

**REGULAR MEETING #34**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, June 26, 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 *(via phone)* (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  
Kenneth Baker, Director of Support Services  
Susan Grady, Director of Human Resources  
Susan Ray, Director of Curriculum and Instruction – Elementary  
Denise Bruno, Executive Secretary

Other: Kim Speir, Wes Ours, Roger Braithwaite, Mona Ridder, Chris Warrick, Suzanne Warrick,  
Shawna McGuiness, Maverick Holmes, Roy Boyle, Robin McDowell, Jim Kaufman,  
Melanie Hesse, Liz Beavers

**Pledge of Allegiance** – led by Wes Ours

**APPROVAL OF THE AGENDA**

The following changes were made:

- Consent Agenda, Personnel Item Q3u – the words “non-coaching cheerleading” were added
- Discussion Agenda was moved to follow the Consent Agenda

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent reported on information he had received at the WVASA summer conference regarding RESA 7 and RESA 8 being joined as one quadrant in the state, with Doug Lambert being named as the chairperson.

**B. Presentation:**

1. Suzanne Warrick, Band Director – Keyser High School, presented a payment toward the new band uniforms and had students present in the new uniforms.
2. Michael Lewis, Principal – Keyser High School, reported on fundraising efforts this past year for the athletic complex.

**C. Board Comments:**

Mr. Woy reported on the legislative update conference he recently attended. He also voiced concerns with student records and asked that this item be placed for discussion at the next board meeting.

Mr. Denne mentioned he had visited the Energy Express Program at Keyser Primary School, stating they were off to a great start.

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

1. Barbara Kesner, Principal, and Connie Lyons, Secretary, at Keyser Primary School, spoke concerning the fencing around the school and the need for privacy inserts, requesting a line of credit for this project.
2. Wes Ours, a coach for Keyser Youth Football, spoke concerning students who had been expelled and his desire for them to be allowed to participate in the football program.

**APPROVAL OF MINUTES**

The motion of Mr. Denne and second of Mr. Woy passed unanimously  
**to approve the minutes of the regular meeting held on June 6, 2017, as presented.**

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Approval of School Meal Billing and Collection Policy**

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously  
**to approve the school meal billing and collection policy, as presented.** (See attached.)

**B. Approval of Continuation of Waiver for WVBE Policy #2510 for 2017-2018 School Year**

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously  
**to approve the continuation of the waiver for WVBE Policy #2510 for the 2017-2018, as presented.**  
(See attached.)

**2. PERSONNEL:****A. Retirements – Professional Personnel**

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

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

1. Theresa Easton, School Counselor, Frankfort Middle School, effective at the end of the 2016-2017 employment term – **Advertise Position**

The superintendent wishes to thank Ms. Easton for her 40 years of service to Mineral County Schools.

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

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

2. Judy O'Hara, Teacher, Reading Specialist, Keyser Primary School, effective June 30, 2017  
**-Hold Posting for Grade 5, Frankfort Middle School (assignment for 2017-2018 employment term)**

The superintendent wishes to thank Mrs. O'Hara for her 42 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, Keyser Middle School, 235 days

**C. 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

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

1. Kristy Reed, **placement**, Teacher, Grade 4, Burlington Primary School, on a second-year contract
2. Christopher Halbritter, **placement**, Teacher, Resource, Fort Ashby Primary and Frankfort Intermediate Schools
3. Amber Lopez, **transfer from**, Reading Specialist, half-day, Fort Ashby Primary School, **to** Teacher, Grade 1, Fort Ashby Primary School  
**-Hold Advertisement, Grade 3/4 split, Keyser Primary School (assignment for the 2017-2018 employment term)**

4. Emily Wildman, **placement**, Teacher, Itinerant Special Education and Gifted, Frankfort District, on an out-of-field authorization for Gifted.

No recommendation was made for personnel item C5.

