

STATUTORY/REGULAR MEETING #1

The Mineral County Board of Education met in statutory/regular session at 6:00 p.m., Monday, July 2, 2018, 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)
 Terry Puffinburger (06-30-2022)
 Robert E. Woy (06-30-2020)

Absent: Thomas C. Denne (06-30-2020)

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

Other: Shannon Fink, Mona Ridder, Damon Tillman, Liz Beavers

Pledge of Allegiance – led by Mrs. Grady

ORGANIZATION OF BOARD – WV Codes §18-5-1c and §18-5-4

On the first Monday of July, following the Primary Election, each board of education shall organize and elect, for a two-year term (July 1, 2018 – June 30, 2020), a president and vice-president from its own membership, set the day and time for the regular monthly meetings, and report same promptly to the state superintendent of schools.

A. Election/Oath of President – Mineral County Board of Education (July 1, 2018 – June 30, 2020)

The nomination by Mr. Woy of Mrs. Courier to serve as president of the Board for a two-year term, July 1, 2018 – June 30, 2020, passed unanimously.

Mrs. Bruno administered the Oath of Office to Lara Courier as President of the Mineral County Board of Education who will serve a two-year term (July 1, 2018 – June 30, 2020).

B. Election/Oath of Vice-President – Mineral County Board of Education (July 1, 2018 – June 30, 2020)

The nomination by Mr. Woy of Ms. Baniak to serve as vice-president of the Board for a two-year term, July 1, 2018 – June 30, 2020, passed 3-1.

Mrs. Bruno administered the Oath of Office to Mary Jane Baniak as Vice-President of the Mineral County Board of Education who will serve a two-year term (July 1, 2018 – June 30, 2020).

C. Day and Time of Regular Monthly Meetings

The motion of Mr. Woy and second of Ms. Baniak passed unanimously to approve the day and time of regular monthly meetings as follows, effective for the next two years:

1st and 3rd Tuesday of each month at 6:00 p.m. (date/time subject to change)

D. Board of Directors – Other Agencies (July 1, 2018 – June 30, 2020)

The motion of Mr. Woy and second of Mr. Puffinburger passed unanimously to approve the following appointments from its membership persons to serve on the following boards for a two-year period (July 1, 2018 – Jun 30, 2020):

- Eastern Panhandle Instructional Cooperative (EPIC) – Mrs. Courier
- Camp Minco – Mr. Woy
- WVU Cooperative Extension Agency – Ms. Baniak
- School-To-Work Partnership – Mr. Puffinburger
- Head Start Advisory Council – Mr. Denne

APPROVAL OF THE AGENDA

The motion of Mr. Woy and second of Mr. Puffinburger passed unanimously to approve the agenda as presented.

COMMUNICATION – Superintendent/Board**A. Superintendent's Update:**

The Superintendent spoke regarding energy proposals that had been received, stating interviews would be conducted with the companies for clarification on the proposals and, hopefully, a recommendation would be made at the next meeting.

B. Board Comments:

Mr. Woy informed the Board of Mr. Denne's mother's passing, asking for their support in thoughts and prayers.

Ms. Baniak announced that a grant had been submitted for the lights at the Frankfort High School baseball/softball fields.

Mr. Puffinburger thanked the Board and county office staff for making him feel welcome and making his transition to the Board so easy.

PUBLIC COMMENTS

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

APPROVAL OF MINUTES

The motion of Mr. Woy and second of Mr. Puffinburger passed unanimously
to approve the minutes of the regular meeting held on June 18, 2018, as presented.

DISCUSSION:

1. PROGRAM PLANNING:

- A. **1st Reading of New Policy – Virtual School**

The policy was reviewed and discussed.

2. MISCELLANEOUS:

- A. **Request by City of Keyser for South End Park to be Renamed Brooks Park**

After discussion, it was decided to form a committee to receive suggestions for the renaming of the park.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:

- A. **Placements/Transfers – Professional Personnel**

No recommendation was made for personnel item A1.

1. Teacher, Art, Burlington Primary, Fountain Primary, New Creek Primary Schools

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

to approve the following professional personnel placement, as presented:

2. Lisa Gilpin, **placement**, School Readiness Specialist, Countywide/Keyser Primary School

No recommendations were made for personnel items A3 – A4.

