

**REGULAR MEETING #29**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, May 2, 2017, in the Administrative Office at One Baker Place, Keyser, WV, with the following in attendance:

Board Members: Kevin D. Watson, President (*via telephone*) (06-30-2018)  
Lara L. Courrier, Vice-President (06-30-2018)  
Thomas C. Denne (06-30-2020)  
Robert E. Woy (06-30-2020)

Absent: William B. Ludwick II (06-30-2018)

Administration: Shawn L. Dilly, Superintendent  
Dwight Williams, Assistant Superintendent  
Rhonda Martin, CSBO/Treasurer  
Susan Grady, Director of Human Resources  
Susan Ray, Director of Curriculum and Instruction – Elementary  
Scott Staley, Director of Curriculum and Instruction – Secondary/CTE  
Denise Bruno, Executive Secretary

Other: Kim Speir, Shannon Fink, Roberta Unger, Diana Alt, Dana G. Alt, Eden Ritchie, Gary Martin, Mona Ridder, Amy Weaver, Barb Kesner, Tommy Nester, Steve Peer, Amanda Bogdan, Jackie Beverlin, Raven Miller, Darlene Garlitz, Dawn Burke, Jodi Garner, Tanya Clark, Robin Haupt, Lois Spencer, Liz Beavers

**Pledge of Allegiance** – led by Tommy Nester

**APPROVAL OF THE AGENDA**

Consent Agenda Items Gd, Ge, Gf and Gg (Permission to Post) were moved to Other Action.

The motion of Mr. Woy and second of Mr. Denne passed unanimously (3-0) **to approve the agenda as amended.**

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent announced the following Mineral County Technical Center students had been awarded a \$2,000 Albert Yanni Scholarship: Naomi Bane, Jacob Stanislawczyk and Alyssa Taylor.

**B. Recognition:**

The following employees were recognized:

1. 2018 Mineral County Teacher of the Year – Tommy Nester  
Other Nominees: Jessica Durr  
Scott Hott  
Amanda Jewell  
Hannah Wingler

- 2. 2017 Mineral County School Service Personnel of the Year – Darlene Garlitz  
Other Nominees: Joan Hartman  
Connie Lyons  
Eston Presnell, Jr.  
Julie Shears

C. **Board Comments:** - none

**PUBLIC COMMENTS**

A. **Agenda Items** – none

B. **Non-Agenda Items** – none

**APPROVAL OF MINUTES**

The motion of Mr. Denne and second of Mr. Woy passed unanimously (3-0) **to approve the minutes of the reconvened statutory meeting and the regular meeting held on April 18, 2017, as presented.**

**SCHOOL IMPROVEMENT COUNCIL:**

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The Mineral County Board of Education met with the following School Improvement Council, as required by WV Code §18-5-14.

**1. FORT ASHBY PRIMARY SCHOOL IMPROVEMENT COUNCIL**

Mrs. Burke, Principal, Tanya Clark, chairperson, and other council members gave a multi-media presentation to the Board from the Fort Ashby Primary School Improvement Council.

*Mr. Watson joined the meeting via telephone.*

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:**

**A. Approval of World Language Curriculum Textbook Adoption for 2018 - 2023**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Denne passed unanimously (4-0) **to approve World Language Curriculum Textbook adoption for SY2018 – 2023, as presented.** (See attached.)

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

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

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

1. Clyde S. Barnes, Custodian, Frankfort Intermediate School, effective June 30, 2017  
**-Advertise Position**

The Superintendent wishes to thank Mr. Barnes for his 25 years of service to Mineral County Schools.

**B. Placement/Transfer – Administrative Personnel, effective with the 2017-2018 employment term**

No recommendation was made for personnel item B1.

1. Principal/Teacher, Fountain Primary School

**C. Placement/Transfer – Professional Personnel, effective for the remainder of the 2016-2017 employment term**

No recommendation was made for personnel item B2.

1. Teacher, Spanish, Frankfort and Keyser High Schools

**D. Placements/Transfers – Professional Personnel, effective with the 2017-2018 employment term**

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

**to approve the following professional personnel placements/transfers, effective with the 2017-2018 employment term, as presented:**

1. Teresa Lynn Leatherman, remove from the transfer list and reassign to School Instructional Specialist, Burlington Primary School
2. Janey Moore, remove from the transfer list and reassign to Teacher – Grade 4 and School Instructional Specialist, Elk Garden Primary School
3. Samantha Twigg, **placement**, Teacher, Grade 1/2 Split, Fort Ashby Primary School, on a second year contract
4. Tanya Clark, **transfer from** Teacher, Kindergarten, Fort Ashby Primary School **to** School Instructional Specialist, Fort Ashby Primary School  
**-Advertise Position**

No recommendations were made for personnel items D5, D6 or D7.

