction, and school policy will be fully enforced.

8. Any student who violates this policy in conjunction with any other disciplinary offense will be in violation of both this policy and the Summers County Expected Behavior in Safe and Supportive Schools Policy. Such action will increase the level of the inappropriate behavior in addition to any disciplinary action taken pursuant to this policy.

9. Disciplinary action taken pursuant to this policy shall be as follows:

   a. First offense -- Device confiscated by administration and conference with an administrator. Device may be returned to the student at the end of the school day.

   b. Second offense -- Device confiscated by administration and student will receive In-School-Suspension~~d~~ (ISS). Device may be returned to the student at the end of the school day.

   c. Third offense -- Device confiscated by administration and student will receive ISS. Any device that is confiscated by administration for third offense or higher will not be released to the student but shall only be released to the parent/guardian of the student.

   d. Any further offense of this policy after the third offense will result in the student being prohibited from possession of any such device on school property. In such instances, ~~After such prohibition~~, a conference shall be offered to the parent/guardian of the student to discuss the reasoning for the prohibition.

   e. Special Circumstance Offenses – Any use of a ~~cell phone or electronic signaling~~personal electronic device to photograph or video student(s) while on school property is strictly prohibited and will subject the student to ~~result in~~ an out-of-school-suspension of fourteen (14) days ~~of out of school suspension~~. Any posting or distribution of such photographic or video material on social media by any student, regardless of whether the student posting the material is also the student who created the prohibited photograph or video, will subject the student to an ~~result in~~ out-of-school-suspension.

D. Miscellaneous

1. This policy shall be included in the Student Handbook.

2. Reasonable efforts shall be made to ensure that information related to acceptable use of personal electronic devices is disseminated to students and their parents/guardians, including but not limited to utilizing methods such as posting signs on school property, newsletters, social media, and county or school websites

3. Each school is required to develop and publish protocols regarding how parents/guardians may communicate with their children in a manner that does not distract the student in the learning environment. This may include, but is not limited to, establishing specific times when personal electronic devices are permissible, utilizing office staff to disseminate information from the parent/guardian, or any other applicable strategy designed to minimize disruption during instructional time. ~~If a need arise to contact a student, parents or guardians may call the school directly.~~

Comments must be received by 4:00 p.m. on August 11, 2025

4. All violations of Policy VII-A-11 shall be documented in the West Virginia Education Information System (WVEIS).

5. The Local School Improvement Council (LSIC) of each school shall annually discuss the progress of implementing this policy. The LSIC shall, at a minimum, review the relevant discipline data and make recommendations designed to promote student compliance with the policy

6. This policy is in conjunction with Summers County Schools' Safe and Acceptable Use and Social Media Policy.

7. The Summers County Board of Education and/or individual schools are not responsible for damaged, ~~lost, stolen~~lost, stolen or misuse of cell phones or other ~~electronic signaling~~personal electronic devices. ~~devices.~~

Comments must be received by 4:00 p.m. on August 1, 2025

Email to denise.bragg@k12.wv.us or deliver to Board of Education, 418 Temple St, Hinton, WV 25951

Head Lice and Nit Free Policy

Head lice infestation has been identified as an on going problem within the school setting. The "Lice Free Policy" will provide for the protection of the student/faculty population and serve as an appropriate measure for the prevention of head lice outbreaks.

Before returning to school:

1. All lice and live nits must be removed.
2. After treatment, the child must be inspected by a health professional such as the health department or health clinic nurse, a physician, or his office nurse. A note stating that the child has been treated and is lice free must be signed by the person doing the inspection and returned to the school. This treatment should require only 1 or 2 days to complete.
3. The school nurse will do re-screenings as necessary to detect the presence of live lice.

In the event a case of head lice is found in the classroom, the school nurse will notify all parents of students in that room and the teacher. The nurse will give a letter to the classroom teacher to distribute to his/her students. Classroom screenings are **not** warranted. No disease process is associated with head lice.

Confidentiality must be maintained at all times. The name of the student with lice will not be release to anyone other than the parent, classroom teacher, and principal.

This policy shall be furnished to the local health department, clinics, hospitals, and physicians.

