

REGULAR MEETING #4

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, August 15, 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)
	Thomas C. Denne	(06-30-2020)
	William B. Ludwick II	(06-30-2018)
	Kevin D. Watson (<i>via phone</i>)	(06-30-2018)
Absent:	Lara L. Courrier, Vice-President	(06-30-2018)
Administration:	Shawn L. Dilly, Superintendent	
	Dwight Williams, Assistant Superintendent	
	Rhonda Martin, CSBO/Treasurer	
	Brandy Fisher, Attendance Director	
	Susan Grady, Director of Human Resources	
	Susan Ray, Director of Curriculum and Instruction – Elementary	
	Denise Bruno, Executive Secretary	
Other:	Luke Denne, Barb Kesner, Michael Lewis	

Pledge of Allegiance – led by Michael Lewis

APPROVAL OF THE AGENDA

Mr. Dilly announced that Other Action, Personnel Item H1 (Permission to Post Position) would be removed from the agenda.

The motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0 **to approve the agenda as amended.**

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

Mr. Dilly announced that opening day would be held at Keyser High School beginning at 8:30 a.m. and extended an invitation to the Board to attend. The keynote speaker will be Morris Morrison. He also spoke regarding Local School Improvement Council presentations to the Board, stating that principals were in favor of the proposed change to hold special meetings just for that purpose.

B. Presentation:

Mr. Lewis, Principal – Keyser High School, presented the Board with an update regarding school grounds and the athletic complex.

C. Board Comments:

Mr. Woy reported on a meeting he recently attended regarding educational cooperatives.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Watson and second of Mr. Denne passed unanimously 4-0 to approve the minutes of the regular meeting held on July 5, 2016, as presented.

DISCUSSION

1. FINANCE/BUDGET:

A. Treasurer's Report for the Month Ended June 30, 2017 (See attached.)

B. Treasurer's Statement of Investments Outstanding as of June 30, 2017 (See attached.)

C. Treasurer's Report for the Month Ended July 31, 2017 (See attached.)

D. Treasurer's Statement of Investments Outstanding as of July 31, 2017 (See attached.)

Mrs. Martin reviewed the Treasurer's Report for the month ended June 30, 2017; the Treasurer's Statement of Investments Outstanding as of June 30, 2017; the Treasurer's Report for the month ended July 31, 2017; and the Treasurer's Statement of Investments Outstanding as of July 31, 2017.

Mr. Watson terminated his phone connection at this point of the meeting.

EXECUTIVE SESSION

The motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0 to enter Executive Session at 6:59 p.m., pursuant to WV Code §6-9A-4(2A), to consider personnel matters.

The Board returned to open session at 7:43 p.m.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Retirement – Professional Personnel**

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

to approve the following professional personnel retirement, as presented:

1. Michelle McRae, Reading Literacy Specialist, Keyser Primary School, effective August 7, 2017
-This position was advertised August 10 – 16, 2017

The superintendent wishes to thank Ms. McRae for her 40 years of service to Mineral County Schools.

B. Placement/Transfer – Administrative Personnel

No recommendation was made for personnel item B1.

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

C. Placements/Transfers – Professional Personnel

No recommendation was made for personnel item C1.

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

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve the following professional personnel placement, as presented:

2. Emily Tettenburn, **placement**, Teacher, Grade 5, Keyser Middle School, effective August 21, 2017

No recommendation was made for personnel item C3.

3. Education Specialist/Mental Health/Disabilities Transition – Half-day, Keyser Primary School

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

to approve the following professional personnel transfer, as presented:

4. Courtney Lancaster, transfer from Teacher, Special Education, New Creek Primary School, to Teacher, Pre-K, New Creek Primary School, effective August 21, 2017 - **Advertise Position**

D. Placement – Service Personnel

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve the following service personnel placement, as presented:

1. Nickole Price, **placement**, Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher, Kindergarten, Wiley Ford Primary School, effective August 21, 2017 pending ECCAT certification, on a second-year contract

E. Placement in Extracurricular Vacancies as Previously Approved and Advertised

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve the following extracurricular placement, as presented:

1. Phillip Pancake, Mid-day run, from Mineral County to Cumberland, Maryland, effective with the 2017-2018 school term

F. Placement in Coaching Vacancy as Previously Approved and Advertised, effective pending completion of all employment requirements

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

to approve the following coaching placement, effective pending completion of all employment requirements, as presented:

1. Pam Brinkman, Volleyball Auxiliary Coach, Keyser High School

G. Placements – Substitute Teachers as Previously Approved and Advertised, pending completion of all employment requirements

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve the following substitute teacher placements, pending completion of all employment requirements, as presented:

1. Erin Kiddy
2. Katherine Landen

H. Permission to Post Position

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve posting of the following position, as presented:

1. Itinerant Classroom Aide/Paraprofessional, Mineral County Alternative Program; Funding Source: County

I. Resignation – Administrative Personnel

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

to approve the following administrative personnel resignation, as presented:

1. Jenni Woy, Principal, Mineral County Alternative Program, 235 days, effective August 10, 2017
-Advertise Position

J. Volunteers

Mr. Woy recused himself from the room. No action could be taken due to lack of a quorum. This item will be placed on the next agenda for action.

