

PROFESSIONAL PERSONNEL HANDBOOK

Mineral County Schools



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2018 - 2019

36 Baker Place, Keyser, WV 26726, 304-788-4200

These materials are presented with the understanding that the information provided is not legal advice. Information contained in these materials may become outdated. Our county website contains all the latest versions of our policies.

<http://boe.mine.k12.wv.us>

MINERAL COUNTY SCHOOLS
PROFESSIONAL PERSONNEL HANDBOOK

Mission: Success for all students - no exceptions, no excuses

This handbook is furnished as a source of information to those who have been approved by the Mineral County Board of Education as a regular professional employee. We appreciate your hard work and dedication as we strive to provide a positive learning environment for all students.

EQUAL OPPORTUNITY

The Board of Education does not discriminate in the employment of staff on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability, or any other characteristic protected by law (collectively, "Protected Classes) in its employment practices. (See West Virginia State Board of Education Policy 4373)

ATTENDANCE

Maintaining good attendance is an important work attribute. The Mineral County Board of Education has the expectation that employees will work to their contract obligations. It is important to our mission that the regular employee performs his/her job performance responsibilities. The best person to perform your job is YOU!

Employees may utilize leave that is earned and accumulated. Leave balances appear on your paystub each pay period. You can access you leave balances from the link on the Mineral County Schools website, under "Quick Links" click on "Employee Payroll Info".

The following Mineral County Schools' policies explain the various leaves available, govern leave usage, and assist employees in the use of leave:

Benefits	3420
Attendance and Leaves of Absence	3430
FMLA	3430.01
Leave Time for Organ Donation	3430.02
Parental Leave Act	3430.03
Extended Leave	3430.04
Surviving Spouse Use of Deceased Spouse Personal Leave	3430.05
Personal Leave	3431
Personal Leave Bank	3432
Personal Leave Donation Program	3432.02

The above policies should be reviewed at the following link: <http://www.neola.com/mineral-wv/>. If you have special needs, you should complete the Request for Leave of Absence located on School Stream, so that your eligibility for leave can be determined. Leave requests should be made well in advance of the start date so that proper documentation can be obtained.

Unauthorized leave days could affect service calculation for retirement. The use of unauthorized leave may result in disciplinary action. Dock days are disciplinary in nature and are not recognized as a reason to be absent from work. Compliance with the leave provisions offered as a benefit by Mineral County Schools is requested and appreciated.

ABSENCE REPORTING

Upon approval by the Board of Education and signature of the Contract of Employment, each employee will be assigned an employee ID number and instructions for obtaining a PIN number for the computerized attendance/call-out system. An employee is **required** to enter time away from work in the Smart Find Express System. The system can be accessed from a link on the county website. An employee must notify his/her immediate supervisor of an absence.

LEAVES OF ABSENCE

Leaves of absence should be requested by completing the "Request for Leave of Absence" form, which is available through School Stream.

Employees are encouraged to become familiar with the Mineral County Schools' policies that address FMLA, Military Family Leave, and Parental Leave Act for eligibility and questions. Inquiries about these leaves should be addressed in writing to the Superintendent.

BACKGROUND CHECK

By law, all new school employees are required to have a background check completed through the state criminal identification bureau.

BENEFITS

See Policy 3420

CERTIFICATION

Certification is an employee's responsibility. All professional employees in Mineral County must hold valid West Virginia certification--either a Professional Administrative, Teaching or Support Certificate. Therefore, it is critical that professional staff maintain their certification status **and meet renewal requirements**. Certification applications are on the West Virginia Department of Education website <http://wvde.state.wv.us/certification/>. For questions regarding certification, please contact the Human Resources Office (304-788-4200), or go to the West Virginia Department of Education website for the latest information.

