

REGULAR MEETING #33

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

Board Members:	Kevin D. Watson, President	(06-30-2018)
	Lara L. Courier, Vice-President	(06-30-2018)
	Thomas C. Denne	(06-30-2020)
	William B. Ludwick II	(06-30-2018)
	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
- Susan Ray, Director of Curriculum and Instruction – Elementary
- Denise Bruno, Executive Secretary

Other: Connie Sutton, Kim Speir, Shannon Fink, Roy Boyle, Barb Kesner, Sarah Reichart-Price, Lantz Evans, Mona Ridder, Liz Beavers

Pledge of Allegiance – led by Connie Sutton

APPROVAL OF THE AGENDA

The Superintendent noted a spelling correction on Other Action, Personnel Item A5.

The motion of Mrs. Courier and second of passed unanimously **to approve the agenda as presented.**

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent gave an update regarding House Bill 2711, with regard to redistricting areas served by RESA.

B. Board Comments:

Mrs. Courier, along with the other Board members, commented on the graduation ceremonies, stating they went well, and commended the principals and their staff.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items

Connie Sutton, Director of Mineral County Libraries, thanked the Board for their increased support and distributed a flyer of events scheduled at the library this summer.

APPROVAL OF MINUTES

The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to approve the minutes of the regular meeting held on May 16, 2017, the special meeting held on May 17, 2017, and the special meeting held on May 30, 2017, as presented.**

DISCUSSION

1. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended May 31, 2017****B. Treasurer's Statement of Investments Outstanding as of May 31, 2017**

Mrs. Martin reviewed the Treasurer's Report for the month ended May 31, 2017, and the Treasurer's Statement of Investments Outstanding as of May 31, 2017. (See attached.)

C. Review the Fiscal 2016 Annual Audit Report and Letter from the WV Department of Education

Mrs. Martin reviewed the FY2016 Annual Audit Report and letter from the WV Department of Education.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Rescind Personnel Actions and Approve Assignments/Reassignments, effective with the 2017-2018 employment term**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed unanimously **to approve rescission of personnel actions and approve assignments/reassignments, effective with the 2017-2018 employment term, as follows:**

1. Rescind the non-renewal of Renee Gordon and assign her to Teacher, Grade 5, Keyser Middle School, on a continuing contract
2. Rescind the transfer of Judy O'Hara and assign her to Teacher, Grade 5, Frankfort Middle School

3. Rescind the transfer of Michelle McRae and assign her to Reading Literacy Specialist, Keyser Primary School
4. Rescind the transfer of Robin Fox and assign her to Teacher, Kindergarten, New Creek Primary School
5. Rescind the transfer of Sarah Reichert-Price and assign her to Teacher, Grade 3, New Creek Primary School
6. Rescind the transfer of Amber Lopez and assign her to Teacher, Grade 3/4, Keyser Primary School

B. Retirement – Professional Staff

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

to approve the following professional personnel retirement, as presented:

1. Deborah Amtower, Mental Health/Disabilities Transitions/Education Specialist/Preschool Special Needs Teacher, Keyser Primary School, effective June 30, 2017
-Advertise Position

The superintendent wishes to thank Ms. Amtower for her 21 years of service to Mineral County Schools.

C. Transfer – Administrative Personnel, effective with the 2017-2018 employment term

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

to approve the following administrative personnel transfer, effective with the 2017-2018 employment term, as presented:

1. Julie McBee, **transfer from** Principal, Keyser Middle School **to** Principal, Frankfort Middle School, 235 days – **Advertise Position**

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

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

to approve the following professional personnel placement, effective with the 2017-2018 employment term, as presented:

1. Brandy Crites, **placement**, School Instructional Specialist, Fountain Primary School
– **Advertise Position – School Instructional Specialist, Frankfort Intermediate, half-day**

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

to approve the following professional personnel placement, effective with the 2017-2018 employment term, as presented:

2. Laura Umstot, **placement**, Teacher, Kindergarten, Fort Ashby Primary School, on a second-year contract. This placement will rescind her non-renewal
– **Grade 4, Burlington Primary School is being advertised June 5 – 12, 2017**

No recommendations were made for personnel items D3 – D8.

3. Teacher, Grade 1, Fort Ashby Primary School
4. Teacher, Itinerant Special Education and Gifted, Frankfort District
5. Teacher, Special Education, Frankfort Middle School
6. Teacher, Science, Keyser Middle School
7. Teacher, Special Education, Keyser Middle School
8. Teacher, English/Language Arts and Social Studies, Keyser Middle School

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

to approve the following professional personnel placement, effective with the 2017-2018 employment term, as presented:

9. Jamie Hall, **placement**, Teacher, Special Education, Keyser Primary School, on a permit for Pre-school Special Needs

No recommendation was made for personnel item D10.

10. Teacher, Kindergarten, Wiley Ford Primary School

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placements, as presented:

1. Summer School Bus Operators
 - a. Cliff Biser
 - b. Donna Borho
 - c. Nathan Pancake

F. Placements in Coaching Vacancies as Previously Approved and Advertised, effective Season of Sport and pending completion of application requirements

No recommendations were made for personnel item F.

