

**REGULAR MEETING #32**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, May 21, 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: Dwight Williams, Assistant Superintendent  
Rhonda Martin, CSBO/Treasurer  
Kenneth Baker, Director of Support Services  
Barbara Kesner, Director of Curriculum and Instruction – Elementary  
Denise Bruno, Executive Secretary

Other: Jeff Smith, Liz Beavers, Mona Ridder

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

**APPROVAL OF THE AGENDA**

The Assistant Superintendent noted the following change to the agenda:

- Energy Express presentation moved to a future meeting
- Consent Agenda, Personnel Item C1 (Placement/Transfer – Service Personnel) “second year contract” changed to “first year contract”

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

**COMMUNICATION – Superintendent/Board**

**A. Board Comments:**

Mr. Denne commented on the recent FFA banquet he had attended. The Mineral County FFA Chapter is the largest in the state with 261 members. He commended the instructors for their wonderful job in celebrating these students.

Ms. Baniak congratulated both middle schools for their recent drama productions, stating they were both very successful. She also thanked the Community Forum members for their assistance with the Superintendent Search, as well as those who completed the on-line survey.

**PUBLIC COMMENTS**

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

**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 May 7, 2019; and of the special meeting held on May 15, 2019, as presented.**

**DISCUSSION:**

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**1. FINANCE/BUDGET:****A. Budget Progress**

Mrs. Martin provided the Board information with regard to the status of the preparation of the budget.

**B. Addendum to Treasurer's Report for the Month Ended April 30, 2019**

Mrs. Martin provided a copy of an addendum to the Treasurer's Report for the month ended April 30, 2019. (See attached.)

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PERSONNEL:****A. Placements/Transfers – Service Personnel, for the 2018-2019 employment term**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously

**to approve the following service personnel transfer for the 2018-2019 employment term, as presented:**

1. Brian Alt, **transfer from** Mechanic, Bus Garage, 235 days **to** Chief Mechanic, Bus Garage, 240 days, effective May 23, 2019 – **Advertise Position**

**B. Placements/Transfers – Professional Personnel, effective with the 2019-2020 employment term**

No recommendations were made for personnel items B1 – B3.

1. Teacher, Special Education, Burlington Primary School

2. Teacher, Resource, Fort Ashby Primary School and Frankfort Intermediate School
3. Teacher, Special Education, Fountain Primary School and Keyser Primary School

As recommended by the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously

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

4. Myriah Miller, **placement**, Teacher, Grade 3, Fountain Primary School, effective with the 2019-2020 employment term

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

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

5. Hannah Wingler, **transfer from** School Instructional Specialist, Keyser Primary School **to** Teacher, Grade 1, Keyser Primary School, effective with the 2019-2020 employment term  
– **Advertise Position**

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

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

6. Lisa Rotruck **transfer from** Teacher, Special Education, Keyser Primary School **to** Teacher, Grade 1/2 Split, Keyser Primary School, effective with the 2019-2020 employment term  
– **Advertise Position**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously

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

7. Lisa Gilpin, **transfer from** Teacher, Preschool Special Needs, Wiley Ford Primary School **to** Teacher, Pre-kindergarten, Wiley Ford Primary School, effective with the 2019-2020 employment term  
– **Advertise Position**

No recommendations were made for personnel items B8 – B16.

8. Teacher, Science, Keyser Middle School
9. Teacher, English/Language Arts and Social Studies, half-day, Frankfort Middle School
10. Teacher, Special Education, Frankfort High School
11. Teacher, Mathematics, Keyser High School
12. Itinerant Certified Occupational Therapist Assistant, Student Services
13. Itinerant Physical Therapist, half-day, Student Services
14. School Psychologist, Student Services
15. Itinerant Speech Pathologist/Speech Assistant, Student Services
16. Itinerant Speech Pathologist/Speech Assistant, Student Services

**C. Placements/Transfers – Service Personnel, effective with the 2019-2020 employment term**

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

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

1. Joseph Alkire, Jr. **transfer from** Custodian III, split-shift, Frankfort Intermediate School, 235 days **to** School Bus Operator, Bus Garage/Transportation, serving Frankfort district students attending Wiley Ford Primary, Frankfort Middle, Frankfort High, Frankfort Intermediate, and Fort Ashby Primary Schools, covering but not limited to Carpendale, Ridgeley, and Rt. 28, 200 days  
**-Advertise Position**

No recommendation was made for personnel item C2.

