

REGULAR MEETING #24

The Mineral County Board of Education met in regular session at 5:00 p.m., Tuesday, April 2, 2019, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, 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
 Denise Bruno, Executive Secretary

Other: Kim Speir, Kara Breedlove, Pam Brinkman, Brenda Sidley, Shannon Fink, Mona Ridder, Liz Beavers

Pledge of Allegiance – led by Barbara Kesner

APPROVAL OF THE AGENDA

The Superintendent noted the following changes to the agenda:

1. Other Action, Personnel Item O (Rescind Retirement), add the name of Joseph Miltenberger
2. Consent Agenda, Personnel Item D (Mutual Consent), remove items 2, 3, 4 and 5

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent distributed copies and reviewed recent house and senate bills from the 2019 regular session of the legislature signed into law by Governor Justice. He also stated that, after the educational forum held last week, Mr. Sypolt had contacted him for a follow-up meeting.

B. Presentation:

1. Keyser Primary School/Keyser High School Support – Bill Furgason, School Improvement Consultant

Mr. Furgason reviewed school improvement support/training that has been offered to the schools, and spoke of the good success of collaborative teams working together.

C. Board Comments:

Mr. Woy commented that 6th Grade Outdoor School had begun this week.

Ms. Baniak commented on the recent LSIC presentations and the various ways schools chose to report. She also thanked those who stayed for the educational forum held last week and announced future meeting dates and times of other educational discussion meetings.

Mrs. Courier thanked Ms. Baniak for her efforts in arranging this meeting, stating it was good conversation.

PUBLIC COMMENTS**A. Agenda Items**

1. Kara Breedlove spoke concerning her qualifications and experience for the position of volleyball head coach at Keyser High School for which she had applied.

B. Non-Agenda Items – none**APPROVAL OF MINUTES**

The motion of Mr. Woy and second of Mr. Denne passed unanimously **to approve the minutes of the special meeting held on March 14, 2019; the regular meeting held on March 19, 2019; and the special meeting held on March 26, 2019, as presented.**

DISCUSSION:

1. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended March 31, 2019****B. Treasurer's Statement of Investments Outstanding as of March 31, 2019**

Mrs. Martin reviewed the Treasurer's Report for the month ended March 31, 2019; and the Treasurer's Statement of Investments Outstanding as of March 31, 2019. (See attached.)

ACTION AGENDA**OTHER ACTION****1. PERSONNEL:****A. Administrative Transfer List – Professional Personnel**

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

to approve the following professional personnel placement on the Administrative Transfer List for the 2019-2020 employment term:

1. Dannagale Acord, School Literacy Specialist, half-day, Frankfort Intermediate School

B. Administrative Transfer List – Service Personnel

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

to approve the following list of service personnel to be placed on the Administrative Transfer List for the 2019-2020 employment term.

1. Melissa Reel, Itinerant Classroom Aide – Special Education, Elk Garden Primary
2. Amy Lewis, Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Pre-Kindergarten, Frankfort Intermediate School
3. Kimberly Brinegar, Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School
4. Nickole Price, Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher, Wiley Ford Primary School

C. Contract Terminations – Professional Personnel

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

to approve contract terminations for the following professional employees, effective with the 2019-2020 employment term.

1. Speech Assistant – Student Services/Countywide
 - a. Morgan Greaser
 - b. Moira Twigg
2. Charles Shockney, Resource Teacher/School Instructional Specialist, Elk Garden Primary School
3. Aimee Slider, School Instructional Specialist, Keyser Primary School and Fountain Primary School

D. Contract Terminations – Service Personnel

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

to approve contract terminations of the following service personnel employees, effective with the 2019-2020 employment term.

1. Megan Jackson, Itinerant Classroom Aide/Transportation – Special Education, Bus Garage/Transportation (probationary contract)
2. Heather Riley, Itinerant Classroom Aide – Special Education, Frankfort District (continuing contract)
3. Melissa Jessen, Itinerant Classroom Aide – Special Education, Wiley Ford Primary School (continuing contract)

E. Approval to Abolish Positions

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

to approve abolishment of the following professional and service personnel positions, as presented:

1. PROFESSIONAL PERSONNEL POSITIONS

- a. Teacher, Kindergarten, Burlington Primary School (lack of need – enrollment)
- b. Literacy Specialist, half-day, Frankfort Intermediate (lack of need)
- c. Teacher, Grade 2, New Creek Primary School (lack of need – enrollment)
- d. Teacher, Kindergarten, Wiley Ford Primary School (lack of need – enrollment, retirement)
- e. Teacher, English, half-day, Frankfort Middle School (need for additional endorsement)

