

**Lewis County Board of Education - Administration  
Building, livestream:  
<https://www.youtube.com/@lewiscountyschoolswv1672/streams>**

Monday, June 23, 2025 6:00 PM  
Administration Building, 239 Court Ave., Weston, WV 26452

<b>I. Call to Order/Pledge of Allegiance</b>	<b>Speaker(s):</b> Adam Gissy
<b>II. Roll Call</b>	<b>Speaker(s):</b> Adam Gissy
<b>III. Public Attendance</b>	
<b>IV. Agenda Adjustments</b>	
<b>V. Personnel &amp; Student Achievement/Recognitions</b>	
<b>VI. Student Discipline</b>	
<b>VII. Academics</b>	
<b>VIII. Delegations</b>	
<b>IX. Policies</b>	<b>Speaker(s):</b> Melissa Mace
<b>IX.A. <u>First Reading:</u></b>	<b>Speaker(s):</b> Melissa Mace
1. 2230.02 - Program of Study High School (Grades 9-12)	
2. 2240 - Controversial Issues	
3. 2261.01 - Parent & Family Member Participation in Title I Programs	
4. 2312 - Class Size	
5. 2371 - Hope Scholarship Program	
6. 2411 - Guidance and Counseling	
7. 2412 - Homebound/Hospital Instruction Program	
8. 2430.02 - Participation in Extra-Curricular Activities	
9. 2451 - Alternative School Programs	
10. 2452 - Extended Learning Opportunities (ELOs)	
11. 2460 - Special Education	
12. 2600 - Education Program	
13. 2623 - Student Assessment	
14. 5112 - Entrance Requirements	
<b>IX.B. <u>Second Reading:</u></b>	
1. 1110 - Establishment/Assessment of County Goals	
2. 1240 - Evaluation of the Superintendent	
3. 1613 - Student Supervision and Welfare	
4. 1619 - Group Health Plans	
5. 1662 - Anti-Harassment and Violence	
6. 2120 - District and School Improvement	
7. 2120.01 - Local School Improvement Council	
8. 2220 - Adoption of Programs of Study	
9. 2230 - Program of Student Early Learning	

- Programs Grades Pre-K - 5
10. 2230.01 - Program of Student Middle Level Education
  11. Resource - Policy 8200 Waiver
  12. Rescind Policy 2264
  13. 2340 - Field and Other County Sponsored Trips
  14. 2413 - AIDS Education Program
  15. 3160.01 - Tuberculosis Examination
  16. 4160.01 - Tuberculosis Examination
  17. 5310 - Health Services
  18. 5321 - Tuberculin Skin Test
  19. 5460 - Graduation Requirements
  20. 5505 - Academic Honesty
  21. 5511 - Dress and Appearance
  22. 5600 - Student Discipline
  23. 6151 - Bad Checks
  24. 6320 - Purchases
  25. 7440.05 - Smart Monitoring Equipment
  26. 7455 - Assets
  27. 7540.03 - Student Technology Acceptable Use and Safety
  28. 7540.04 - Staff Technology Acceptable Use and Safety
  29. 8330 - Student Records
  30. 8390 - Animals on School Property
  31. 8450 - Control of Casual Contact Communicable Diseases
  32. 8453 - Control of Noncasual Contact Communicable Diseases
  33. 8640 - Transportation for Curricular/Co-Curricular and Extra-Curricular Trips

**IX.C. Review:**

1. 3120.04 - Employment of Substitutes
2. 3139.01 - Suspension
3. 3213 - Student Supervision & Welfare for Professional Staff
4. 3251 - Teacher Workload/Supplemental Duties
5. 3340 - Grievance Procedure
6. 3362 - Anti-Harassment & Violence
7. 4120 - Employment of Service Personnel
8. 4120.01 - Food Service Personnel
9. 4120.12 - Areas of Critical Need & Shortage for Substitute Bus Operators
10. 4125 - Competency Testing for Service Personnel
11. 4213 - Student Supervision & Welfare by Service Personnel
12. 4340 - Grievance Procedure
13. 4362 - Anti-Harassment & Violence
14. 6200 - Fund Accounting
15. 6320 - Purchases
16. 8210 - School Calendar
17. 8400 - School Safety
18. 8402 - Expected Behavior in Safe & Supportive Schools
19. 5700 - Lactating Employees
20. 9700 - Relations with Outside Groups