G. Request for Extension of Leave of Absence

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

to approve the following request for extension of leave of absence, as presented:

1. Brittnee M. Henry, Secretary/Accountant – Frankfort Intermediate School, effective with the beginning of the 17-18 employment term, through February 28, 2018

H. Leave of Absence Request

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

to approve the following leave of absence request, as presented:

1. Kara E. Lyons, Teacher – Keyser Middle School, effective August 21 – September 22, 2017

2. FINANCE/BUDGET:**A. Approve Extension of Bread Bid – 2017-2018 School Year**

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

to approve extension of the Bread Bid for the 2017-2018 school year, as presented. (See attached.)

B. Approve Extension of Milk Contract – 2017-2018 School Year

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

to approve extension of the Milk Contract for the 2017- 2018 school year, as presented. (See attached.)

C. Approve Extension of US Foods Contract – 2017-2018 School Year – ITEM

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

to approve extension of the US Foods Contract for the 2017-2018 school year, as presented. (See attached.)

D. Renewal of Pre-K/Head Start Collaborative Agreements

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

to approve renewal of the following Pre-K/Head Start Collaborative Agreements:

1. Small World
2. Kinder Center
3. Keyser Wee Care Day Care
4. Catamount

E. Approve Invoices for May 2017, in the Amount of \$1,532,641.13, for Checks 121271 – 121839

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

to approve invoices for May 2017, in the amount of \$1,532,641.13, for checks 121271 – 121839, as presented. (See attached.)

3. PROPERTY:

Mrs. Courier recused herself from the following item due to being on the Apple Alley Players Board and left the room.

A. Request Item to be Declared Surplus Property and Donated to Apple Alley Players

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed 4-0

to approve the following item as surplus property to be donated to Apple Alley Players, unless Frankfort High School needs the spotlight:

1. Spotlight (KHS)

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

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

to approve

1. Student Transfer Case 18-12 from Hampshire County to Mineral County Schools, effective with the 17-18 school year, pending enrollment/space available and release from Hampshire County Schools

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:**A. State Board of Risk Insurance Business**

1. Valley Medical, 533 New Creek Highway, Keyser, WV, 26726

B. Request for Attendance/Participation in Meetings and/or Conferences

1. 31st Annual HSTW Staff Development Conference, Nashville, TN, July 11-15, 2017
 - a. Susan Hamilton, Keyser High School (Funding: Title II)
2. School Nutrition Association Meeting, Atlanta, GA, July 9 – 12, 2017
 - a. Rebecca Schneider, Child Nutrition Director (Funding: Office of Child Nutrition Grant)

2. PERSONNEL:

A. Placement – Service Personnel

1. Shawn Luther, **placement**, Custodian III, Frankfort Intermediate School, 235 days, effective with the 2017-2018 employment term

B. Extracurricular Assignment Agreement

1. Georganna Mansfield, MCTC, 2016-17 DECA Advisor

C. Student Chaperones

1. Julie Sions, Livestock Camp, OK, June 11-15, 2017

D. Employment Agreements – Band Staff, effective Summer 2017 and for the 2017-2018 employment term

1. Frankfort High School
 - a. Elizabeth Malone, Co-Assistant Director/Color Guard (\$2,000)
 - b. John Taylor, Color Guard (\$1,000)
 - c. Mark Gauthier, Percussion (\$2,000)
 - d. Cameron Spence, Percussion (\$800)
 - e. Alexander Hall, Instructor (\$600)
 - f. Zachary Helminiak, Instructor (\$600), pending completion of all employment requirements
 - g. Shania Isenberg, Instructor (\$600)

E. Resignation – Professional Personnel

1. Christen Smith, Teacher, Grade 2, Keyser Primary School, effective with the end of the 2016-2017 employment term **-Advertise Position**

F. Rescind Hiring – Professional Personnel

1. Candace Lawrence, Teacher, Mathematics, Frankfort High School, due to failure to sign contract **-Advertise Position**

G. Removal from Substitute Teacher List, effective immediately

1. Tiffany Carper, failure to renew certification
2. Amber Helmick, failure to renew certification
3. David R. Long, failure to renew certification
4. Adrienne Ognibene, failure to renew certification
5. Pamela Rose, failure to renew certification
6. Daniel Taylor, failure to renew certification
7. Aimee Merbach, failure to sign contract and complete employment process
8. Jessica Pilcher, failure to sign contract and complete employment process

OTHER ACTION: (continued)

2. PERSONNEL:**I. Ratification of Employee Suspension**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed unanimously
to approve the unpaid suspension of Keith Detrick, effective June 7, 2017, until the conclusion of or significant change in the investigation.

EXECUTIVE SESSION:

The motion of Mrs. Courier and second of Mr. Denne passed unanimously
to enter into Executive Session at 6:35 p.m., pursuant to WV Code §6-9A-4(2A), to consider personnel matters.

The Board returned to open session at 6:51 p.m.

Date and Time of Next Meeting: June 19, 2017, at 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 6:51 p.m.

06-26-2017
DATE APPROVED

PRESIDENT

SECRETARY