

REGULAR MEETING #26

The Mineral County Board of Education met in regular session at 5:03 p.m., Tuesday, April 16, 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
	Susan Grady, Director of Human Resources
	Barbara Kesner, Director of Curriculum and Instruction – Elementary
	Scott Staley, Director of Curriculum and Instruction – Secondary/CTE
	Kelli Wilson, Assistant Director of Curriculum and Instruction
	Denise Bruno, Executive Secretary

Other:	Sarah Malone, Garrett Ferguson, Andrew Ferguson, Bailey Ferguson, Laurie Ferguson, Mark Liller, Mindy Liller, Sharon Clark, Bernie Clark, Keegan Bennett, Payton Mandell, Michael Mandell, Taylor Mandell, Angela Mandell, Quinn Mandell, Cindy Shreve, Hunter Shreve, Michael Shreve, Robert Haggerty, Cindy Haggerty, Donna Canan, Derek Stephen, Kimberly Kelly, Kendall Kelly, Lynn Leatherman, J’Lynn Leatherman, Loretta Mick, Robert Fazzalore, Jeffrey Hoban, Jim Reese
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APPROVAL OF THE AGENDA

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

Mr. Dilly announced that Frankfort Middle School had received a VH1 Save the Music grant in the amount of \$35,000.

B. Recognition:

1. 2019 West Virginia History Minecraft Design & Build Contest – State Winners

❖ 1st Place Team: Garrett Ferguson, Keegan Bennett, and Hunter Shreve

❖ 2nd Place Team: Kendall Kelly, Quinn Mandell, and Taylor Mandell

2. 2020 Mineral County Teacher of the Year – Amy Cowgill

- Nominees: Amanda Bogdan
- Jessica D’Accione
- Robert Fazzalore
- Darwin Gough
- Teresa Lynn Leatherman
- Sarah Malone
- Derek Stephen

3. 2019 Mineral County School Service Personnel of the Year – Linda Jackson

- Nominees: Donna Canan
- Charlene Deremer
- Elizabeth Gray
- Jacqueline Hanlin
- Joan Hartman
- Kim Keplinger
- Regina Nelson
- Nickole Price
- Roxie Robertson
- Sharon Smith

C. Presentations:

1. Future Leaders Program – SFC Jeffrey D. Hoban, WV Recruiting and Retention NCO

SFC Hoban and Lieutenant Colonel Jim Reese presented a proposed leadership class.

2. Kids Read Now – Barbara Kesner, Director of Curriculum and Instruction – Elementary

Mrs. Kesner reviewed the summer reading program made available through a literacy grant.

D. Board Comments:

Mr. Woy, along with the other Board members, commented on the Achievement Awards Banquet they had attended, thanking the Principals for their presentations and those who made the event possible.

Mrs. Courier reminded the Board of their scholarship to be presented to one Keyser High School student and one Frankfort High School student.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items

- 1. Robert Haggerty made no comments, but presented a letter to each Board member.

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Ms. Baniak passed unanimously **to approve the minutes of the regular meeting held April 2, 2019; and of the special meeting held April 11, 2019, as presented.**

DISCUSSION:

1. PERSONNEL:

A. Superintendent Search Process

Mrs. Courier shared information with the Board about the process they would use to search for a superintendent. Dr. O’Cull, Executive Director of the West Virginia School Board Association, will assist.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:

A. Approval of Social Studies Instructional Materials/Textbook Adoption

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Puffinburger passed unanimously **to approve adoption of social studies instructional materials/textbooks, as presented.**
(See attached.)

2. PERSONNEL:

A. Retirement – Service Personnel

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

1. Jeffrey D. Wolford, Chief Mechanic, School Bus Garage, effective April 5, 2019
- **Advertise Position**

The Superintendent wishes to thank Mr. Wolford for his 14 plus years of service.

B. Placements/Transfers – Service Personnel

No recommendation was made for personnel item B1.