X. Consider and approve Full Service Network LP to provide phone system/services for Lewis County Board of Education, effective July 1, 2025 for a 5-year contract that includes a monthly rate of \$1,797.00 plus standard taxes, fees and surcharges; and a one-time activation fee of \$2,799.93, which is \$399.99 times 7 locations) **Speaker(s):** Janet Sabatelli

XI. Consider and approve Agreement between Marshall University College of Education and Professional Development/ School Psychology Program, McKenzie Smith, Intern, and the Lewis County Board of Education, effective for the 2025-2026 school year. **Speaker(s):** Carol Clay

XII. Consider and approve the purchase of a 2026 CE School Bus (PB110), Special Needs Bus from Worldwide-EQ-Heritage in the amount of \$164,808.00.

XIII. Consider and approve contract of services for Extended School Year 2025 between Lewis County Schools and Amy Cox-Honce, PT, LLC, effective June 13, 2025 through July 31, 2025, at \$110.00 per hour. **Speaker(s):** Carol Clay

XIV. Approve minutes from previous board meeting

XIV.A. May 29, 2025 - Special

XIV.B. June 9, 2025 - Regular

XV. Consent Agenda

XV.A. Out of State Meeting Request:

1. **Kendall Keplinger & Krista Noel Hardman**, Minds in Motion Training, Louisville, KY, June 25-27, 2025.
2. **Eric Brand, Carol Clay, Janet Sabatelli, Dr. Melinda J. Stewart and Kristy Fischer**, SREB School Improvement Making Schools Work Conference, New Orleans, LA, July 14-18, 2025.
3. **Karen Taylor, Nancy Fraley, Millie Metzgar, Joanna Britton, Heather Thorne, Kayla Belt, Casey Jarrett, Sonja James**, Innovative Schools Summit Conference, Gaylord Opryland Resort & Convention Center, Nashville, TN, July 14-18, 2025.

XV.B. Use of Buildings and Grounds:

1. **Sarah Gissy**, Lewis County Junior Wrestling, use of the RLBMS mat room for youth wrestling, July 1, 2025 through June 30, 2026, 12am-12pm., daily, when available.
2. **Shaun Smith**, The Shaun Smith Group, use of the RLBMS gym for adult basketball, July 1, 2025 through June 30, 2026, Tuesdays & Thursdays, 7p-10p and Saturdays 2p-5p.

XVI. Personnel

XVII. **Finance**

XVII.A. Approve Payroll & Payment of Bills - \$2,727,556.84 **Speaker (s)**: Mariah Richards

XVII.B. Consider and approve the Monthly Financial Report for May 2025. **Speaker (s)**: Mariah Richards

XVII.C. Consider and approve Budget Journal Entries for May 2025. **Speaker (s)**: Mariah Richards

XVII.D. Consider and approve the elimination of the timesheet requirement of Professional employees, effective July 1, 2025. **Speaker (s)**: Mariah Richards

XVII.E. Consider and approve an addition of a third excess levy supplement option, allowing employees to receive two equal payments on November 30 and May 30, in addition to the existing annual (May 30) or spread-out (biweekly) options. **Speaker (s)**: Mariah Richards

XVIII. **Reports/Discussions**

XVIII.A. Facilities/Construction Updates

XIX. **Superintendent Updates** **Speaker (s)**: Dr. Melinda J. Stewart

XX. **Board Comments/Discussions**

XXI. **Date of Next Meeting**

XXII. **Adjournment**

XXIII. **For Board Information**

XXIII.A. Use of Buildings and Grounds Update



## Request to Attend

Form

Effective immediately:

Revised August 10, 2012

Reimbursement will not be made without written approval by the Superintendent before the event is attended. **AN AGENDA OR NOTICE OF THE EVENT MUST BE ATTACHED TO THIS REQUEST.** All documentation **MUST** be submitted and approved prior to the event. For travel in state, this form **MUST** be received at least 2 weeks prior to the event. Travel out of state requires Board approval; therefore, this form **MUST** be submitted at least 4 weeks prior to the event. Once processed, the employee will receive a copy of this form by e-mail.

