

**SPECIAL MEETING #5**

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The Mineral County Board of Education met in special session at 6:00 p.m., Tuesday, August 22, 2017, in the Administrative Office at One Baker Place, Keyser, WV, with the following in attendance:

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

Absent: Robert E. Woy, President (06-30-2020)

Administration: Shawn L. Dilly, Superintendent  
Dwight Williams, Assistant Superintendent  
Rhonda Martin, CSBO/Treasurer  
Susan Grady, Director of Human Resources  
Denise Bruno, Executive Secretary

Other: Shannon Fink, Luke Denne, Robin McDowell, Mona Ridder, Liz Beavers

**Pledge of Allegiance** – led by Luke Denne

**APPROVAL OF THE AGENDA**

The Superintendent announced that Consent Agenda, Personnel Item A2 (Placement – Professional Personnel) would be removed from the agenda.

The motion of Mr. Denne and second of Mr. Ludwick passed unanimously (4-0) **to approve the agenda as amended.**

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PERSONNEL:**

**A. Retirement – Service Personnel**

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

**to approve the following service personnel retirement, as presented:**

1. Cynthia Ravenscroft, Itinerant Classroom Aide/Paraprofessional, Special Education, Keyser High School **-Advertise Position**

The Superintendent wishes to thank Ms. Ravenscroft for her 19+ 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**

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

**to approve the following professional personnel transfers and placement (Items C1, C2 and C4), as presented:**

1. Emily Wildman, **transfer from**, Teacher, Special Education and Gifted, Itinerant, Frankfort District **to** Teacher, Special Education, Keyser Middle School, effective August 23, 2017 **-Advertise Position**
2. William Wright, **placement**, Teacher, Science, Keyser Middle School, effective August 23, 2017, pending West Virginia certification for Middle School Science

No recommendation was made for personnel item C3.

3. Reading Literacy Specialist, Keyser Primary School
4. Emily Tettenburn, **transfer from** Teacher, Grade 5, Keyser Middle School **to** Teacher, Grade One, New Creek Primary School, effective August 23, 2017 **-Advertise Position**

**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, 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 4-0

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

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

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

No recommendations were made for Personnel Item F.

**G. Volunteers**

*Mr. Denne recused himself for items G1, G2 and G3a and left the room.*

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

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

1. Keyser High School
  - a. Thomas Denne

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

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

2. Keyser Middle School
  - a. Thomas Denne

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

**to approve the following volunteer (3a), as presented:**

3. Keyser Primary School
  - a. Thomas Denne

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

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

- b. Jessica Gould
- c. Troy Ravenscroft
- d. Rob Woy
- e. Tabby Woy

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

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

4. Mineral County Alternative Program
  - a. Rob Woy
  - b. Tabby Woy

**CONSENT AGENDA:**

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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. PERSONNEL:****A. Transfer – Professional Personnel**

1. Jessica LeMasters, **transfer from** Teacher, Grade 3/4 Split, Frankfort Intermediate School **to** School Instructional Specialist, half-day, Frankfort Intermediate School, effective August 21, 2017  
**-This position was advertised August 17 through August 24, 2017**

**B. Placements – Extracurricular Professional, effective with the 2017-2018 employment term**

1. Scott Hott, Team Leader, Science, Keyser Middle School
2. Debra Long, Mentor Teacher Schoolwide, Frankfort Intermediate School
3. Patricia Twigg, Mentor Principal for Edward Holler, Keyser Middle School

**C. Placements – Substitute Teachers**

1. Rebecca Gomez, effective pending completion of all employment requirements

**D. Placement – Game Workers, Keyser High School, effective for the 2017-2018 school year**

1. Haylea Wilson
2. Jacob Miller
3. Tre Clay
4. Emma Simpson
5. Phillip Biser
6. Jacob Biser

**E. Resignation**

1. April Shapiro, LPN Instructor, Mineral County Technical Center, effective August 31, 2017  
**-This position was advertised August 17 – 24, 2017**

**F. Remove Name from Substitute Service Personnel List**

1. Kent Spencer, Substitute School Bus Operator, effective August 14, 2017

**G. Request to Post Positions**

1. After School Detention Teachers, 2 positions, Mineral County Technical Center; Funding Source: County

H. Volunteers

1. Burlington Primary School
  - a. Sheree Snyder
  - b. Kaitlyn Gasparro
  - c. Jeremy Riggleman
  - d. Jessica Riggleman
  - e. Jeffrey Jones
  - f. Jennifer Jones
  - g. Pamela Humbertson
  
2. Fort Ashby Primary School
  - a. Nancy Umstead
  - b. Amy Weaver
  
3. Fountain Primary School
  - a. Ginny Newlin
  - b. Joyce Heavener
  - c. Krisinda Heavener
  - d. Geoff Newlin
  - e. Ashlee Newlin
  - f. Stacey Rhodes
  
4. Frankfort High School
  - a. Renee Hipkiss, Band
  - b. Kristal Weaver, Booster Club
  - c. Tyler Bordick, non-coach Football
  
5. Frankfort Intermediate School
  - a. Erica Miller
  - b. Amy Weaver
  - c. Jamie Ketterman
  
6. Keyser High School
  - a. Barbara Henderson, non-coach Boys' Cross Country
  - b. Camryn Barrick, non-coach Volleyball, Football
  - c. Tara Keller, non-coach Cross Country
  - d. Bonnie Roy
  - e. Peggy Warnick, non-coach Cross Country
  - f. Constance Kesecker
  - g. Krisinda Heavener
  - h. Teresa Kenney

7. Keyser Middle School

- a. Mendy Broadwater
- b. Sherri Pancake
- c. Robert Shears
- d. Teresa Shears
- e. Amber Matlick
- f. Eric Guy
- g. Melissa Guy
- h. Ellen Hershman
- i. Karen McRobie
- j. Julie Westfall
- k. Jason Detrick
- l. Melissa Detrick
- m. Grace Terrell
- n. Nicole Bruce
- o. Christen Smith
- p. Jeffrey Jones
- q. Jennifer Jones
- r. Kristi Long
- s. Tara Keller

8. Keyser Primary School

- a. Bonnie Roy
- b. Paul Holloway
- c. Ryan Holloway
- d. Joseph Maybury
- e. Sarah Maybury
- f. Jennifer Cole
- g. Sarah Burke
- h. Kim Bruce
- i. Ralph Bruce
- j. Nicole Bruce

9. New Creek Primary School

- a. Tammy Suffern
- b. Joshua Leatherman
- c. Robin Leatherman
- d. Robert Shears
- e. Teresa Shears
- f. Amanda Richardson
- g. Ashley Nester
- h. Dean Richardson

Date and Time of Next Meeting: September 5, 2017, 6:00 p.m.

**ADJOURNMENT.**

The Vice-President adjourned the meeting at 6:12 p.m.

09-05-2017  
DATE APPROVED

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VICE-PRESIDENT

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SECRETARY