5. Teacher, Mathematics, Frankfort High School

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

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

6. Clinton Larrick, **placement**, Teacher, Special Education, Frankfort Middle School
7. Aimee Cummings, **placement**, Teacher, English/Language Arts and Social Studies, Keyser Middle School, on an out-of-field authorization for Social Studies.
8. Jerika Murphy, **placement**, Teacher, Science, Keyser Middle School
9. Holly Itzo, **placement**, Teacher, Special Education, Keyser Middle School, on an out-of-field authorization for Autism

No recommendations were made for personnel items C10 – C11.

10. Education Specialist/Mental Health/Disabilities Transition/Preschool Special Needs Teacher, Keyser Primary School
11. Teacher, Kindergarten, Wiley Ford Primary School

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

*(Mr. Woy recused himself due to a family relationship and left the room.)*

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

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

1. Juli Ravenscroft, **transfer from** Teacher, Grades 1/2 Split, Keyser Primary School **to** Teacher, Grade 2, Keyser Primary School – **Advertise Position**

**E. Placements/Transfers – Service Personnel**

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

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

1. David Riggleman, **transfer from**, Mechanic, Bus Garage, 261 days, **to** School Bus Operator, Bus Garage/Transportation – **Advertise Position, 235 days**
2. Chad Smith, **placement**, Custodian III, Split Shift, Wiley Ford Primary School, 235 days, effective July 1, 2017, pending passage of the state-mandated test for the custodian classification

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

No recommendations were made for personnel item F.

**G. Placements in Coaching Vacancies as Previously Approved and Advertised, effective season of sport and pending completion of employment requirements**

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

**to approve the following coaching placements, effective for the season of sport and pending completion of employment requirements, as presented:**

1. Christopher Halbritter, Boys' Soccer Head Coach, Keyser High School
2. Tracy Irving, Volleyball Assistant Coach, Frankfort High School

**H. Placement in Coaching Vacancy as Previously Approved and Advertised, effective season of sport and pending completion of employment requirements**

*(Mr. Watson recused himself and left the room.)*

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

**to approve the following coaching placement, effective for the season of sport and pending completion of employment requirements, as presented:**

1. Kevin Watson, Football Interim Head Coach, Frankfort High School

**I. Inventory Supervisor, Truck Driver Position**

After discussion, no action was taken and this will be placed on the next agenda for further consideration.

**J. Extension of Contracted Services**

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

**to approve for the unused balance of the additional twenty (20) days approved on January 3, 2017, for Dianne Biser, Financial Services, to be extended into the 2017-2018 employment term, effective July 1, 2017**

**3. FINANCE/BUDGET:****A. Request for Extension of Line of Credit – New Creek Primary School**

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

**to approve an extension of a line of credit to New Creek Primary School.**

**B. Request for Extension of Line of Credit – Keyser High School Band Boosters**

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

**to approve an extension of a line of credit to Keyser High School Band Boosters.**

**C. Award Dumpster Service Bids – 2017-2018 School Year**

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

**to approve awarding dumpster service bids for the 2017-2018 school year, as presented. (See attached.)**

**D. Approve Keyser High School for the Community Eligibility Program (CEP) for 2017-2018 School Year**

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

**to approve Keyser High School for the Community Eligibility Program (CEP) effective with the 2017-2018 school year.**

**E. Approve Budget Revision Number Fourteen for Fiscal 2017, in the Amount of \$20,307.53**

With the recommendation of the Superintendent, the motion of – and second of – passed unanimously

**to approve budget revision number fourteen for Fiscal 2017, in the amount of \$20,307.53, as presented. (See attached.)**

**F. Approval of Budget Supplements/Transfers**

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

**to approve budget supplements and transfers that may be required prior to June 30, 2017 (Documents would be provided at first meeting in July)**

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

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously  
**to approve Mineral County PreK Head Start Policy Council minutes and financial reports from the June 5, 2017, meeting.**