**Name:**

Eric Brand

**Email Address**

ebrand@k12.wv.us

**Work Location**

Peterson-Central Elementary School

This is a 1 day event

**Start Date of Meeting**

07/15/2025

**Last Date of Meeting**

07/18/2025

**Purpose of Event**

SREB School Improvement Making SchoolsWork C

**Event Location Name**

Ernest N. Morial Convention Center

**Event Location Address**

900 Convention Center Blvd. New Orleans, LA 70130

**Is this event out of state?**

Yes  No

**Names of other LCBOE employees attending**

Name	E-mail
Mendy Stewart	mjstewart@k12.wv.us
Kristy Fischer	kristy.fischer@k12.wv.us

## Costs Table

No reimbursement requested

Stipend Requested (NOTE: Stipend can only be requested if the event requested occurs outside your normal working hours.)

Lodging is requested for the night before the meeting

**Number of Nights in Lodging:**

0

**Lodging Rate Per Night:**

\$0

**Travel Info and Mileage Costs**

Date	From	To	Miles	Cost
07/14/2025	Weston, WV	Louisiana, LA		475.50
07/15/2025				
07/16/2025				
07/17/2025				
07/18/2025				
07/19/2025				

**Registration/Lodging/Meals/Other Costs**

Date	Registration	Motel	Meals	Other
07/14/2025			51.00	
07/15/2025			68.00	
07/16/2025			68.00	
07/17/2025			68.00	
07/18/2025			68.00	
07/19/2025			51.00	

**GRAND TOTAL**

\$849.50

I understand that I may be required to provide staff development to other Lewis County BOE employees on my return.

**Failure to follow these procedures will result in reimbursement being denied.**

## Funding Sources

**Choose Source(s)**

County Funds

**Account Code**

11.01603.12213.582.207

**County Funds**

- Approved
- Denied

**Stipend Request**

- Approved
- Denied

**Funding Source Supervisor**

*Mariah Richards*

**Upload an agenda or appropriate documentation:**

invoice.pdf

This form cannot be submitted until this item is attached.

**Employee Signature:**

*Eric M. Brand*

**Date:**

06/06/2025

Stipends are not paid from travel expense forms. Use the appropriate pay sheet.

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Is a substitute required for this absence?**

Yes     No

**Additional Concerns:**

**Principal's Signature:**

*Eric M. Brand*

**Date:**

06/06/2025

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Supervisor's Signature:**

*Rhonda Judy*

**Date:**

06/08/2025

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Superintendent's Signature:**