RENEWAL, CONVERSION, PERMANENT CERTIFICATES

RENEWAL—The applicant currently holds and wishes to renew a Professional Teaching/Student Support Certificate issued for either three (3) or five (5) years. Options for renewal: **1** Six (6) semester hours of coursework toward a master’s degree in a program related to the public school (college recommendation required); **2** Six (6) semester hours of coursework related to the improvement of instruction and to applicant’s current endorsement area(s); **3** Six (6) semester hours of coursework needed for an additional endorsement (college recommendation required); **4** Six (6) semester hours of coursework prescribed by the county as a result of an evaluation; **5** Master’s plus 30 hours Salary Classification or greater (six (6) semester hours **not** required); **6** Age 60 or greater (photocopy of birth certificate required, six (6) semester hours **not** required).

CONVERSION—The applicant currently holds a Professional Teaching/Student Support Certificate issued for three (3) years and wishes to convert it to a Professional Teaching/Student Support Certificate issued for five (5) years. To be eligible for conversion, the applicant must have: **1**) Successfully completed the Beginning Educator Internship (Professional Teaching Certificates only); **2**) Satisfied one or more of the renewal options listed in Part 2 of the online application (see list of options in the paragraph above); **and 3**) Completed two (2) or more years of experience, one (1) of which must be in West Virginia and within a combination of the endorsements on the Initial Teaching Certificate.

PERMANENT—The applicant currently holds or is eligible to hold the Professional Teaching/Student Support Certificate valid for five (5) years and wishes to convert it to a Permanent Teaching/Student Support Certificate. To be eligible for a permanent certificate, the applicant must: **1**) Hold or is eligible to hold the Professional Teaching/Student Support Certificate valid for five (5) years, **2**) Hold a Master’s degree related to the public school program, **and 3**) Have completed five (5) years of educational experience including two (2) within the specializations for which permanent certification is requested.

OR

1) Hold a valid West Virginia Professional Teaching/Student Support Certificate issued for five (5) years which has been previously renewed one (1) time.

OR

1) Have obtained certification through the National Board for Professional Teaching Standards (NBPTS)

CHILD ADVOCATE REPORTING

As a result of the requirements of WV Code 48A-2-24, the following information must be reported to the Child Advocate Office of the West Virginia Department of Human Services in Charleston for all new and rehired employees, including substitute employees, and employees that return to work from layoff, worker’s compensation or any other type of leave without pay: employee’s name, address, social security number, and date of birth. Other employment information, including the employee’s wage or salary, medical insurance, and location of employment, may be provided upon request, and income may be withheld from parents who should be, but are not paying child support.

CONFIDENTIALITY

Confidentiality of student and other school-related information must be respected. Discussion of student information must be limited only to parent/guardians and appropriate school personnel. NEVER discuss a student in front of anyone who is not directly involved with the student's education.

CONTRACTS

All professional personnel must sign a contract **PRIOR** to entering upon their duties. This contract shall remain in effect until terminated by resignation or until non-renewal or termination in accordance with state law or the terms of the contract.

A contract provides employment in Mineral County Schools but does not guarantee a particular assignment. An employee may be transferred from time to time consistent with the law.

Failure to comply with contract terms may result in suspension or dismissal. Notwithstanding any other provisions of the law, the Board may suspend or dismiss a person in its employ at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a guilty plea or a plea of nolo contendere to a felony charge. For employees with certification, failure to obtain the appropriate certificate or revocation of a certificate annuls a contract. Payment may be withheld until a valid certificate is filed with the Board.

No employee should perform any job unless the employment contract has been signed and returned. A signed contract protects the school system as well as the employee. WV Code 18A-2-2- states that before entering upon their duties, all teachers shall execute a contract with their boards of education. WV Code 18A-2-5 states in part that all service personnel execute a contract with their boards of education before entered upon their duties.