2. SERVICE PERSONNEL POSITIONS

- a. Itinerant Classroom Aide – Special Education, Elk Garden Primary School (student transitioning to Keyser Middle School)
- b. Itinerant Classroom Aide – Kindergarten, Keyser Primary School (lack of need – enrollment, retirement)
- c. Itinerant Classroom Aide – Kindergarten, Wiley Ford Primary School (lack of need – enrollment)
- d. Itinerant Classroom Aide – Special Education, Wiley Ford Primary School (student transitioning to Frankfort Intermediate School)
- e. Itinerant Classroom Aide – Special Education, Keyser High School (lack of need)
- f. Itinerant Classroom Aide – Special Education, Wiley Ford Primary School (lack of need)
- g. Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Preschool Special Needs, Keyser Primary School (lack of need)

F. Approval to post positions that are known to exist due to lack of applicants or transfers of employees for the 2019-2020 employment term

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

to approve posting of the following positions that are known to exist due to lack of applicants or transfers of employees for the 2019-2020 employment term:

1. PROFESSIONAL PERSONNEL POSITIONS

- a. Counselor, Frankfort Middle School/Frankfort Intermediate School
- b. School Psychologist, Student Services
- c. Speech Pathologists, Student Services (4 positions)
- d. Teacher, Grade 1, New Creek Primary School

2. SERVICE PERSONNEL POSITION

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

G. Approval to Create and Post New Positions Needed for the 2019-2020 Employment Term

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

to approve to create and post the following new positions needed for the 2019-2020 employment term, as presented:

1. PROFESSIONAL PERSONNEL POSITIONS

- a. Special Education Teacher, Fountain Primary School and Keyser Primary School, 1 position (Funding Source: County)
- b. School Instructional Specialist, Keyser Primary School, 1 position (Funding Source: Title I)
- c. School Instructional Specialist, Fountain Primary School, 1 position (Funding Source: Title I)
- d. School Instructional Specialist, Frankfort Intermediate School, 1 position (Funding Source: Title I)
- e. English/Social Studies Teacher, Frankfort Middle School, .5 position, (Funding Source: County)
- f. Special Education Teachers, Keyser Middle School, 1.5 positions (Funding Source: County)
- g. Certified Occupational Therapist Assistant, Countywide, 1 position (Funding Source: County)
- h. Physical Therapist, Countywide, .5 position (Funding Source: County)

2. SERVICE PERSONNEL POSITIONS

- a. Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort Intermediate School, 1 position (Funding Source: County)
- b. Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Preschool Special Needs, Keyser Primary School, 1 position (Funding Source: County/Special Education)
- c. Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser Middle School, 1 position (Funding Source: County)

H. Subsequent Assignment, Effective with the 2019-2020 Employment Term, with Approval of Other Action, Item A – Administrative Transfer List

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously
to approve the following subsequent assignment, effective with the 2019-2020 employment term, as presented:

1. Dannagale Acord, **from** School Literacy Specialist, Frankfort Intermediate School, half-day, **to** Resource Teacher/School Instructional Specialist, Elk Garden Primary School

I. Approval of Contract Renewals for the 2019-2020 Employment Term – Professional/Administrative and Service

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously
to approve professional/administrative/service contract renewals for the 2019-2020 employment term, as presented. (See attached.)

J. Request to Post a Position

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously
to approve the request to post the following position, as presented:

1. Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Special Education, half-day, Keyser Primary School, for the remainder of the 2018-2019 school year (Funding Source: Special Education)

K. Placements/Transfers – Professional Personnel

No recommendation was made for personnel item K1.

1. School Psychologist, Student Services, 220 days

L. Placements/Transfers – Service Personnel

No recommendation was made for personnel item L1.

