



March, 2026						
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29	30	31				

Missy Hall, Board President
Johnita Jackson, Vice-President
Dennis Ashworth, Board Member
Mark Ross, Board Member
Randall Trautwein, Board Member
Todd Alexander, Superintendent

Tuesday
March 24, 2026
Regular Meeting #34

Meetings are audio/livestreamed at <https://www.youtube.com/@wayneschoolswv>

AGENDA #34
WAYNE COUNTY BOARD OF EDUCATION
REGULAR MEETING
BOARD CONFERENCE ROOM
WAYNE, WV

MARCH 24, 2026
5:00 P.M.

District Goals

1. **Academic Achievement & Growth**
ELA & Mathematics proficiency +3% for the year
2. **Chronic Absenteeism**
Decrease by 5% for the year
3. **Special Education**
Implement focus groups to develop recommendations to improve in key service areas
4. **Enrollment Stabilization**
Stabilize enrollment and achieve a 1-2% recapture rate
5. **Fiscal Stewardship & Operations**
EOY general fund balance increases vs. prior fiscal year

CONSENT AGENDA

- I. **CALL TO ORDER** Missy Hall, President Time: _____

Pledge of Allegiance to the Flag: Led by: _____

- II. **ROLL CALL**

	Present In Person	Present Via Phone	Absent From Meeting
Dennis Ashworth	☐	☐	☐
Missy Hall	☐	☐	☐
Mark Ross	☐	☐	☐
Johnita Jackson	☐	☐	☐
Randall Trautwein	☐	☐	☐

- III. **EMPLOYEE REDUCTION IN FORCE/TRANSFER HEARINGS**

The Board will conduct hearings for those employees who have requested such a hearing in response to the notice of reduction in force or transfer received by such employees for the 2026-2027 school year.

WCBOE personnel matters (hearings) may involve an Executive Session as provided in W. Va. Code §6-9A-4(b) (2) (A) [personnel exception] and/or §6-9A-4 [matters involving

attorney-client privilege per Peters v. County Commission, 205 W. Va. 481 (1999)] A majority of the Board members present must vote to have an Executive Session. (No action will be taken in Executive Session).

Executive Session WV Code §6-9A-4

Time Entered: _____ Motion _____ Second _____ Vote _____
Time Returned: _____ Motion _____ Second _____ Vote _____

IV. RECESS

The Board will recess for the Special Board Meeting at 5:45 p.m.

Motion _____ Second _____ Vote _____

V. CALL TO ORDER Missy Hall, President

Motion _____ Second _____ Vote _____

VI. RECOGNITIONS

VII. PRESENTATIONS

VIII. GOOD NEWS

IX. INFORMATIONAL ITEMS

Spring Break, April 6-10, 2026. (No School - Out of Calendar Days)

Special Board Meeting on Tuesday, April 7, 2026, beginning at 4:00 p.m. at Fort Gay PreK-8 School, Fort Gay, West Virginia.

Regular Board Meeting on Tuesday, April 14, 2026, beginning at 6:00 p.m. in the Board Conference Room, Wayne, West Virginia.

Special Board Meeting on March 24, 2026 will reconvene on April 21, 2026 at 4:45 p.m. in the Board Conference Room, Wayne, West Virginia.

Regular Board Meeting on Tuesday, April 28, 2026, beginning at 6:00 p.m. in the Board Conference Room, Wayne, West Virginia.

X. CONSTRUCTION PROJECT UPDATES

- Updates on Program Planning Including EMT and Power Line Programs

XI. DELEGATIONS

XII. SUPERINTENDENT/DIRECTOR'S REPORTS

XIII. BOARD DIRECTIVES

XIV. BOARD REPORTS

XV. UNFINISHED BUSINESS

The following items were on the March 10, 2026 Regular Board Meeting Agenda:

1. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (Second Reading) (Volume 16-1)
 - WCBOE Policy 2215 (Program: Required Courses of Instruction)
 - NEOLA Policy 2230.06 (Program: Cardiopulmonary Resuscitation Instruction)
 - NEOLA Policy 2230.07 (Program: Required Courses of Instruction)
 - WCBOE Policy 2414 (Program: Drug Prevention and Violence Reduction Education Program)
 - WCBOE Policy 3120.08 (Professional Staff: Employment of Personnel for Extra-Curricular Activities)
 - WCBOE Policy 3122.01 (Professional Staff: Drug-Free Workplace)
 - WCBOE Policy 4120.08 (Service Personnel: Employment of Personnel for Extra-Curricular Activities)
 - WCBOE Policy 4122.01 (Service Personnel: Drug-Free Workplace)
 - WCBOE Policy 5331 (Students: Administration of Opioid Antagonists)
 - WCBOE Policy 7100 (Property: Facilities Planning)
 - NEOLA Policy 8451 (Operations: Pediculosis)
 - WCBOE Policy 8452.01 (Operations: Cardiopulmonary Resuscitation Instruction)

Motion _____ Second _____ Vote _____

2. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (Second Reading) (Volume 16-1/Volume 16-2 EDGAR))
 - WCBOE Policy 7450 (Property: Property Inventory)

Motion _____ Second _____ Vote _____

3. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (Second Reading) (Volume 16-1/Volume 17-2)

- WCBOE Policy 5330 (Students: Use of Medications)

Motion _____ Second _____ Vote _____

4. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (Second Reading) (Volume 16-2)

- WCBOE Policy 0143 (Bylaw: Election)
- WCBOE Policy 0146 (Bylaw: Resignation or Removal)
- WCBOE Policy 0164 (Bylaw: Notice of Meetings)