*Dr. Melinda J. Stewart*

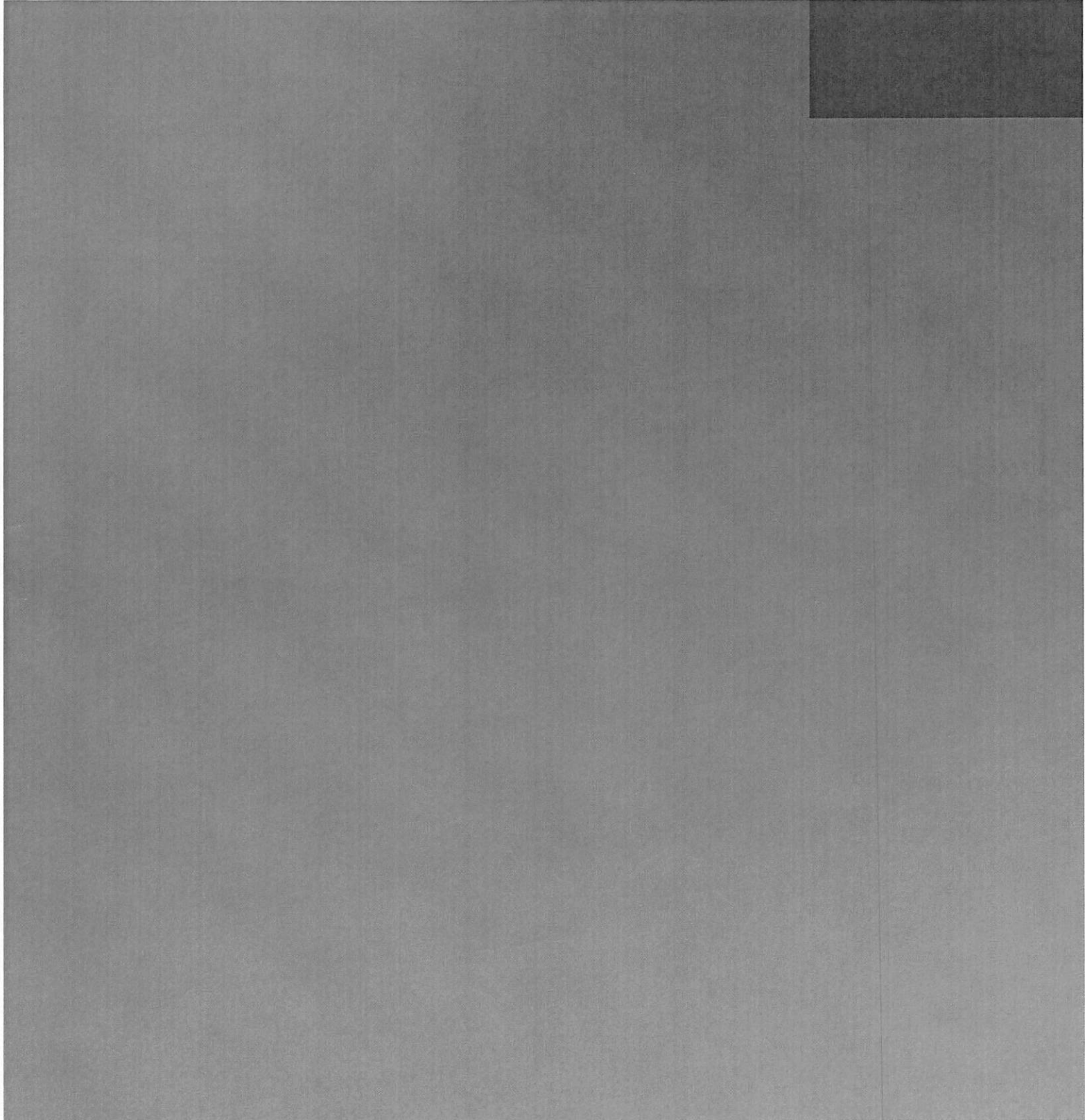
**Date:**

06/13/2025

**Board Action:**

Approved  Denied

**Board Meeting Date**



# INVOICE

**SREB** | School  
Improvement  
Making Schools Work Conference  
New Orleans, Louisiana • July 15-18, 2025

Southern Regional Education Board  
592 10th St NW  
Atlanta, GA 30318  
summerconference@sreb.org  
www.sreb.org/summerconference

INVOICE DATE: June 5, 2025

Due Date: May 29, 2025

INVOICE NUMBER #: 970529

**Sold To:**  
Eric Brand  
Lewis County Schools  
239 Court Avenue  
Weston, WV 26201

VOCEDSP 25SC

Date	Description	Unit Price	Qty	Gross Amount
04/29/2025	MSW Conference Registration	\$625.00	1	\$625.00
04/29/2025	Raffle Ticket	\$0.00	1	\$0.00
Total Sales				\$625.00
05/30/2025	Payment by PO MGC			(\$625.00)
Balance Due				\$0.00

Purchase Order Detail	
Purchase Order Date	Purchase Order Number
April 29, 2025	MSC

**Remit To:**  
Southern Regional Education Board  
Attn: 2025 Making Schools Work Conference  
592 10th Street NW  
Atlanta, GA 30318

The Southern Regional Education Board is updating our information. All checks are to be made payable to Southern Regional Education Board. All current or previous employee names must be removed from the mailing address and on the checks. Our preferred method of payment is by credit card, which can be made by logging into your attendee or exhibitor service center. Or you can use this link to pay online - <https://www.sreb.org/form/sreb-invoice-payment-form>



## Request to Attend

Form

Effective immediately:

Revised August 10, 2012

Reimbursement will not be made without written approval by the Superintendent before the event is attended. **AN AGENDA OR NOTICE OF THE EVENT MUST BE ATTACHED TO THIS REQUEST.** All documentation **MUST** be submitted and approved prior to the event. For travel in state, this form **MUST** be received at least 2 weeks prior to the event. Travel out of state requires Board approval; therefore, this form **MUST** be submitted at least 4 weeks prior to the event. Once processed, the employee will receive a copy of this form by e-mail.

