

REGULAR MEETING #4

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, August 21, 2018, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President (*via telephone*) (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
Rhonda Martin, CSBO/Treasurer
Susan Grady, Director of Human Resources
Barbara Kesner, Director of Curriculum and Instruction – Elementary
Denise Bruno, Executive Secretary

Other: Mona Ridder, Liz Beavers

Pledge of Allegiance – led by Mr. Woy

APPROVAL OF THE AGENDA

Consent Agenda, Personnel Item A1 (Placement – Professional Personnel) was removed from the agenda.

The motion of Mr. Denne and second of Mr. Puffinburger passed unanimously **to approve the agenda as amended.**

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Announced he would be attending the Teacher of the Year reception in Charleston on September 12th, and stated Ms. Sarah Jones would also be attending.
- Stated he had received notification from the Governor declaring September 21st as School Service Personnel Day.
- Shared a grant had been completed and submitted for the PRO Officers.
- Distributed I.D. Badges to the Board members.
- Reported the Federal Head Start Program Review passed in all areas.

B. Board Comments:

Mr. Denne commented about the “Stuff the Bus” campaign, and stated the Civil Air Patrol and Developmental Center Workshop participated in the County United Way sponsored event.

Mr. Puffinburger stated he had attended the ribbon-cutting ceremony for the School of Nursing at WVU Potomac State College.

PUBLIC COMMENTS

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

APPROVAL OF MINUTES

The motion of Mr. Woy and second of Mr. Puffinburger passed unanimously to approve the minutes of the regular meeting held on August 7, 2018, as presented.

DISCUSSION:

1. PROGRAM PLANNING:

A. Second Reading of Return to Work Policy

The Board reviewed the Return to Work Policy.

2. FINANCE/BUDGET:

A. Treasurer's Report for the Month Ended June 30, 2018

B. Treasurer's Statement of Investments Outstanding as of June 30, 2018

C. Treasurer's Report for the Month Ended July 31, 2018

D. Treasurer's Statement of Investments Outstanding as of July 31, 2018

Mrs. Martin reviewed the Treasurer's Report for the month ended June 30, 2018; the Treasurer's Statement of Investments Outstanding as of June 30, 2018; the Treasurer's Report for the month ended July 31, 2018; and the Treasurer's Statement of Investments Outstanding as of July 31, 2018. (See attached.)

3. MISCELLANEOUS:

A. Annual Goals of the Superintendent

Mr. Dilly distributed copies of proposed goals. The Board reviewed and discussed the proposed goals of the Superintendent. Goals will be placed on the next agenda for action.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Approval of 2018-2019 Professional Personnel Staff Development Plan**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve the 2018-2019 professional personnel staff development plan, as presented.

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

No recommendations were made for personnel items A1 – A2.

1. Kindergarten Teacher, Burlington Primary School
2. School Readiness Specialist, Countywide/Keyser Primary School

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously
to approve the following professional personnel placement, as presented:

3. Tori Sheldon, **placement**, Teacher, Special Education, Fort Ashby Primary School/Frankfort Intermediate School, effective August 27, 2018, pending issuance of an out-of-field authorization for Multi-Categorical Special Education, Autism, Preschool Special Needs, and Gifted.

No recommendation was made for personnel item A4.

4. Teacher, English/Language Arts, Frankfort Middle School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve the following professional personnel transfer, as presented:

5. Brian Bowers, **transfer from** Teacher, Music, Keyser Middle School **to** Teacher, Music, Frankfort Middle School, effective August 22, 2018 – **Advertise Position**

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

to approve the following professional personnel transfer, as presented:

6. Lisa Beeman, **transfer from** Grade 1/2, Keyser Primary School **to** Teacher, Grade 5, Frankfort Middle School, effective August 22, 2018 – **Advertise Position**

No recommendation was made for personnel item A7.