- WCBOE Policy 0165 (Bylaw: Meetings)
- WCBOE Policy 0175.2 (Bylaw: West Virginia School Board Association and the National School Board Association)
- WCBOE Policy 0110 (Bylaw: Establishment/Assessment of County Goals)
- WCBOE Policy 1240 (Administration: Evaluation of the Superintendent)
- WCBOE Policy 1613 (Administration: Student Supervision and Welfare)
- WCBOE Policy 1619 (Administration: Group Health Plans)
- WCBOE Policy 2120 (Program: County and School Improvement)
- WCBOE Policy 2120.01 (Program: Local School Improvement Council)
- WCBOE Policy 2220 (Program: Adoption of Programs of Study)
- WCBOE Policy 2230 (Program: Program of Study Early and Elementary Learning Programs Grades Pre-K-5)
- WCBOE Policy 2230.01 (Program: Program of Study Middle School)
- WCBOE Policy 2230.02 (Program: Program of Study High School Program (Grades 9-12))
- WCBOE Policy 2240 (Program: Controversial Issues)
- WCBOE Policy 2261.01 (Program: Parent and Family Member Participation in Title I Programs)
- WCBOE Policy 2371 (Program: Hope Scholarship Program)
- WCBOE Policy 2430.02 (Program: Participation in Extra-Curricular Activities)
- WCBOE Policy 2452 (Program: Extended Learning Opportunities)
- WCBOE Policy 2460 (Program: Special Education)
- WCBOE Policy 2600 (Program: Educational Program)
- WCBOE Policy 3120.04 (Professional Staff: Employment of Substitutes)
- WCBOE Policy 3213 (Professional Staff: Student Supervision and Welfare by Professional Staff)
- WCBOE Policy 3251 (Professional Staff: Teacher Work Load)
- WCBOE Policy 3340 (Professional Staff: Grievance Procedure)
- WCBOE Policy 5111 (Students: Eligibility of Resident/Non-Resident for Enrollment)
- WCBOE Policy 5113.01 (Students: Open Enrollment for Resident Students)
- WCBOE Policy 5120 (Students: School Attendance Areas)
- WCBOE Policy 5421 (Students: Grading)
- WCBOE Policy 5531.01 (Students: Self-Harm and Eating Disorders Signs – Prevention and Treatment)
- WCBOE Policy 5540 (Students: The Schools and Community Agencies)
- WCBOE Policy 5611 (Students: Discipline – Student Due Process Rights)
- WCBOE Policy 5630.01 (Students: Use of Restraint)
- WCBOE Policy 8402 (Operations: Expected Behavior in Safe and Supportive Schools)
- WCBOE Policy 9700 (Relations: Relations with Outside Groups)

Motion _____ Second _____ Vote _____

5. Consider for approval revisions to existing policy for **Separate Attachment** Further Administrative review, further Board review and/or ten (10) day public comment period. (Second Reading) (Volume 16:2 EDGAR UGG)
- WCBOE Policy 1130 (Administration: Conflict of Interest)

- WCBOE Policy 3113 (Professional Staff: Conflict of Interest)
- WCBOE Policy 4113 (Service Personnel: Conflict of Interest)
- WCBOE Policy 6110 (Finances: Federal Funds)
- WCBOE Policy 6111 (Finances: Internal Controls)
- WCBOE Policy 6112 (Finances: Cash Management of Grants)
- WCBOE Policy 6114 (Finances: Cost Principles – Spending Federal Funds)
- WCBOE Policy 6325 (Finances: Procurement – Federal Grants/Funds)
- WCBOE Policy 6550 (Finances: Travel Payment and Reimbursement)
- WCBOE Policy 7310 (Property: Disposition of Personal Property)

Motion _____ Second _____ Vote _____

XVI. NEW BUSINESS CONSENT ACTION ITEMS

The Superintendent recommends approval of the following action items. Additional items received prior to the time of the meeting may be added. Discussion and/or separate action of item(s) may be requested by members of the Board and/or Superintendent. Items are subject to change. Any blanks will be filled in prior to the meeting. In the event a nominee withdrawals, we reserve the right to put the next candidate in the position.

1. Consider for approval the recommended personnel matters. **Pages 1-2**

WCBOE personnel matters may involve an Executive Session as provided in W. Va. Code §6-9A-4(b)(2)(A) [personnel exception] and/or §6-9A-4 [matters involving attorney-client privilege per *Peters v. County Commission*, 205 W. Va. 481 (1999)]. A majority of the Board members present must vote to have an Executive Session. (No action will be taken in Executive Session.)

Executive Session WV Code §6-9A-4

Time Entered: _____ Motion _____ Second _____ Vote _____
Time Returned: _____ Motion _____ Second _____ Vote _____

Personnel Matters:

Motion _____ Second _____ Vote _____

2. Consider for approval Minutes of the Wayne County Board of Education Special Meeting Number Thirty on March 3, 2026. **Pages 3-4**

Motion _____ Second _____ Vote _____

3. Consider for approval Minutes of the Wayne County Board of Education Regular Meeting Number Thirty-One on March 10, 2026. **Pages 5-12**

Motion _____ Second _____ Vote _____

4. Consider for approval purchase requisitions/orders/quotes **Pages 13-21**
in excess of \$5,000.00.

Motion _____ Second _____ Vote _____

XVII. NEW BUSINESS SEPARATE ACTION ITEMS

1. Consider for approval Out-of-State Field Trip requests: **Pages 22-23**

East Lynn Elementary Special Education Class and Second Grade Peers to travel to Columbus Zoo, Columbus, Ohio on May 1, 2026. (Funded by School Classroom Fund)

Wayne Elementary School Kindergarten Class to travel to Columbus Zoo, in Columbus, Ohio on April 30, 2026. (School Kindergarten Fund)

Motion _____ Second _____ Vote _____

2. Consider for approval Contract between the Wayne County Board of Education and the Wayne County Board of Health for providing health services and use of public health facilities for the 2026-2027 school year at an annual cost of \$8,000.00. **Pages 24-25**

Motion _____ Second _____ Vote _____

3. Consider for approval Mowing Bids for 2026. **Separate Attachment**

Motion _____ Second _____ Vote _____

4. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (First Reading) (Volume 16-2/Volume 17-2)

- WCBOE Policy 6200 (Finance: Fund Accounting)
- WCBOE Policy 8700 (Operations: Lactating Employees)

Motion _____ Second _____ Vote _____

5. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (First Reading) (Volume 16-2/Volume 18-1)

- WCBOE Policy 3139.01 (Professional Staff: Suspension)
- WCBOE Policy 8210 (Operations: School Calendar)

Motion _____ Second _____ Vote _____

6. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (First Reading) (Special Update/Vol 17-1)

- WCBOE Policy 2266 (Program: Nondiscrimination On The Basis Of Sex In Education Programs or Activities)

Motion _____ Second _____ Vote _____

7. Consider for approval revisions to existing policy for **Separate Attachment**
Further Administrative review, further Board review and/or ten (10) day public comment period. (First Reading) (Superintendent Update 3-18-26)

- WCBOE Policy 8510 (Operations: Wellness)
- WCBOE Policy 8510.01 (Operations: Child Nutrition Standards)
- WCBOE Policy 8540 (Operations: Vending Machines)

Motion _____ Second _____ Vote _____

XVIII. POTENTIAL ITEMS FOR FUTURE AGENDAS

XIX. ADJOURNMENT Time: _____

Motion _____ Second _____ Vote _____

**RECOMMENDED
PERSONNEL MATTERS
MARCH 24, 2026**

RESIGNATION: (Professional)

Corynn McAtee, General Science/Biology 9-12 teacher @ Wayne High, effective June 30, 2026.

Jessica Smith, Robotics Coach @ Kellogg Elementary, effective February 27, 2026.