**Name:**

Carol Clay

**Email Address**

carol.clay@k12.wv.us

**Work Location**

Lewis County Board of Education

**Supervisor**

Melinda Stewart

This is a 1 day event

**Start Date of Meeting**

07/14/2025

**Last Date of Meeting**

07/18/2025

**Purpose of Event**

SREB: Making Schools Work Conference

**Event Location Name**

Ernest N. Morial Convention Center in New Orleans, LA.

**Event Location Address**

900 Convention Center Blvd. New Orleans, LA 70130

**Is this event out of state?**

Yes  No

**Names of other LCBOE employees attending**

Name	E-mail
Janet Sabatelli	janet.sabatelli@k12.wv.us
Kristy Fischer	kristy.fischer@k12.wv.us
Melinda Stewart	mjstewart@k12.wv.us

## Costs Table

No reimbursement requested

Stipend Requested (NOTE: Stipend can only be requested if the event requested occurs outside your normal working hours.)

Lodging is requested for the night before the meeting

**Number of Nights in Lodging:**

4

**Lodging Rate Per Night:**

\$185

**Travel Info and Mileage Costs**

Date	From	To	Miles	Cost
07/14/2025	Lewis County BOE	Pittsburgh, PA	133	93.10
07/18/2025	Pittsburgh, PA	Lewis County BOE	133	93.10

**Registration/Lodging/Meals/Other Costs**

Date	Registration	Motel	Meals	Other
07/14/2025			360.00	450.00
07/18/2025				

**GRAND TOTAL**

\$996.20

**Describe Other Costs**

7/14/25 First Day Meals \$60  
 7/15/25 Second Day Meals \$80 (Breakfast \$20/Lunch \$22/Dinner\$33/ incidentals \$5)  
 7/16/25 Third Day Meals \$80 (Breakfast \$20/Lunch \$22/Dinner\$33/ incidentals \$5)  
 7/17/25 Fourth Day Meals \$80 (Breakfast \$20/Lunch \$22/Dinner\$33/ incidentals \$5)  
 7/18/25 Last Day Meals \$60

I understand that I may be required to provide staff development to other Lewis County BOE employees on my return.

**Failure to follow these procedures will result in reimbursement being denied.**

## Funding Sources

**Choose Source(s)**

Other

**Account Code**

11.01603.12213.582.001

**Other**

- Approved
- Denied

**Funding Source Supervisor**

*Mariah Richards*

**Upload an agenda or appropriate documentation:**

FW\_ Registration Confirmation - 2025 Making Schools Work Conference.pdf

2025\_mswscheduleataglace.pdf

This form cannot be submitted until this item is attached.

**Employee Signature:**

*Carol Clay*

**Date:**

06/09/2025

Stipends are not paid from travel expense forms. Use the appropriate pay sheet.

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Supervisor's Signature:**

*Dr. Melinda J. Stewart*

**Date:**

06/09/2025

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Superintendent's Signature:**

*Dr. Melinda J. Stewart*

**Date:**

06/11/2025

**Board Action:**

Approved     Denied

**Board Meeting Date**

**Fw: Registration Confirmation - 2025 Making Schools Work Conference**

From Carol Clay <carol.clay@k12.wv.us>  
Date Tue 4/29/2025 1:02 PM  
To Melinda Stewart <mjstewart@k12.wv.us>

From: summerconference@sreb.org <summerconference@sreb.org>  
Sent: Tuesday, April 29, 2025 1:00 PM  
To: Carol Clay <carol.clay@k12.wv.us>  
Cc: Carol Clay <carol.clay@k12.wv.us>  
Subject: Registration Confirmation - 2025 Making Schools Work Conference

[EXTERNAL SENDER]: Do not click links, open attachments or reply to this email unless you recognize the sender and know the content is safe.

