

REGULAR MEETING #3

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, August 1, 2017, in the Administrative Office at One Baker Place, Keyser, WV, with the following in attendance:

Board Members: Robert E. Woy, President (06-30-2020)
Lara L. Courier, Vice-President (06-30-2018)
Thomas C. Denne (06-30-2020)
William B. Ludwick II (06-30-2018)
Kevin D. Watson (06-30-2018)

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, Barb Kesner, Curtis Perry, Brenda Sidley, Susan Wolford, Robin McDowell, Mona Ridder, Liz Beavers

Pledge of Allegiance – led by Curtis Perry

APPROVAL OF THE AGENDA

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent distributed copies of proposed reconfiguring of spaces at Fountain Primary School, which included relocating the principal’s office. Mr. Dilly also discussed Local School Improvement Council presentations, suggesting they be held at special meetings.

B. Board Comments:

Mr. Denne reported on a meeting he had recently attended that focused mainly on personnel, stating it was good to interact with other administrators and board members. He also celebrated the Cumberland Times-News for their recent article regarding free lunches now being offered in eight of our schools.

Mr. Watson wished “all the best” to both high schools, with fall sports and band practice having started.

Mr. Woy mentioned that Rick Boothby had been a presenter at the meeting he and Mr. Denne attended.

PUBLIC COMMENTS

A. **Agenda Items** – none

B. **Non-Agenda Items**

Curtis Perry spoke concerning excessive hiring of employees.

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 July 18, 2017, as presented.

ACTION AGENDA**OTHER ACTION****1. PROGRAM PLANNING:****A. Approval of Policy Updates – V9N2**

The motion of Mrs. Courier and second of Mr. Ludwick was rescinded to approve the following policies as presented.

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courier passed unanimously
to approve policy updates 1 – 41 and 43 - 45, as presented:

1. Policy 1617 – Weapons (New)
2. Policies 3217, 4217, 5772, 7217 – Weapons (Revised)
3. Policies 1619, 3419, 4419 – Group Health Plans (New/Replacement)
4. Policies 1619.01, 3419.01, 4419.01 – Privacy Protections of Self-Funded Group Health Plans (New)
5. Policies 1619.02, 3419.02, 4419.02 – Privacy Protections of Self-Funded Group Health Plans (Revised)
6. Policies 1619.03, 3419.03, 4419.03 – Patient Protection and Affordable Care Act (New)
7. Policy 2114 – Meeting State Accountability Measures (Revised)
8. Policy 2120 – District and School Improvement (Revised)
9. Policy 2230 – Program of Study Early Learning Programs Pre-K – 5 (Revised)
10. Policy 2230.01 – Program of Study Middle Level Education (Revised)
11. Policy 2230.02 – Programs of Study High School Program (Grades 9-12) (Revised)
12. Policy 2275 – Mountaineer ChalleNGe Academy (New)
13. Policy 2312 – Class Size (Revised)
14. Policy 2370 – Alternative Delivery of Educational Programs (Revised)
15. Policy 2412 – Homebound/Hospital Instruction Program (Revised)
16. Policy 2510 – Adoption of Instructional Resources (Revised)
17. Policy 2600 – Educational Program (Revised)
18. Policy 2605 – Program Accountability and Evaluation (Revised)
19. Policy 3120 – Employment of Professional Personnel (Revised)

20. Policy 4120 – Employment of Service Personnel (Revised)
21. Policy 3120.02 – Prospective Employable Professional Personnel Reserve List (Revised)
22. Policies 3124.01, 4124.01 – Probationary Contract (Revised)
23. Policy 3124.02 – Continuing Contract (Revised)
24. Policy 4124.02 – Continuing Contract – Service Personnel (Revised)
25. Policy 3130.01 – Transfer (Revised)
26. Policy 3131 – Reduction in Force – Classroom Teachers and Other Professional Personnel (Revised)
27. Policy 3132 – Vacancies – Professional Positions (Revised)
28. Policy 3140 – Early Notification of Retirement: Professional Personnel (Revised)
29. Policy 3142 – Non-Renewal of Probationary Teacher Contract (Revised)
30. Policy 4142 – Non-Renewal of a Service Personnel Probationary Contract (Revised)
31. Policies 3165, 4165 – Use of Epinephrine Auto-Injectors by Personnel (Revised)
32. Policy 3242 – Professional Learning for Educators (Revised)
33. Policies 3420, 4420 – Benefits (Revised)
34. Policy 4125 – Competency Testing for Service Personnel (Revised)
35. Policy 4130 – Assignment and Transfer of Service Personnel (Revised)
36. Policy 4131 – Reduction in Force – Service Personnel (Revised)
37. Policy 4131.02 – Preferred Recall List (Revised)
38. Policy 4132 – Vacancies – Service Positions (Revised)
39. Policy 4140.01 – Early Notification of Retirement: Service Personnel (Revised)
40. Policy 4242 – Service Personnel Staff Development (Revised)
41. Policy 5200 – Attendance (Revised)