1. Keyser Primary School
 - b. Rob Woy
 - c. Jessica Gould
 - d. Troy Ravenscroft
 - e. Tabby Woy
2. Mineral County Alternative Program
 - a. Rob Woy
 - b. Tabby Woy

2. FINANCE/BUDGET:**A. Approve Invoices for June 2017, in the Amount of \$2,144,801.37, for Checks 121840 – 122414**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve invoices for June 2017, in the amount of \$2,144,081.37, for checks 121840 – 122414, as presented. (See attached.)

B. Approve Invoices for July 2017, in the Amount of \$770,620.17, for Checks 122415 – 122605

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

to approve invoices for July 2017, in the amount of \$770,620.17, for checks 122415 – 122605, as presented. (See attached.)

C. Approval of Memorandum of Understanding between Mineral County Schools and The Jefferson School at Finan

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ludwick passed unanimously 3-0

to approve the Memorandum of Understanding between Mineral County Schools and The Jefferson School at Finan, as presented. (See attached.)

D. Request for Financial Support for Student Travel to National Competitions–Mineral County Technical Center

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

to approve the request of Mineral County Technical Center for financial support for student travel to national competitions, as presented. (See attached.)

CONSENT AGENDA

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously 3-0

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

1. PROGRAM PLANNING:

A. Student Observations, American Public University

1. Brandon Clark, 35 hours, Wiley Ford Primary School, 2017-2018 school year

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

2. PERSONNEL:

A. Extracurricular Assignment Agreement

1. Brenton Ebert, MCTC FFA Sponsor, 2017-2018
2. Julie Sions, MCTC FFA Sponsor, 2017-2018
3. Carol Webb, MCTC FFA Sponsor, 2017-2018

B. Student Chaperones

1. Brenton Ebert, State Fair Entries, Lewisburg, WV, August 9-10, 2017
2. Julie Sions, Forestry State Competition, WVU Forest, September 13-14, 2017
3. Carol Webb, State Fair Awards Recognition, Lewisburg, WV, August 12-13, 2017
4. Carol Webb, State Career Development Event, Bridgeport, WV, September 13-14, 2017

C. Placements – Professional Personnel

1. Morgan Greaser, **transfer from** Itinerant Speech Assistant, half-day, Student Services, **to** Itinerant Speech Assistant, Student Services **-This position was advertised August 10 – 16, 2017**

D. Placements – Service Personnel

1. Brian Alt, Mechanic, Bus Garage, 235 days (207 days for the 2017-2018 employment term), effective August 30, 2017
2. Darrin Holland, Mechanic, Bus Garage, 235 days (203 days for the 2017-2018 employment term), effective September 5, 2017

E. Placements – Extracurricular Professional Personnel, effective with the 2017-2018 employment term

1. Sandra Bradley, Mentor Teacher Systemwide
2. Marlane Hartman, Mentor Teacher, Systemwide
3. Larry McFarland, Mentor Teacher, Systemwide
4. Tommy Nester, Mentor Teacher, Schoolwide
5. Rebonica Davis, Mentor Teacher, Schoolwide
6. Kathleen Brown, Mentor Teacher, Schoolwide
7. Amanda Jewell, Team Leader – Health and Physical Education, Frankfort Middle School

F. Placement – Extracurricular Coaching

1. Paul Kelly, Jr., Football Assistant Coach, Frankfort High School
-Football Auxiliary Coach position was advertised August 10 – 16, 2017

G. Rescind Hiring – Professional Personnel

1. Holly Itzo, Teacher, Special Education, Keyser Middle School, due to failure to sign contract
-This position was advertised August 10 – 16, 2017
2. Teresa Norris, Teacher, Science, Keyser Middle School, due to failure to sign contract
-This position was advertised August 10 – 16, 2017

H. Resignation – Professional Personnel

1. Elissa Pancake, School Counselor/Attendance Worker, Keyser Primary, Middle, and High Schools, Itinerant Countywide, 210 days, effective August 2, 2017 **-Advertise Position**

