



**APPROVAL OF MINUTES**

The motion of Mr. Denne and second of Ms. Baniak passed unanimously  
**to approve the minutes of the regular meeting held on July 17, 2018, as presented.**

**DISCUSSION:**

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**1. PROGRAM PLANNING:****A. First Reading of Return to Work Policy**

Board members reviewed and discussed the Return to Work Policy.

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Adoption of Mineral County Policy 2370.01 – Virtual Instruction**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously

**to approve the adoption of Mineral County Policy 2370-01 – Virtual Instruction, as presented.**

(See attached.)

**2. PERSONNEL:****A. Placements/Transfers – Professional Personnel**

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Woy passed unanimously

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

1. Cristi Loar, **transfer from**, Teacher, Grade 4/Resource, Elk Garden Primary School **to** Teacher, Grade 3, Burlington Primary School – **Advertise Position**

No recommendations were made for personnel items A2 – A7.

2. School Literacy Specialist, half-day, Frankfort Intermediate School
3. Teacher, English/Language Arts, Frankfort Middle School
4. Teacher, Art, Keyser High School
5. Teacher, Special Education, half-day, Keyser Middle School
6. Teacher, Special Education, Keyser Primary School
7. Itinerant Physical Therapist, half-day, Countywide

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

No recommendation was made for personnel item B1.

1. Mechanic, Bus Garage, 235 days

**C. Request to Create a Position – Professional Personnel**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously

**to approve the request to create the following professional personnel position, as presented:**

1. Teacher, Kindergarten, Burlington Primary School based on enrollment  
(Funding Source: County)

**D. Contracted Services effective for the 2018-2019 school year**

As recommended by the Superintendent, the motion of Mr. Woy and second of Ms. Baniak passed unanimously

**to approve the following contracted services effective for the 2018-2019 school year, as presented:**

1. David Albani, PreK/Head Start/Title I Official Consultant, as needed, not to exceed 10 days, compensation at the daily rate of pay (Funding: Title I)

As recommended by the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously

**to approve the following contracted services effective for the 2018-2019 school year, as presented:**

2. Deborah Amtower, PreK/Head Start Official Consultant, as needed, not to exceed 10 days, compensation at the daily rate of pay (Funding: Head Start)

**E. Volunteers**

*Ms. Baniak recused herself and left the room due to the action being on herself and her spouse.*

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Woy passed 4-0

**to approve the following volunteers, as presented:**

1. Frankfort High School
  - a. Mary Jane Baniak
  - b. Jason Griffith

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

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

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

1. Ashley Shreve, Schoolwide Mentor, Elk Garden Primary School, effective August 20, 2018

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

No recommendations were made for personnel item G.

**3. FINANCE/BUDGET:****A. Approve HPS/Gordon's Food as Food Service Vendor – 2018-2019 School Year**

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

**to approve HPS/Gordon's Food as a food service vendor for the 2018-2019 school year.**

**B. Approval of Revised COLA Application – Mineral County Pre-K/Head Start**

As recommended by the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously

**to approve the revised COLA application for Mineral County Pre-K/Head Start, as presented.**

**C. Approve Invoices for June 2018, in the Amount of \$2,646,583.90, for Checks 126970 – 127654**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Woy passed unanimously

**to approve invoices for June 2018, in the amount of \$2,646,583.90, for checks 126970 – 127654, as presented. (See attached.)**

**D. Approve Invoices for July 2018, in the Amount of \$402,048.49, for Checks 127655 – 127810**

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously

**to approve invoices for July 2018, in the amount of \$402,048.49, for checks 127655 – 127810, as presented. (See attached.)**

**E. Approve Placement of PRO Officers at Frankfort High School and Keyser High School for 2018-2019 School Year**

After discussion, no action was taken on the motion of Mr. Puffinburger and second of Mr. Woy. It was the consensus of the Board to postpone action on this item to the next meeting.

**4. MISCELLANEOUS:****A. Renaming of South End Park**

As recommended by the Superintendent, the motion of – and second of – passed unanimously **to approve renaming South End Park to “Brooks Park” in honor of Tuskegee Airman, Clifton Brooks.**

**B. Student Transfer Requests**

As recommended by the Superintendent, the motion of – and second of – passed unanimously **to approve Student Transfer Request 19-01, as presented.**

1. Student Transfer Case 19-01 **from** Mineral County Schools **to** Grant County Schools, effective with the 2018-2019 school term, pending approval by Grant County Board of Education

**CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously **to approve the following matters on the Consent Agenda, as presented:**

**1. PROGRAM PLANNING:**

- A. Approval of Mineral County Work-Based Learning Sites, State Board of Risk Insurance Certification  
(See attached.)