Comments must be received by 4:00 p.m. on August 11, 2025

- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with a person infested with head lice.
- Machine wash and dry clothing, towels, bed linens, and other items that a person infested with lice wore or used during the two days before treatment. Use the hot water (130°F) laundry cycle and the high heat drying cycle. If you can't wash or dry clean items, seal them in a plastic bag and store them for two weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

~~Before returning to school:~~

1. ~~All lice and live nits must be removed.~~
2. ~~After treatment, the child must be inspected by a health professional such as the health department or health clinic nurse, a physician, or his office nurse. A note stating that the child has been treated and is lice free must be signed by the person doing the inspection and returned to the school. This treatment should require only 1 or 2 days to complete.~~
3. ~~The school nurse will do re-screenings as necessary to detect the presence of live lice.~~

In the event a case of head lice is found in the classroom, the school nurse will notify the classroom teacher and all parents/guardians of students in that room ~~and the teacher~~. The nurse will give a letter to the classroom teacher to distribute to his/her students. Classroom screenings are **not** warranted. No disease process is associated with head lice.

Confidentiality must be maintained at all times. The name of the student with lice will not be released to anyone other than the parent/guardian, classroom teacher, and principal.

This policy shall be furnished to the local health department, clinics, hospitals, and physicians.

Comments must be received by 4:00 p.m. on Augus

POLICY V-G-6: ~~HEAD LICE AND NIT FREE POLICY~~ PEDICULOSIS (HEAD LICE)

Summers County Board of Education

Scope: The purpose of this policy is to help prevent and control a head lice outbreak in a school and to educate students, staff and the community about activities that may spread head lice.

Authority: ~~Board Minutes.~~Centers for Disease Control and Prevention (https://www.cdc.gov/lice/about/head-lice)

Adopted: June 8, 1989.

Amended: January 28, 2004; March 10, 2015.

Reviewed: June 16, 2025.

Comments will be received by 4:00 pm on August 11, 2025

PEDICULOSIS (HEAD LICE) ~~AND NIT FREE POLICY~~

Head lice are parasitic insects that usually live on the head (scalp), but they may also live in eyebrows and eyelashes. Nits are lice eggs. Adult head lice are roughly the size of a sesame seed. Head lice move by crawling; they cannot hop or fly.

Symptoms include itching, tickling, or sores on the scalp. Head lice do not transmit any disease and therefore are not considered a health hazard.

In the United States, infestation with head lice is most common among preschool- and elementary school-age children and their household members and caretakers. Some studies suggest that girls get head lice more often than boys.

The guidance of the Center for Disease Control (CDC) has not changed – students with head lice infestation do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits may stay in hair after treatment, but successful treatment will kill crawling lice.

~~Head lice infestation has been identified as an on-going problem within the school setting. The "Lice Free Policy" will provide for the protection of the student/faculty population and serve as an appropriate measure for the prevention of head lice outbreaks.~~

Per CDC recommendations, take these steps to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5 – 10 minutes.

- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.

- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

In the event a case of head lice is found in the classroom, the school nurse will notify the classroom teacher and all parents/guardians of students in that room. The nurse will give a letter to the classroom teacher to distribute to his/her students. Classroom screenings are **not** warranted. No disease process is associated with head lice.

Confidentiality must be maintained at all times. The name of the student with lice will not be released to anyone other than the parent/guardian, classroom teacher, and principal.

This policy shall be furnished to the local health department, clinics, hospitals, and physicians.

Comments must be received by 4:00 p.m. on August 11, 2025

Summers County Board of Education

Scope: The purpose of this policy is to help prevent and control a head lice outbreak in a school and to educate students, staff and the community about activities that may spread head lice.

Authority: Centers for Disease Control and Prevention (https://www.cdc.gov/lice/about/head-lice)

Adopted: June 8, 1989.

Amended: January 28, 2004; March 10, 2015.

Reviewed: June 16, 2025.

must be received by 4:00 p.m. on August 11, 2025

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The guidance of the Center for Disease Control (CDC) has not changed – students with head lice infestation do not need to be sent home early from school. They can go home at the end of the day, be treated, and return to class after beginning appropriate treatment. Nits may stay in hair after treatment, but successful treatment will kill crawling lice.