43. Policy 5331 – Use of Naloxone (New)
44. Policy 5421 – Grading (Revised)
45. Policy 5460 – Graduation Requirements (Revised)
46. Policy 5461 – Certificate of Proficiency (Revised)
47. Policy 6320 – Purchases (Revised)
48. Policy 5830 – Student Fund-Raising (Revised)
49. Policy 6605 – Crowdfunding (New)
50. Policy 9700 – Relations with Outside Groups (Revised)
51. Policy 6325 – Procurement – Federal Grants/Funds (Revised)
52. Policy 6700 – Overtime (Revised)
53. Policy 7540.01 – Technology Privacy (Revised)
54. Policy 8800 – Religious/Patriotic Ceremonies and Observances (Revised)
55. Policy 9141 – District School Advisory Council/Multi-District Technical Center Advisory Council (Revised)

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courier passed 4-1 (Yes – Mr. Woy, Mrs. Courier, Mr. Ludwick, Mr. Watson; No – Mr. Denne) **to approve policy update 42, as presented:**

42. Policy 5330 – Use of Medication (Revised)

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

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

to approve the following administrative personnel placement, as presented:

1. Edward Holler, **placement**, Principal, Keyser Middle School, 235 days (227 days for the 2017-2018 employment term), effective August 2, 2017

B. Placements/Transfers – Professional Personnel

No recommendation was made for personnel item B1.

1. School Instructional Specialist, half-day, Frankfort Intermediate School

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

to approve the following professional personnel placement, as presented:

2. Elizabeth Doll, **placement**, Teacher, Science, Keyser Middle School

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

to approve the following professional personnel placement, as presented:

3. Margaret Lynch, **placement**, Teacher, Kindergarten, Wiley Ford Primary School

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

to approve the following professional personnel transfer, as presented:

4. Susan Wolford, **transfer from** Itinerant Speech Language Pathologist **to** Itinerant Speech Language Pathologist, half-day, Student Services **-Advertise Position**

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

to approve the following professional personnel placement, as presented:

5. Morgan Greaser, **placement**, Itinerant Speech Language Assistant, half-day, Student Services

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

to approve the following professional personnel transfer, as presented:

6. Tracey Taylor, **transfer from** Teacher, Grade 5, Keyser Middle School **to** Teacher, Grade 1/2 Split, Fort Ashby Primary School – **Advertise Position**

C. Placements – Service Personnel

No recommendations were made for personnel items C1-C2.

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

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

to approve the following service personnel placement, as presented:

3. Krista Manna, **placement**, Custodian III, Keyser Middle School, Student Services, Alternative Education Program, 235 days (226 days for the 2017 – 2018 employment term), effective August 3, 2017, extended contract days determined in collaboration with the school principals and Director of Support Services

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

to approve the following service personnel placement, as presented:

4. Harold Moreland, **placement**, Custodian II, Frankfort Middle School, 235 days (226 days for the 2017 – 2018 employment term), effective August 3, 2017, extended contract days determined in collaboration with the school principal and Director of Support Services

D. Permission to Advertise Position – Administrative Personnel

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

to approve advertisement of the following administrative personnel position, as presented:

1. Assistant Director of Support Services – Transportation and Warehouse/Inventory Supervisor, 261 days

E. Request to Advertise Position – Extracurricular Service Personnel

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

to approve advertisement of the following extracurricular service personnel position, as presented:

1. Mid-day Truck Driver, 180 days, plus 10 days before the start of the school year and 10 days after the end of the school year (180 days at \$30/day and 20 days at the regular daily rate)

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

No recommendations were made for personnel Item G.

3. MISCELLANEOUS:**A. Student Transfer Requests**

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

to approve the following student transfer requests, as presented:

1. Student Transfer Cases 18-15 and 18-17 **from** Mineral County Schools **to** Grant County Schools, effective with the 2017-2018 school term, pending approval by Grant County Board of Education
2. Student Transfer Case 18-16 **from** Grant County Schools **to** Mineral County Schools, effective with the 2017-2018 school term, pending enrollment space and approval by Grant County Board of Education

B. Request for Home-Schooled Student to Attend Classes

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

to approve the following request for a home-schooled student to attend classes, as presented:

1. Parents request permission for home-schooled child to attend classes at Keyser Middle School for the 2017-2018 school term, pending enrollment (not to exceed 50% of the instructional day), and subject to normal registration and attendance requirements.

