

**REGULAR MEETING #22**

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The Mineral County Board of Education met in regular session at 5:00 p.m., Tuesday, March 19, 2019, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courrier, President (06-30-2022)  
Mary J. Baniak, Vice-President (06-30-2022)  
Thomas C. Denne (06-30-2020)  
Terry G. Puffinburger (06-30-2022)  
Robert E. Woy (06-30-2020)

Administration: Shawn L. Dilly, Superintendent  
Dwight Williams, Assistant Superintendent  
Rhonda Martin, CSBO/Treasurer  
Kenneth Baker, Director of Support Services  
Susan Grady, Director of Human Resources  
Barbara Kesner, Director of Curriculum and Instruction – Elementary  
Rebecca Schneider, Child Nutrition Director  
Kelli Wilson, Assistant Director of Curriculum and Instruction  
Denise Bruno, Executive Secretary

Other: Margie Reel, Kim Speir, Michael Saturday, Brenda Sidley, Shannon Fink, Tammy Ashby, Liz Beavers, Mona Ridder

**Pledge of Allegiance** – led by Ms. Baniak

**APPROVAL OF THE AGENDA**

The motion of Ms. Baniak and second of Mr. Denne passed unanimously **to approve the agenda as presented.**

**EMPLOYEE HEARINGS:**

No hearings were requested.

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent shared the problem with getting substitute coverage right now, and with outdoor camp coming up it was going to be a real challenge to find coverage. He also thanked Board members for their support of the Bullying forums held last week at the high schools, stating he was disappointed in the low attendance at each of them.

**B. Presentation:**

1. Math4Life – Curriculum Department: Ms. Kesner gave a presentation to the Board with regard to the new state Math4Life initiative.

“West Virginia’s *math4Life* initiative is a comprehensive and intensive statewide effort to improve student mathematics performance throughout the state over the next five years. The WVDE seeks to work with counties and schools throughout the state to institute best practices, challenging pedagogy, and student engagement strategies to improve students’ mathematics achievement.” – WVDE website

**C. Board Comments:**

Mr. Puffinburger commented on the Bullying presentations, stating there was other good information such as on-line safety discussed as well. He also reported he had stopped by Fort Ashby Primary School and that the flooring project looked “great.”

Mr. Denne commented on the Board Tour visits, stating the Board received a warm welcome from principals, and that he particularly appreciated the engagement of students, especially in special education classrooms.

Ms. Baniak thanked Mr. Dilly for his efforts with regard to the energy contract, stating CMTA had begun drilling at Frankfort High School on Friday morning last week. She also congratulated the three Quiz Bowl teams that made it to state competition. Ms. Baniak also reported on several meetings coming up where your “voice could be heard” with regard to education reform by the legislature. Lastly, she stated a survey from the House of Delegates had been sent out.

Mrs. Courier commented on the Board tours, stating it is good to see schools in action. She also extended thanks to Mr. Dilly for the Bullying forums.

**PUBLIC COMMENTS**

**A. Agenda Items** – none

**B. Non-Agenda Items**

1. Margie Reel, along with Tammy Ashby, voiced their concerns and opinions regarding the need for a full-time secretarial position at Elk Garden Primary School.

**APPROVAL OF MINUTES**

The motion of Mr. Puffinburger and second of Mr. Denne passed unanimously to approve the minutes of the regular meeting held on March 5, 2019, as presented.

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**DISCUSSION:**

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**1. FINANCE/BUDGET:****A. Food Service Accounts – Rebecca Schneider**

Mrs. Schneider, Child Nutrition Director, presented financial reports to the Board.

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**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Approval of 2019-2020 School Calendar – Option 1**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously  
**to approve Option 1 of the 2019-2020 school calendar, as presented.** (See attached.)