5. School Instructional Specialist, Fountain Primary School
6. Itinerant Special Education and Gifted Teacher, Frankfort District
7. School Instructional Specialist, half-day, Frankfort Intermediate School

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

**to approve the following professional personnel placements/transfers (Items D8, D11, D12, D15, D16, D17), effective with the 2017-2018 employment term, as presented:**

8. Jessica Johnson, **transfer from** Teacher, Grade 4, Frankfort Intermediate School **to** Teacher, Grade 6, Frankfort Middle School **-Hold Advertisement**

No recommendations were made for personnel items D9 or D10.

9. Special Education Teacher, Keyser Middle School
10. Special Education Teacher, Keyser Primary School
11. Ashley Steckman, **placement**, School Instructional Specialist, Keyser Primary School, on a second year contract
12. Hannah Wingler, remove from the transfer list and assign her as School Instructional Specialist, Keyser Primary School

No recommendations were made for personnel items D13 or D14.

13. Itinerant Speech Pathologist, Student Services
14. Itinerant Speech Pathologist, Student Services
15. Misty Leatherman, remove from the transfer list and assign her as School Instructional Specialist, New Creek Primary School
16. Jamie Hill, **transfer from** Teacher, Special Education, Frankfort Middle School, **to** Teacher, Special Education, Transitions Classroom, Frankfort District, on a permit for Pre-School Special Needs **-Advertise Position**
17. Allison Perkins, **placement**, School Instructional Specialist, Wiley Ford Primary School, on a second year contract

**E. Placements – Service Personnel, effective for the remainder of the 2016-2017 employment term**

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

**to approve the following service personnel placements, effective for the remainder of the 2016-2017 employment term, as presented:**

1. Craig Poland, **placement**, School Bus Operator, Bus Garage/Transportation, effective May 4, 2017 for the remainder of the 2016-2017 employment term (28 days)
2. Mary Carter, **placement**, Custodian III, Frankfort High School, effective May 30, 2017 through June 30, 2017 (24 days)

**F. Placements/Transfers – Service Personnel, effective with the 2017-2018 employment term**

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

**to approve the following service personnel placements/transfers, effective with the 2017-2018 employment term, as presented:**

1. Jeffrey Wolford, **transfer from** Mechanic **to** Chief Mechanic, Bus Garage/Transportation, 261 days  
**-Hold Advertisement**
2. Craig Poland, **placement**, School Bus Operator, Bus Garage/Transportation  
  
Mr. Poland was the most senior substitute School Bus Operator to apply for this position.
3. Gary Martin, **placement**, School Bus Operator, Bus Garage/Transportation  
  
Mr. Martin was the most senior School Bus Operator to apply for this position.
4. Norman Smith, **transfer from** School Bus Operator **to** School Bus Operator, Bus Garage/Transportation  
**-Advertise Position**
5. Earlene Hott, **transfer from** Custodian, Frankfort Middle School **to** Custodian III, Frankfort High School, 235 days **-Advertise Position**
6. Jennifer Clark, remove from the transfer list and assign her as Cook II, half-day, Keyser Primary School

No recommendation was made for personnel item F7.

7. Custodian III, split-shift, Wiley Ford Primary School

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

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

**to approve the following extracurricular placements, as presented:**

1. Summer Credit Recovery Teachers, effective June 12, 2017 through July 13, 2017, pending enrollment
  - a. Mark Rhodes, Frankfort Middle School
  - b. Diana Sutherland, Mineral County Alternative School
  - c. Kimberly McGregor, Frankfort High School
  - d. Tina-Chantal Cook, Keyser Middle School

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

No recommendations were made for personnel item H.