REQUEST FOR LEAVE OF ABSENCE: (Professional)

Delaney Collins, 5th Grade teacher @ Wayne Elementary, requests a PAID FMLA, from April 29, 2026 to June 30, 2026.

Andrea Hager, English 9-12 teacher @ Wayne High, requests a PAID FMLA, from March 6, 2026 to May 28, 2026.

Jennifer McBride-Adkins, Multi-Categorical/Autism teacher @ Wayne Elementary, requests an Intermittent PAID FMLA, from March 6, 2026 to June 30, 2026.

CORRECTION TO RESIGNATION: (Service)

From:

Patty Adams, 8 Hour Cook (6:00am-2:00pm) @ Wayne Elementary, effective **January 23, 2026.**

To:

Patty Adams, 8 Hour Cook (6:00am-2:00pm) @ Wayne Elementary, effective **February 11, 2026.**

TERMINATION: (Service)

Superintendent recommends the termination of a service employee, effective March 24, 2026.

EMPLOYMENT: (Service) Pending Background Check, Pre-Placement Physical Exam, and Certification

Julie Crow, Substitute Aide
Whitney Salmons, Substitute Aide

REQUEST FOR LEAVE OF ABSENCE: (Service)

Amy Ekers, 8 Hour Cook (6:00am-2:00pm) @ Wayne Elementary, requests an Intermittent PAID FMLA, from April 1, 2026 to June 30, 2026.

Roscoe Spaulding Jr., 8 Hour Bus Operator, Bus# 2963, requests a Medical Leave, from February 1, 2026 to April 6, 2026.

RESIGNATION: (Coach)

Kellie Harris, Head Cheer Coach, Buffalo Middle, effective March 13, 2026.

Richard Stacy, Head Baseball Coach, Crum PreK-8, effective March 6, 2026.

Recommended Personnel Matters

March 24, 2026

Page 2

EMPLOYMENT: (Coach) Pending background check and licensure

Christopher Johnson, Assistant Baseball Coach, Crum PreK-8, effective the 2025-2026 school year.
Posting# R15C26-4

Canaan Kelly, Assistant Girls Soccer Coach, Spring Valley High, effective the 2025-2026 school year.
Posting# R2C26-46

Harry Sowards, Assistant Football Coach, Wayne High, effective the 2025-2026 school year. Posting#
R2C26-47

Garrett Johnson, Head Football Coach, Vinson Middle, effective the 2025-2026 school year. Posting#
C26-53

Dakota Bowen, Assistant Baseball Coach, Vinson Middle, effective the 2025-2026 school year.
Posting# C26-57

Willie Jordan, Assistant Track Coach, Tolsia High, effective the 2025-2026 school year. Posting# C26-
58

Garrett Hall, Assistant Track Coach, Buffalo Middle, effective the 2025-2026 school year. Posting#
C26-59

Kurt Ballard, UNPAID Volunteer Assistant Baseball Coach, Buffalo Middle, effective the 2025-2026
school year.

MINUTES
WAYNE COUNTY BOARD OF EDUCATION
SPECIAL MEETING #30
MARCH 3, 2026

At the Special Meeting of the Wayne County Board of Education held at Kellogg Elementary School, Huntington, West Virginia on Tuesday, March 3, 2026 beginning at 4:00 p.m. with Missy Hall, Board President presiding, the following members were present in person: Mrs. Missy Hall, Mrs. Johnita Jackson, Mr. Dennis Ashworth, Mr. Mark Ross and Mr. Randy Trautwein. No absences.

PLEDGE OF ALLEGIANCE PRESENTED

The Pledge of Allegiance was led by Josh Sammons.

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC) PRESENTATION

Principal Josh Sammons, Assistant Principal Elizabeth Calvert and staff gave a Local School Improvement Council presentation to the Board concerning Kellogg Elementary School.

FACILITIES REVIEW WORKSHOP

The Board discussed Kellogg Elementary School facility needs.

RECESS:

President Hall opened floor for motions. Motion by Johnita Jackson seconded by Mark Ross to recess and travel to Vinson Middle School. Following discussion, motion was approved by a Vote of 5-0. The Board recessed at 4:47 p.m.

CALL TO ORDER

President Hall opened floor for motions. Motion by Randy Trautwein seconded by Dennis Ashworth to call the meeting back to order. Following discussion, motion was approved by a Vote of 5-0. The Board returned to session at 5:18 p.m.

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC) PRESENTATION

Principal Kim Hurley and Assistant Principal William Watkins gave a Local School Improvement Council presentation to the Board concerning Vinson Middle School.

FACILITIES REVIEW WORKSHOP

The Board discussed Vinson Middle School facility needs.

NEW BUSINESS CONSENT ACTION ITEM

1. President Hall opened floor for motions. Motion by Randy Trautwein seconded by Johnita Jackson to approve purchase requisitions/order/quotes in excess of \$5,000.00 as presented. Following discussion, motion was approved by a Vote of 5-0.

APPROVED PURCHASE REQUISITIONS/ORDERS/QUOTES

<u>Vendor Name</u>	<u>Requisition #</u>	<u>Amount</u>
Clay's Performance Electric	84975	\$24,000.00
Clay's Performance Electric	84977	\$51,500.00

SUPERINTENDENT'S REPORTS

Grant for Window Film

ADJOURNMENT

On motion by Johnita Jackson seconded by Dennis Ashworth, Vote 5-0, the Board adjourned at 6:03 p.m.

Board President

Board Secretary

MINUTES
WAYNE COUNTY BOARD OF EDUCATION
REGULAR MEETING #31
MARCH 10, 2026

At the Regular Meeting of the Wayne County Board of Education held in the Board Conference in Wayne, West Virginia on March 10, 2026, beginning at 6:00 p.m. with Missy Hall, Board President presiding, the following members were present in person: Mrs. Missy Hall, Mrs. Johnita Jackson, Mr. Dennis Ashworth, Mr. Mark Ross and Mr. Randy Trautwein. No absences.

PLEDGE OF ALLEGIANCE PRESENTED

The Pledge of Allegiance was led by Mark Ross.

RECOGNITIONS

No Recognitions

PRESENTATIONS

Academic Spotlight: From Meetings to Momentum: Making PLCs Matter
Tonji Bowen, Melissa Maynard, Allie Brewer

GOOD NEWS

- Robotics Team Competing at State: Qualifiers from Buffalo Elementary School, Buffalo Middle School, Kellogg Elementary School, Lavalette Elementary School, Ceredo-Kenova Middle School, Spring Valley High School, East Lynn Elementary
- Girls Basketball Teams Competing in State Tournament Tomorrow

INFORMATIONAL ITEMS

Special Board Meeting on Tuesday, March 17, 2026, beginning at 4:00 p.m. at Crum PreK-8 School, Crum, West Virginia and Tolsia High School, Fort Gay, West Virginia beginning at 5:15 p.m.

