

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

Thursday, May 28, 2026 5:00 PM
Administration Building, 239 Court Ave., Weston, WV 26452

I. Call to Order/Pledge of Allegiance

II. Roll Call

III. Public Attendance

IV. Conduct Public Hearing for the Proposed Budget for FY 2026-2027. **Speaker(s):** Shellie Humphrey

V. Consider and approve the Proposed Budget for FY 2026-2027. **Speaker(s):** Shellie Humphrey

VI. Consent Agenda

VI.A. Out of State Meeting Requests:

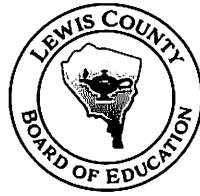
1. Thomas Akers, Latricha Benedum, Amanda Burge, Alexis Valliant-Fisher, Samantha Fultineer, Stephanie Joy Jack, Tammie Lattea, Jessica Perkins, Amber Richards, RLBS 8th Grade Field Trip Chaperones, Kennywood Park, PA, May 27, 2026.

2. Kevin Diamond, JROTC, Professional Training, Maxwell AFB, Montgomery, AL, July 12, 2026 through July 18, 2026.

VII. Executive Session

VIII. Personnel **Speaker(s):** Melissa Mace

IX. Adjournment



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:

Kevin S Diamond

Email Address

kevin.diamond@k12.wv.us

Work Location

Lewis County High School

This is a 1 day event

Start Date of Meeting

07/12/2026

Last Date of Meeting

07/18/2026

Purpose of Event

Professional Training

Event Location Name

Maxwell AFB Montgomery AL

Event Location Address

Maxwell AFB, Montgomery AL

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:

6

Lodging Rate Per Night:

\$0.00

Travel Info and Mileage Costs

Date	From	To	Miles	Cost
07/12/2026	Bridgeport WV	Montgomery AL	840	0.00

Registration/Lodging/Meals/Other Costs

Date	Registration	Motel	Meals	Other
07/12/2026				

GRAND TOTAL

\$0.00

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)

CTE Funds

Account Code

61.05510. (Travel paid by Air Force, CTE Pays stipe

CTE Funds

Approved

Denied

Stipend Request

Approved

Denied

Funding Source Supervisor

Janet Sabatelli

Upload an agenda or appropriate documentation:

AICC 2026 - Student Letter 10 Feb 26.pdf

This form cannot be submitted until this item is attached.

Employee Signature:

Kevin S. Diamond

Date:

05/19/2026

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:

Keri Lambert

Date:

05/19/2026

Next Action:

Approve Send back for corrections Permanently Reject

Supervisor's Signature:

Cynthia Nesselbroade

Date:

05/20/2026

Next Action:

Approve Send back for corrections Permanently Reject

Superintendent's Signature:

Carolyn Long

Date:

05/20/2026

Board Action:

Approved Denied

Board Meeting Date