

**REGULAR MEETING #29**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, May 7, 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  
Aaron Hendrickson, Attendance Director  
Denise Bruno, Executive Secretary

Other: Kim Speir, Shannon Fink, Connie Sutton, Loretta Mick, Lantz Evans, Ashley Baker, Tina-Chantal Cook

**Pledge of Allegiance** – led by Mr. Denne

**APPROVAL OF THE AGENDA**

The Superintendent noted the following changes to the agenda:

- Other Action, Finance/Budget Item D (Budget Revision Summary): \$57,870.00 changed to \$6,616,588.87
- Consent Agenda, Personnel Items C2 and C3 (Placements – Service Personnel): 2019-2020 changed to 2018-2019
- Consent Agenda, Personnel Item D1 (Placement – Professional Personnel): Teacher, Health and Physical Education changed to Teacher, Resource
- Consent Agenda, Personnel Items E3, E4 and E5 removed
- Consent Agenda, Personnel Item J1 (Resignations – Extracurricular Coaching): Auxiliary Football changed to Co-Auxiliary Football

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent distributed copies of *West Virginia’s Voice – Final Report/May 2019*, which was the result of a statewide process to capture public input to help inform the special legislative session with regard to education reform.

He also reported Frankfort High School had received the Jennings Randolph Award, presented today by Secretary of State Mac Warner. This recognizes 100 percent of the senior class registered to vote.

**B. Presentation:**1. Future Leaders Program

SFC Jeffrey Hoban and Loretta Mick, Principal – Mineral County Technical Center, presented additional information regarding the Future Leaders Program.

**C. Board Comments:**

Mr. Puffinburger reported on the regional meeting he had attended recently, stating it was very informative.

Ms. Baniak commended the students that were Golden Horseshoe Winners. She also stated 88% of those polled did not support charter schools, and she hopes the legislature is listening.

Ms. Courrier thanked those responsible for the Teacher of the Year and Service Personnel of the Year reception.

**PUBLIC COMMENTS****A. Agenda Items – none****B. Non-Agenda Items**

1. Lantz Evans voiced his opinion regarding the use of propane buses.
2. Connie Sutton, Director of Mineral County Libraries, thanked the Board for their support and reported on the upcoming summer reading programs.

**APPROVAL OF MINUTES**

The motion of Mr. Puffinburger and second of Mr. Woy passed unanimously **to approve the minutes of the statutory meeting held on April 16 2019; the regular meeting held on April 16, 2019; the special meeting held on April 24, 2019; and the special meeting held on April 30, 2019, as presented.**

**DISCUSSION:**

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**1. PERSONNEL:****A. Aaron Hendrickson, Attendance Director, Homebound Instruction**

Mr. Hendrickson discussed his desire to see an increase in pay for homebound instructors from \$20/hour to \$25/hour, in the hopes of attracting more teachers to serve in that capacity.

**2. FINANCE/BUDGET:****A. Treasurer's Report for the Month Ended April 30, 2019****B. Treasurer's Statement of Investments Outstanding as of April 30, 2019**

Mrs. Martin reviewed the Treasurer's Report for the month ended April 30, 2019, and the Treasurer's Statement of Investments Outstanding as of April 30, 2019. (See attached.)

**C. Budget Progress**

Mrs. Martin reviewed her progress in preparation of the FY20 budget.

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Approval of Memorandum of Agreement for Establishment of Future Leaders Program**

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

**to approve the Memorandum of Agreement by and between the Mineral County Board of Education and West Virginia Military Authority for establishment of a West Virginia National Future Leaders Program, as presented.** (See attached.)

**2. PERSONNEL:****A. Placements/Transfers – Service Personnel**

No recommendations were made for personnel items A1 – A2.

1. Itinerant Classroom Aide/Paraprofessional/Educational Sign Language Interpreter, Wiley Ford Primary School
2. Chief Mechanic, Bus Garage, 240 days

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

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

3. Cindy Fleek, **placement**, Cook II, half-day, Long Term Substitute, Keyser Middle School, effective May 9, 2019, for the duration of a leave of absence of a regular employee

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

No recommendations were made for personnel items B1 – B2.