E-MAIL ACCOUNTS

Every employee, including substitute employees and coaches, are issued an e-mail account, which is the e-mail system used by school employees throughout the State of West Virginia. **Employees are expected to monitor these e-mail accounts daily** because it will be used for communication from the county administrative offices, school administrative offices, News Spots, Vacancy Flyers, announcements, and potentially for security reasons. Computer stations are available in each school for employees, substitute employees, and coaches to use as needed; check with the principal or other administrator to find out about available computer stations. Problems with e-mail accounts should be referred to the school or county office.

EMPLOYEE GRIEVANCE PROCEDURE

WV Code provides a procedure for an employee of a county board of education and their employer to reach solutions to problems that arise between them within the scope of their respective employment relationships. Employees should always try to resolve differences with their immediate supervisor first and by following the chain of command.

EMPLOYER PROVIDED PROPERTY

During employment, Mineral County Schools may provide employer-provided property including but not limited to equipment, computers, phones, electronics, supplies, and uniforms. For property valued over \$100, the employee must return the property immediately upon discharge or resignation. Upon written agreement, the failure to return the employer-provided property may result in the replacement cost being recovered by the employer from the employee's final wages.

EVALUATION

All employees have the right to know how well they are performing their jobs through open and honest evaluations of their performance. All employees are entitled to the opportunity to improve their job performance. Employees should consult with their immediate supervisor to discuss evaluation procedures. Please refer to Policy 3220 Staff Evaluation.

EXTRACURRICULAR ASSIGNMENTS

All professional employees are eligible to apply for and be hired (with Board approval) as coaches, athletic trainers (if qualified), intramural directors, Outdoor School staff, and other extracurricular or supplemental assignments. These positions will be advertised. The school chaperoning assignments are assigned by the principal. An Extracurricular Assignment Agreement Form is available on School Stream.

HOMEBOUND TEACHING

Teachers may apply to be a homebound teacher. The homebound program is to allow students who are unable to attend school an opportunity to maintain minimal contact with the instructional program being taught in their regular classes. The responsibility of the homebound teacher is primarily to coordinate information between the regular classroom teachers and the student. For more information, contact Aaron Hendrickson, Attendance Director, Student Services Office, 304-788-4218 ext. 110 or ahendric@k12.wv.us.

IDENTIFICATION BADGES

In an on-going effort to maintain a safe environment in school facilities, the Mineral County Board of Education (MCBOE) requires all staff to wear identification badges provided by the MCBOE during the normal school day (see Mineral County Policy 7430.01). The identification badges are issued by the Human Resources Office. Lost identification badges should be reported to the principal or supervisor as well as the Human Resources Office. Damaged badges may be remitted to Human Resources so that a new badge can be issued. Upon leaving employment, badges should be returned to Human Resources.

INCLEMENT WEATHER PROCEDURES

In the event that schools are to be closed, radio and television news media will be notified for public announcement. On days when school is cancelled due to weather conditions, any and/or all employees may be required to report to work at the discretion of the superintendent.

INTERNET USE

The use of the Internet is governed by WV Board of Education Policy 2460 and Mineral County Policy 7540.04 Staff Network and Internet Acceptable Use and Safety.

JOB VACANCIES

Job vacancies are posted at all work sites. In addition, vacancies can be accessed through our website at <http://boe.mine.k12.wv.us>. Applicants must submit the appropriate job vacancy form for each position for which they are interested. An employee should provide any and all supporting documents that he/she wants considered.

NATIONAL BOARD CERTIFICATION

The Mineral County Board of Education supports the National Board Certification of teachers by matching the state supplement provided for all teachers holding National Board Certification. For additional information go to www.nbpts.org.

PAY PROCEDURES

Copies of Payroll Dates, Annual Salary Schedule, and the current School Calendar are in the Appendix. Employees have the option of receiving their pay over a ten or twelve month term. Checks are issued on the 10th and 25th of each month. Direct deposit is available and recommended.