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

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

to approve the following service personnel placement/transfers (L2, L3 and L4), as presented:

2. Andrew Cosner, **placement**, School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary, Wiley Ford Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools, Mineral County Alternative Program, and Mineral County Technical Center, covering but not limited to students in the Frankfort and Keyser areas, serving students with disabilities and/or students with specialized medical needs, routes are subject to change based upon student needs, 200 days, effective April 22, 2019
3. Harold Moreland, **transfer from** Custodian II, Frankfort Middle School, 235 days **to** Custodian III, split-shift, Elk Garden Primary School, 235 days, effective April 4, 2019
-Advertise Position
4. William Raynor, **transfer from** Custodian III, split-shift, Wiley Ford Primary School, 235 days **to** Custodian III, Split Shift, New Creek Primary School, 235 days, effective April 4, 2019
-Advertise Position

M. Placements in Extracurricular Vacancies as Previously Approved and Advertised

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mrs. Courier passed unanimously

to approve the following extracurricular placement, as presented:

1. Dawn Mitchell, Mid-day Bus Run, Bus Garage/Transportation, effective April 4, 2019, on an as needed basis

N. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, as presented:

1. Kara Breedlove, Volleyball Head Coach, Keyser High School, effective with the 2019-2020 season of sport and upon completion of employment requirements
-Advertise Assistant Volleyball Coach

O. Rescind Retirements

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

to approve rescindment of the following retirements, as presented:

1. Robert Barnes, School Bus Operator, Bus Garage/Transportation, rescind retirement and return to current position as School Bus Operator, Bus Garage/Transportation, effective with the 2019-2020 employment term.

2. Joseph Miltenberger, School Bus Operator, Bus Garage/Transportation, rescind retirement and return to current position as School Bus Operator, Bus Garage/Transportation, effective with the 2019-2020 employment term.

P. Employment Agreements – Outdoor School (Updated List)

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. Woy and second of Mr. Denne passed unanimously 4-0

to approve an updated list of employment agreements for Outdoor School, as presented.

(See attached.)

2. FINANCE/BUDGET:

A. Approve First United Bank and Trust as the Board’s Depository Bank for Fiscal 2020

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

to approve First United Bank and Trust as the Board’s Depository Bank for Fiscal 2020, as presented.

(See attached.)

B. Approve Invoices for March 31, 2019, in the Amount of \$1,568,927.03, for Checks 130790 – 131234

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

to approve invoices for March 31, 2019, in the amount of \$1,568,927.03, for checks 130790 – 131234, as presented. (See attached.)

C. Approve Invoices Paid with the P-CARD for March 2019, in the Amount of \$125,380.63, ACH Payment – Checks 119-144 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-Card for March 2019, in the amount of \$125,380.63, ACH Payment – Checks 119-144, as presented. (See attached.)

D. Approve Budget Revision Number TEN for Fiscal 2019, for Budget TRANSFERS (no Supplements) in the Amount of \$57,870.00

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

to approve budget revision number TEN for Fiscal 2019, for budget TRANSFERS (no supplements) in the amount of \$57,870.00, as presented. (See attached.)

3. MISCELLANEOUS:**A. 2018-2019 School Calendar Revisions**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve the following revisions to SY18-19 in order to make up lost instructional time due to weather related closings:

- June 7 **from** Outside School Environment (OS) **to** Instructional Day
- June 10 **from** Preparation for Closing Schools (P) **to** Instructional Day
- June 11 **from** Out of Calendar Day (O) **to** Instructional Day (*Last Day for Students*)
- June 12 **from** Out of Calendar Day (O) **to** Preparation for Closing Schools (P) (*Last Day for Teachers*)

CONSENT AGENDA

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Puffinburger passed unanimously
to approve the following matters on the Consent Agenda, as presented:

1. PERSONNEL:**A. Extracurricular Assignment Agreement**

1. Brian Bowers, 2018-2019 Teal Steel and Knight Band Concerts

B. Student Chaperones

1. Tommy Nester, WV History Quiz Bowl State Tournament, Charleston, WV, April 29-30, 2019

C. Mutual Consent(s) to Change Assignment – Professional Personnel, effective with the 2019-2020 employment term

1. Kaylin Gentry, agrees to change assignment from Teacher, Grade 2, New Creek Primary School to Teacher, Grade 3, New Creek Primary School
2. Jennifer Oates, agrees to change assignment from Teacher, Kindergarten, Burlington Primary School to Teacher, Grade 1/2, Burlington Primary School
3. Darrin Holland, Teacher, Automotive Technology, agrees to a change in contract term from 200 days to 210 days (Funding Source: County)