**I. Permission to Post**

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

**to approve permission to post the following positions, as presented:**

- a. Extended School Year - Speech Language Pathologists, 2 positions, Frankfort Area and Keyser Area, June 19 – July 28, 2017, 30 hours per week, as needed, Funding Source: County
- b. Extended School Year - Teachers, 2 positions, Frankfort Area and Keyser Area, June 26 – July 28, 5 days/week, 5 hours/day, as needed, Funding Source: County
- c. Extended School Year - School Bus Operator, Countywide, June 12-14; July 10 – August 10, 2017 Monday through Thursday, Funding Source: County
- d. Extended School Year - Itinerant Classroom Aide/Paraprofessional, Countywide, Funding Source: County

**3. FINANCE/BUDGET:****A. Approval of Head Start Grant for FY17-18**

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

**to approve the Head Start Grant for FY17-18, as presented.**

**B. Approval of Mineral County Technical Center Proposed Improvement**

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

**to approve the proposed improvement to Mineral County Technical Center, as presented.**

– Funding: Permanent Improvement Fund (See attached.)

**4. MISCELLANEOUS:****A. Student Transfer Requests**

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

**to approve the following student transfer request, as presented.**

1. Student Transfer Cases 18-09 and 18-10 from Mineral County to Hardy County Schools, effective with the 17-18 school year

**CONSENT AGENDA**

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

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

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

1. Andrew Johnson, 2017 Art Show, Keyser High School, May 1, 2017
2. Marsha Kirk, 2017 Art Show, Keyser High School, May 1, 2017

**B. Student Chaperones**

1. Amy Cowgill, State Math Field Day, Morgantown, WV, April 21-22, 2017

**C. Placements/Transfers – Professional Personnel, effective with the 2017-2018 employment term**

1. Lindsay Burns, **placement**, Teacher, Grade 3, New Creek Primary School, on a third year contract
2. Jacob Schoenadel, **transfer from**, Teacher, Science, Keyser Middle School **to** Teacher, Science, Frankfort Middle School  
**-Advertise Position**

D. Mutual Consent to Change Assignment – Service Personnel

1. Pamela Bennett, Cook, Frankfort Intermediate School, change schedule **from** 9:30 a.m. – 1:00 p.m. **to** 9:45 a.m. – 1:15 p.m., effective with the 2017-2018 employment term

E. Resignation – Extracurricular Professional Personnel

1. Kimberly McGregor, Mentor Teacher Schoolwide, Frankfort High School, effective at the end of the 2016-2017 school year

F. Removal from Substitute Teacher List

1. Karen Wegener, voluntary removal of name, effective April 14, 2017

G. Permission to Post

## 1. Professional Personnel

- a. School Counselor, Frankfort Middle School and Frankfort Intermediate School (previous resignation)

## 2. Extracurricular

- a. Energy Express Bus Operator, 3 positions, pending enrollment; 5 days/week, regular daily rate of pay, Funding Source: Title 1
- b. Summer General Maintenance/Groundsman, 8 positions, effective for the 2017 mowing season, minimum of 30 days, up to a combined total of 280 days, 8 hours/day, "C" Scale
- c. Summer Mechanic Assistant, effective summer 2016, minimum of 30 days, not to exceed 40 days, 8 hours/day, "C" Scale

H. Volunteers

## 1. Fountain Primary School

- a. Robert Hopkins
- b. Faith Nelson
- c. Robert Powell
- d. Britiny Warnick

## 2. Frankfort High School

- a. Kevin Hansrote – non-coaching Football

## 3. Keyser High School

- a. Connie Kesecker
- b. Ethen Whitlock, non-coaching Track



- 4. Keyser Middle School
  - a. Doris Goddard
  - b. Mary Leatherman
  - c. Robert Salesky
- 5. Keyser Primary School
  - a. Cathy Kisamore
- 6. New Creek Primary School
  - a. Jeff Jones
  - b. Joshua Leatherman
  - c. Leah Watson

I. Leave of Absence Request

- 1. Katelynn M. Plum, Cook, effective April 6 – 28, 2017

2. **FINANCE/BUDGET:**

A. Purchase of Services – 2017-2018

- 1. Legal Services

The Superintendent requests approval to contract with the law firm of Bowles Rice LLP, for Legal Services as needed for the 2017-2018 school term.

Dates/Times of Future Meetings: May 16, 2017, 6:00 p.m.  
May 17, 2017, 8:00 a.m. (Board Tour)  
May 30, 2017, 6:00 p.m. (Special Meeting – Finance/Personnel)

**EXECUTIVE SESSION:**

The motion of Mr. Watson and second of Mr. Denne passed unanimously to enter into executive session at 7:18 p.m., pursuant to WV Code § 6-9A-4 (2A) to consider personnel matters.

The Board returned to open session at 7:58 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:58 p.m.

May 16, 2017  
DATE APPROVED

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PRESIDENT

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SECRETARY