

REGULAR MEETING #16

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, January 16, 2018, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Robert E. Woy, President (06-30-2020)
Lara L. Courier, Vice-President (06-30-2018)
Thomas C. Denne (06-30-2020)
William B. Ludwick II (06-30-2018)
Kevin D. Watson (06-30-2018)

Administration: Shawn L. Dilly, Superintendent
Dwight Williams, Assistant Superintendent
Rhonda Martin, CSBO/Treasurer
Susan Grady, Director of Human Resources
Denise Bruno, Executive Secretary

Other: Barbara Coffman, Shannon Fink, Robin McDowell, Joyce Malcolm, Barb Kesner, Patty Sites,
Mona Ridder

Pledge of Allegiance – led by Mr. Watson

APPROVAL OF THE AGENDA

The Superintendent noted the following changes to the agenda:

- Consent Agenda, Personnel Item B1, effective date changed to January 19, 2018
- Consent Agenda, Personnel Item C1, remove the words “Football Auxiliary Coach”

The motion of Mr. Watson and second of Mrs. Courier passed unanimously **to approve the agenda as amended.**

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Reported on Mineral County Day at the legislature.
- Mentioned Frankfort High School and Keyser High School were recognized and presented plaques for their graduation rates this past Friday in Charleston.
- Read a letter on behalf of the Wiley Ford Faculty Senate regarding the vacant position of Director of Curriculum and Instruction, PreK/Elementary/Head Start

B. Board Comments:

Mr. Denne spoke of an open house at the Developmental Center and Workshop held over the Christmas holidays.

Mr. Watson announced his resignation from the Board effective after this meeting.

Mr. Woy thanked those in attendance despite the weather and thanked them for supporting their cause.

PUBLIC COMMENTS

A. Agenda Items

1. Barbara Coffman voiced her support of the Board's decision at their January 2, 2018, meeting with regard to the position of Director of Curriculum and Instruction, PreK/Elementary/Head Start.
2. Robin McDowell spoke in support of the candidate recommended by the Superintendent at the January 2, 2018 meeting for the position of Director of Curriculum and Instruction, PreK/Elementary/Head Start. She also read a letter from Dawn Burke which stated her support of the candidate recommended by the Superintendent.
3. Joyce Malcolm spoke in support of the candidate recommended by the Superintendent at the January 2, 2018 meeting for the position of Director of Curriculum and Instruction, PreK/Elementary/Head Start. She also read a letter from Jackie Beverlin which stated her support of the candidate recommended by the Superintendent.

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mrs. Courier and second of Mr. Watson passed unanimously **to approve the minutes of the regular meeting held on January 2, 2018, as presented.**

DISCUSSION:

1. FINANCE/BUDGET:

A. Treasurer's Report for the Month Ended December 31, 2017

B. Treasurer's Statement of Investments Outstanding as of December 31, 2017

Mrs. Martin reviewed the Treasurer's Report for the month ended December 31, 2017; and the Treasurer's Statement of Investments Outstanding as of December 31, 2017. (See attached.)

EXECUTIVE SESSION

The motion of Mr. Woy and second of Mrs. Courier passed unanimously **to enter executive session at 6:31 p.m., pursuant to WV Code 6-9A-4(2A), to consider personnel matters.**

The Board returned to open session at 7:07 p.m.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Transfer – Administrative Personnel**

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courier failed 2-3 (Yes – Mrs. Courier, Mr. Watson; No – Mr. Woy, Mr. Denne, Mr. Ludwick) to approve the following administrative personnel transfer, as presented:

1. Paula Athey, **transfer from**, Principal, Wiley Ford Primary School, **to** Director of Curriculum and Instruction, PreK/ Elementary/HeadStart, 261 days (number of days for the 2017-2018 employment term to be determined), effective date to be determined – **Advertise Position**

The Superintendent was asked by President Woy to present another name, so the Board could take action.

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Ludwick passed unanimously

to approve the following administrative personnel transfer, as presented:

2. Barbara Kesner, **transfer from**, Principal, Keyser Primary School, **to** Director of Curriculum and Instruction, PreK/ Elementary/HeadStart, 261 days (number of days for the 2017-2018 employment term to be determined), effective date to be determined – **Advertise Position**

B. Placements/Transfers – Professional Personnel

No recommendations were made for the following personnel items:

1. Teacher, Health Occupations, half-day, Mineral County Technical Center/Frankfort High School
2. Teacher, Grade 4/Resource, Elk Garden Primary School
3. Education Specialist/Mental Health/Disabilities Transition, Keyser Primary School

C. Transfers – Service Personnel

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mr. Denne passed unanimously

to approve the following service personnel transfer, as presented:

1. Harold Moreland, **transfer from**, Custodian, Long Term Substitute, split-shift, Elk Garden Primary School, **to** Custodian, Long Term Substitute, New Creek Primary School, effective for the duration of a leave of absence of a regular employee – **Advertise Position**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Watson passed unanimously

to approve the following service personnel transfer, as presented:

2. Melissa Jessen, **transfer from**, Cook, Fort Ashby Primary School, **to** Itinerant Classroom Aide – Special Education, Wiley Ford Primary School, effective with the 2018-2019 school year
–Advertise Position – Itinerant Classroom Adie or Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser Middle School

D. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendations were made for Personnel Item D.

