

REGULAR MEETING #2

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, July 17, 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)
Thomas C. Denne (06-30-2020)
Terry G. Puffinburger (06-30-2022)
Robert E. Woy (06-30-2020)

Administration: Shawn L. Dilly, Superintendent
Dwight Williams, Assistant Superintendent
Susan Grady, Director of Human Resources
Aaron Hendrickson, Attendance Director
Denise Bruno, Executive Secretary

Other: Ryan Spencer, Hannah Iman, Carol Webb, Kiara Iser, Savana Jenkins, Rebekah Rhodes, Mona Ridder, Loretta Mick, Connie Sutton, Curtis Perry, Jeremy Smith, Brian Duvall, Liz Beavers

Pledge of Allegiance – led by Loretta Mick

APPROVAL OF THE AGENDA

The motion of Mr. Denne and second of Ms. Baniak passed unanimously **to approve the agenda as presented.**

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- announced the Mineral County Chamber of Commerce has expanded its role in an attempt to enhance the county and had asked him to be a member, as they are hoping to engage with education in a much larger effort.
- Recognized the following students who placed first in the State Veterinary Science Career Development Event held recently:
 - ❖ Hannah Iman
 - ❖ Kiara Iser
 - ❖ Savanna Jenkins
 - ❖ Rebekah Rhodes
 - ❖ Ryan Spencer

B. Presentations:

1. Aaron Hendrickson – Attendance Director, presented the Annual Attendance Update.

2. Jeremy Smith and Brian Duvall, representing CMTA Energy Solutions, presented an RFP response for a guaranteed energy savings performance contract.

C. Board Comments:

Mr. Puffinburger stated he had stopped by Fort Ashby Primary School to see how the bathroom renovations were coming along, stating they were making progress.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items

1. Connie Sutton, Director – Keyser-Mineral County Library, reviewed usage statistics and various activities of the Keyser, Burlington and Fort Ashby libraries. She thanked the Board for their support.
2. Curtis Perry spoke about the 2020 Excess Levy Tax.

APPROVAL OF MINUTES

The motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously **to approve the minutes of the statutory/regular meeting held on July 2, 2018, as presented.**

DISCUSSION:

1. PROGRAM PLANNING:

A. 2nd Reading of New Policy – Virtual School

The Board reviewed the new Virtual School policy. No further modifications were made.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:

A. Placements/Transfers – Professional Personnel, effective August 20, 2018

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously **to approve the following professional personnel placement, effective August 20, 2018, as presented:**

1. Brooke Shambaugh, **placement**, Teacher, Special Education, Frankfort District, on an out-of-field authorization for Autism

No recommendation was made for personnel item A2.

2. School Literacy Specialist, half-day, Frankfort Intermediate School

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, effective August 20, 2018, as presented:

3. Amanda Klavuhn, **transfer from**, Teacher, Pre-school Special Needs, Wiley Ford Primary School, to Special Education Teacher, Frankfort Intermediate and Fort Ashby Primary Schools
– **Advertise Position**

No recommendation was made for personnel item A4.

4. Teacher, Art, Keyser High School

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

to approve the following professional personnel placement, effective August 20, 2018, as presented:

5. Craig Westfall, **placement**, Teacher, Mathematics, Keyser Middle School, on an out-of-field authorization for Gifted

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

to approve the following professional personnel placement, effective August 20, 2018 as presented:

6. Katrina Westfall, **placement**, Teacher, Business Education, Keyser Middle School

No recommendations were made for personnel items A7, A8.

7. Teacher, Special Education, half-day, Keyser Middle School
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 placement, effective August 20, 2018 as presented:

9. Christopher Zembower, **placement**, Teacher, Options Pathway/Special Education, Mineral County Technical Center and Keyser Middle School, on a permanent contract. This action removes Mr. Zembower from the preferred recall list.

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, effective August 20, 2018 as presented:

10. Deidre Davis, **placement**, Teacher, Special Education, Wiley Ford Primary School, pending WV Certification in Elementary Education, Multi-categorical Special Education, Autism, and Pre-school Special Needs, based on reciprocity with Maryland

No recommendations were made for personnel items A11-A12.

11. Itinerant Physical Therapist, Half-day, Countywide
12. Itinerant Speech Pathologist/Speech Assistant, Countywide

B. Placements/Transfers – Professional Personnel, Long Term Substitute

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

to approve the following professional long-term substitute placement/transfer, as presented:

1. Rebecca Carter, Teacher, Health/Physical Education, Long Term Substitute, effective for the 2018-2019 school year to cover an approved leave of absence, effective August 20, 2018

C. Placements/Transfers – Service Personnel

No recommendation was made for personnel item C1.