2. Itinerant Classroom Aide/Paraprofessional/Education Sign Language Interpreter, Wiley Ford Primary School

**D. Placements – Extracurricular Professional, as Previously Approved and Advertised**

No recommendations were made for personnel item D.

**E. Placements – Extracurricular Coaching, as Previously Approved and Advertised**

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Woy passed unanimously

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

1. Sarah Morgart, Cheer Assistant Coach, Keyser High School, effective with the 2019-2020 season of sport

**F. Placements - Substitutes, as Previously Approved and Advertised**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously

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

1. Jeffrey Wolford, Substitute Mechanic

**G. Request to Post Position**

As recommended by the Superintendent, the motion of Mr. Woy and second of Mr. Denne passed unanimously

**to approve the request to post a position, as presented:**

1. Coordinator of School Safety, half-day, 210 days (Funding Source: Title IV Federal Programs) (See attached.)

**2. FINANCE/BUDGET:****A. Approve Budget Revision Number THIRTEEN for Fiscal 2019, for Budget Supplements in the Amount of \$140,089.00**

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

**to approve budget revision number thirteen (13) for Fiscal 2019, for budget supplements in the amount of \$140,089.00, as presented.** (See attached.)

**3. MISCELLANEOUS:****A. Approval of Mineral County PreK Head Start Policy Council Minutes and Financial Reports**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously

**to approve the minutes and financial reports of the April 29, 2019, meeting of the Mineral County PreK Head Start Policy Council, as presented.**

**CONSENT AGENDA**

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As recommended by 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. West Virginia University, Student Job Shadowing**

1. Chloe A. Hibbs, Occupational Therapy Job Shadowing with Catherine Savage, Occupational Therapist, Student Services

**2. PERSONNEL:****A. Approval of Goals and Objectives for School Service Personnel Staff Development for the 2019-2020 Employment Term** (See attached.)**B. Placements/Transfers – Professional Personnel, effective with the 2019-2020 employment term**

1. Blake Mangold, **placement**, School Counselor, Wiley Ford Primary School, Fort Ashby Primary School, Mineral County Alternative Program, 210 days, pending West Virginia School Counselor certification
2. Jessica Harshberger, **transfer from** School Readiness Specialist, Keyser Middle School **to** Teacher, Grade 3, New Creek Primary School **-Advertise Position**

C. Placement/Transfer – Service Personnel

1. Megan Jackson, **rescind non-renewal of contract** and **place**, Itinerant Classroom Aide – Special Education, Frankfort Middle School, on a first year contract, effective August 19, 2019

D. Placements – Extracurricular Professional Personnel

1. Stacey McKenzie, Building Designee, Wiley Ford Primary School, effective with the 2019-2020 employment term

E. Placements – Substitute Teachers

1. Shania Isenberg, Substitute Teacher, Countywide, effective May 22, 2019, on a student teacher permit
2. Paul Ackerman, Substitute Teacher, Countywide, effective with the 2019-2020 employment term

F. Placement – Substitute Service Personnel, effective with the 2019-2020 employment term

1. Leslie Moreland, Cook, Countywide

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

1. Joseph N. Alkire, Jr. Custodian III, split-shift, Frankfort Intermediate School, 235 days
2. Kenneth Urice, Custodian III, Keyser Middle School and Mineral County Alternative Program, 235 days

H. Employment Agreements – Band Staff, Frankfort High School, effective Summer 2019 and 2019-2020 Band Season (Funding Source: County)

1. Elizabeth Malone, Assistant Director, \$2000
2. Micah Buser, Instructor, \$600
3. Mark Gauthier, Instructor, \$600
4. Alexander Hall, Instructor, \$800
5. Zachary Helminiak, Instructor, \$600
6. Shania Isenberg, Instructor, \$800
7. Andrew Knotts, Instructor, \$600
8. Jordyn Rowland, Instructor, \$600
9. Sara Ruff, Instructor, \$600
10. Cameron Spence, Instructor, \$1000

I. Effective Start Date Determined

1. Mary Conlon, Teacher, Art, Keyser High School, effective start date May, 28, 2019, 200 days

J. Mutual Consent to Change Assignment

1. Quintin McRobie, agrees to change his work schedule as a Mechanic at the School Bus Garage from 9:00 a.m. through 5:00 p.m. to 6:30 a.m. through 2:30 p.m., effective July 1, 2019

K. Resignation – Professional Personnel

1. Martha Wyer, Teacher, Grade 3, Fountain Primary School, effective end of day May 1, 2019  
**-This position was advertised May 8, 2019 through May 14, 2019**

L. Resignation – Extracurricular Professional Personnel

1. Lorie Rummer, Building Designee, Frankfort Intermediate School, effective at the end of the 2018-2019 employment term.