7. Teacher, Art, Keyser High School

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

to approve the following professional personnel placement, as presented:

8. Karen Heavener, **placement**, Teacher, Special Education, half-day, Keyser Middle School, effective August 23, 2018, pending issuance of a permit for Multi-Categorical Special Education

No recommendations were made for personnel items A9, A10 or A11.

9. Teacher, Grade 6, Keyser Middle School
10. Teacher, Special Education, Keyser Primary School
11. Itinerant Physical Therapist, half-day, Student Services

B. Placements/Transfers – Service Personnel

No recommendation was made for personnel item B1.

1. Mechanic, Bus Garage, 235 days

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

to approve the following service personnel transfer, as presented:

2. Shannon Fink, **transfer from** Custodian IV, split-shift, Fort Ashby Primary School, **to** Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, Long Term Substitute, Fort Ashby Primary School, effective August 22, 2018, for the duration of a leave of absence of a regular employee

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

to approve the following service personnel transfer, as presented:

3. Heather Riley, **transfer from** School Bus Operator, serving Keyser Area, New Creek Primary, and Elk Garden Primary School Districts, serving students with disabilities and/or students with specialized medical needs, **to** Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort District (Frankfort Intermediate School), effective August 22, 2018
– **Advertise Position**

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

to approve the following service personnel transfer, as presented:

4. Anita Whetzel, **transfer from** Custodian II, Keyser High School, 220 days, **to** Custodian II, Keyser High School, 235 days, effective August 22, 2018 – **Advertise Position**

C. Placements in Extracurricular 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 extracurricular placements, as presented:

1. Elizabeth Malone, Team Leader – Grade 5, Frankfort Middle School, effective with the 2018-2019 employment term
2. Gina Fox, Technology Chairperson, Keyser Primary School, effective with the 2018-2019 employment term
3. Pamela Middleton, Department Head – Experiential Learning, Frankfort High School, effective with the 2018-2019 employment term

D. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item D.

E. Volunteer

Mr. Denne recused himself and left the room.

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Puffinburger passed unanimously 4-0

to approve the following volunteer placements, as presented:

1. Keyser High School
 - a. Tom Denne

2. Keyser Middle School
 - a. Tom Denne
3. Keyser Primary School
 - a. Tom Denne

3. **FINANCE/BUDGET:**

A. **Approve Placement of PRO Officers at Frankfort High School and Keyser High School for 18-19 School Year**

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

to approve the following placements of PRO officers for the 2018-2019 school year, as presented:

1. Vince Shambaugh – Frankfort High School
2. Forrest Ellifritz – Keyser High School

4. **MISCELLANEOUS:**

A. **Student Transfer Requests**

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

to approve the following student transfer requests, as presented:

1. Student Transfer Cases 19-02 and 19-09 **from** Mineral County Schools **to** Grant County Schools, effective with the 2018-2019 school term, pending approval by Grant County Board of Education
2. Student Transfer Cases 19-03, 19-05 and 19-08 **from** Grant County Schools **to** Mineral County Schools, effective with the 2018-2019 school term
3. Student Transfer Cases 19-04, 19-06 and 19-07 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2018-2019 school term

CONSENT AGENDA

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

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

1. **PROGRAM PLANNING:**

- A. Approval of Access/Early Start Memorandum of Agreement with WVU-Potomac State College (See attached.)

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

1. Monique Bittner, **transfer from** School Instructional Specialist, Fountain Primary and Keyser Primary Schools, **to** Teacher, Grade 1, Wiley Ford Primary School, effective with the 2018-2019 school term
-Advertise Position

B. Placements/Transfers – Service Personnel, effective August 22, 2018

1. Kimberly Brinegar, **transfer from** Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort District **to** Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School
-This position was advertised August 14 – August 20, 2018