CONSENT AGENDA

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

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

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

1. Change the placement of Laila Nash, counseling intern with Shelby Hutcheson, from Keyser Middle School to Frankfort Middle School, effective Fall Semester 2017

B. Approval of Service Personnel Staff Development Plan and Goals for 2017-2018 (See attached.)

2. PERSONNEL:**A. Rescind Placement and Reassign**

1. Monique Bittner, rescind placement and reassign her to Teacher, Kindergarten, New Creek Primary School, on a second-year contract, effective August 21, 2017

B. Placements/Transfers – Professional Personnel

1. Lynne Staggs, **transfer from** Teacher, PreK, New Creek Primary School **to** School Counselor, Keyser Middle School, 210 days, effective August 3, 2017, extended contract days determined in collaboration with the school principal – **Advertise Position**
2. Katie Show, **placement**, Teacher, Special Education, Frankfort Middle School, effective August 21, 2017, on an out-of-field authorization for Autism
3. Destinee Young, **placement**, Teacher, Special Education, Keyser Primary School, effective August 21, 2017, on an out-of-field authorization for Preschool Special Needs.

C. Placements – Substitute Teacher, pending completion of all employment requirements

1. Tiffany Carper
2. Krista Hardy

D. Resignation – Professional Personnel

1. Robin Fox, Teacher, Kindergarten, New Creek Primary School, effective July 12, 2017

E. Resignation – Extracurricular Coaching

1. James Jones, Football Assistant Coach, Frankfort High School – **Advertise Position**

F. Rescind Placement – Summer Service Personnel

1. Rescind the hiring of Allen McCoy as Summer Mechanic Assistant due to failure to meet employment requirements.

G. Permission to Advertise

1. Teacher, Grade 1, New Creek Primary School, based on enrollment
2. Mid-day supplemental bus run to provide transportation for special education students, as needed, from Mineral County to Cumberland, Maryland. This run will follow the Mineral County Schools approved calendar.
3. Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher, Kindergarten, Wiley Ford Primary School, based on enrollment

4. Team Leader – Special Services, Keyser Primary School
5. Mentor Teachers – Systemwide
6. Mentor Teachers – Schoolwide

H. Permission to Revise Position

1. Permission to revise and post the Education Specialist/Mental Health/Disabilities Transition/Preschool Special Needs Teacher, full-day position to Education Specialist/Mental Health/Disabilities Transition, half-day position

I. Permission to Increase Stipend

1. Increase the stipend for Mentor Teachers – School-wide from \$100 for at least two new teachers to the following scale:

1 New Teacher	\$100
2-4 New Teachers	\$250
5 or More New Teachers	\$400

J. Volunteers

1. Fountain Primary School

- a. Jacqueline Baker
- b. Richard Heavener
- c. Heather Powell

2. Frankfort High School

- a. Shirley Baker, Band
- b. Amy Belt, Band
- c. Stephanie Bland, Band
- d. Alan Brinsfield, Band, non-coaching Cross Country, Tennis
- e. Michele Brinsfield, Band, non-coaching Cross Country, Tennis
- f. Charles Brittingham, Band
- g. Jennifer Brittingham, Band
- h. Michele Digon, Band
- i. Sandra Donelson, Band
- j. Marni Evans, Band
- k. Melinda Hamilton, Band
- l. Lester Hamilton, Jr. Band
- m. Jason Hill, Band, non-coaching Soccer, Track
- n. Jamie Hill, Band, non-coaching Soccer, Track
- o. Kenneth James, Band
- p. Tina James, Band
- q. Karen Keller, Band
- r. Kelly Lark – Band, non-coaching Cross Country
- s. Susie Liller, Band

- t. James Loar, Band
 - u. Lori Loar, Band
 - v. Stacey Pyles, Band
 - w. Andrea Reeder, non-coaching Cheerleading
 - x. Tammy Robey, Band
 - y. Krista Walker, Band
3. Frankfort Intermediate School
- a. Bethany Smith
4. Keyser High School
- a. April Baker
 - b. Shirley Baker, Band
 - c. Pam Brinkman, non-coaching Volleyball
 - d. Holly Burns, Band
 - e. Amy Bush, Band
 - f. Jason Detrick, non-coaching Volleyball, Wrestling
 - g. Melissa Detrick, non-coaching Volleyball, Wrestling
 - h. Heather Ellifritz
 - i. Paul Holloway III, Band
 - j. Ryan Holloway, Band
 - k. Tonya Liller
5. Keyser Middle School
- a. Sara Bean
 - b. Rhonda Cannon
 - c. Stacey Rhodes
6. Keyser Primary School
- a. Ellen Hershman
 - b. Carol McIlwee
 - c. Paul McIlwee
7. Mineral County Technical Center
- a. Kevin Staggs
 - b. Petula Staggs
8. New Creek Primary School
- a. Jeff Jones
 - b. Jessica Jones
 - c. Elwood Junkins, Jr.
 - d. Jennifer Junkins
 - e. Ginny Newlin

Date and Time of Next Meeting: August 15, 2017, at 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 6:58 p.m.

08-15-2017
DATE APPROVED

PRESIDENT

SECRETARY