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 and transfers, as presented:

2. Winifred Weber, **placement**, Itinerant Classroom Aide/Paraprofessional—Special Education, half- day, Keyser Primary School, effective April 23, 2019, through the end of the 2018-2019 employment term
3. Larry Golden, **transfer from** Custodian III – Split Shift, Frankfort Intermediate School **to** Custodian III – Split Shift, Wiley Ford Primary School, effective April 23, 2019 – **Advertise Position**
4. Krista Manna, **transfer from** Custodian III, Keyser Middle School/Mineral County Alternative Program **to** Custodian II, Frankfort Middle School, effective April 23, 2019 – **Advertise Position**

C. Placements/Transfers—Professional Personnel, effective with the 2019-2020 Employment Term

No recommendations were made for personnel items C1 – C6.

1. School Instructional Specialist, Fountain Primary School
2. Special Education Teacher, Fountain Primary School and Keyser Primary School
3. Grade 2 Teacher, Keyser Primary School
4. Grade 2 Teacher, Keyser Primary School
5. Grade 3 Teacher, Keyser Primary School
6. School Instructional Specialist, Keyser Primary School

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

to approve the following professional personnel transfer, effective with the 2019-2020 employment term, as presented:

7. Lindsay Burns, **transfer from** Grade 3 Teacher, New Creek Primary School **to** Grade 1 Teacher, New Creek Primary School – **Advertise Position**

No recommendations were made for personnel items C8 – C9.

8. Health/Physical Education Teacher, Wiley Ford Primary School/Fort Ashby Primary School/Frankfort Intermediate School
9. School Instructional Specialist, Frankfort Intermediate School

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

10. Dabney Sheetz, **transfer from**, School Counselor, Wiley Ford Primary School, Fort Ashby Primary School, and Mineral County Alternative Program **to** School Counselor, Frankfort Middle School/Frankfort Intermediate School – **Advertise Position**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Puffinburger passed unanimously
to approve the following professional personnel transfer, effective with the 2019-2020 employment term, as presented:

11. Jericka Murphy, **transfer from**, Science Teacher, Keyser Middle School **to** Science Teacher, Frankfort Middle School – **Advertise Position**

No recommendations were made for personnel items C12 – C13.

12. English and Social Studies Teacher, half-day, Frankfort Middle School
13. Special Education Teacher, Frankfort High School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Woy passed unanimously
to approve the following professional personnel placement, effective with the 2019-2020 employment term, as presented:

14. Thomas Tusing, **placement**, Special Education Teacher, Keyser Middle School, on an out-of-field authorization for Autism

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

15. Karen Heavener, **placement** Special Education Teacher – half day, Keyser Middle School on a renewal of a permit for Multi-Categorical Special Education and Autism. Since Ms. Heavener holds a half day contract, this recommendation will combine the two half-day contracts into one full day contract.

No recommendation was made for personnel item C16.

16. Mathematics Teacher, Keyser High School

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

17. Jason Hartman, **placement**, Options Pathway Teacher/Special Education Teacher, Mineral County Technical Center and Keyser Middle School

No recommendations were made for personnel items C18 – C24.

18. Itinerant Certified Occupational Therapist Assistant, Student Services
19. Itinerant Physical Therapist, half-day, Student Services
20. School Psychologists, Student Services
21. Itinerant Speech Pathologists/Speech Assistants, Student Services
22. Itinerant Speech Pathologists/Speech Assistants, Student Services
23. Itinerant Speech Pathologists/Speech Assistants, Student Services
24. Itinerant Speech Pathologists/Speech Assistants, Student Services

D. Placements/Transfers – Service Personnel, effective with the 2019-2020 Employment Term

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve the following service personnel placements/transfers, effective with the 2019-2020 employment term, as presented:

1. Nickole Price, **remove from transfer list and assign**, Itinerant Classroom Aide/Paraprofessional – Transportation –Special Education
2. Ian Heare, **transfer from**, School Bus Operator for route serving Burlington and Keyser district students attending Burlington Primary, Keyser Primary, Keyser Middle, and Keyser High Schools covering but not limited to Push Root, Dry Run, Knobley Road, and Route 50 **to** School Bus Operator for route serving Keyser district students attending Fountain Primary, Keyser Primary, Keyser Middle, and Keyser High Schools, and Mineral County Alternative Program, covering but not limited to Knobley Road, Rt. 46, Armstrong St., and Rt. 220
-Advertise Position
3. Regina Nelson, **transfer from**, Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher—Pre-Kindergarten, Fountain Primary School **to** Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher—Kindergarten, Fountain Primary School
-Advertise Position