**B. Student Transfer Requests**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Ludwick passed unanimously  
**to approve the following student transfer requests, as presented:**

1. Student Transfer Case 18-13 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2017-2018 school term, pending enrollment space and approval by Hampshire County Board of Education
2. Student Transfer Case 18-14 **from** Mineral County Schools **to** Hampshire County Schools, effective with the 2017-2018 school term, pending approval by Hampshire County Board of Education

**CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Woy passed 4-0-1 (Abstained – Mr. Denne)  
**to approve the following matters on the Consent Agenda, as presented:**

**1. PROGRAM PLANNING:****A. Student Intern, Frostburg State University**

1. Laila Nash, counseling intern with Shelby Hutcheson, Keyser Middle School, effective Fall Semester 2017

**2. PERSONNEL:****A. Leave of Absence Request**

1. JoLia N. Zimmerman, Teacher – Keyser Primary School, effective August 21 – October 13, 2017

**B. Extracurricular Assignment Agreement**

1. Vickie Saville, 2016-2017 KHS ACES Club Sponsor

C. Student Chaperones

1. Brenton Ebert, WV State FFA Convention, Ripley, WV, July 12-15, 2017
2. Carol Webb, WV State FFA Convention, Ripley, WV, July 12-15, 2017

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

1. Stacy Mielecki, **transfer from**, Teacher, Mathematics and Social Studies, Frankfort High School **to** Teacher, Special Education, Frankfort Middle School – **Advertise Position**

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

1. Carrie Garey, Building Designee, Wiley Ford Primary School
2. Lisa Hinton, Teacher, Special Education, Extended School Year, Summer 2017

F. Placements - Extracurricular Coaching, effective with the 2017-2018 season of sport

1. Tyler Bordick, Athletic Trainer, Frankfort High School, pending completion of employment requirements
2. Kevin Hansrote, Football Co-Auxiliary Coach, Frankfort High School, pending completion of employment requirements
3. Amanda Jewell, Interim Conditioning Coach, Frankfort High School
4. Justin Thomas, Football Auxiliary Coach, Frankfort High School, pending completion of employment requirements
5. Kara Breedlove, Volleyball Auxiliary Coach, Keyser High School
6. Robert DelSignore, Football Co-Assistant Coach, Keyser High School  
**-Advertise Football Auxiliary Coach**

G. Placement – Substitute Teacher

1. Eric Clark

H. Correction on Coaching Placement

1. Christopher Szafran, from Golf Assistant Coach at Keyser High School to Golf Auxiliary Coach at Keyser High School

I. Approval of Contracted Services (Funding Source: Special Education) (See attached.)J. Employment Agreements – Band Staff, Keyser High School, effective Summer 2017 and 2017-2018 Band Season

1. Chris Warrick, Drill Instructor (\$2,500)
2. Cole Capaldi, Percussion Instructor (\$1,200)
3. Katie Capaldi, Field Technician (\$1,000)



K. Resignation – Professional Personnel

1. Martha Root, Teacher, Science, Keyser Middle School, effective at the end of the 2016-2017 employment term – **Advertise Position**

L. Resignations – Extracurricular Professional Personnel

1. Theresa Easton, Team Leader, Safe Schools, Frankfort Middle School, effective at the end of the 2016-2017 employment term  
**-Advertise Position**
2. Eric Miller, Department Head, Mathematics, Keyser High School, effective June 9, 2017  
**-Advertise Position**
3. Martha Root, Team Leader, Science, Keyser Middle School, effective at the end of the 2016-2017 employment term  
**-Advertise Position**

M. Resignations – Extracurricular Coaching

1. Craig Scott, Football Interim Head Coach, Frankfort High School, effective June 1, 2017  
**-This position was posted June 5, 2017 through June 13, 2017**
2. Luke Denne, Boys' Basketball Assistant Coach, Keyser High School, effective June 18, 2017  
**-Advertise Position**
3. Eric Miller, Football Auxiliary Coach, Keyser High School, effective June 9, 2017  
**-Advertise Position**
4. Brianna Teets, Volleyball Assistant Coach, Keyser High School, effective June 9, 2017  
**-This position was posted June 5, 2017 through June 13, 2017**