1. Mechanic, Bus Garage, 235 days

D. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item D.

E. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, effective with the 2018-2019 season of sport and pending completion of employment requirements, as presented:

1. William Brooks, Girls' Soccer Assistant Coach, Frankfort High School

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

to approve the following coaching placement, effective with the 2018-2019 season of sport and pending completion of employment requirements, as presented:

2. Richard A. Rotruck, Baseball Auxiliary Coach, Keyser High School

F. Placement – Substitute

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

to approve the following substitute placement, effective pending completion of employment requirements:

1. Melissa Lannon, Substitute Aide

2. FINANCE/BUDGET:**A. Funding Request for Student Travel to National Competition – MCTC**

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

to approve a funding request in the amount of \$3273.00, for student travel to a national competition, as presented. (See attached.)

3. PROPERTY:**A. Approval of Energy Performance Contracting Services by CMTA Energy Solutions**

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

to approve Energy Performance Contracting Services by CMTA Energy Solutions, as presented. (See attached.)

CONSENT AGENDA

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

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

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

1. Carol Webb, State FFA Career Development Event, Morgantown, WV, September 12-13, 2018
2. Roger Walker, New York City, NY, April 24-26, 2019

B. Placements/Transfers – Professional Personnel, effective with the 2018-2019 employment term

1. John Wilson, **placement**, Criminal Justice Teacher, half-day, Mineral County Technical Center, effective pending West Virginia certification for Criminal Justice

2. Gregory Broadwater, **placement**, Teacher, Art, Burlington Primary, Fountain Primary, and New Creek Primary Schools
- C. Placements/Transfers – Service Personnel, effective with the 2018-2019 employment term
1. Lexi Berg, **placement**, Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Preschool Special Needs, Keyser Primary School
 2. Sara Keplinger, **transfer from**, Secretary II/Accountant II, Keyser High School, 220 days, **to** Secretary II/Accountant II, Keyser Middle School, 220 days, effective August 6, 2018
-Advertise Position
- D. Placements – Extracurricular Professional Personnel, effective with the 2018-2019 employment term
1. Lynn Smith, Team Leader – Related Arts, Keyser Middle School
 2. Stacey McClintock, Team Leader – Making Middle Grades Work, Keyser Middle School
- E. Placements – Extracurricular Coaching, effective with the 2018-2019 season of sport
1. Tyler Logsdon, Athletic Trainer, Keyser High School
- F. Placements – Substitute Teachers, effective with the 2018-2019 employment term and pending completion of employment and certification requirements
1. Jill Blayney
 2. Brandon Clark
 3. George Grindle
 4. Laurie Holler
 5. Heather Katz
 6. Paul Pacella
 7. Elizabeth Simpson
 8. Shannon Smith
- G. Placements – Substitute Service Personnel, effective with the 2018-2019 employment term and pending completion of employment requirements
1. Stacey Hanlin, Substitute Secretary/Accountant
 2. Kristen Braithwaite, Substitute Aide
 3. Julie Burns, Substitute Aide
 4. Holly Mele, Substitute Aide
 5. Kathy Ravenscroft, Substitute Aide
 6. Ashley Self, Substitute Aide
- H. Approval of Contracted Services, effective with the 2018-2019 employment term and pending completion of required documentation
1. Karen Hott, Hearing Impaired Instructor, \$100 per hour, portal to portal (Funding Source: IDEA School Age 43910, Special Education)

I. Permission to Post a Position

1. Principal Mentor, Keyser High School

J. Resignation – Professional Personnel

1. Jason Hartman, Options Pathway/Special Education Teacher, Mineral County Technical Center, Keyser Middle School, and Mineral County Alternative Program, effective July 1, 2018
-This position was advertised from July 3, 2018 through July 11, 2018

K. Effective Start Date – Professional Personnel

1. Cheryl Tillman, Itinerant School Nurse, Countywide, effective August 13, 2018, 210 days

L. Volunteers

1. Frankfort High School
 - a. Tracey Taylor, non-coaching Cheerleading
 - b. Krista Walker
2. Keyser High School
 - a. Danielle Cosenza
 - b. Steve Malcom, non-coaching Golf
 - c. Karen McRobie
 - d. Eric Mills, non-coaching Softball
3. Keyser Middle School
 - a. Danielle Cosenza
 - b. Karen McRobie
 - c. Stacey Rhodes
4. Keyser Primary School
 - a. Laura Holland
 - b. Jennifer Parish-Lannon

Date and Time of Next Meeting: August 7, 2018, at 6:00 p.m.

ADJOURNMENT.

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

08-07-2018
DATE APPROVED

PRESIDENT

SECRETARY