No recommendation was made for personnel item D4:

4. Secretary/Accountant, Fountain Primary School

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

to approve the following service personnel placements/transfers, effective with the 2019-2020 employment term, as presented:

5. Kimberly Brinegar, **remove from transfer list and assign**, Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort Intermediate School
6. Heather Riley, **rescind non-renewal and assign**, Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort Intermediate School, on a continuing contract
7. Amy Lewis, **remove from transfer list and reassign**, Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Pre-Kindergarten, Frankfort Intermediate School
8. Cassi Love, **transfer from**, Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School, **to** Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Preschool Special Needs, Keyser Primary School
-Hold Posting

No recommendation was made for Personnel Item D9.

9. 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/transfer, effective with the 2019-2020 employment term, as presented:

10. Melissa Reel, **remove from transfer list and assign**, Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser Middle School

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendation was made for Personnel Item E.

F. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendation was made for Personnel Item F.

G. Placements in Substitute Vacancies as Previously Approved and Advertised

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

to approve the following substitute placement, as presented:

1. Ralph Brady, Substitute School Bus Operator, effective April 23, 2019

H. Request to Post – Summer Extracurricular, pending enrollment and/or student need

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

to approve the request to post for summer extracurricular positions, pending enrollment and/or student need, as presented:

1. Teacher, Summer Credit Recovery, Frankfort High School (Funding Source: County)
2. Teacher, Summer Credit Recovery, Frankfort Middle School (Funding Source: County)
3. Teacher, Summer Credit Recovery, Keyser High School (Funding Source: County)
4. Teacher, Summer Credit Recovery, Keyser Middle School (Funding Source: County)
5. Teacher, Summer Credit Recovery, Mineral County Alternative Program (Funding Source: County)
6. Extended School Year Special Education Teacher, Keyser District (Funding Source: Special Education)
7. Extended School Year Special Education Teacher, Frankfort District (Funding Source: Special Education)
8. Extended School Year Speech Pathologist/Speech Assistant, Countywide (Funding Source: Special Education)

Note: Summer Credit Recovery, 4 days per week, 3 hours per day, \$20 per hour, June 17 – July 18, 2019
Extended School Year, 4 days per week, 4.5 hours per day, \$20 per hour, June 18-July 25, 2019

3. FINANCE/BUDGET:**A. Approval of Keyser High School Science Department Funding Request for Travel to Intel International Science and Engineering Fair (ISEF)**

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

to approve the Keyser High School Science Department funding request for travel to the Intel International Science and Engineering Fair (ISEF), as presented. (See attached.)

B. Approval of Head Start Grant Including Cost-Of-Living Adjustment

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

to approve the Head Start Grant, including a Cost-of-Living Adjustment, as presented. (See attached.)

C. Approve Budget Revision Number ELEVEN for Fiscal 2019, for Supplements in the Amount of \$30,981.00

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

to approve budget revision number eleven for fiscal 2019, for supplements in the amount of \$30,981.00, as presented. (See attached.)

4. PROPERTY:**A. Naming of Batting Cage at Ron Mathias & Friends Softball Field – Keyser High School**

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

to approve naming the batting cage in honor of Coach Craig Rotruck at Ron Mathias & Friends Softball Field – Keyser High School, as presented.

5. MISCELLANEOUS:**A. Approval of Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports**

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

to approve the minutes and financial reports from the March 25, 2019, meeting of the Mineral County Pre-K Head Start Policy Council, as presented.

B. Educational Leave Request

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

to approve an educational leave request, as presented.

C. Adopt Proclamation – Employee Appreciation Day, May 7, 2019

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

to approve adoption of proclamation of May 7, 2019, as Employee Appreciation Day. (See attached.)