# SREB | School Improvement

## Making Schools Work Conference

### New Orleans, Louisiana • July 15-18, 2025

Dear Carol,

Thank you for registering for the 2025 Making Schools Work Conference! This event will be held July 15-18, 2025 at the Ernest N. Morial Convention Center in New Orleans,

Registration Barcode
476298
<a href="#">If you are having trouble viewing the</a>

Click below to download your payment confirmation to print and keep for your records:



**Need to make changes?** Visit our [Attendee Service Center](#) and use the login and password below to update your registration information.

Login: carol.clay@k12.wv.us

Password: Our records indicate that you have reset your password. Due to PCI Compliance guidelines, we do not have access to your password. If you do not remember it, [click here](#)

**Cancellations and Refunds**

You may cancel your conference registration up until June 1, 2025, without penalty. Beyond this date, a \$200 cancellation fee applies. SREB will consider extraordinary circum

**Additional Conference Information**

Visit [our conference website](#) to learn more about our exciting schedule of events, program and app, keynote and featured speakers, special events, conference partnership in

**SREB Communications Permission and Release**

In consideration of registering for a Southern Regional Education Board conference, event or training session, participants grant SREB permission to record, videotape and print printed and electronic publications and materials, press releases, webpages, internet publications and other publications, materials, information and communications, at its di

use of their images or voices. Participants who wish to opt out should notify SREB conference, event or training session staff.

Questions? Please contact us at [summerconference@sreb.org](mailto:summerconference@sreb.org).

Best,

The Making Schools Work Conference Team



## Request to Attend

Form

Effective immediately:

Revised August 10, 2012

Reimbursement will not be made without written approval by the Superintendent before the event is attended. **AN AGENDA OR NOTICE OF THE EVENT MUST BE ATTACHED TO THIS REQUEST.** All documentation **MUST** be submitted and approved prior to the event. For travel in state, this form **MUST** be received at least 2 weeks prior to the event. Travel out of state requires Board approval; therefore, this form **MUST** be submitted at least 4 weeks prior to the event. Once processed, the employee will receive a copy of this form by e-mail.

**Name:**

Janet Sabatelli

**Email Address**

janet.sabatelli@k12.wv.us

**Work Location**

Lewis County Board of Education

**Supervisor**

Melinda Stewart

This is a 1 day event

**Start Date of Meeting**

07/14/2025

**Last Date of Meeting**

07/18/2025

**Purpose of Event**

SREB Conference

**Event Location Name**

Ernest N. Morial Convention Center

**Event Location Address**

900 Convention Center BLVD, New Orleans, LA 70130

**Is this event out of state?**

Yes  No

**Names of other LCBOE employees attending**

Name	E-mail

## Costs Table

No reimbursement requested

Stipend Requested (NOTE: Stipend can only be requested if the event requested occurs outside your normal working hours.)

Lodging is requested for the night before the meeting

**Number of Nights in Lodging:**

4

**Lodging Rate Per Night:**

\$0

**Travel Info and Mileage Costs**

Date	From	To	Miles	Cost
07/14/2025	LCBOE	Pittsburgh International	101	70.70
07/18/2025	Pittsburgh International	LCBOE	101	70.70

**Registration/Lodging/Meals/Other Costs**

Date	Registration	Motel	Meals	Other
07/14/2025				443.36
07/18/2025				

**GRAND TOTAL**

\$584.76

**Describe Other Costs**

Flight - \$443.36

I understand that I may be required to provide staff development to other Lewis County BOE employees on my return.

**Failure to follow these procedures will result in reimbursement being denied.**

## Funding Sources

**Choose Source(s)**

Levy Funds

**Account Code**

11.01603.12213.582.001

**Levy Funds**

- Approved
- Denied

**Funding Source Supervisor**

*Mariah Richards*

**Upload an agenda or appropriate documentation:**

invoice SREB.pdf

This form cannot be submitted until this item is attached.

**Employee Signature:**

*Janet Sabatelli*

**Date:**

06/10/2025

Stipends are not paid from travel expense forms. Use the appropriate pay sheet.

