



BURCH ELEMENTARY SCHOOL

RT 3, PO BOX 4B

DELBARTON, WV 25670

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Doug Ward, Principal

Deborah Starr, Vice Principal

Tuesday, March 05, 2013

To: Ms. Evelyn Smith, Secretary Burch Elementary School

RE: Written Reprimand

This written reprimand to Burch Elementary School Secretary, Evelyn Smith, is in regards to her inappropriate behavior with Assistant Principal Deborah Starr, Parent Assistant Mary Endicott, and to students at Burch Elementary.

The specifics are:

- As I was doing walkthroughs on Thursday, February 21, 2013, I was having a discussion with Special Education teacher, Missy Kirk, when I heard Evelyn screaming at students during lunch, making them put their heads down and threatening to take their recess time away. I entered the cafeteria and told her to let the teachers take care of the students; her responsibility was to the food service aspect of her secretarial obligations.
- On Friday, March 1, 2013, I received a call from the Mingo County Board of Education regarding a parent attempting to enter the school to read to students on Read Across America Day, the parent had called the Mingo County Board of Education asking why the secretary was not there to open the door. I found Evelyn in the storage building in the back of the school smoking. I told her she needed to be in the office and not to smoke on school property. When she went back to the office, she spoke very rudely to Parent Assistant Mary Endicott, who was in tears when I saw her.
- When I questioned Ms. Smith's behavior in my office on Friday, March 1, 2013, she stood up to me and said she will do what Principal Ward tells her to do, not me.
- Ms. Smith is not in compliance with her daily work schedule, therefore, not returning to the office in a timely manner.

This conduct is unacceptable, Ms. Smith is being advised to have interaction with administration, teachers, and students in a professional manner, also to be mindful of work schedule in a compliant manner.

A copy of this written notice will be put in her file. If the matter persists, it will be sent to Superintendent Keathley and a copy put in her personnel file at the Mingo County Board of Education.

Professionally

Mrs. Deborah Starr, Asst. Principal
Burch Elementary School