

**REGULAR MEETING #1**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Monday, July 10, 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)  
Robert E. Woy (06-30-2020)

Absent: Thomas C. Denne (06-30-2020)  
William B. Ludwick II (06-30-2018)

Administration: Shawn L. Dilly, Superintendent  
Dwight Williams, Assistant Superintendent  
Rhonda Martin, CSBO/Treasurer  
Susan Grady, Director of Human Resources  
Brandy Fisher, Attendance Director  
Denise Bruno, Executive Secretary

Other: Roy Boyle, Liz Beavers, Mona Ridder

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

**APPROVAL OF THE AGENDA**

The Superintendent stated the following change to the agenda:

- Consent Agenda, Personnel Item I3 (Volunteer) removed

Mr. Watson asked the Discussion Item 1B (Expelled Students on School Property) be moved prior to adjournment.

The motion of Mrs. Courier and second of Mr. Woy passed 3-0 **to approve the agenda as amended.**

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:** - none

**B. Presentation:**

Brandy Fisher, Attendance Direction, presented the annual attendance update.

**C. Board Comments:**

Mr. Watson announced that he would be stepping down as Board president at the end of July, due to taking on the job of Head Football Coach at Frankfort High School.

**PUBLIC COMMENTS**

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

**APPROVAL OF MINUTES**

The motion of Mr. Woy and second of Mrs. Courier passed 3-0  
**to approve the minutes of the regular meeting held on June 26, 2017, as presented.**

**DISCUSSION**

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**1. MISCELLANEOUS:****A. Purging and Preserving School Records**

Mr. Dilly reviewed the purging and preserving of school records.

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Approval of COLA Application – Mineral County Pre-K/Head Start**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed 3-0  
**to approve the COLA application of Mineral County Pre-K/Head Start, as presented.**

**B. Approval of Cooperative Agreement Between South Branch Career and Technical Center and Mineral County Technical Center**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed 3-0  
**to approve the Cooperative Agreement between South Branch Career and Technical Center and Mineral County Technical Center, as presented.**

**2. PERSONNEL:****A. Placement/Transfer – Administrative Personnel**

No recommendation was made for personnel item A1.

1. Principal, Keyser Middle School

**B. Placements/Transfers – Professional Personnel**

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

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

1. Teresa Norris, **placement**, School Instructional Specialist, half-day, Frankfort Intermediate School
2. Shelby Hutcheson, **transfer from** School Counselor, Keyser Middle School **to** School Counselor, Frankfort Middle School, 210 days, effective July 12, 2017, extended contract days determined in collaboration with the school principal **-Advertise Position**

No recommendations were made for personnel items B3 – B5.

3. Teacher, Mathematics, Frankfort High School
4. Teacher, Mathematics and Social Studies, Frankfort High School
5. Education Specialist/Mental Health/Disabilities Transition/Preschool Special Needs Teacher, Keyser Primary School

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mrs. Courier passed 3-0

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

6. Lisa Beeman, **placement**, Teacher, Grade 1/2 Split, Keyser Primary School, on a second-year contract, effective August 21, 2017. This placement will remove her from the non-renewal list.

No recommendations were made for personnel items B7 – B8.

7. Teacher, Science, Keyser Middle School
8. Itinerant Speech Pathologist/Speech Assistant, Student Services

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

No recommendations were made for personnel item C1 – C2.

1. Mechanic, Bus Garage/Maintenance, 235 days
2. Mechanic, Bus Garage/Maintenance, 235 days

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed 3-0

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

3. Sherri Hesse, **transfer from** Secretary II/Accountant II, Keyser Middle School **to** Secretary/Accountant, Long Term Substitute, Frankfort Intermediate School, for the duration of a leave of absence of a regular employee, effective July 12, 2017, extended contract days determined in collaboration with the school principal
4. William Raynor, **placement**, Custodian III, Frankfort Intermediate School, 235 days, extended contract days determined in collaboration with the school principal and Director of Support Services

The motion of Mrs. Courier and second of Mr. Woy was rescinded for action on Personnel Items C5-C6. These items will be placed on the next Board meeting for further consideration.

5. Anita Whetzel, **transfer from**, Custodian, Keyser Middle School, Student Services, Alternative Education Program, 261 days, **to** Custodian II, Keyser High School, 220 days, extended contract days determined in collaboration with the school principal and Director of Support Services  
**-Advertise Position, 235 days**
6. Mary Carter, **transfer from** Custodian II, Frankfort Middle School, 235 days, **to** Custodian II, Keyser High School, 220 days, extended contract days determined in collaboration with the school principal and Director of Support Services **-Advertise Position**

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

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed 3-0

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

1. Rae Piraino, Department Head, Mathematics, Keyser High School
2. Mark Rhodes, Team Leader – Safe Schools, Frankfort Middle School
3. Carrie Willison, Team Leader – CA8, Keyser Middle School

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

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

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

1. Kara Breedlove, Volleyball Assistant Coach, Keyser High School
2. Robert Pratt, Football Auxiliary Coach, Keyser High School
3. Jarell Ross, Football Auxiliary Coach, Keyser High School