**Next Action:**

- Approve     Send back for corrections     Permanently Reject

**Next Action:**

- Approve     Send back for corrections     Permanently Reject

**Supervisor's Signature:**

*Dr. Melinda J. Stewart*

**Date:**

06/10/2025

**Next Action:**

- Approve     Send back for corrections     Permanently Reject

**Superintendent's Signature:**

*Dr. Melinda J. Stewart*

**Date:**

06/11/2025

**Board Action:**

- Approved     Denied

**Board Meeting Date**

# INVOICE

**SREB** | School Improvement  
Making Schools Work Conference  
New Orleans, Louisiana • July 15-18, 2025

Southern Regional Education Board  
592 10th St NW  
Atlanta, GA 30318  
summerconference@sreb.org  
www.sreb.org/summerconference

INVOICE DATE: June 5, 2025

Due Date: May 29, 2025

INVOICE NUMBER #: 597910

**Sold To:**  
Janet Sabatelli  
Lewis County Schools  
239 Court Avenue  
Weston, WV 26452

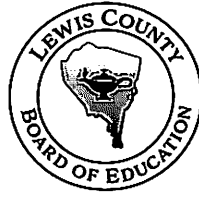
VOCEDSP 25SC

Date	Description	Unit Price	Qty	Gross Amount
04/29/2025	MSW Conference Registration	\$625.00	1	\$625.00
04/29/2025	Raffle Ticket	\$0.00	1	\$0.00
Total Sales				\$625.00
05/30/2025	Payment by PO MGC			(\$625.00)
Balance Due				\$0.00

Purchase Order Detail	
Purchase Order Date	Purchase Order Number
April 29, 2025	MGC

**Remit To:**  
Southern Regional Education Board  
Attn: 2025 Making Schools Work Conference  
592 10th Street NW  
Atlanta, GA 30318

The Southern Regional Education Board is updating our information. All checks are to be made payable to Southern Regional Education Board. All current or previous employee names must be removed from the mailing address and on the checks. Our preferred method of payment is by credit card, which can be made by logging into your attendee or exhibitor service center. Or you can use this link to pay online - <https://www.sreb.org/form/sreb-invoice-payment-form>



## Request to Attend

Form

Effective immediately:

Revised August 10, 2012

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**Name:**

Dr. Melinda J. Stewart

**Email Address**

mjstewart@k12.wv.us

**Work Location**

Lewis County Board of Education

**Supervisor**

Melinda Stewart

This is a 1 day event

**Start Date of Meeting**

07/14/2025

**Last Date of Meeting**

07/18/2025

**Purpose of Event**

SREB Conference

**Event Location Name**

Ernest N. Morial Convention Center

**Event Location Address**

900 Convention Center Blvd. New Orleans, LA 70130

**Is this event out of state?**

Yes  No

**Names of other LCBOE employees attending**

Name	E-mail

## Costs Table

No reimbursement requested

Stipend Requested (NOTE: Stipend can only be requested if the event requested occurs outside your normal working hours.)

Lodging is requested for the night before the meeting

**Number of Nights in Lodging:**

4

**Lodging Rate Per Night:**

\$0.00

**Travel Info and Mileage Costs**

Date	From	To	Miles	Cost
07/14/2025	LCBOE	Pittsburgh International	133	93.10
07/18/2025	Pittsburgh International	LCBOE	133	93.10

**Registration/Lodging/Meals/Other Costs**

Date	Registration	Motel	Meals	Other
07/14/2025			374.00	450.00
07/18/2025				
			<b>GRAND TOTAL</b>	
			\$1,010.20	

**Describe Other Costs**

Meals: 7/14 & 7/19 = \$51  
 Meals: 7/15-7/18 = \$68  
 Flight: \$450.00

I understand that I may be required to provide staff development to other Lewis County BOE employees on my return.

**Failure to follow these procedures will result in reimbursement being denied.**

## Funding Sources

**Choose Source(s)**

County Funds

**Account Code**

11.01603.12213.582.001

**County Funds**

- Approved
- Denied

**Funding Source Supervisor**

*Mariah Richards*

**Upload an agenda or appropriate documentation:**

SREB Invoice 7.2025.pdf

This form cannot be submitted until this item is attached.

**Employee Signature:**

*Dr. Melinda J. Stewart*

**Date:**

06/11/2025

Stipends are not paid from travel expense forms. Use the appropriate pay sheet.