Per CDC recommendations, take these steps to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5 – 10 minutes.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with a person infested with head lice.
- Machine wash and dry clothing, towels, bed linens, and other items that a person infested with lice wore or used during the two days before treatment. Use the hot water (130°F) laundry cycle and the high heat drying cycle. If you can't wash or dry clean items, seal them in a plastic bag and store them for two weeks.

Email to denise.bragg@k12.wv.us or deliver to Board of Education, 418 Temple St, Hinton, WV 25951

COMMENTS

PEDICULOSIS (HEAD LICE) ~~AND NIT FREE POLICY~~ (Policy V-G-6)

A county board is not required to have a policy regarding pediculosis (head lice), but a county board may have such a policy. The Summers County Board of Education (Board) has maintained a policy regarding head lice since 1989.

It is recognized by the Board that head lice do not transmit any disease and therefore are not considered a health hazard, and there is no reliable data on how many people get head lice each year in the United States. However, an estimated 6 – 12 million infestations occur each year in the United States among children 3 – 11 years of age.

The purpose of this amendment is to update the Board's policy to be consistent with the current guidelines of the Center of Disease Control and Prevention regarding pediculosis (head lice).

Comments must be received by 4:00 p.m. on August 11, 2025

MISCELLANEOUS ITEMS

Summers County Schools Travel Tracker

Save | Create Duplicate Request

Travel Request Form

Welcome to Summers County Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments, please contact the TransACT support desk by clicking on the Support/Training Links in the upper right-hand corner.

Trip Number 1251

* **Category** (●) Travel With Students

* **Type of Trip** Field Trip

* **Field Trip Event**

(●) Curricular ( ) Extracurricular/Reward ( ) Other/Maintenance

Trip Leave

* **Date** 9/26/2025 Friday

* **Time** 8:00 AM

Trip Return

* **Date** 9/28/2025 Sunday

* **Time** 12:00 PM

Trip Year/Week 2025-39

* **Is this trip going out-of state and/or overnight?** (●) Yes ( ) No

* **Comments**

Enter the time and place to pick up students and the time and place to return students. Indicate the group, club or organization that is traveling.

Pick up and return students to the SCHS Greenhouse.

* **Your School/Dept**

503 Summers County Comprehensive High School

37 Bobcat Dr., Hinton, WV 25951

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.** ( ) Yes (●) No

* **Main Destination**

Other (Type Below)

Hickory, NC 28601, USA

Destination Not Listed Hickory North Carolina, Hickory, NC, USA

Destination Name Hickory Motor Speedway

Add a Stop on the Way There

Add a Stop on the Return

* **Approximate Nbr of Miles Round Trip** 389.30 CALCULATE MILES

* **Funding Source #1** Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Funding Source #2 Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party? ○ Yes ◉ No

(Does venue require payment prior to trip?)

* **Teacher / Advisor / Staff Name** Kathy Duffield

* **Teacher / Advisor / Staff Phone #** 304-575-3016

Teacher / Advisor / Staff Email kduffiel@k12.wv.us

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☑ **Same as Teacher / Advisor / Staff**

* **Emergency Contact Name** Kathy Duffield

* **Emergency Contact Phone #** 304-575-3016

* **Grade Level(s) Making Trip** ☐ All ☐ Pre-K ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☑ 11 ☑ 12

* **Educational Objective for Field Trip** Engineering in Action: The Tour of Destruction – Hickory, NC

Students will experience the world where entertainment meets engineering at the Tour of Destruction in

Number of Individuals Making Trip

* Total Staff 1

* Total Students 16

* **Will the students be away from school during lunch?** ◉ Yes ○ No

* **If so, will these students need packed lunches?** ◉ Yes ○ No

Nbr Students 16 **Teacher** Kathy Duffield

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

Please indicate any special diets or food allergies:

None

Chaperones

* There must be at least one chaperone on each bus. Only employees of the Summers County Board of Education, persons approved by the Summers County Board of Education, and students may ride the bus. State Policy Requirements: for grades 1-12, one chaperone for every 10 students and the minimum of one chaperone for every 15 students. Preschool and Kindergarten must have a minimum of one chaperone for every 5 students. Please list the persons who will be supervising:

Kathy Duffield
Greg Angell

* Indicate which, if any, chaperones need to be approved by the Summers County Board of Education:

Greg Angell

* If needing 3rd party payment, have you submitted requisition to secretary for principal approval? ◉ Yes ○ No

* **Will you be using external transportation (approved charter, plane, public transportation or walking)?** ○ Yes ◉ No

Vehicles Needed

* **Click YES to continue vehicle request:** ◉ Yes ○ No

☐ **Check here to indicate trip is drop-off only** Location

☐ **Check here to indicate trip is pickup only** Location

Vehicle Pickup	Arrive at Venue (Info Only)	Depart Venue (Info Only)	Vehicle Return
* Date 9/26/2025	* Date 9/26/2025	* Date 9/28/2025	* Date 9/28/2025

* Time	8:00 AM	* Time	12:00 PM	* Time	7:00 AM	* Time	12:00 PM

Total Trip Hours 52.00

* **Type of vehicles needed to reserve** School Bus

* **How many vehicles do you need?** 1

Vehicle Guidelines: 45 students per bus

* **Do you need a wheelchair lift?** ○ Yes ◉ No

Nbr Wheelchair Slots 0 **Nbr Safety Vests** 0 **Nbr Fold Down Seats** 0

Special Needs ☐ 5 Point Harness ☐ Equipment Van ☐ Integrated Seats ☐ Star Seats

Comments or Details Concerning Needs

Any additional information for Transportation about this trip? Our bus driver will be staying in a hotel room of their own and will be paid for by Summers FFA. We will also pay for our driver's entrance fee into any of the venues we will be visiting. Summers FFA will also pay for the majority of the food expenses for our driver.

Owner bryan.boone@k12.wv.us

Bid Id/Closing Date 25-09-21 09/16/2025

Reserve Vehicles

Location Used to Reserve Vehicles 000 Transportation

bryan.boone@k12.wv.us

Trip Location Zone	Main	**Trip Year/Week:**	2025-39
Bid Id	25-09-21	**Trip Hours:**	52.00
Total Number of Vehicles Needed:	1	**Number w/ Lift:**	

Person Submitting Request kduffiel@k12.wv.us

Date Submitted Jul 23, 2025, 1:46:34 PM

▸ **Trip Estimator (click to open and enter additional information for estimating trip cost)**

Level 01 Approval - Location Approval

Comment

Decision ○ Approved ○ Denied

Designated Approver klgreen@k12.wv.us

Name

Decision Date

Level 07 Approval - Trans. Director Approval

Comment

Decision

Name

Decision Date

Level 08 Approval - Board of Education Approval

Comment

Decision

Name

Decision Date

Supporting Documents

Choose File No file chosen Add

File Type | Size | File Name | Created On

Save | Cancel | Send Email | Comments | Create Duplicate Request | Cancel Trip/Reservations | Reschedule Trip | Print

Request Status Trip: 1251 Pending Location Approval

Final Approval Date

Email Audit Log: Refresh

Page << First | < Previous | Page | Next > | Last >>

Subject:	Email Sent on:	Email Sent by:	Email Sent To:

Date	User	Action	Device	Browser



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Summers County Schools Travel Tracker

Save | Create Duplicate Request

Travel Request Form

Welcome to Summers County Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments, please contact the TransACT support desk by clicking on the Support/Training Links in the upper right-hand corner.

Trip Number 1250

* **Category** (•) Travel With Students

* **Type of Trip** Field Trip

* **Field Trip Event**

(•) Curricular ( ) Extracurricular/Reward ( ) Other/Maintenance

Trip Leave

* **Date** 10/29/2025 Wednesday

* **Time** 6:00 PM

Trip Return

* **Date** 11/2/2025 Sunday

* **Time** 11:00 AM

Trip Year/Week 2025-44

* **Is this trip going out-of state and/or overnight?** (•) Yes ( ) No

* **Comments**

Enter the time and place to pick up students and the time and place to return students. Indicate the group, club or organization that is traveling.