3. Teacher, Special Education, Frankfort District
4. School Literacy Specialist, half-day, Frankfort Intermediate School

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

to approve the following professional personnel transfer, as presented:

5. Jennifer Teacher, **transfer from** Teacher, Special Education, Frankfort Intermediate School and Fort Ashby Primary School, as needed, on a consultative basis for special needs students **to** Teacher, Grade 3/4 Split, Frankfort Intermediate School – **Advertise Position**

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:

6. Sheila Powell, **transfer from** Teacher, Business Education, Keyser Middle School **to** Teacher, Business Education, Keyser High School

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

to approve the following professional personnel placement, as presented:

7. Jessica Barger, **placement**, Teacher, Grade 6, Keyser Middle School

No recommendation was made for personnel item A8.

8. Teacher, Special Education, Keyser Primary School

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

to approve the following professional personnel transfer, as presented:

9. Cassandra Campbell, **transfer from** Teacher, Alternative Education/Special Education **to** Teacher, Alternative Education/Virtual School Facilitator, Mineral County Alternative Program – **Advertise Position – Special Education Teacher, half-day, Keyser Middle School**

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

to approve the following professional personnel placement, as presented:

10. Darrin Holland, **placement**, Teacher, Automotive Technology, Mineral County Technical Center, effective pending West Virginia certification for Automotive Technology

No recommendation was made for personnel item A11.

11. Teacher, Criminal Justice, half-day, Mineral County Technical Center

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

to approve the following professional personnel placement, as presented:

12. Lucas Spencer, **placement**, Teacher, Welding, Mineral County Technical Center, effective pending West Virginia certification for Welding

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

to approve the following professional personnel placement, as presented:

13. Kaylin Gentry, **placement**, Teacher, Grade 1/2 Split, New Creek Primary School

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

to approve the following professional personnel placement, as presented:

14. Erin Johnson, **placement**, Teacher, Special Education, New Creek Primary School, effective pending West Virginia certification based on a Georgia certificate, and on an out-of-field authorization for Gifted and Autism

No recommendations were made for personnel items A15 – A17.

15. Teacher, Special Education, Wiley Ford Primary School
16. Itinerant Physical Therapist, half-day, Countywide
17. Itinerant Speech Pathologist/Speech Assistant, Countywide

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

to approve the following professional personnel placement, as presented:

18. Jennifer Ashby, **placement**, Itinerant Occupational Therapist, Countywide

B. Placements/Transfers – Service Personnel

No recommendation was made for personnel item B1.

1. Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Licensed Practical Nurse – Preschool Special Needs, Keyser Primary School

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

to approve the following service personnel transfer, as presented:

2. Sherri Hesse, **transfer from** Secretary II/Accountant II, Keyser Middle School, 220 days **to** Secretary II/Accountant II, Wiley Ford Primary School, 210 days – **Advertise Position**

C. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placement, as presented:

1. Carrie Garey, Technology Chairperson, Wiley Ford Primary School, effective with the 2018-2019 employment term

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

to approve the following extracurricular placement, as presented:

2. Georganna Mansfield, Mentor Teacher, Schoolwide, Mineral County Technical Center, effective with the 2018-2019 employment term

D. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, as presented:

1. Sarah Moran, Limited Football Trainer – Keyser High School, effective pending certification for a Limited Football Trainer, effective for the 2018-2019 football season

2. FINANCE/BUDGET:

A. Award Dumpster Service Bids – 2018-2019 School Year

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

to approve awarding bids for dumpster service for the 2018-2019 school year to the following vendors, as presented:

- Apple Valley Waste \$3,579.35/monthly for Keyser district
- Knobley Mountain Hauling \$1,949.58/monthly for Frankfort district

B. Approval of Permanent Improvement Fund Expenditures

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

to approve the following expenditures from the permanent improvement fund, including a bid awarded to Modular Technologies Inc. in the amount of \$51,300 for Wiley Ford Primary School, as presented:

1. Wiley Ford Primary School Modular \$80,000
2. Frankfort High School Vestibule \$20,000
3. Frankfort Intermediate School Office Upgrade \$25,000
4. Fort Ashby Primary School Bathroom Remodel \$35,000

C. Approval to Contract with The Jefferson School at the Finan Center

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

to approve to contract with The Jefferson School at Finan Center for summer school, effective July 9 – August 9, 2018, at the daily rate of \$324.20 per day. (Funding: Special Education High Acuity Fund 02860)

3. MISCELLANEOUS:**A. Approval of CEFP Amendment for Wiley Ford Primary School Modular**

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

to approve an amendment to the Comprehensive Educational Facilities Plan (CEFP) for Wiley Ford Primary School Modular, as presented.