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:**A. Request for Attendance/participation in Meetings and/or Conferences**

1. National Formative Assessment Conference, Washington, DC, July 29-31, 2019
(Funding: County-Federal Programs)

- a. Jessica Barger
- b. Edward Holler
- c. Mary Ridgel

2. HSTW Summer Conference, Baltimore, MD, July 10-13, 2019 (See attached.)

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

1. Julie Sions, Envirothon Competition, Canaan Valley, WV, April 17-18, 2019
2. James Johnson, Envirothon Competition, Canaan Valley, WV, April 17-18, 2019
3. Andrew Knotts, WV History Quiz Bowl, Charleston, WV, April 29-30, 2019
4. Dianna Eary, WV History, Quiz Bowl, Charleston, WV, April 29-30, 2019

B. Placement/Transfer- Extracurricular Coaching

1. Lisa Moreland, Head Cheer Coach, Frankfort High School, effective for the 2019-2020 employment term
- Advertise Assistant Coach position

C. Placement – Extracurricular Professional

1. Tiffany Snyder, After School Tutoring Teacher, Frankfort Intermediate School, effective April 17, 2019

D. Change in Effective Start Date

1. Andrew Cosner, School Bus Operator, from April 22, 2019 to April 23, 2019

E. Resignations – Extracurricular Contracts

1. Charles Kuh, Athletic Supervisor, Keyser High School, effective March 26, 2019
2. Dana Watts, Athletic Supervisor, Keyser High School, effective March 29, 2019

F. Placement – Substitute Service Personnel

1. Joseph Alkire Jr., Substitute School Bus Operator, effective pending passage of certification test and completion of required employment documents

G. Employment Agreements -- Greenhouse Workers, Mineral County Technical Center (Funding Source: School)

1. Laicey Dolly
2. Dalton Garland
3. Kiaira Iser
4. Evan Matlick
5. Hailey Rotruck

H. Volunteers

1. Burlington Primary School
 - a. Trish Brafford
 - b. Erica Fazenbaker
 - c. Randy Fazenbaker II
 - d. Krystal Hartman
 - e. Annette Jennings

2. Fountain Primary School
 - a. Jessica Staggs

3. Frankfort Middle School
 - a. Alaina Dixon-McDonough
 - b. Douglas Dyson
 - c. Barry Hartung
 - d. Karen Snurr
 - e. Amy Twigg
 - f. Amanda Wagoner
 - g. Nathan Wagoner
 - h. Jason Wilson
 - i. Whitney Wilson
 - j. Paulette Young

4. Keyser High School
 - a. Maverick Holmes

5. Keyser Middle School
 - a. Jennifer Brafford
 - b. Jody Brafford
 - c. Jami Cox
 - d. Krystal Hartman
 - e. James Keating
 - f. Jennifer Pratt
 - g. Amanda Nash
 - h. Amber Rotruck
 - i. Collin Rotruck
 - j. Carly Welch

6. Keyser Primary School
 - a. Ashley Bruce
 - b. Daisy Cunningham
 - c. Barry Evans
 - d. Erin Evans
 - e. Barry Holland
 - f. Ebone McDaniel
 - g. Kara Swingle
 - h. Steven Swingle
 - i. Kalin Walker

3. FINANCE/BUDGET:

- A. CORRECTION to March 19, 2019 request: Approve to have the Annual Audit for Fiscal Years 2019, 2020, and 2021 Performed by a Certified Public Accountant Approved by the Chief Inspector to Perform the Examinations - (original request was for fiscal years 2020, 2021 and 2022)
- B. CORRECTION to March 19, 2019 request: Approve to solicit bids for the Annual Audit for Fiscal Years 2019-2021 - (original request was for fiscal years 2020-2022)
- C. FY20 West Virginia School Boards Association Membership Subscription Fees - \$4,207.00
(to be paid on first check run after July 1, 2019)

4. MISCELLANEOUS:

- A. Leave of Absence Request*
 1. Mary Racey, Keyser Middle School, effective April 19 – through end of 18-19 employment term
**Pending eligibility and receipt of certification, if applicable*

STUDENT DISCIPLINARY HEARINGS:

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously
to enter executive session at 6:21 p.m. pursuant to WV Code 6-9A-4(3) to conduct the following student disciplinary hearings

- A. Student Disciplinary Case #19-10
- B. Student Disciplinary Case #19-13

The Board returned to open session at 8:09 p.m.

Date(s) and Time(s) of Next Meeting(s):

<u>April 24, 2019</u>	<u>4:00 p.m.</u>	<u>Special Meeting</u>
<u>April 30, 2019</u>	<u>5:00 p.m.</u>	<u>Special Meeting</u>

ADJOURNMENT.

The President adjourned the meeting at 8:10 p.m.

05-07-2019
DATE APPROVED

PRESIDENT

SECRETARY