**B. Request for Attendance/Participation in Meeting and/or Conferences**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Woy passed unanimously  
**to approve the following request for attendance/participation in meeting/conference, as presented:**

1. Gordon's Food Show, Pittsburgh, PA, April 9-10, 2019
  - a. Becky Schneider (Funding: Food Service Grant)

**2. PERSONNEL:****A. Retirement – Service Personnel**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Ms. Baniak passed unanimously  
**to approve the following service personnel retirement, as presented:**

1. Ralph Brady, School Bus Operator, Bus Garage/Transportation, effective end of work day, March 13, 2019 -**Advertise Position**

The superintendent wishes to thank Mr. Brady for his 26+ years of service to Mineral County Schools.

**B. Placements/Transfers – Professional Personnel**

No recommendation for personnel item B1.

1. School Psychologist, Student Services, 220 days

**C. Placements/Transfers – Service Personnel**

No recommendation made for personnel item C1.

1. Itinerant Classroom Aide/Paraprofessional/Educational Sign Language Interpreter, Wiley Ford Primary School

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

**to approve the following service personnel placement, as presented:**

2. Monica Gray, **placement**, Secretary II/Accountant II, Keyser Middle School, 220 days, (54 days for the 2018-2019 employment term), effective April 8, 2019

**D. Placements in Extracurricular Vacancies as Previously Approved and Advertised**

No recommendations made for personnel item D.

**E. Placements in Coaching Vacancies as Previously Approved and Advertised**

No recommendations made for personnel item E.

**F. Employment Agreements – Outdoor School**

*Ms. Baniak recused herself and left the room, due to the following action involving an immediate family member.*

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Woy passed unanimously 4-0

**to approve the outdoor school employment agreements, as presented.** (See attached.)

**3. FINANCE/BUDGET:****A. \*Approve the Fiscal 2020 Schedule of Proposed Levy Rates for Publication, Submission to the State Auditor and the State Department of Education**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Puffinburger passed unanimously

**to approve the fiscal 2020 schedule of proposed levy rates for publication, submission to the State Auditor and the State Department of Education.** (See attached.)

**\*This portion of the meeting stands recessed until the 3<sup>rd</sup> Tuesday in April.**

**B. Approve Having the Annual Audit for Fiscal Years 2020, 2021, and 2022 Performed by a Certified Public Accountant Approved by the Chief Inspector to Perform the Examinations**

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

**to approve having the annual audit for fiscal years 2020, 2021, and 2022 performed by a Certified Public Accountant approved by the Chief Inspector to perform the examinations.**

**C. Approve Request to solicit bids for the Annual Audit for years 2020-2022 and establish annual audit proposal committee**

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

**to approve the request to solicit bids for the annual audit for years 2020 – 2022 and establish an annual audit proposal committee.**

**D. Approve Budget Revision Number NINE for Fiscal 2019 for Supplements in the Amount of \$89,650.56**

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

**to approve budget revision number nine (9) for fiscal 2019 for supplements in the amount of \$89,650.56, as presented. (See attached.)**

**E. Selection of Architect for 2020-2030 Comprehensive Educational Facilities Plan (CEFP)**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously

**to approve Williamson Shriver Architects as the architect for the 2020-2030 Comprehensive Educational Facilities Plan (CEFP), as presented.**

**4. MISCELLANEOUS:**

**A. Approval of Keyser High School Band Trip to Memphis, TN, December 27, 2019 – January 1, 2020**

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

**to approve Keyser High School band trip to Memphis, TN, December 27, 2019 – January 1, 2020, as presented.**

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**CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Woy passed unanimously

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

**1. PROGRAM PLANNING:**A. Student Intern – Allegany College of Maryland

1. Kayla Riley, Fall 2019, with Pam Middleton, Frankfort High School

**2. PERSONNEL:**A. Student Chaperone

1. Jaclyn Warrick, Liberty Bowl, Memphis, TN, December 27, 2019- January 1, 2020

B. Transfer – Service Personnel

1. James Ray, **transfer from** Custodian III, New Creek Primary School, 235 days **to** Custodian IV, Keyser High School, 240 days, effective March 21, 2019 – **Advertise Position**

C. Placements – Extracurricular Coaching

1. Jennifer Lesniowski, Track Co-Auxiliary Coach, Keyser High School, effective March 21, 2019
2. Tyler Logsdon, Limited Football Trainer, Keyser High School, effective pending completion of employment requirements and for the 2019-2020 season of sport