SALARY CLASSIFICATION

It is the responsibility of all professional employees to apply for the correct advanced salary classification (AB+15, MA, MA+15, MA+30, MA+45, Doctorate) when they are eligible. Please note:

- a. Undergraduate hours (up to 15) taken after July 1, 1984, from a regionally accredited institution of higher education and which have approval by the county superintendent or designee may be used for advanced salary classification.
- b. The **AB+15** classification requires **15** hours of graduate or approved undergraduate work.
- c. The **MA** classification is only available for those persons who have been granted a Master's degree from a regionally accredited institution of higher education.
- d. The **MA+15** salary classification is equivalent to **45** semester hours including a Master's degree. The hours may consist of graduate or approved undergraduate coursework.
- e. The **MA+30** salary classification is equivalent to **60** semester hours including a Master's degree. The hours may consist of graduate or approved undergraduate coursework.

- f. The **MA+45** salary classification is equivalent to **75** semester hours including a Master's degree. The hours may consist of graduate or approved undergraduate coursework.

- g. **Doctorate**

EXPERIENCE FOR PAY PURPOSES

1. A professional employee who completes **133 days of employment** with any school system (public, approved private, or higher education) in a particular year is entitled to one additional year of **experience pay**. The 133 days may include all days worked as a substitute teacher, regardless of the county or state where worked.

2. **Four hours** or more worked in a particular day constitutes a full day for experience credit. Teaching a half day (a minimum of four hours) counts as a full day toward the 133 day requirement for experience credit.

3. **Less than four hours** worked constitutes a half-day for experience credit.

4. **No more than one full day** can be credited for one calendar day, i.e., even if a person works more than 8 hours in a particular day (and evening), only one day of experience can be credited. Hours cannot be carried over from one calendar day to another.

5. **It is the responsibility of all professional employees to provide documentation of years of experience credit for which he/she may qualify.** Verification forms are available from Human Resources.

PERSONAL LEAVE

At the beginning of the employment term, a regular full-time employee shall be entitled annually to 1 ½ days personal leave for each employment month or a major fraction thereof. An employee who uses personal leave that has not been accumulated on a monthly basis and subsequently leaves her/his employment must reimburse the Board for the salary or wages paid for such leave. Personal leave is provided by law to allow employees to be absent for sickness, accident, or death in the immediate family for a limited number of days without losing pay. The law also provides that three (3) days of accumulated leave with pay may be used annually (may accumulate to five days) for other purposes that the employee does not have to specify.

PERSONNEL RECORDS

Personnel files for all school employees are the property of the Mineral County Board of Education and are maintained at the County Office. These files contain documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own personnel file by making an appointment with the Human Resources Office.

POLICIES

All professional employees are required to follow all federal, state, Mineral County Board of Education, and school policies and procedures. Employees should review all Mineral County Schools policies that relate to their employment. Policies are available online at <http://boe.mine.k12.wv.us>. For questions and concerns, please contact the immediate supervisor or the Human Resources Office.

Professional employees are required to sign that they have accessed and read the following policies. These policies are located on our website under “Board” and may be made available on our website through the Safe Schools Training link.

Policy 3210	Employee Code of Conduct
Policy 3215	Use of Tobacco by Service Personnel
Policy 3122.01	Drug-Free Workplace
Policy 3217	Weapons (Professional Staff)
Policy 3220	Staff Evaluation
Policy 3362	Racial, Sexual, Religious/Ethnic Harassment and Violence
Policy 3430.01	FMLA Leave
Policy 5500	Student Conduct
Policy 5611	Due Process Rights
Policy 5772	Weapons (Students)
Policy 5780	Student/Parent Rights
Policy 7430.01	Identification Badges

SCHOOL STREAM FORMS

Most Mineral County forms are available through the online forms system. There is a link to School Steam from the Mineral County Schools website. Employees should use his/her 953 number as the user name. The password is mineralcounty.

SENIORITY

The basic laws concerning professional personnel seniority are listed in WV School Code 18A-4-7a and 18A-4-7b. See Mineral County Policy 3370.