1. Special Education Teacher, Fountain Primary School and Keyser Primary School
2. Teacher, Grade 3 Teacher, New Creek Primary School

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

**to approve the following professional personnel transfer, as presented:**

3. Robin Swandol, **transfer from**, Teacher, Pre-Kindergarten, Wiley Ford Primary School **to** Teacher, Grade 2, Wiley Ford Primary School – **Advertise Position**

No recommendations were made for personnel items B4 – B11.

4. School Counselor, Wiley Ford Primary, Fort Ashby Primary, and Frankfort Intermediate Schools, 210 days
5. Science Teacher, Keyser Middle School
6. English and Social Studies Teacher, half-day, Frankfort Middle School
7. Special Education Teacher, Frankfort High School
8. Mathematics Teacher, Keyser High School
9. Itinerant Physical Therapist, half-day, Student Services
10. School Psychologist, Student Services
11. Itinerant Speech Pathologists/Speech Assistants, Student Services

**C. Placements/Transfers – Service Personnel, effective August 19, 2019, unless otherwise noted**

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

**to approve the following service personnel transfer, effective August 19, 2019, as presented:**

1. Stephanie Watts, **transfer from** Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort Middle School **to** Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher—Pre - Kindergarten, Fountain Primary School, pending receipt of Early Childhood Classroom Assistant Teacher authorization – **Advertise Position**

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

**to approve the following service personnel placement, effective August 12, 2019, as presented:**

2. Amanda Harvey, **placement**, Secretary II/Accountant II, Fountain Primary School, 210 days, effective August 12, 2019

No recommendation was made for Personnel Item C3.

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

**D. 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

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

1. Eric Dodson, Summer Credit Recovery Teacher, Frankfort High School, effective Summer 2019
2. Doug Clark, Summer Credit Recovery Teacher, Keyser High School, effective Summer 2019

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

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

**to approve the following coaching placement, as presented:**

1. Sue Ann Shipley, Cheer Assistant Coach, Frankfort High School, effective with the 2019-2020 season of sport and pending completion of employment requirements

**F. Placements in Substitute Vacancies as Previously Approved and Advertised**

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

**to approve the following substitute placement, as presented:**

1. James McGregor, Substitute School Bus Operator

**3. FINANCE/BUDGET:**

**A. Approve Student Accident Insurance (The Young Group Inc.) for 2019-2020 School Year**

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

**to approve the purchase of student accident insurance for the 2019-2020 school year in the amount of \$12,317.25 from The Young Group, Inc., as presented.**

**B. Approve Invoices for April 30, 2019, in the Amount of \$1,606,402.93, for Checks 131235 – 131771**

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

**to approve invoices for April 30, 2019, in the amount of \$1,606,402.93, for checks 131235 – 131771, as presented. (See attached.)**

**C. Approve Invoices Paid with the P-CARD for April 2019, in the Amount of \$166,679.79, ACH Payment – Checks 145-174 (check numbers for tracking purposes only)**

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

**to approve invoices paid with the P-card for April 2019, in the amount of \$166,679.79 ACH payment – checks 145 – 174, as presented. (See attached.)**

**D. Approve Budget Revision Number TWELVE for Fiscal 2019, for Budget Supplements in the Amount of \$6,616,588.87**

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

**to approve budget revision number 12 (twelve) for fiscal 2019, for budget supplements in the amount of \$6,616,588.87, as presented. (See attached.)**

## **CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Denne 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. Hello Early Literacy Conference, Raleigh, NC, June 6-8, 2019
  - a. Kelly Mauzy
  - b. Dana Ferguson  
(Funding: School PD funds, Title I Funds-\$1,165)