N. Rescind Hiring – Service Personnel

1. Shawn Luther, Custodian, Frankfort Intermediate School, due to failure to sign contract based on his withdrawal from the position. Mr. Luther will be retained on the substitute custodian list  
**-Advertise Position**

O. Removal from Substitute List

1. Diana Harvey, Substitute Aide and Substitute Cook, effective June 8, 2017

P. Volunteer

1. Lindsay Greaser, Keyser Primary School, 2016-2017 school year

Q. Volunteers – Effective for the 2017-2018 School Year

1. Elk Garden Primary School
  - a. Angela Dixon
  
2. Frankfort High School
  - a. Kellie Abe, non-coaching Cheer
  - b. Tom Clark, band
  - c. Darla Cole, band
  - d. Ronald Conner, Jr., band
  - e. Carol Conner, band
  - f. Amie Dawson, band
  - g. John Kenney Jr., band
  - h. Kayla Loibel, non-coaching Cheer
  - i. Michelle Rawlings, band
  - j. Joseph Riley, non-coaching Basketball
  - k. John Ruff, band
  - l. Lori Ruff, band
  - m. Candy White, band
  - n. Jerry W. White II, band
  
3. Keyser High School
  - a. Julie Burns
  - b. Corey Carnell, band
  - c. Lora Carnell, band
  - d. Jessica Carr, band
  - e. Daniel Clayton, non-coaching Football
  - f. Danielle Cosenza, band
  - g. Amy DelSignore, band, non-coaching Track, Cross Country
  - h. John DelSignore, band, non-coaching Track, Cross Country
  - i. Carolyn Durst, band
  - j. Diann Fisher
  - k. Tabitha Francis
  - l. Stacey McClintock, band, non-coaching Track, Soccer
  - m. Eric Mills, band
  - n. Neenah Minhas, band
  - o. Zulfigar Minhas, band
  - p. Brigitte Minney, band
  - q. Bobbi Morgan, band
  - r. La'Ante Redman, non-coaching Soccer
  - s. Stacey Rhodes, band
  - t. Lyza Riggelman, non-coaching Sports
  - u. Kayla Simpson, non-coaching cheerleading

4. Keyser Middle School
  - a. Julie Burns
  - b. Diann Fisher
5. New Creek Primary School
  - a. Diann Fisher

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## DISCUSSION

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### 1. PERSONNEL:

#### A. Superintendent's Annual Evaluation

1. Meeting with Superintendent – Executive Session

The motion of Mr. Denne and second of Mr. Ludwick passed unanimously **to enter executive session at 7:10 p.m. pursuant to WV Code §6-9A-4(2A) to conduct the Superintendent's annual evaluation.**

*Mrs. Courier ended her phone connection and withdrew from the meeting.*

The Board returned to open session at 8:28 p.m.

2. General Statement to the Public – Board President

Mr. Watson stated the Superintendent met all the standards of the 15 required components, and met the standards of 65 of 67 optional categories and items.

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## DISCIPLINARY CASE:

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#### A. Student Disciplinary Case #17-27

The motion of Mr. Woy and second of Mr. Ludwick passed unanimously **to enter executive session at 8:32 p.m., pursuant to WV Code §6-9A-4(3) and (2A0), to consider a student disciplinary matter and personnel matters.**

The Board returned to open session at 8:59 p.m.

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously **to expel the student in student disciplinary case #17-27 for the first and second semester of the 2017-2018 school year.**

Date and Time of Next Meeting: July 10, 2017, at 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 9:01 p.m.

07-10-2017  
DATE APPROVED

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PRESIDENT

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SECRETARY