STAFF DEVELOPMENT

All county employees are required to attend 18 clock hours of in-service training annually. An online reporting system is available from a link on the website. To receive credit, employees are required to complete an evaluation of the training within 14 days of the training date.

STUDENT ABUSE – MANDATED REPORTERS OF SUSPECTED ABUSE AND NEGLECT

Any school personnel who has reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than 24 hours after suspecting this abuse or neglect, report the circumstances to the Department of Health and Human Resources. In any case where the employee believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the employee shall also immediately report to the State Police and any law enforcement agency having jurisdiction to investigate the complaint. In addition, the employee shall notify the person in charge of the school or school-related activity or a designated agent thereof, who may supplement the report or cause an additional report to be made. Provided, that notifying a person in charge, supervisor, or superior does not exempt an employee from his or her mandate to report suspected abuse or neglect.

West Virginia State Police (304) 788-1101

Department of Health and Human Resources (304) 788-4150

1-800-352-6513

STUDENT SUPERVISION

Policy 3213 details the standard of student care as expected by professional personnel.

TRAVEL

Professional staff, who work in a position that requires travel within the work day, i.e., working at two schools the same day, may submit for travel expenses **between** the schools by using a Travel Expense Form. The form is available on School Stream and **must** be filed within **45 calendar days** in order for the person to receive payment for expenses. Travel will be paid according to Mineral County Policy 3440.

TUBERCULOSIS TEST

There is no requirement to have a Tuberculin Test at the time of employment. The Commissioner of the Bureau of Public Health may require selective testing of school personnel for tuberculosis when there is reason to believe that they may have been exposed to the tuberculosis organism or they have signs and symptoms indicative of the disease. School nurses shall identify and refer any school personnel to the local health department in instances where they have reason to suspect that the individual has been exposed to tuberculosis or has symptoms indicative of the disease.

School personnel found or suspected to have active tuberculosis shall have their employment suspended until the local health officer, in consultation with the commissioner, approves a return to work.

APPENDIX

MINERAL COUNTY PAYROLL DATES – ALL EMPLOYEES

SCHOOL CALENDAR

TEACHERS ANNUAL SALARY SCHEDULE

**2018-2019
MINERAL COUNTY PAYROLL DATES - ALL EMPLOYEES**

Pay Period Falls Between Dates Listed Below	Pay Period													Submit Payroll	Pay Period Pay Date	
July 2 - July 10						2	3	H	4	5	6	9	10	July 11	July 25	
July 11 - July 25			11	12	13	16	17	18	19	20	23	24	25	July 26	Aug 10	
July 26 - Aug 10		26	27	30	31	1	2	3	6	7	8	9	10	Aug 13	Aug 24	
Aug 13 - Aug 24				13	14	15	16	17	CE	CE	P	22	23	24	Aug 27	Sept 10
Aug 27 - Sept 10			27	28	29	30	31	H	3	4	5	6	7	10	Sept 11	Sept 25
Sept 11 - Sept 25			11	12	13	14	17	18	19	20	21	24	25	Sept 26	Oct 10	
Sept 26 - Oct 10			26	27	28	1	2	3	4	5	8	9	10	Oct 11	Oct 25	
Oct 11 - Oct 25			11	12	15	16	17	18	19	22	23	24	25	Oct 26	Nov 9	
Oct 26 - Nov 9			26	29	30	31	1	2	5	E	6	7	8	9	Nov 13	Nov 21
Nov 12 - Nov 23			H	12	13	14	15	16	**	**	**	H	**	23	Nov 16	Dec 10
Nov 26 - Dec 10			26	27	28	29	30	3	4	5	6	7	10	Dec 11	Dec 21	
Dec 11 - Dec 25			11	12	13	14	17	18	19	20	21	**	H	25	Dec 21	Jan 10
Dec 26 - Jan 10	**	**	**	**	H	1	2	3	4	7	8	9	10	Jan 11	Jan 25	
Jan 11 - Jan 25			11	14	15	16	CE	CE	H	21	22	23	24	25	Jan 28	Feb 8
Jan 28 - Feb 8				28	29	30	31	1	4	5	6	7	8	Feb 11	Feb 25	
Feb 11 - Feb 25			11	12	13	14	15	OS	18	19	20	21	22	25	Feb 26	Mar 8
Feb 26 - Mar 8					26	27	28	1	4	5	6	7	8	Mar 11	Mar 25	
Mar 11 - Mar 25			11	12	13	14	15	18	19	20	21	22	25	Mar 26	Apr 10	
Mar 26 - Apr 10		26	27	28	29	1	2	3	4	5	8	9	10	Apr 11	Apr 25	
Apr 11 - Apr 25									**	**	OS	OS	OS	Apr 29	May 10	
Apr 26 - May 10		OS	26	29	30	1	2	3	6	7	8	9	10	May 13	May 24	
May 13 - May 24				13	14	15	16	17	20	21	22	23	24	May 28	June 10	
May 27 - June 10		H	27	28	29	30	31	3	4	5	6	OS	P	10	June 11	June 25
June 11 - June 25			11	12	13	14	17	18	19	H	20	21	24	25	June 26	July 10
June 26 - June 28												26	27	28	June 28	July 10