- D. Mutual Consent(s) to Change Assignment – Service Personnel, effective with the 2019-2020 employment term
1. Lexi Berg, agrees to change assignment **from** Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Preschool Special Needs, Keyser Primary School, **to** Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Special Education, Pre-kindergarten, Keyser Primary School
- E. Placement – Extracurricular Professional
1. Lorrinda Rizer, After School Tutoring Teacher, Frankfort Intermediate School, effective April 4, 2019
- F. Placement – Extracurricular Coaching
1. Laura Kenney, Softball Auxiliary Coach, Frankfort High School, pending completion of employment requirements
 2. Sarah Moran, Limited Football Trainer, Keyser High School, effective for the 2019-2020 school year, pending completion of employment requirements
- G. Placement – Substitute Service Personnel
1. Allison Stanislawczyk, Substitute Aide, effective pending completion of employment requirements
- H. Resignation – Extracurricular Coaching
1. Jeffery Stump, Girls’ Basketball Auxiliary Coach, Frankfort High School, effective March 12, 2019
-Advertise Position
- I. Resignation – Extracurricular Assignment Agreement
2. Darwin Gough, Athletic Supervisor, Keyser High School, effective March 25, 2019
- J. Permission to Post for Needed Vacancies
1. The Superintendent requests permission to post needed vacancies as they occur for the months of April through September 2019
 2. Substitute Teachers and Substitute Service Personnel, as needed, for the 2019-2020 school year
- K. Volunteers
1. Burlington Primary School
 - a. Cheyenne Alexander
 - b. Sabrina Boolman
 - c. Caitlin Cameron
 - d. Brandon Cox
 - e. Jamie Cox
 - f. Abigail Deloughery

- g. Joel Deloughery
 - h. Margaret Douglass
 - i. Tommy Douglass
 - j. Mary Ellifritz
 - k. Daniel Gordon
 - l. Amy Gray
 - m. Marina Kimble
 - n. Melissa Roderick
 - o. Jodi Secrist
 - p. James See
 - q. Rhea See
 - r. Barbara Staggs
 - s. Eric Veach
 - t. Dianne Westrom
 - u. Elizabeth Yacenech
2. Fountain Primary School
- a. Amanda Ascheri
3. Frankfort Middle School
- a. Janie Anderson
 - b. Elizabeth Barnhart
 - c. Wanda Christopher
 - d. Marlene Comer
 - e. Bobby Sue Greise
 - f. Lacey Haines
 - g. Michele Hitchins
 - h. Cindy Imes
 - i. Brian Kelly
 - j. Chargenia Kelly
 - k. James Klinestiver
 - l. Shawn Lantz
 - m. Amanda Lewis
 - n. Isaac Lewis
 - o. Kateasta Malloy
 - p. Jedadiah Michaels
 - q. Tara Michaels
 - r. Craig Nething
 - s. Shanda Price
 - t. Pamela Rice
 - u. Sarah Royal
 - v. James Twigg
 - w. Misty Walters
4. Keyser High School
- a. Christine Taylor
 - b. William Wilt

5. Keyser Middle School
 - a. Mary Ellifritz
 - b. Stacey Hanlin
 - c. Jeffrey Moon

6. Keyser Primary School
 - a. Neddie Birney
 - b. William Cook
 - c. Joy F. Johnson
 - d. Keely Merrill

7. Mineral County Technical Center
 - a. Andrew Iser
 - b. Shawnee Michaels

8. New Creek Primary School
 - a. Vanessa Thompson

2. MISCELLANEOUS:

A. Leave of Absence Requests*

1. Christopher Clayton, Keyser Middle School, effective March 29 – through April 12, 2019
2. Kelly Plum, Wiley Ford Primary School, effective March 5 – through April 4, 2019

B. Leave of Absence Update/Extension to Existing Request*

1. Julie Cary, Keyser Primary School, extended through end of 18-19 employment term
2. MeChelle Crofts, Frankfort Intermediate School, updated to intermittent absence through end of 18-19 employment term
3. Melissa Jessen, Wiley Ford Primary School, updated to extended leave through April 5, 2019

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

STUDENT DISCIPLINARY HEARINGS:

The motion of Mrs. Courier and second of Mr. Denne passed unanimously to enter executive session at 6:26 p.m., pursuant to WV Code 6-9A-4 (3) for the purpose of conducting the following student disciplinary hearings:

A. Student Disciplinary Case #19-10

B. Student Disciplinary Case #19-11

C. Student Disciplinary Case #19-12

The Board returned to open session at 8:41 p.m.

Date and Time of Next Meeting: April 11, 2019 8:00 a.m. (Board Tour of Facilities)
April 16, 2019 6:00 p.m. Regular Meeting

ADJOURNMENT.

The President adjourned the meeting at 8:42 p.m.

04-16-2019
DATE APPROVED

PRESIDENT

SECRETARY