C. Placements – Long Term Substitutes, Service Personnel

1. Allen McCoy, School Bus Operator, Bus Garage, effective August 22, 2018, for the duration of a leave of absence of a regular employee
2. Mary Beth Merritt, Cook II, half-day, Frankfort High School, effective August 22, 2018, for the duration of a leave of absence of a regular employee
3. Stephanie Corbin, Secretary II/Accountant II, New Creek Primary School, effective August 22, 2018, for the duration of a leave of absence of a regular employee

D. Placements – Extracurricular Professional Personnel, effective with the 2018-2019 employment term

1. Sarah Malone, Schoolwide Mentor, Frankfort Middle School
2. Diana Sutherland, Evening Program Teacher, Mineral County Alternative School
3. Katrina Westfall, Technology Chairperson, Keyser Middle School
4. Susan Hamilton, Co-Department Head, High Schools That Work, Keyser High School
5. Caitlin Logsdon, Co-Department Head, High Schools That Work, Keyser High School

E. Placement – Substitute Teacher

1. Jessica Harshbarger effective with the 2018-2019 school term

F. Placements – Extracurricular Coaching, Effective with the 2018-2019 Season of Sport

1. Jonathan Stewart, Football Auxiliary Coach, Keyser High School
2. Jonathan Stewart, Wrestling Auxiliary Coach, Keyser High School

- G. Placements – Clock/Game Workers, Keyser High School, Effective for 2018-2019 Sporting Events, Pending Completion of Employment Requirements
1. Jacob Biser
 2. Phillip Biser
 3. Rebekah Biser
 4. Caleb Crow
 5. Makenna Myers
 6. Dylan Wilson
 7. Haylea Wilson
- H. Mutual Consent to Change Assignment
1. Janey Moore, agrees to change assignment from Teacher, Grade 4/School Instructional Specialist, Elk Garden Primary School to Teacher, Grade 4, Elk Garden Primary School effective with the 2018-2019 employment term
- I. Request to Post Positions
1. After School Detention Teachers, Keyser High School, for the 2018-2019 school year (Funding Source: County)
 2. After School Tutoring Teachers, Keyser High School, for the 2018-2019 school year (Funding Source: County)
 3. Credit Recovery Teachers, Keyser High School, for the 2018-2019 school year (Funding Source: County)
 4. Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, Elk Garden Primary School, based on student enrollment
 5. Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School (Funding Source: County)
 6. Resource Teacher/School Instructional Specialist, Elk Garden Primary School (Funding Source: County/Title I)
 7. Parent Involvement Coordinator, New Creek Primary School, for the 2018-2019 school year (Funding Source: Title I)
 8. After School Tutoring Teachers (2 positions), New Creek Primary School, for the 2018-2019 school year (Funding Source: Reading Grant)
 9. Parent Involvement Coordinator, Burlington Primary School, for the 2018-2019 school year (Funding Source: Title I)
 10. After School Tutoring Teachers (2 positions), Burlington Primary School, for the 2018-2019 school year (Funding Source: Reading Grant)

J. Resignations – Professional Personnel

1. Shelby Hutcheson, School Counselor, Frankfort Middle School, effective August 17, 2018
-Advertise Position
2. Christopher Kellermeyer, Teacher, Music, Frankfort Middle School, effective August 8, 2018
-This position was advertised August 8 – 14, 2018
3. Megan McKenzie, Teacher, Grade 5, Frankfort Middle School, effective August 9, 2018
-This position was advertised August 10 – 17, 2018
4. Zachary Steckman, Teacher, Grade 6, Keyser Middle School, effective August 8, 2018
-This position was advertised August 10 – 17, 2018

K. Resignation – Service Personnel

1. Roberta Liller, Custodian, Keyser High School, effective August 9, 2018
-This position was advertised August 10 – 17, 2018

L. Resignations – Extracurricular Professional

1. Megan McKenzie, Team Leader – Grade 5, Frankfort Middle School, effective August 9, 2018
-This position was advertised August 10 – 17, 2018
2. Cynthia Everett, Mentor Teacher System-wide, effective August 7, 2018