**2. PERSONNEL:****A. Placements – Professional Personnel effective for the 2018-2019 employment term**

1. Lisa Gilpin, Preschool Special Needs Teacher, Wiley Ford Primary School  
**--Advertise – School Readiness Specialist, Countywide/Keyser Primary School**
2. Jessica Samples, Speech Pathologist, Countywide, on a permit for Speech-Language Pathologist

**B. Placement – Service Personnel**

1. Karen McRobie, Secretary II/Accountant II, Keyser High School, 220 days (217 days for the 2018-2019 employment term), effective August 9, 2018

**C. Placements – Extracurricular Personnel, effective for the 2018-2019 employment term**

1. Daniel Dawson, Mentor Teacher, Countywide
2. Tommy Nester, Building Designee, Keyser Middle School
3. Patti Twigg, Mentor Principal, Keyser High School

- D. Placements – Substitute Service Personnel, effective with the 2018-2019 employment term and pending completion of employment requirements
1. Julie Burns, Substitute Cook
  2. Melissa Lannon, Substitute Cook
  3. Kathy Ravenscroft, Substitute Cook
  4. Ashley Self, Substitute Cook
- E. Rescind Contract Termination – Professional Personnel effective for the 2018-2019 employment term
1. William Wright, rescind contract termination and reassign him as Science Teacher, Keyser Middle School, on a second year contract
- F. Rescind Transfers – Service Personnel effective for the 2018-2019 employment term
1. Winifred Kenney, rescind transfer and reassign her as Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher - Pre K, Keyser Primary School
  2. Haley Pyles, rescind transfer and reassign her as Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Special Education (Preschool Special Needs), Wiley Ford Primary School
- G. Rescind Contract Terminations – Service Personnel effective for the 2018-2019 employment term
1. Melissa Jessen, rescind contract termination and reassign her as an Itinerant Classroom Aide – Special Education, Wiley Ford Primary School on a permanent contract
  2. Nickole Price, rescind contract termination and reassign her as an Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher – Kindergarten, Wiley Ford Primary School on a third year contract  
**-Advertise Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School**
- H. Resignations – Professional Personnel
1. Amy Davis, Teacher, Grade 3, Burlington Primary School, effective August 1, 2018  
**-This position was advertised July 19 through July 26, 2018**
  2. Elizabeth Doll, Teacher, Science, Keyser Middle School, effective July 19, 2018
  3. Aaron Fields, Teacher, English/Language Arts, Frankfort Middle School, effective July 12, 2018  
**-This position was advertised July 19 through July 26, 2018**
  4. Allison Perkins, Teacher, Grade 1, Wiley Ford Primary School, effective August 2, 2018  
**– Advertise Position**
- I. Resignation – Extracurricular Professional
1. Torria Connor, Department Head, High Schools that Work, Keyser High School, effective July 13, 2018  
**–Advertise Position**

J. Rescind Placement – Professional Personnel

1. Heather Byram, Teacher, Special Education, Fort Ashby Primary School, failure to sign contract and complete employment requirements  
**-Advertise Position**

K. Remove from Substitute Lists

1. Shawn Smarik, Substitute Teacher, Substitute Secretary, Substitute Aide, effective August 2, 2018

L. Request to Post Positions

1. Evening School Instructor, Mineral County Alternative Program  
(Funding Source: State-Funded Alternative Education Allocation)
2. Evening School Instructor, Special Education, Mineral County Alternative Program  
(Funding Source: State-Funded Alternative Education Allocation)

M. Volunteers

1. Burlington Primary School
  - a. C. Fritz Cryser
  - b. Julie Cryser
  - c. Kaitlynn Gasparro
  - d. Alfred Harris
  - e. Jeanette Harris
2. Frankfort High School
  - a. Michelle Andrews
  - b. Greta Cain
  - c. Bobbi Craddock
  - d. Amie Dawson, non-coaching Soccer
  - e. Lisa Hall
  - f. Andrew Knotts
  - g. James Loar
  - h. Lori Loar
  - i. Timothy Malone, non-coaching Basketball/Cheerleading
  - j. Cara Malone, non-coaching Basketball/Cheerleading
  - k. Dawn Mitchell
  - l. Donna Piercy
  - m. Stacey Pyles

3. Keyser High School
  - a. Charles Barrick, non-coaching Football
  - b. Julie Cryser
  - c. Carolyn Durst
  - d. Amy DelSignore, non-coaching Track/Cross Country
  - e. John DelSignore
  - f. Barbara Henderson, non-coaching Boys Cross Country
  - g. Ryan Holloway
  - h. Joann Mont, non-coaching Track/Boys Cross Country
  - i. Randy Moore
  - j. Bobbi Jo Morgan
  - k. Stacey Rhodes
  - l. Anthony Rogers
  - m. Lisa Rogers
  
4. Keyser Middle School
  - a. C. Fritz Cryser
  - b. Lisa Hall
  - c. Krisinda Heavener
  - d. April Ketterman
  - e. Cristi Loar
  - f. Ruda Parks
  - g. Heather Powell
  - h. Jeff Spiker
  - i. Wendi Spiker
  - j. Rachel Urice
  
5. Keyser Primary School
  - a. Bobbi Jo Morgan
  - b. Rachel Urice
  - c. Christie Weddle
  
6. New Creek Primary School
  - a. Keli Schenck
  - b. Scot Schenck
  
7. Wiley Ford Primary School
  - a. Lisa Hall

### 3. **PROPERTY:**

- A. Approve the Sale of Surplus Buses/Property (See attached.)



**4. MISCELLANEOUS:**

A. Leave of Absence Requests\*

1. Beth Gabbert, Fort Ashby Primary School, effective August 20 – December 31, 2018
2. Leslie Moreland, Frankfort High School, effective August 20 – October 5, 2018
3. Virginia Newlin, New Creek Primary School, effective August 13 – September 27, 2018
4. Heather M. Riley, Bus Garage, effective August 23 – December 31, 2018

*\*Pending eligibility and receipt of certification, if applicable*

Date and Time of Next Meeting: August 21, 2018, 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 6:31 p.m.

08-21-2018  
DATE APPROVED

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PRESIDENT

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SECRETARY