We will be riding the Amtrak to the National FFA Convention in Indianapolis, IN. Parents will be responsible for getting their child to the Hinton Amtrak Station on October 29, 2025 and for pickup from the HInton Amtrak Station on November 2, 2025.

* **Your School/Dept** (i)

503 Summers County Comprehensive High School

37 Bobcat Dr., Hinton, WV 25951

* **Do you have students with health concerns on this trip? Don't list student names, only the health conditions due to HIPPA.** ( ) Yes (•) No

* **Main Destination** (i) Other (Type Below)

Indianapolis, IN, USA

Destination Not Listed Indianapolis, IN, USA

Destination Name Lucas Oil Stadium

Add a Stop on the Way There

Add a Stop on the Return

* **Approximate Nbr of Miles Round Trip** 792.27 CALCULATE MILES

* **Funding Source #1** Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Funding Source #2 Select

Budget Code

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party? ○ Yes ◉ No

(Does venue require payment prior to trip?)

* **Teacher / Advisor / Staff Name**	Kathy Duffield
* **Teacher / Advisor / Staff Phone #**	304-575-3016
Teacher / Advisor / Staff Email	kduffiel@k12.wv.us

Note: This email will receive the requester emails if different from requester

Emergency Contact Info ☑ **Same as Teacher / Advisor / Staff**

* **Emergency Contact Name**	Kathy Duffield
* **Emergency Contact Phone #**	304-575-3016

* **Grade Level(s) Making Trip** ☐ All ☐ Pre-K ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☑ 10 ☑ 11 ☑ 12

* **Educational Objective for Field Trip** Attend the National FFA Convention, Expo and Career Show. Develop leadership skills, mingle and meet other FFA members from accross the country, learn about the vast world of agriculture and the career opportunities that are available.

Number of Individuals Making Trip

*	Total Staff	1
*	Total Students	5

* **Will the students be away from school during lunch?** ◉ Yes ○ No

* **If so, will these students need packed lunches?** ◉ Yes ○ No

Nbr Students 5 **Teacher** Kathy Duffield

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

Please indicate any special diets or food allergies:

None

Chaperones

* There must be at least one chaperone on each bus. Only employees of the Summers County Board of Education, persons approved by the Summers County Board of Education, and students may ride the bus. State Policy Requirements: for grades 1-12, one chaperone for every 10 students and the minimum of one chaperone for every 15 students. Preschool and Kindergarten must have a minimum of one chaperone for every 5 students. Please list the persons who will be supervising:

Kathy Duffield
Greg Angell

* Indicate which, if any, chaperones need to be approved by the Summers County Board of Education:

Greg Angell

* If needing 3rd party payment, have you submitted requisition to secretary for principal approval? ◉ Yes ○ No

* **Will you be using external transportation (approved charter, plane, public transportation or walking)?** ◉ Yes ○ No

* **Please indicate mode of travel instead of, or in addition to, the reserved vehicle(s). Please include details of trip, including itineraries. Indicate chartered transportation company if applicable.**

Will will be taking the Amtrak. Boarding and returning to the Hinton Amtrak Station.

Vehicles Needed

* **Click YES to continue vehicle request:** ○ Yes ◉ No

Person Submitting Request	kduffiel@k12.wv.us
Date Submitted	Jul 23, 2025, 12:29:53 PM

▸ **Trip Estimator (click to open and enter additional information for estimating trip cost)**

Level 01 Approval - Location Approval

Comment

Decision ○ **Approved** ○ **Denied**

Designated Approver klgreen@k12.wv.us

Name

Decision Date

Level 07 Approval - Trans. Director Approval

Comment

Decision

Name

Decision Date

Level 08 Approval - Board of Education Approval

Comment

Decision

Name

Decision Date

Supporting Documents

ⓘ Choose File No file chosen Add

File Type	Size	File Name	Created On

ⓘ Save Cancel Send Email Comments Create Duplicate Request Cancel Trip/Reservations Reschedule Trip Print

Request Status Trip: 1250 Pending Location Approval

Final Approval Date

Email Audit Log: Refresh

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Subject:	Email Sent on:	Email Sent by:	Email Sent To:

Date	User	Action	Device	Browser