CONSENT AGENDA

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

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

1. PERSONNEL:**A. Student Chaperones**

1. Brenton Ebert, State Convention, Ripley, WV, July 11-14, 2018
2. Brenton Ebert, WV State Fair, Greenbrier County, August 8-9, 2018
3. Julie Sions, State Convention, Ripley, WV, July 11-14, 2018
4. Julie Sions, National WHEP Contest, Maine, July 20-26, 2018
5. Julie Sions, WV State Fair, Greenbrier County, August 10-12, 2018
6. Carol Webb, WV State Fair, Greenbrier County, August 11-12, 2018
7. Carol Webb, National FFA Convention, Indianapolis, IN, October 23-27, 2018

B. Placement– Administrative Personnel

1. Torria Connor, **placement**, Assistant Principal, Keyser High School, 235 days, effective July 20, 2018
-Advertise Position – Art Teacher, Keyser High School

C. Placements – Substitute Teachers, effective with the 2018-2019 employment term

1. Deborah Wallizer
2. Dannagale Acord
3. Ann Cessna

D. Placements – Substitute Service Personnel

1. Kathy Ravenscroft, Substitute Secretary/Accountant, effective with the 2018-2019 employment term

E. Placement – Summer School Bus Operator, effective July 5, 2018

1. Matthew Roderick

F. Contracted Services

1. Kathy Ravenscroft, Executive Secretary/Accountant, on an as-needed basis, not to exceed 30 days, effective July 5, 2018, for the 2018-2019 employment term

G. Approval of Contracted Services (Funding Source: Special Education/County), Effective with the 2018-2019 Employment Term and Pending Completion of Required Documentation (See attached.)

H. Approval of Contracted Service, Extended School Year, Speech Supervision

1. Pam Whittacre, Speech Therapist to provide supervision to Morgan Greaser, SLPA, as she provides speech and language service to ESY students; \$25/hour, not to exceed 3 hours per week for four weeks, effective July 5, 2018 through July 27, 2018, (Funding Source: Special Education Extended School Year)

I. Resignation – Professional Personnel

1. Kara Breedlove, Teacher, Mathematics, Keyser Middle School, effective June 27, 2018
-Advertise Position

J. Resignations – Extracurricular Professional Personnel

1. Kara Breedlove, Building Designee, Keyser Middle School, effective June 27, 2018
-Advertise Position
2. Kara Breedlove, Team Leader, Making Middle Grades Work, Keyser Middle School, effective June 27, 2018 **-Advertise Position**

K. Resignation – Extracurricular Athletics

1. Tyler Bordick, Athletic Trainer, Frankfort High School, effective June 25, 2018 **-Advertise Position**

L. Removal of Name – Substitute Teacher List

1. Robert Mielecki, voluntary removal of name, effective June 14, 2018

M. Removal of Name – Substitute Service Personnel List

1. Larry Steve Alt, Substitute Maintenance, voluntary removal of name, effective June 19, 2018

N. Leave of Absence Request – Energy Express School Bus Operator

1. James McGregor, effective June 19, 2018; June 25, 2018 through July 27, 2018

O. Approval of Region VII Workforce Development Board – Youth Paid Work Experience Project

1. Christopher Brantner
2. Nicholas Davies

P. Volunteers, effective for the 2018-2019 school year

1. Burlington Primary School
 - a. Mary Kay Staggers
 - b. Darlene Wiltison
2. Frankfort High School
 - b. Stacey Dennison
 - c. Jason Hill, non-coaching Soccer
 - d. Jamie Hill, non-coaching Soccer
 - e. Jessica Hughes, non-coaching Soccer
 - f. Dawn Mitchell
3. Keyser High School
 - a. Julie Burns
 - b. Caitlin Cameron, non-coaching Cheerleading
 - c. Rhonda Cannon
 - d. Melinda Evans
 - e. Alyvea Fields
 - f. Karen Heavener
 - g. Sara Keplinger

4. Keyser Middle School

- a. Melissa Bess
- b. Julie Burns
- c. Melissa Cannon
- d. Rhonda Cannon
- e. Jennifer Gordon
- f. Nancy Gordon
- g. Karen Heavener
- h. David Keplinger, Jr.
- i. Sara Keplinger
- j. Heather Likens
- k. Jennifer Parish-Lannon

5. Keyser Primary School

- a. Jennifer Gordon

2. MISCELLANEOUS:

A. Leave of Absence Requests

- 1. Misty Dawn Benedict, Teacher – Keyser Primary School, September 4 – November 30, 2018
- 2. Gary Wildman, Custodian – Elk Garden Primary School, July 20 – September 5, 2018

Date and Time of Next Meeting: July 17, 2018, 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:08 p.m.

07-17-2018
DATE APPROVED

PRESIDENT

SECRETARY