B. Articles of Agreement for Placement of Pre-service and/or Student Teachers – West Virginia University

**2. PERSONNEL:**

A. Extracurricular Assignment Agreement

1. Cheri Alt, 2019 Art Show, Keyser High School, May 13, 2019
2. Susan Sekella, 2019 Art Show, Keyser High School, May 13, 2019
3. Mary Slider, 2019 Art Show, Keyser High School, May 13, 2019
4. Gregory Broadwater, 2019 Art Show, Keyser High School, May 13, 2019

B. Student Chaperones

1. Brenton Ebert, WVU Career Development Events, Morgantown, WV, June 4-5, 2019
2. Carrie Rotruck, Young Writers' Celebration, Charleston, WV, May 9-10, 2019
3. Brianna Teets, International Science Fair, Phoenix, AZ, May 12-17, 2019
4. Carol Webb, WVU Career Development Events, Morgantown, WV, June 4-5, 2019
5. Carol Webb, Livestock Judging Clinic, Virginia Tech Blacksburg, VA, July 14-17, 2019
6. Carol Webb, State FFA Convention, Ripley, WV, July 10-13, 2019

C. Placements/Transfers – Service Personnel

1. Krista Manna, **transfer from** Custodian II, Frankfort Middle School **to** Custodian III, Long-term Substitute, Fort Ashby Primary School, for the duration of a leave of absence of a regular employee, effective May 9, 2019
2. Joseph Alkire, Jr., **placement**, Custodian III – Split Shift, Frankfort Intermediate School, 235 days (37 days for the 2018-2019 employment term), effective May 9, 2019
3. Kenneth Urice, **placement**, Custodian III, Keyser Middle School and Mineral County Alternative Program, 235 days (37 days for the 2018-2019 employment term), effective May 9, 2019

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

1. Christopher Halbritter, **transfer from** Teacher, Resource, Fort Ashby Primary and Frankfort Intermediate Schools **to** Teacher, Health/Physical Education, Wiley Ford Primary, Fort Ashby Primary, and Frankfort Intermediate Schools **–Advertise Position**
2. Charles Shockney, **rescind non-renewal and assign**, School Instructional Specialist, Frankfort Intermediate School, on a second year contract
3. Carli Johnson, **transfer from** Teacher, Grade 1/2, Keyser Primary School, **to** Teacher, Grade 2, Keyser Primary School **–Advertise Position**
4. Adrienne Minard, **transfer from** Teacher, Grade 1, Keyser Primary School **to** Teacher, Grade 2, Keyser Primary School **–Advertise Position**
5. Janel Thomas, **transfer from** Teacher, Special Education, Burlington Primary School **to** School Instructional Specialist, Keyser Primary School **–Advertise Position**
6. Sherry Jenkins, **placement**, School Instructional Specialist, Fountain Primary School
7. Laura Pritts, Itinerant Speech Language Pathologist, Student Services
8. Hilary Roadman, Itinerant Speech Language Pathologist, Student Services
9. Sarah Maybury, Teacher, Grade 3, Keyser Primary School

- E. Placements/Transfers – Service Personnel, effective with the 2019-2020 Employment Term
1. Brian Phillips, **placement**, School Bus Operator, Bus Garage, 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, Route 50
  2. Gary Bradshaw, **transfer from** School Bus Operator, Bus Garage **to** School Bus Operator, Bus Garage, serving Frankfort district students attending Wiley Ford Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools covering but not limited to Scenic Lane, Lakewood, Rt. 28  
**-Advertise Position**
- F. Placements – Extracurricular Professional Personnel
1. Samantha Leput, Summer Credit Recovery Teacher, Frankfort Middle School, effective Summer 2019 pending enrollment
  2. Diana Sutherland, Summer Credit Recovery Teacher, Mineral County Alternative Program, effective Summer 2019, pending enrollment
  3. Tina Chantal Cook, Summer Credit Recovery Teacher, Keyser Middle School, effective Summer 2019, pending enrollment
- G. Placement – Extracurricular Service Personnel
1. Dawn Mitchell, Mid-Day Bus Run, A.M. Technical Run and/or P.M. Technical Run, effective with the 2019-2020 employment term **-Hold Advertisement**
- H. Placements – Extracurricular Coaching
1. Pamela Brinkman, Volleyball Assistant Coach, Keyser High School, effective with the 2019-2020 season of sport **-Advertise Volleyball Auxiliary Coach**
  2. Grant Clayton Sr., Girls' Basketball Auxiliary Coach, Frankfort High School, effective with the 2019-2020 season of sport and pending completion of employment requirements
- I. Resignation – Professional Personnel
1. Carrie Garey, Teacher, Grade 2, and Building Designee, Wiley Ford Primary School, effective at the end of the 2018-2019 employment term  
**-Advertise Positions** (*The teaching position was advertised from April 18 – April 26, 2019.*)
- J. Resignations – Extracurricular Coaching
1. Carter Houdersheldt, Co-Auxiliary Football Coach and Auxiliary Basketball Coach, Frankfort High School, effective April 11, 2019 **-Advertise Positions**
  2. Stephanie Stephen, Assistant Cheer Coach, Keyser High School, effective April 23, 2019  
**-Advertise Position**