I. Resignation – Extracurricular Professional Personnel

1. Dennis Mickey, Team Leader – Health and Physical Education, Frankfort Middle School, effective July 28, 2107
-This position was advertised from August 2 – 9, 2017

J. Resignation – Extracurricular Coaching

1. Matthew Wratchford, Boys' Tennis Head Coach, Keyser High School, effective August 3, 2017
-Advertise Position
2. Scott Beeman, Softball Auxiliary Coach, Frankfort High School, effective August 6, 2017
-Advertise Position

K. Permission to Post Positions

1. Mineral County Alternative Program; Funding Source: County
 - a. Evening School Teacher, Special Education
 - b. Evening School Teacher
2. Keyser High School, 2 positions each; Funding Source: County
 - a. After School Tutoring Teachers, Mathematics
 - b. After School Tutoring Teachers, Social Studies
 - c. After School Tutoring Teachers, Science
 - d. After School Tutoring Teachers, Language Arts
 - e. After School Detention Teachers
 - f. Credit Recovery Teachers
3. Mineral County Technical Center, Funding Source: County
 - a. TASC Examiner
4. Frankfort High School, 2 positions, Funding Source: County
 - a. After School Tutoring Teachers
5. Substitute Service Personnel
 - a. Substitute School Bus Operators
 - b. Substitute Custodians

L. Volunteers

1. Burlington Primary School
 - a. Julie Cryser
 - b. Alfred Harris
 - c. Jeanette Harris
 - d. Irene Leatherman
2. Fort Ashby Primary School
 - a. Kelly Mauzy
3. Frankfort High School
 - a. Floyd Ackerman, Band
 - b. Patrick Belt, Band
 - c. Scott Bland, Band
 - d. Matthew Bolinger, non-coaching Boys' Soccer
 - e. Melissa Clark, non-coaching (Boosters)
 - f. Sidney Evans, Band
 - g. Carter Houdersheldt, non-coaching Football

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- h. Jacob Hughes, non-coaching Football
 - i. Brenda Lewis, Band, non-coaching Soccer
 - j. Cara Malone, Band, non-coaching Cheer and Girls' Basketball
 - k. Tim Malone, Band, non-coaching Cheer and Girls' Basketball
 - l. Donna Menear
 - m. Jack D. Phipps, non-coaching Football
 - n. Jeremy Shipway, non-coaching Football
 - o. Amy Weaver, Band, non-coaching Cross Country and Track
4. Frankfort Middle School
- a. Amy Marley
 - b. Tracey Taylor
5. Keyser High School
- a. Caitlin Cameron, non-coaching Cheerleading
 - b. Lisa Corbin, Band
 - c. Sherry Faulk, non-coaching Cross Country
 - d. Melissa Guy
 - e. Rick High, non-coaching Cross Country and Track
 - f. Deanna Ludwick
 - g. Abby Slaughter, Band
 - h. Misti Slaughter, Band
 - i. Ted Slaughter, Band
 - j. Terry Stephens
6. Keyser Middle School
- c. Melissa Bess
 - d. Tabitha Jones
 - e. Melissa Lannon
 - f. Renetta Moon
 - g. Jennifer Parish-Lannon
 - h. Heather Powell
7. Keyser Primary School
- a. Deborah Amtower
 - b. Scott Bland
 - c. Sarah Hart
 - d. Alicia Mongold-Swick
 - e. Jennifer Parish-Lannon
 - f. Lindy Patton
 - g. Susan Radko
 - h. Daniel Radko
 - i. Judy ShROUT
 - j. Pamela Whittacre

8. Mineral County Technical Center

- a. Douglas Owens

9. New Creek Primary School

- a. Brent Barrick
- b. Meredythe Barrick
- c. Irene Leatherman
- d. Ann Parrish
- e. Natasha Riggelman

M. Leave of Absence Requests*

- 1. Karen Fisher, Custodian, Frankfort Middle School, effective August 25 – November 29, 2017
- 2. Dennis Mickey, Teacher, Frankfort Middle School, effective for SY17-18
- 3. Anita Whetzel, Custodian, Keyser High School, effective for SY17-18
- 4. Emily Wildman, Teacher, Frankfort Middle School, effective August 24 – October 4, 2017
- 5. Kurtis Wildman, Teacher, Keyser Middle School, effective August 24 – September 7, 2017

**Pending receipt of medical certification, if applicable*

Date and Time of Next Meeting: Special Meeting called for personnel on August 22, 2017 at 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:57 p.m.

09-05-2017
DATE APPROVED

PRESIDENT

SECRETARY