E. Placements in Coaching Vacancies as Previously Approved and Advertised

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mr. Denne passed unanimously

to approve the following coaching placement, as presented:

1. Charles Kenney, Softball Head Coach, Frankfort High School, pending renewal of coaching authorization – **Advertise Position** – Softball Assistant Coach

2. FINANCE/BUDGET:

A. Approve Invoices for December 2017, in the Amount of \$1,055,819.35, for Checks 124329 – 124729

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Ludwick passed unanimously

to approve invoices for December 2017, in the amount of \$1,055,819.35, for checks 124329 – 124729, as presented. (See attached.)

CONSENT AGENDA

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Ludwick passed unanimously

to approve the following matters on the Consent Agenda, as presented:

1. PROGRAM PLANNING:

A. School Nurse Practicum – Fairmont State University

1. Hallie Riggelman, 90 hours. Mrs. Trina Melody, Keyser High School, is the designated preceptor. January – June 2018

B. Student Intern – American Public University

1. Brandon Clark, Wiley Ford Primary School and Keyser Middle School, Spring Semester, 16 weeks, February – June 2018

C. Educational Leadership Practicum – Western Governors University

1. Scott McGann, 275 hours, January – June 2018

2. **PERSONNEL:**A. Student Chaperones

1. Trina Melody, WV Special Olympics Winter Games, Canaan Valley, January 25-26, 2018

B. Transfer – Service Personnel

1. Allen McCoy, **transfer from** School Bus Operator, Transportation, **to** School Bus Operator, Long Term Substitute, Transportation, serving students attending Fountain Primary School and Keyser District Students attending Keyser Primary, Keyser Middle, and Keyser High Schools, covering but not limited to Cabin Run Rd., Rt. 46, and Water St., effective January 19, 2018, for the duration of a leave of absence of a regular employee

C. Resignations – Extracurricular Coaching

1. Kevin Watson, Football Interim Head Coach, effective January 2, 2018
– **Hold Advertisement**
2. Nancy Lease, Frankfort High School – Cheerleading Coach, effective December 25, 2017
– **Advertise Position**

D. Volunteers

1. Fort Ashby Primary School
 - a. Ruth Columbia
 - b. Robert Haines
 - c. Lacey Haines
 - d. Miranda Morgan
 - e. Kristin Taylor
 - f. Amy Weaver
2. Keyser Middle School
 - a. Danielle Black
 - b. Chrystal Crites
 - c. Julie Cryser
 - d. Patricia Doman
 - e. Robert Foster

- f. Megan Foster
 - g. Marcy Hamric
 - h. Vicki Hastings
 - i. Caron Jones
 - j. April Ketterman
 - k. Cindy Mills
 - l. Jennifer Peer
 - m. Jeremy Riggleman
 - n. Jessica Riggleman
 - o. Ashley Saville
 - p. Rebecca Shears
 - q. Misti Slaughter
 - r. Amy Smith
 - s. Michelle Strother
 - t. Candice Valentine
 - u. Curtis Westfall
 - v. Daniel Williams
 - w. Leslie Williams
3. Keyser Primary School
- a. Sandra Ketterman
4. New Creek Primary School
- a. Susannah Sine

STUDENT DISCIPLINARY HEARING:

A. Student Disciplinary Case #18-07

The motion of Mr. Watson and second of Mrs. Courier passed unanimously **to enter executive session at 7:15 p.m., pursuant to WV Code §6-9A-4(3) to conduct a student disciplinary hearing.**

The Board returned to open session at 8:12 p.m.

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Denne passed unanimously **to approve the expulsion of the student in Student Disciplinary Case #18-07 for the remainder of the second semester 2017-2018 school year, with student placed on probationary status for the remainder expulsion period.**

OTHER ACTION: (continued)

1. PERSONNEL:

F. Employee Hearing

At the request of the employee, Tammie Hart-Smith, the hearing was held in open session.

G. Ratification of Employee Suspension

The recommendation of the Superintendent to place Tammie Hart-Smith on a Focused Support Plan with a 5-day unpaid suspension failed due to the lack of a motion.

The recommendation of Mr. Woy, the motion of Mrs. Courier and second of Mr. Denne passed unanimously

to reduce the unpaid suspension to 4 days, with a Focused Support Plan to include sensitivity training.

Date and Time of Next Meeting: February 6, 2018, 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 10:52 p.m.

02-06-2018
DATE APPROVED

PRESIDENT

SECRETARY