D. Placement – Substitute Service Personnel

1. Deborah Page, Substitute Aide, effective pending completion of employment requirements

E. Resignation – Service Personnel

1. Gary Wildman, Custodian III, Elk Garden Primary School, 235 days, effective March 7, 2019  
**-Advertise Position**

F. Resignations – Extracurricular Coaching

1. Rebecca Carter, Cheer Head Coach, Frankfort High School, effective immediately  
**-Advertise Position**
2. Shawn McGann, Baseball Auxiliary Coach, Keyser High School, effective March 1, 2019  
**-Advertise Position**

G. Approval of Change in Pay Grade – Service Personnel

1. Steven Braithwaite, change from “F” Pay Grade to “G” Pay Grade, due to passage of test for Journeyman Plumber per WV Code 18A-4-8 and 18A-4-8a, effective March 5, 2019

H. Permission to Create and Post a Position – Extracurricular

1. Mid-day run from the Frankfort District to the Mineral County Technical Center and return, morning and afternoon; \$30 per day, on an as-needed basis

I. Volunteers

1. Burlington Primary School

- a. Tambi Davey
- b. Mary Kirby
- c. Elizabeth Smith
- d. Sarina Smith
- e. Kortini Spencer

2. Fort Ashby Primary School

- a. Denise Hunt

3. Fountain Primary School

- a. Stephanie Gattens
- b. Myriah Hines
- c. Brandi Jenkins
- d. John Lesniowski

4. Keyser High School

- a. Alexis Johnson, Non-coaching Track
- b. Brent Parrish, non-coaching Baseball
- c. Khara Teets, non-coaching Track

5. Keyser Middle School

- a. Brandon Cox
- b. Elsa Preston
- c. Leslie Williams

6. Keyser Primary School

- a. Keely Merrill
- b. Jennifer Pratt
- c. Sandra Rivera

## 7. New Creek Primary School

- a. Joanna Ervin
- b. Sheila Stevens
- c. Taryn Thompson

**3. FINANCE/BUDGET:**A. Fort Ashby Primary School Flooring Project Corrections

The cost of the project changed from \$16,641.01 to \$14,803.05 and the vendor providing product and installation: Sherwin Williams, Cumberland, Maryland

**4. MISCELLANEOUS:**A. Approval of Region VII Workforce Development Board – Youth Paid Work Experience Project

1. Austin O’Haver

B. Leave of Absence Requests\*

1. Macey Bennett, Mineral County Technical Center, effective May 29 – through end of 18-19 employment term
2. Julie Braithwaite, Keyser Middle School, effective March 11 – through end of 18-19 employment term
3. MeChelle Crofts, Frankfort Intermediate School, effective March 1 – March 29, 2019
4. Kelli Defibaugh, Keyser Middle School, effective March 19 – April 30, 2019

C. Leave of Absence Update/Extension to Existing Request\*

1. Katrina Dolly, Mineral County Technical Center, extended to end of 18-19 employment term
2. Beth Gabbert, Fort Ashby Primary School, extended to end of 18-19 employment term
3. Chelsea Ross, Keyser Primary School, requested start date updated to March 12, 2019
4. Mary Slider, Frankfort Intermediate School, extended to March 22, 2019

*\*Pending eligibility and receipt of certification, if applicable*

**STUDENT DISCIPLINARY HEARING:**

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**A. Student Disciplinary Case #19-09**

The motion of Mrs. Courier and second of Mr. Puffinburger passed unanimously **to enter executive session at 6:00 p.m., pursuant to WV Code 6-9A-4 (3) to conduct a student disciplinary hearing.**

The Board returned to open session at 6:37 p.m.



Date and Time of Next Meeting: March 26, 2019 5:00 p.m. (Special Meeting at Frankfort High School)

**ADJOURNMENT.**

The President adjourned the meeting at 6:38 p.m.

04-02-2019  
DATE APPROVED

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PRESIDENT

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SECRETARY