Mineral County Schools 2018-2019 SCHOOL YEAR CALENDAR

WV SAFE SCHOOLS HELPLINE
1-866-723-3982
safeschools@wv.gov

20 First day for teachers
22 1st Faculty Senate Meeting
23 First day for students

Kindergarten
Home Visits: Aug. 23, 24, 27, 28
Kindergarten ½ students - Aug. 29
Kindergarten ½ students - Aug 30
Kindergarten all students- Aug 31

Pre-Kindergarten/Head Start
Home Visits: Aug. 23, 24, 27, 28
Orientation: Aug. 29 or 30

AUGUST 18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day - no school
16 Last day of 1st semester
17-18 Continuing Professional Development Days - no school
21 M.L. King Jr. Day - no school
24 Report Card Distribution

3 Labor Day - no school

Pre-Kindergarten/Head Start
Partial Class: Sept 4
Partial Class: Sept 5
Classes Begin: Sept. 6

17 Professional Learning Day
No school for students.

SEPTEMBER 18						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

FEBRUARY 19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

5-9 Pre-K/Head Start Enrollment Application Week
15 Professional Learning Day
4th Faculty Senate Meeting
No school for students.
18 OS Day-no school
(Possible make-up day.)

15 Professional Learning Day
2nd Faculty Senate Meeting
No school for students.

OCTOBER 18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 19						
S	M	T	W	Th	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10 Daylight Saving Time begins
11-14 PreK/Head Start Home Visits

1 Report Card Distribution
4 Daylight Saving Time ends
6 Election Day - no school
12 Veterans Day - no school
19-23 Thanksgiving Break-no school

NOVEMBER 18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 Report Card Distribution
18 Professional Learning Day
5th Faculty Senate Meeting
No school for students.
19-22 No school - Easter break
23-26 OS Days-no school
(Possible make-up days.)

21 3rd Faculty Senate Meeting
½ Day Early Dismissal
24-31 Christmas Break - no school

DECEMBER 18						
S	M	T	W	Th	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY 19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Professional Learning Day
No school for students.
27 Memorial Day- no school
31 Last day for Pre-K/Head Start
31 MCTC Graduation 7:00 p.m.

Grading Periods End	Progress Reports Distributed
October 25	November 1
January 16	January 24
March 26	April 2
June 6	June 6

Radio stations will broadcast frequent announcements. Please do not call the radio stations.

Emergency closing of schools will be posted on the web site <http://boe.mine.k12.wv.us>

JUNE 18						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

1 FHS/KHS Graduation
6 Last day for students
Report Card Distribution
7 OS Day - no school
(Possible make-up day.)
10 6th Faculty Senate Meeting
Last Day for Teachers
6/11-- 6/28 Out-of-Calendar, may be used for make-up days.