Special Board Meeting on Tuesday, March 24, 2026, beginning at 5:45 p.m. in the Board Conference Room, Wayne, West Virginia. (Levy Rates)

Regular Board Meeting on Tuesday, March 24, 2026, beginning at 6:00 p.m. in the Board Conference Room, Wayne, West Virginia.

CONSTRUCTION PROJECT UPDATES

- Buffalo K-8 Design
- Wayne High School Baseball/Softball Field Bleachers

DELEGATIONS

<u>NAME</u>	<u>ADDRESS (City/State)</u>	<u>TOPIC</u>
No Delegations		

SUPERINTENDENT/DIRECTOR'S REPORTS

- District Benchmark Analysis
- Levy Revenue Projections
- Court Diploma Endorsement Program
- Marshall Advance Manufacturing Center (MAMC) Industrial Maintenance

BOARD DIRECTIVES

None Heard

BOARD REPORTS

None Heard

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS CONSENT ACTION ITEMS

1. President Hall opened floor for motions. Motion by Johntia Jackson seconded by Randy Trautwein to approve personnel matters as presented. Following discussion, motion was approved by a Vote of 5-0. (Approved personnel matters are listed at the end of the consent action items).
2. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve Voucher Payments for February, 2026 as presented. Following discussion, motion was approved by a Vote of 5-0.
3. President Hall opened floor for motions. Motion by Randy Trautwein seconded by Mark Ross to approve Minutes of the Wayne County Board of Education Regular Meeting Number Twenty-Nine on February 25, 2026 as presented. Following discussion, motion was approved by a Vote of 5-0.
4. President Hall opened floor for motions. Motion by Johnita Jackson seconded by Dennis Ashworth to approve purchase requisitions/orders/quotes in excess of \$5,000.00 as presented. Following discussion, motion was approved by a Vote of 5-0. (Approved requisitions/orders/quotes are listed at the end of the approved personnel matters).

NEW BUSINESS SEPARATE ACTION ITEMS

1. President Hall opened floor for motions. Motion by Johnita Jackson seconded by Mark Ross to approve the Treasurer's Report for February, 2026 as presented. Following discussion, motion was approved by a Vote of 5-0.
2. President Hall opened floor for motions. Motion by Johnita Jackson seconded by Randy Trautwein to approve Budget Supplements/Transfers for February, 2026 as presented. Following discussion, motion was approved by a Vote of 5-0.
3. President Hall opened floor for motions. Motion by Johnita Jackson seconded by Mark Ross to approve Out-of-State Travel requests as shown below. Following discussion, motion was approved by a Vote of 4-0.

Fort Gay PreK-8 Employees to travel to the Get Your Teach on Conference in Orlando, Florida on July 4, 2026 through July 9, 2026. (Funded by Title II Professional Development Fund)

4. Superintendent Todd Alexander pulled the Contract with Pitney Bowes for Send Pro Mail Center (Postage Machine) at a monthly cost of \$317.16 for a period of 60 months from the agenda.
5. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve Annual Memorandum of Agreement between WVU Extension and Wayne County Board of Education at a total cost of \$50,769.00.
6. President Hall opened floor for motions. Motion by Randy Trautwein seconded by Dennis Ashworth to approve the Proposal for Installing Safety Window Film at all school campuses. Following discussion, motion was approved by a Vote of 5-0.
7. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve the below policies for Further Board Review. Following discussion, motion was approved by a Vote of 5-0.

POLICIES PPROVED FOR FUTHER BOARD REVIEW

(Volume 16-1 – First Reading)

- WCBOE Policy 2215 (Program: Required Courses of Instruction)
- NEOLA Policy 2230.06 (Program: Cardiopulmonary Resuscitation Instruction)
- NEOLA Policy 2230.07 (Program: Required Courses of Instruction)
- WCBOE Policy 2414 (Program: Drug Prevention and Violence Reduction Education Program)
- WCBOE Policy 3120.08 (Professional Staff: Employment of Personnel for Extra-Curricular Activities)
- WCBOE Policy 3122.01 (Professional Staff: Drug-Free Workplace)
- WCBOE Policy 4120.08 (Service Personnel: Employment of Personnel for

Extra-Curricular Activities)

- WCBOE Policy 4122.01 (Service Personnel: Drug-Free Workplace)
- WCBOE Policy 5331 (Students: Administration of Opioid Antagonists)
- WCBOE Policy 7100 (Property: Facilities Planning)
- NEOLA Policy 8451 (Operations: Pediculosis)
- WCBOE Policy 8452.01 (Operations: Cardiopulmonary Resuscitation Instruction)

8. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve the below policies for Further Board Review. Following discussion, motion was approved by a Vote of 5-0.

POLICIES APPROVED FOR FUTHER BOARD REVIEW

(Volume 16-1/Volume 16-2 EDGAR – First Reading)

- WCBOE Policy 7450 (Property: Property Inventory)
9. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve the below policies for Further Board Review. Following discussion, motion was approved by a Vote of 5-0.

POLICIES APPROVED FOR FUTHER BOARD REVIEW

(Volume 16-1/Volume 17-2 - First Reading)

- WCBOE Policy 5330 (Students: Use of Medications)
10. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve the below policies for Further Board Review. Following discussion, motion was approved by a Vote of 5-0.

POLICIES APPROVED FOR FUTHER BOARD REVIEW

(Volume 16-2 - First Reading)

- WCBOE Policy 0143 (Bylaw: Election)
- WCBOE Policy 0146 (Bylaw: Resignation or Removal)
- WCBOE Policy 0164 (Bylaw: Notice of Meetings)
- WCBOE Policy 0165 (Bylaw: Meetings)
- WCBOE Policy 0175.2 (Bylaw: West Virginia School Board Association and the National School Board Association)
- WCBOE Policy 0110 (Bylaw: Establishment/Assessment of County Goals)
- WCBOE Policy 1240 (Administration: Evaluation of the Superintendent)
- WCBOE Policy 1613 (Administration: Student Supervision and Welfare)