M. Resignation – Extracurricular Coaching

1. Tracey Irving, Volleyball Assistant Coach, Frankfort High School, effective May 3, 2019  
**-This position was advertised May 8, 2019 through May 14, 2019**
2. Jermaine Turner, Football Auxiliary Coach, Keyser High School, effective May 3, 2019  
**-This position was advertised May 8, 2019 through May 14, 2019**

N. Rescind Placements – Extracurricular Coaching

1. Steven Amoroso, Girls' Basketball Co-Auxiliary Coach, Keyser High School, effective immediately, failure to complete employment requirements  
**-Advertise Position**
2. Colton Jones, Softball Auxiliary Coach, Keyser High School, effective immediately, failure to complete certification for a coaching authorization  
**-Advertise Position**
3. Laura Kenney, Softball Auxiliary Coach, Frankfort High School, effective immediately, failure to complete employment requirements  
**-Advertise Position**

O. Request to Post Positions

1. System-wide Mentor Teachers (Funding Source: State, Step 7D)
2. Energy Express School Bus Operators, Bus Garage/Transportation, 4 positions, Summer 2019 (Funding Source: Energy Express, Title I)
3. Extended School Year School Bus Operator, Bus Garage/Transportation, Summer 2019 (Funding Source: Special Education)
4. Extended School Year Itinerant Classroom Aide/Paraprofessional – Transportation, Special Education, Bus Garage/Transportation, Summer 2019 (Funding Source: Special Education)
5. Summer General Maintenance/Groundsman, Bus Garage/Maintenance, 2 positions, 2019 Mowing Season (Funding Source: County)
6. Handy Man, Bus Garage/Maintenance, Summer 2019 (Funding Source: County)
7. Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School, due to an employee's decline to return to the position.

P. Volunteers

1. Fort Ashby Primary School
  - a. Sarah Iser
  - b. Erica Miller
2. Frankfort High School
  - a. Dianna Russell
3. Frankfort Middle School
  - a. Natalie Beasom
  - b. Christa Crawford
  - c. Trudy Hayes
  - d. Melanie Hesse
  - e. Tarrah Maistros
  - f. Michael Mandell
  - g. Shawn McClung
  - h. Nathaniel Wagoner
4. Keyser High School
  - a. Barbara Henderson, non-coaching, Boys' Cross Country
5. Keyser Middle School
  - a. Kerry Reed
  - b. Walter Ward, Jr.
6. Keyser Primary School
  - a. Jennifer Bruno
  - b. Jose Rivera-Perez
  - c. Sandra Rivera
7. Mineral County Technical Center
  - a. Derek Alt

3. MISCELLANEOUS:A. Leave of Absence Requests\*

1. Ashlee Brian, Wiley Ford Primary School, effective May 3, 2019, through end of 18-19 employment term
2. Jenifer Hay, Wiley Ford Primary School, effective May 8, 2019, 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 Mr. Denne passed unanimously to enter Executive Session at 7:16 p.m. pursuant to WV Code 6-9A-4 (3) to conduct the following student disciplinary hearings.

A. Student Disciplinary Case #19-14

B. Student Disciplinary Case #19-15

The Board returned to open session at 8:40 p.m.

**DISCUSSION:**

A. Superintendent Search

*Mr. Woy recused himself due to a conflict of interest and left the room.*

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously 4-0 to enter Executive Session at 8:41 p.m. pursuant to WV Code §6-9A-4 (2A) for updates/discussion of the Superintendent of Schools Search for a term to commence on July 1, 2019.

The Board returned to open session at 10:15 p.m.

Date and Time of Next Meeting: May 23, 2019 6:00 p.m. Special Meeting  
May 29, 2019 6:00 p.m. Special Meeting

**ADJOURNMENT.**

The President adjourned the meeting at 10:16 p.m.

06-04-2019  
DATE APPROVED

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PRESIDENT

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SECRETARY