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Supervisor's Signature:**

*Dr. Melinda J. Stewart*

**Date:**

06/11/2025

**Next Action:**

Approve     Send back for corrections     Permanently Reject

**Superintendent's Signature:**

*Dr. Melinda J. Stewart*

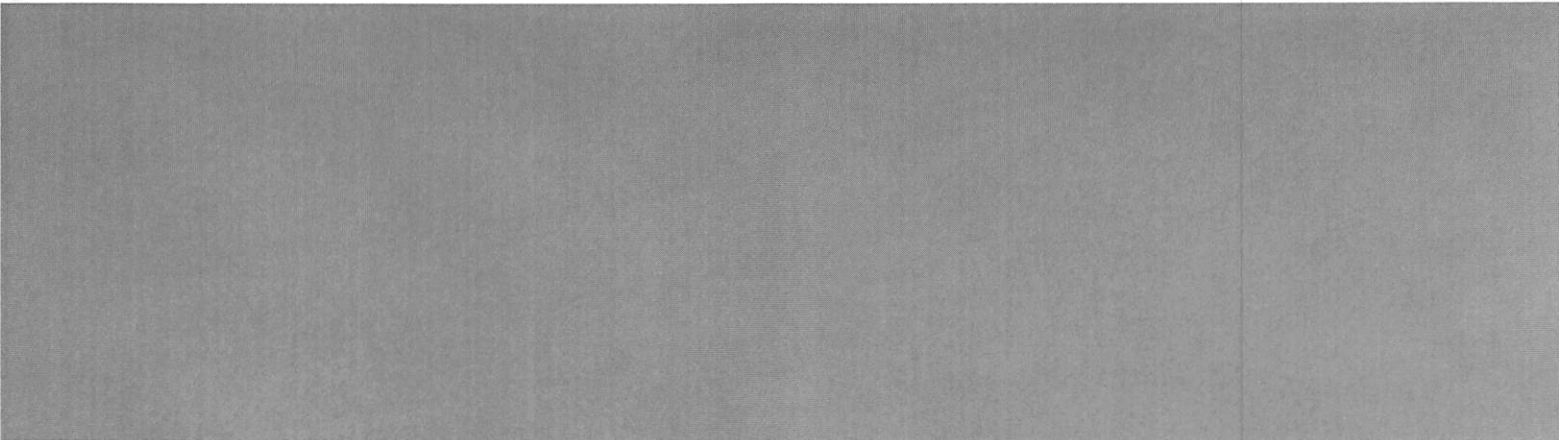
**Date:**

06/12/2025

**Board Action:**

Approved     Denied

**Board Meeting Date**



# INVOICE

**SREB**

School  
Improvement

Making Schools Work Conference  
New Orleans, Louisiana • July 15-18, 2025

Southern Regional Education Board  
592 10th St NW  
Atlanta, GA 30318  
summerconference@sreb.org  
www.sreb.org/summerconference

INVOICE DATE: June 11, 2025  
Due Date: May 29, 2025  
INVOICE NUMBER #: 681635

**Sold To:**  
Melinda Stewart  
Lewis County Schools  
239 Court Avenue  
Weston, WV 26201

VOCEDSP 25SC

Date	Description	Unit Price	Qty	Gross Amount
04/29/2025	Presenter Registration Fee For Presenters Only	\$600.00	1	\$600.00
04/29/2025	Raffle Ticket	\$0.00	1	\$0.00
04/29/2025	Dietary Restriction - Gluten-Free	\$0.00	1	\$0.00
04/29/2025	Dietary Restriction - Vegan	\$0.00	1	\$0.00
Total Sales				\$600.00
04/29/2025	Payment by VISA Melinda Stewart *9012			(\$600.00)
Balance Due				\$0.00

**Remit To:**  
Southern Regional Education Board  
Attn: 2025 Making Schools Work Conference  
592 10th Street NW  
Atlanta, GA 30318

The Southern Regional Education Board is updating our information. All checks are to be made payable to Southern Regional Education Board. All current or previous employee names must be removed from the mailing address and on the checks. Our preferred method of payment is by credit card, which can be made by logging into your attendee or exhibitor service center. Or you can use this link to pay online - <https://www.sreb.org/form/sreb-invoice-payment-form>