- WCBOE Policy 1619 (Administration: Group Health Plans)
 - WCBOE Policy 2120 (Program: County and School Improvement)
 - WCBOE Policy 2120.01 (Program: Local School Improvement Council)
 - WCBOE Policy 2220 (Program: Adoption of Programs of Study)
 - WCBOE Policy 2230 (Program: Program of Study Early and Elementary Learning Programs Grades Pre-K-5)
 - WCBOE Policy 2230.01 (Program: Program of Study Middle School)
 - WCBOE Policy 2230.02 (Program: Program of Study High School Program (Grades 9-12))
 - WCBOE Policy 2240 (Program: Controversial Issues)
 - WCBOE Policy 2261.01 (Program: Parent and Family Member Participation in Title I Programs)
 - WCBOE Policy 2371 (Program: Hope Scholarship Program)
 - WCBOE Policy 2430.02 (Program: Participation in Extra-Curricular Activities)
 - WCBOE Policy 2452 (Program: Extended Learning Opportunities)
 - WCBOE Policy 2460 (Program: Special Education)
 - WCBOE Policy 2600 (Program: Educational Program)
 - WCBOE Policy 3120.04 (Professional Staff: Employment of Substitutes)
 - WCBOE Policy 3213 (Professional Staff: Student Supervision and Welfare by Professional Staff)
 - WCBOE Policy 3251 (Professional Staff: Teacher Work Load)
 - WCBOE Policy 3340 (Professional Staff: Grievance Procedure)
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 - WCBOE Policy 5540 (Students: The Schools and Community Agencies)
 - WCBOE Policy 5611 (Students: Discipline – Student Due Process Rights)
 - WCBOE Policy 5630.01 (Students: Use of Restraint)
 - WCBOE Policy 8402 (Operations: Expected Behavior in Safe and Supportive Schools)
 - WCBOE Policy 9700 (Relations: Relations with Outside Groups)
11. President Hall opened floor for motions. Motion by Dennis Ashworth seconded by Randy Trautwein to approve the below policies for Further Board Review. Following discussion, motion was approved by a Vote of 5-0.

POLICIES APPROVED FOR FUTHER BOARD REVIEW

(Volume 16-2 EDGAR UGG - First Reading)

- WCBOE Policy 1130 (Administration: Conflict of Interest)
- WCBOE Policy 3113 (Professional Staff: Conflict of Interest)

- WCBOE Policy 4113 (Service Personnel: Conflict of Interest)
- WCBOE Policy 6110 (Finances: Federal Funds)
- WCBOE Policy 6111 (Finances: Internal Controls)
- WCBOE Policy 6112 (Finances: Cash Management of Grants)
- WCBOE Policy 6114 (Finances: Cost Principles – Spending Federal Funds)
- WCBOE Policy 6325 (Finances: Procurement – Federal Grants/Funds)
- WCBOE Policy 6550 (Finances: Travel Payment and Reimbursement)
- WCBOE Policy 7310 (Property: Disposition of Personal Property)

APPROVED PERSONNEL MATTERS

RESIGNATION: (Professional)

Madison Naylor, Substitute Teacher, effective February 20, 2026.

JoAnn Porter, Art/Music/PE teacher @ East Lynn Elementary, for retirement purposes, effective June 30, 2026.

Jessica Smith, Art teacher @ Buffalo Elementary, effective February 27, 2026.

John Waugaman, Director of Elementary and Middle Education and Assessment @ Central Office, for retirement purposes, effective June 30, 2026.

EMPLOYMENT: (Professional) Pending Certification and Background Check

Braley Berry, Substitute Teacher
Ella Edwards, Substitute Teacher
Alayna Garcia, Substitute Teacher
Brooke Godbey, Substitute Teacher
Craig Preece, Substitute Teacher
Jaedyn Rider, Substitute Teacher
Delena Switzer, Substitute Teacher
Phil Walker, Substitute Teacher
Stacey Welch, Substitute Teacher

REQUEST FOR LEAVE OF ABSENCE: (Professional)

Sashia Brewer, Multi-Categorical/Autism teacher @ Kellogg Elementary, requests and Intermittent PAID FMLA, from February 26, 2026 to June 30, 2026.

Kayla Brody, 3rd Grade teacher @ Fort Gay PreK-8, requests an Intermittent PAID FMLA, from February 26, 2026 to June 30, 2026.

Matthew Hendrickson, Social Studies 9-12 teacher @ Spring Valley High, requests an Intermittent PAID FMLA, from February 10, 2026 to June 30, 2026.

Erin Hughes, Multi-Categorical/Autism teacher @ C-K Elementary, requests a PAID FMLA, from February 14, 2026 to May 11, 2026.

Erin Hughes, Multi-Categorical/Autism teacher @ C-K Elementary, requests a Medical Leave, from May 12, 2026 to June 30, 2026.

Janna Meyers, Multi-Categorical/Autism teacher @ C-K Middle, requests an Intermittent PAID FMLA, from February 9, 2026 to June 30, 2026.

Brittney Moore, 4th Grade teacher @ C-K Elementary, requests a PAID FMLA, from April 22, 2026 to June 12, 2026.

Billie Simms, Kindergarten teacher @ Kellogg Elementary, requests a PAID FMLA, from March 20, 2026 to April 24, 2026.

RESIGNATION: (Service)

Patty Adams, 8 Hour Cook (6:00am-2:00pm) @ Wayne Elementary, effective January 23, 2026.

William Daniels, 8 Hour Mechanic @ Transportation, effective March 3, 2026.

Betty Johnson, 8 Hour Custodian (7:30am-3:30pm) @ Spring Valley High, for retirement purposes, effective June 30, 2026.

Paul McComas, 8 Hour Bus Operator, Bus# 1434 @ Transportation, for retirement purposes, effective June 30, 2026.

Lisa Murphy, 8 Hour Cook (6:00am-2:00pm) @ Fort Gay PreK-8, effective March 4, 2026.

Alice Rowe, 8 Hour Custodian (6:00am-2:00pm) @ Genoa Elementary, for retirement purposes, effective June 30, 2026.

Donald Stamper, 8 Hour Bus Operator, Bus# 1818, for retirement purposes, effective June 30, 2026.

Emilea Stephens, Substitute Aide, effective February 26, 2026.

EMPLOYMENT: (Service) Pending Background Check, Pre-Placement Physical Exam, and Certification

Lisa Murphy, Substitute Cook

REQUEST FOR LEAVE OF ABSENCE: (Service)

Regina Followay, Executive Secretary @ Central Office, requests a PAID FMLA, from February 23, 2026 to May 18, 2026.

Betty Johnson, 8 Hour Custodian (7:30am-3:30pm) @ Spring Valley High, requests a Medical Leave, from June 2, 2026 to June 15, 2026.

Elgin Ward, 8 Hour Custodian (2:00pm-10:00pm) @ Vinson Middle, requests a PAID FMLA, from January 14, 2026 to March 14, 2026.

TERMINATION: (Coach)

Jonathan Brock Adkins, Head Boys Basketball Coach, Buffalo Middle, effective February 19, 2026.