**3. FINANCE/BUDGET:****A. Approval of Line of Credit up to \$5,000 to Keyser Primary School for Fencing Upgrade**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mrs. Courier passed 3-0

**to approve a line of credit up to \$5,000 to Keyser Primary School for fencing upgrade.**

**4. MISCELLANEOUS:****A. Request for Home Schooled Student to Attend Classes**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed 3-0

**to approve the following request for a home-schooled student to attend classes and ride the bus from Frankfort High School to the Mineral County Technical Center, as presented:**

1. Parents request permission for their home-schooled child to attend classes at Mineral County Technical Center for the 2017-2018 school term, pending enrollment (not to exceed 50% of the instructional day), and subject to normal registration and attendance requirements. Parents also request permission for student to ride the bus from Frankfort High School to the Technical Center.

**CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Woy passed 3-0

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

**1. PERSONNEL:****A. Placement – Professional Personnel, effective with the 2017-2018 employment term**

1. Monique Kimble, **placement**, Teacher, Kindergarten, Wiley Ford Primary School, on a second-year contract. This placement will remove her from the non-renewal list.

**B. Rescind Non-renewal and Reassign – Professional Personnel**

1. Alexandra Felton, rescind non-renewal and reassign her to Teacher, Grade 5, Frankfort Middle School, on a second-year contract
2. Tracy Still, rescind non-renewal and reassign her to Teacher, Grade 3/4 split, Keyser Primary School, on a second-year contract

- C. Placements – Substitute Teachers, effective with the 2017-2018 employment term, pending completion of all employment requirements
1. Deborah Amtower
  2. Braden Engle
  3. Robert Haines
  4. Teresa Norris
  5. Judy O’Hara
  6. Amy Weaver
- D. Resignation – Professional Personnel
1. Cresta Kowalski, Teacher, Special Education, Keyser Primary School, effective July 3, 2017  
**-Advertise Position**
- E. Resignations – Service Personnel
1. Kevin Bucklew, Custodian, Frankfort High School, effective June 20,2017. He will be placed on the substitute custodian list  
**-The contract for this position ended on June 30, 2017**
  2. Robert Hines, Custodian, Keyser High School, effective June 22, 2017  
**-This position was advertised June 27, 2017 through July 5, 2017**
- F. Rescind Hiring – Professional Personnel
1. Meredith Ward, Speech Language Pathologist, Student Services, due to failure to sign contract  
**-This position was advertised June 27, 2017 – July 5, 2017**
- G. Removal from Substitute Teacher List
1. Bryan Staggers, due to failure to complete employment requirements, effective immediately
- H. Posting of Positions – The following positions were previously designated as “Hold Advertisement”  
**-These positions were posted from June 27, 2017 through July 5, 2017**
1. Mechanic, Bus Garage, 261 days to 235 days
  2. Custodian, Keyser High School, 220 days
- I. Volunteers
1. Burlington Primary School
    - a. Mary Kaye Staggers
    - b. Darlene Wiltison
  2. Elk Garden Primary School
    - a. Brandy Green

## 3. Keyser High School

- a. Jill Blacka, Band, non-coaching Softball
- b. Karen Heavener
- c. Randy Moore, Band
- d. Debra Taylor, Band
- e. Brian Tucker, Band
- f. Melissa Tucker, Band

## 4. Keyser Middle School

- a. Aaron Courtney
- b. Heather Courtney
- c. Misty Felton
- d. Steve Felton
- e. Karen Heavener
- f. Bridgitte Minney
- g. Stacey Rhodes

## 5. Keyser Primary School

- a. Lacrisha Blowe
- b. Jessica L. Carr
- c. Dave Dixon
- d. Jennifer Gordon
- e. Nancy Gordon
- f. Anthony Payne
- g. Beth Payne
- h. Judy O'Hara

## 6. New Creek Primary School

- a. Aaron Courtney
- b. Heather Courtney
- c. Misty Felton
- d. Steve Felton
- e. Brandy Fisher
- f. John Haines
- g. Sharon Haines
- h. Amber Kerns
- i. Mike McDowell
- j. Robin McDowell
- k. Kathy Shemas

J. Leave of Absence

- 1. Jessica L. LeMasters, Teacher – Frankfort Intermediate School, effective August 21 – November 17, 2017

**DISCUSSION (continued)**

**1. MISCELLANEOUS:**

**B. Expelled Students Being on School Property**

Due to the privacy of students, the Board moved into executive session.

The motion of Mrs. Courier and second of Mr. Woy passed 3-0  
**to enter executive session at 6:57 p.m. pursuant to WV Code 6-9A-4(2A, 3), to consider expelled students being allowed on school property and to consider personnel matters.**

The Board returned to open session at 7:34 p.m.

Date and Time of Next Meeting: July 18, 2017, 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:34 p.m.

07-18-2017  
DATE APPROVED

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PRESIDENT

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SECRETARY