K. Removal of Name – Substitute Service Personnel

1. David Kessel, Substitute Custodian, effective April 29, 2019

L. Renewal of First Year Contracts for the 2019-2020 employment term

1. Andrew Cosner, School Bus Operator, Bus Garage
2. Monica Gray, Secretary/Accountant, Keyser Middle School

M. Approval of Substitute Service Personnel beginning with the 2019-2020 employment term

1. Deborah Evans, Substitute Aide
2. Garland Terrell, Substitute School Bus Operator

N. Approval of Substitute Teachers with the 2019-2020 employment term

1. Darwin Gough
2. Marcia Hinkle
3. William Johnson
4. Elizabeth Knotts
5. Kimberly McGregor
6. Joann Moffett
7. Christopher Zembower

O. Supervisory Aide Agreement

1. Winifred Weber, Keyser Primary School

P. Volunteers

1. Burlington Primary School
  - a. Anna Cook
  - b. Katie Cook
  - c. Rodney Mason
  - d. Amanda Merritt
  - e. Timothy Merritt
  - f. Matthew Ravenscroft
  - g. Lucinda Veach
2. Fountain Primary School
  - a. Michael Duckworth
  - b. Jeanna Ottaver

3. Frankfort Middle School

- a. Stephanie Brinker
- b. Courtney Haggerty
- c. Donnie Kessel
- d. Amy Lease
- e. Chris Lepley
- f. Patricia Parsons
- g. Susan Salonish
- h. Mary Saville
- i. David Williams

4. Keyser Middle School

- a. Stephanie Davis
- b. Alicia Harr
- c. Holly Redman
- d. Walter Ward Jr.

5. Keyser Primary School

- a. Olivia Courtney
- b. Melvin Delawder
- c. Susan Delawder
- d. Jordan Lewis
- e. Daniel Ruckman
- f. Katelynn Ruckman

6. New Creek Primary School

- a. Diane Frush
- b. Wayne Mayhew Jr.

**3. MISCELLANEOUS:**

A. Leave of Absence Updates/Extensions to Existing Requests\*

- 1. Christopher Clayton, Keyser Middle School, extended through April 25, 2019
- 2. Kelly Defibaugh, Keyser Primary School, extended through end of 18-19 employment term
- 3. Melissa Jessen, Wiley Ford Primary School, extended through end of 18-19 employment term

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

**DISCUSSION:**

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**1. PERSONNEL:**

**A. Superintendent Search**

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously **to enter executive session at 7:32 p.m. pursuant to WV Code 6-9A-4(2A) for updates, related considerations and discussion regarding the superintendent search for a term to commence on July 1, 2019.**

The Board returned to open session at 8:25 p.m.

Date and Time of Next Meeting: Wednesday, May 15, 2019, at 4:00 p.m. (Special Meeting)

**ADJOURNMENT.**

The President adjourned the meeting at 8:26 p.m.

05-21-2019  
DATE APPROVED

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PRESIDENT

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SECRETARY