**MINERAL COUNTY BOARD OF EDUCATION
TEACHERS ANNUAL SALARY SCHEDULE
FOR THE 2018-19 YEAR**

Years Exp.	A.B.	A.B. +15	M.A.	M.A. +15	M.A. +30	M.A. +45	Doc- torate
0	35,370	36,223	38,182	39,039	39,896	40,657	41,783
1	35,957	36,810	38,770	39,627	40,483	41,244	42,370
2	36,545	37,398	39,357	40,214	41,071	41,832	42,958
3	37,133	37,985	39,945	40,802	41,658	42,419	43,545
4	37,964	38,817	40,777	41,634	42,490	43,251	44,377
5	38,627	39,480	41,439	42,296	43,153	43,914	45,040
6	39,214	40,067	42,027	42,884	43,740	44,501	45,627
7	39,802	40,655	42,614	43,471	44,328	45,089	46,215
8	40,389	41,242	43,202	44,059	44,915	45,676	46,802
9	40,977	41,830	43,789	44,646	45,503	46,264	47,390
10	41,691	42,543	44,503	45,360	46,217	46,977	48,103
11	42,278	43,131	45,091	45,947	46,804	47,565	48,691
12	42,866	43,718	45,678	46,535	47,392	48,152	49,278
13	43,453	44,306	46,266	47,122	47,979	48,740	49,866
14	44,041	44,893	46,853	47,710	48,567	49,327	50,453
15	44,778	45,631	47,591	48,447	49,304	50,065	51,191
16	45,366	46,218	48,178	49,035	49,892	50,652	51,778
17	45,953	46,806	48,766	49,623	50,479	51,240	52,366
18	46,541	47,394	49,353	50,210	51,067	51,828	52,954
19	47,128	47,981	49,941	50,798	51,654	52,415	53,541
20	48,491	49,344	51,303	52,160	53,017	53,778	54,904
21	49,078	49,931	51,891	52,748	53,604	54,365	55,491
22	49,666	50,519	52,478	53,335	54,192	54,953	56,079
23	50,254	51,106	53,066	53,923	54,779	55,540	56,666
24	50,841	51,694	53,654	54,510	55,367	56,128	57,254
25	51,629	52,481	54,441	55,298	56,155	56,915	58,041
26	52,216	53,069	55,029	55,885	56,742	57,503	58,629
27	52,804	53,656	55,616	56,473	57,330	58,090	59,216
28	53,391	54,244	56,204	57,060	57,917	58,678	59,804
29	53,979	54,831	56,791	57,648	58,505	59,265	60,391
30	54,566	55,419	57,379	58,235	59,092	59,853	60,979
31	55,154	56,007	57,966	58,823	59,680	60,440	61,566
32	55,741	56,594	58,554	59,411	60,267	61,028	62,154
33	56,329	57,182	59,141	59,998	60,855	61,616	62,742
34	56,916	57,769	59,729	60,586	61,442	62,203	63,329
35	57,504	58,357	60,316	61,173	62,030	62,791	63,917
36	57,504	58,357	60,316	61,173	62,030	62,791	63,917
37	57,504	58,357	60,316	61,173	62,030	62,791	63,917
38	57,504	58,357	60,316	61,173	62,030	62,791	63,917
39	57,504	58,357	60,316	61,173	62,030	62,791	63,917
40	57,504	58,357	60,316	61,173	62,030	62,791	63,917

Note: This schedule includes the \$600 supplement for classroom teachers with at least 20 years of teaching experience (WVC §18A-4-2), but does not include the \$3,500 supplement for those with national certification issued by the National Board of Professional Teaching Standards (NBPTS) (WVC §18A-4-2a), or the \$2,500 supplement for speech-language pathologists, audiologists, counselors, school psychologists, and school nurses with national certification issued by the respective professional associations (WVC §18A-4-4b).