RESIGNATION: (Coach)

Jeff Allen, Assistant Football Coach, Vinson Middle, effective February 18, 2026.

Brian Hayton, Head Football Coach, Vinson Middle, effective February 18, 2026.

EMPLOYMENT: (Coach) Pending background check and licensure

Garrett Hall, UNPAID Volunteer Assistant Track Coach, Buffalo Middle, effective the 2025-2026 school year.

APPROVED PURCHASE REQUISITIONS/ORDERS/QUOTES

<u>Vendor Name</u>	<u>Requisition #</u>	<u>Amount</u>
Mason & Barry, Inc.	84697	\$8,277.00
Creative Audio Visual Group	84741	\$11,705.74
United Dairy, Inc.	84988	\$90,000.00
Fleetsoft, LLC	85028	\$6,600.00

POTENTIAL ITEMS FOR FUTURE AGENDAS

- EMT Update

ADJOURNMENT

On motion by Johnita Jackson seconded by Mark Ross, Vote 5-0, the Board adjourned at 7:00 p.m.

Board President

Board Secretary

VENDOR
848325

WAYNE COUNTY BOARD OF EDUCATION

P.O. Box 70
Wayne West Virginia 25570
Phone: (304) 272-5116
Fax: (304) 272-3557

PURCHASE ORDER
P/O #: 261394

Page 13

TO: WORLDWIDE EQUIPMENT - HERITAGE
408 NEW GOFF MOUNTAIN ROAD
CROSS LANES, WV 25313

SHIP TO: WAYNE COUNTY BOARD OF EDUC
PO BOX 70
212 N. COURT STREET
WAYNE, WV 25570-0070
(304) 272-5116

ATTN: TODD ALEXANDER / BYT

DATE: 3/06/26

SHIPPING:

REQUISITION: 000084912

FOLD HERE

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	COUNTY-WIDE PURCHASE ORDER		11,403.13
	CHEVY SNOW PLOW		

	MAINTENANCE SUPPLIES FUND		
		TOTAL	11,403.13

ACCOUNT		AMOUNT	
11.00000	12621.613.001.0000.0000.00	11,403.13	

FOLD HERE

INSTRUCTIONS TO VENDORS

1. Do not overship or substitute without prior Purchasing Department approval.
2. Send all invoices in triplicate to: Wayne County Board of Education, P.O. Box 70, Wayne, WV 25570, ATTN:Accounts Payable.
3. Prepay all transportation charges.
4. All shipments must contain packing slip.
5. The purchase order number must appear on all invoices, packing slips, packages.
6. This purchase order is not transferable.

Include no state sales or use taxes or federal excise taxes in the amounts billed. State separately on each invoice the amount of manufacturers' federal excise tax, if any. Invoices shall be applicable to a single purchase order and must state terms and notation of "complete order." Do not invoice for items back ordered until shipped. If purchase order request cannot be filled completely send a back order memoranda with delivery. If filling shortages, be sure to show original purchase order number. The board will not be responsible for any changes for items delivered except through purchase order duly executed.

Our West Virginia Tax Blanket Exemption No. is 55 6000409 001.



AUTHORIZED SIGNATURE OF PURCHASING OFFICIAL

Vendor: 775825

P/O R E Q U I S I T I C
WAYNE COUNTY SCHOOLS
PO BOX 70

Sub-Ledger: A/P
Page 14 n: 031
85031

WAYNE, WV 25570 0070

TO: ALAN TYE & ASSOCIATES, LC
9669 MAIN ST SUITE D
FAIRFAX, VA 22031 0000

SHIP TO: WAYNE COUNTY BOARD OF EDUC
PO BOX 70
212 N. COURT STREET
WAYNE, WV 25570 0070
(304) 272-5116
ATTN: WILLIAM PREECE/DKC

ATTN:

Date: 3/05/26

Ship:

Ref:

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
	REPAIR AND MAINTENANCE OF BUS LIFTS			10,000.00
	*			
	25-26 SY			
			TOTAL	10,000.00

A C C O U N T
11.00000.12731.341.031.0000.0000.00

AMOUNT
10000.00

W. Preece
T. Preece
3/6/26

Vendor: 310525

P/O R E Q U I S I T I O N
WAYNE COUNTY SCHOOLS
PO BOX 70

Page 15

85044

WAYNE, WV 25570 0070

TO: E-RATE CENTRAL
TEL/LOGIC INC.
400 POST AVE SUITE 410
WELBURY, NY

11590 2291

SHIP TO: WAYNE COUNTY BOARD OF EDUC
PO BOX 70
212 N. COURT STREET
WAYNE, WV

25570 0070

(304) 272-5116

ATTN:

ATTN: JOSEPH BIAS

Date: 3/10/26

Ship:

Ref: JB / ERICA

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
				16,200.00

FOR E-RATE SUPPORT SERVICES FOR THE TERM

JULY 1, 2025, THROUGH JUNE 30, 2026

TECHNOLOGY FUNDS

TOTAL

16,200.00

A C C O U N T

11.99080.11111.694.001.0000.0000.00

AMOUNT

16200.00

Joseph Bias
3/10/26

T. C. /
3/12/24

Vendor: 700130

P/O R E Q U I S I T I O N
WAYNE COUNTY SCHOOLS
PO BOX 70

Page 16

er: A/P
BYT
85064

WAYNE, WV 25570 0070

TO: SID HARVEY INDUSTRIES
2400 FIRST AVENUE
HUNTINGTON, WV 25703 0000

SHIP TO: WAYNE COUNTY BOARD OF EDUC
PO BOX 70
212 N. COURT STREET
WAYNE, WV

25570 0070

ATTN:

(304) 272-5116
ATTN: TODD ALEXANDER / BYT

Date: 3/16/26

Ship:

Ref: TA/BYT

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
----------	-------------	----------	------------	-------

30,077.77

COUNTY-WIDE PURCHASE ORDER

10 TON GAS/ELECTRIC UNIT AT SVCT

\$13,970.77

15 TON UNIT FOR VINSON CAFE

\$16,107.00

MAINTENANCE SUPPLIES FUND

TOTAL

30,077.77

A C C O U N T

11.00000.12621.613.001.0000.0000.00

AMOUNT

30077.77

*1.00
3/16/26*

Vendor: 605150

P/O R E Q U I S I T I O I
WAYNE COUNTY SCHOOLS
PO BOX 70

Page 17

lger: A/P
n: 85087

WAYNE, WV 25570 0070

TO: PARIS SIGNS
P.O. BOX 444
LAVALETTE, WV

25535 0000

SHIP TO: CRUM PRE K-8
150 CRUM ROAD
CRUM, WV

25669 0000

ATTN:

(304) 393-3200
ATTN: P MURPHY

Date: 3/13/26

Ship:

Ref: MLP/ALD

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
1	EA BUILDING SIGN DEMOGRAPHIC NEEDS ASSESS TITLE I		7,431.3200	7,431.32
TOTAL				7,431.32 *****

A C C O U N T
61.41611.12170.611.102.0000.0000.00

AMOUNT
7431.32

Mary Lou Perry (MS)
3/13/26
T.C.
3/13/26

PARIS SIGNS

4109 Ohio River Road • Huntington, WV 25702
 Mailing: P.O. Box 137 • Lesage, WV 25537
 304.522.7503 www.parissigns.com

Print Date: 2/18/2026 Page 1 of 2

Estimate # 57678

Estimate Date: 2/18/26
 Salesperson: Oakley Wheeler

Prepared For: Crum PK-8

Contact: Mrs Newsome

Ph. (304) 393-3200

Fax (304) -

Nnewsome@k12.wv.us

Mountaineers Lit Shaped Cabinet

Item #	Product	Quantity	Unit Price	Subtotal
1	Illuminated - Aluminum Frame Cabine	1	\$5,346.6800	\$5,346.68
Description: Mountaineers Shaped cabinet				

- Drawing Number: 35695c
- 66 in tall X 78.675 in wide X 10 in. thick, Cloud Shaped - Single Illuminated Face, Sign Cabinet
- Cabinet will be configured for Flat or Pan Lexan faces, with a 1.75 in. wide retainer
- Total Cabinet will be finished Black
- Illuminated with LED - Phoenix PF3120 - for a long Trouble Free Life with Low power consumption.
- On/Off Switch for safety, Photo Eye to turn on at night automatically
- Cabinet is all Aluminum construction, all hardware is Stainless Steel for a long water tight, corrosion free finish.
- Sign Cabinet will be configured for Flat to Building installation
- Back of sign covered with aluminum sheetmetal

1.A Flat Lexan - Illuminated Face

1

Description: Illuminated Lexan Face with Bright Translucent Graphics Day and Night.
 Designed to be lit from behind. This is a very durable and impact resistant product.

- Drawing Number: 35695c
- 66 in tall X 78.675 in wide face of White .118 Lexan material with a Cloud Shape
- Configured for mounting with Standard Flange and a retainer size of 1.75 inches

1.A.1 Full Color Flatbed Printed Face

1

Description: Printed Cabinet Face

- 66 in(Tall) X 78.675 in (Wide) N/A color -Paris Product Sign , as per drawing # 35695c
- Full Color Printed surfaces on Both sides.
- Print Quality: (360dpi 4pass UniD), Print Type (Standard)
- 1 Sign(s) Laminated with: 210 Gloss laminate.
- Print will be multiple panels

2 Installation Equipment

Description: Installation of Lit Shaped Cabinet Flat to Building

1

\$1,664.0000

\$1,664.00

Location: 150 Crum rd, Crum, WV 25669

- Contact Name: Newsome, Mrs
- Contact Number: (304) 393-3200

Equipment needed to install:

- Equipment: 41 ft Bucket
- Install Height is 15 ft above ground.

2.A Installation Labor

1

Description: Installation Labor

- Labor to install sign.

ATTN: Mrs Newsome

Crum PK-8

150 Crum rd

Crum, WV 25669

I accept the above estimate and authorize
 Paris Signs to proceed with order.

If changes are required, please contact us.

Accepted By:

 (Today's Date)

PARIS SIGNS

4109 Ohio River Road • Huntington, WV 25702
Mailing: P.O. Box 137 • Lesage, WV 25537
304.522.7503 www.parissigns.com

Page 19

Print Date: 2/18/2026 Page 2 of 2

Estimate # 57678

Estimate Date: 2/18/26
Salesperson: Oakley Wheeler

Prepared For: Crum PK-8

Contact: Mrs Newsome

Ph. (304) 393-3200

Fax (304) -

Nnewsome@k12.wv.us

Mountaineers Lit Shaped Cabinet

NOTES:

Estimate does not include permits or fees associated with permitting.
Weather is always a factor and may delay installation.
Customer is responsible for providing AC power to the sign location with the correct voltage and amperage.
Requirements can be provided by contacting Oakley Wheeler at Paris Signs.
Paris Signs must have access to mount and wire in electric sign.
Quote is the full scope of work to be performed.

Subtotal	\$7,010.68
Taxes:	\$420.64
Total:	\$7,431.32

Deposit Required: \$3,715.66

ATTN: Mrs Newsome

Crum PK-8

150 Crum rd

Crum, WV 25669

I accept the above estimate and authorize
Paris Signs to proceed with order.

If changes are required, please contact us.

Accepted By:

(Today's Date)

Vendor: 463500

P/O R E Q U I S I T I O N
WAYNE COUNTY SCHOOLS
PO BOX 70

Page 20

85126

WAYNE, WV 25570 0070

TO: KEV GROUP, INC.
3000 S HULEN STREET,
SUITE 124-562
FORT WORTH, TX
76109 0000

SHIP TO: WAYNE COUNTY BOARD OF EDUC
PO BOX 70
212 N. COURT STREET
WAYNE, WV
25570 0070
(304) 272-5116
ATTN: FINANCE

ATTN:

Date: 3/18/26

Ship:

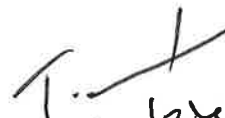
Ref:

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
1	YR SCHOOLCASH ONLINE- ANNUAL RENEWAL ANNUAL RECURRING SOFTWARE COST DEC 1, 2025 TO NOV 30, 2026		20,638.3300	20,638.33
			TOTAL	20,638.33 *****

A C C O U N T
11.00000.12511.341.001.0000.0000.00

AMOUNT
20638.33


3/18/26

T. 
3/18/26

Vendor: 593281

P/O R E Q U I S I T I O N

Page 21

WAYNE COUNTY SCHOOLS

PO BOX 70

WAYNE, WV 25570 0070

TO: NU-IDEA SCHOOL SUPPLY CO.
710 S. GUIGNARD DR
SUMTER, SC

29150 0000

SHIP TO: EAST LYNN ELEMENTARY
19594 EAST LYNN ROAD
EAST LYNN, WV

25512 0000

(304) 849-3171

ATTN:

ATTN: TODD ALEXANDER/WCP

Date: 3/18/26

Ship:

Ref: WCP

QUANTITY	DESCRIPTION	DISCOUNT	UNIT PRICE	TOTAL
1	EA		249.0000	249.00
	MESH BACK CHAIR			
12	EA		95.9200	1,151.04
	18" H HIERARCHY FLIPZ STOOLS			
3	EA		642.7300	1,928.19
	10 SECTION LOCKER			
1	EA		777.5400	777.54
	CHARGING CART			
1	EA		500.5000	500.50
	FILE CABINET			
25	EA		191.0300	4,775.75
	DESK			
25	EA		61.7300	1,543.25
	16" POLYPROPYLENE RIBLESS FLEXIBLE SHELL			
2	EA		306.0900	612.18
	HERCULENE EDGE, KIDNEY 48X72 TABLE			
1	EA		762.8200	762.82
	TEACHER DESK			
1	EA		416.2800	416.28
	MOORECO FREIGHT			
1	EA		253.8500	253.85
	NATIONAL PUBLIC SEATING FREIGHT			
1	EA		1,133.3300	1,133.33
	SCHOLARCRAFT FREIGHT			
1	EA		647.4400	647.44
	WOOD DESIGNS FREIGHT			
1	EA		1,220.7700	1,220.77
	INSTALLATION			

TOTAL

15,971.94

A C C O U N T

11.01601.11111.733.216.0000.0000.00

AMOUNT

15971.94

T. f
3/18/26

Field Trip Request Check List: Before sending to Central Office

- 1) Principal's signature _____ 2) Funding Source Information included (School, Group, Department, etc) _____
 3) Lunch plans & Café Mgr. signature _____ 4) Nurse's signature _____ 5) List of names of students attending & medical needs _____



Field Trip Request

SCHOOL: East Lynn ElementaryTeacher Making Request: Nichelle Watts

Principal's Signature: _____

(Approving Trip)

Funding Source: _____

Classroom funds for zoo
and food special education for bus

Central Office Approval: _____

 Lunch Plans: We will take bag lunch from school
Stop on way home to eat
Date of Request: 3/2/2026Date of Approval: 3/2/26Harnes Needed (Yes or No) How Many? 2Wheel Chair Lift needed: Yes or No No

Please note (vest harness or seat harness needed)

Date of Central Office Approval: _____

Café Mgr. Signature: _____

Date Trip is Planned	Group, Class, etc.	# of Students	# of Chaperones	Destination of Trip	Number of Buses	Departure and Return Time
5/1/2026	Special education 20 2nd grade Peers	20	4	Columbus zoo	1	7:00 - 9:00 am

- Will there be students going on the field trip with medical conditions, taking medications, etc? ☒ YES ☐ NO (Circle One)
- Has the school nurse been notified and 10 of participating students provided 10 days prior to the field trip? Stacy J. Adkins RN
- Nurse/Required/Circle One - Yes ☒ NO ☐
- Curriculum Trip Correlation: Students will research an animal before trip and relate information about animal at the zoo.

** An explanation letter for the trip may accompany this form.

** This form must be completed in full (with signatures) before approval will be considered.

(Wayne County Board of Education, pending the state of terror alert or any other factors concerning the safety of students, reserves the right to cancel this field trip. Therefore, arrangements should be made so that money can be refunded or travel can be offered to students/parents.)

TRIP COORD. NOTIFICATION

After final approval from Central Office, school admin. notified Trip Coord. on _____

Date _____ Via _____

Contact Method: fax, email, etc.

V72518

Field Trip Request Check List: Before sending to Central Office

- ☒ 1) Principal's signature
☒ 2) Funding Source information included (School, Group, Department, etc)
☒ 3) Lunch plans & Café Mgr. signature
☒ 4) Nurse's signature
☒ 5) List of names of students attending & medical needs



Field Trip Request

SCHOOL Wayne ElementaryTeacher Making Request: Ginny McMillionPrincipal's Signature: Kari Ruy

(Approving Trip)

Funding Source: KG Fund

Central Office Approval

Lunch Plans: Bagged LunchDate of Request 3-12-20Date of Approval: 3

**Harness Needed (Yes or No) How Many? 3
 ***Wheel Chair Lift needed (Yes or No)

Please note vest harness or seat harness needed.

Date of Central Office Approval:

Café Mgr. Signature: J. Chinn

Date Trip is Planned	Group, Class, etc.	# of Students	# of Chaperones	Destination of Trip	Number of Buses	Departure and Return Time
4-30-20	KG	75	10	Columbus Zoo	2	7:45 - 7:30

- Will there be students going on the field trip with medical conditions, taking medications, etc.? ☒ YES ☐ NO (circle one)
- Has the school nurse been notified and a list of participating students provided 10 days prior to the field trip? ☒ YES ☐ NO (circle one)

Nurse's Signature

Curriculum Trip Correlation: Culminating activity to wrap up unit on animals & habitats

TRIP COORD. NOTIFICATION

After final approval from Central Office, school admin. notified Trip Coord. on _____ via _____

Date _____ Contact Method: fax, email, etc

v72513

CONTRACT

THIS CONTRACT AND AGREEMENT, made this the 23rd day of February, 2026 entered in to between the Wayne County Board of Health, hereinafter referred to as the party of the first part, and the Wayne County Board of Education, hereinafter referred to as the party of the second part.

WITNESSETH: That pursuant to Senate Bill 542, enacted by the Legislature of the State of West Virginia, at its regular session for the year 2000, amending Article 2, Chapter 16, of the Code of West Virginia, the parties hereto agree and contract with each other as follows:

1. The party of the first part agrees to render and provide local health services and the use of public health facilities as provided in said Chapter 16 of the said Code.
2. The party of the second part agrees to pay unto the party of the first part for rendering said services the sum of \$8,000.00, payable as follows:

\$2,000.00 per quarter for year 2026

It is mutually agreed and distinctly understood between the parties hereto that this contract is limited in duration to not more than one fiscal year from the date hereof, but it may be renewed by agreement of the parties.

IN WITNESS WHEREOF, this contract is signed, sealed, acknowledged and delivered by the Wayne County Board of Education, and by its authority duly given.

Sherry L Webb
Board of Health Chairperson
Date: 3-9-26

Contributing Agency
Date: _____

(Title 64, Series 73, 64-73-8. Financial Management

8.5: "Contracts, memoranda, or other forms of agreement between the board and other parties shall be in writing."



Wayne County Health Department

P. O. Box 368 • Wayne, WV 25570-0368 • Telephone: (304) 272-6761 • Fax: (304) 272-6763

2/23/2026

Invoice # BOE-2026

Wayne County Board of Education

PO Box 70

Wayne, WV 25570

Details	AMOUNT
2026 Contract	\$8,000.00
SUBTOTAL \$8,000.00	
TOTAL \$8,000.00	

Make checks payable to: **Wayne County Health Department**

If you have any questions concerning this invoice, please call 304-272-6761

THANK YOU!