M. Resignations – Extracurricular Coaching

1. William Cessna, Boys' Basketball Assistant Coach, Frankfort High School, effective July 27, 2018
-Advertise Position
2. William J. Wahl, Jr., Girls' Cross Country Auxiliary Coach, Keyser High School, effective August 13, 2018
-Advertise Position

N. Removal of Name – Substitute Professional Personnel

1. David Lamb, Substitute Teacher, effective August 10, 2018

O. Removal of Name – Substitute Service Personnel

1. Eden Ritchie, Substitute Aide, effective August 8, 2018

P. Volunteers

1. Burlington Primary School

- | | | |
|---------------------|---------------------|----------------------|
| a. Jeff Jones | e. Zachary Mellott | i. Jessica Riggleman |
| b. Jennifer Jones | f. Michael Mongold | j. Rebecca Sites |
| c. Jessica McGinnis | g. Tonya Mongold | k. Shannon Smith |
| d. Krista Mellott | h. Jeremy Riggleman | |

2. Fort Ashby Primary School

- a. Andrew Johnson
- b. Jessica Johnson

3. Fountain Primary School

- a. Brittany Harrison
- b. Bruce Harrison
- c. Stacey Rhodes
- d. Richard Spiker
- e. Wendy Spiker
- f. Justin Umstot
- g. Susie Umstot

4. Frankfort High School

- a. James Arnold
- b. Mollie Arnold
- c. Eric Clark
- d. Melissa Clark, non-coaching All Sports
- e. Tanya Clark
- f. Darla Cole
- g. Leo Day, non-coaching Football
- h. Terry Dean, non-coaching Football
- i. Sandra Foreman
- j. Brandon Jackson, non-coaching Football
- k. Chapin Jewell, non-coaching Boys' Soccer
- l. Brenda Lewis, non-coaching Soccer
- m. Donna Menear
- n. Ginger Teeter-Hopwood
- o. Amy Weaver, non-coaching Cross Country, Track
- p. Kristal Weaver
- q. Bucky Whiteman, non-coaching Football
- r. Chris Whiteman, non-coaching Football

5. Frankfort Intermediate School

- a. Andrew Johnson
- b. Jessica Johnson
- c. Carol Powell
- d. Eden Ritchie
- e. Melissa Rounds

6. Frankfort Middle School

- a. Tanya Clark
- b. Kristy Haines
- c. Lisa D. Hall
- d. Carol Powell
- e. Eden Ritchie

7. Keyser High School

- a. Dawn Boggs
- b. Lucinda Butler, non-coaching Bowling
- c. Lora Carnell
- d. Jason Detrick, non-coaching Volleyball, Wrestling
- e. Melissa Detrick, non-coaching Volleyball, Wrestling
- f. Dennis Greg Kerns, non-coaching Boys' Soccer
- g. Cristi Loar
- h. Stacey McClintock
- i. Battle Slaughter
- j. Misti Slaughter
- k. Peggy Warnick, non-coaching Cross Country

8. Keyser Middle School

- | | |
|------------------------|--------------------|
| a. Amanda Blackburn | j. Jennifer Jones |
| b. Linda Case | k. Charles Long |
| c. Heather Courtney | l. Kristi Long |
| d. Julie Cryser | m. Mike McDowell |
| e. Jason Detrick | n. Robin McDowell |
| f. Melissa Detrick | o. Holly Mele |
| g. Elizabeth Henderson | p. Misti Slaughter |
| h. Ellen Hershman | q. Joyce Tasker |
| i. Jeff Jones | r. Bethany Wilson |

9. Keyser Primary School

- | | |
|-----------------|--------------------|
| a. Kesha Hughes | d. Crystal Metz |
| b. Kristi Long | e. Nikki Riggleman |
| c. Holly Mele | |

Date and Time of Next Meeting: September 4, 2018, 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:10 p.m.

09-04-2018
DATE APPROVED

PRESIDENT

SECRETARY