

**REGULAR MEETING #5**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 4, 2018, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President (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: Kim Speir, Shannon Fink, Mona Ridder, Julie McBee, Heather Ack, William Ack, Bridgette Simon

**Pledge of Allegiance** – led by Julie McBee

**APPROVAL OF THE AGENDA**

Other Action, Finance/Budget Items E and F (Budget Revision 1 and Budget Revision 2) were removed.

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent stated all the children were back in school. He mentioned he would be traveling to Charleston next week to attend the Teacher or the Year reception, along with a meeting with the School Building Authority and attending the WV School Boards Association fall conference.

Mr. Dilly asked for a moment of silence in memory of Virginia “Ginny” Newlin, who had worked as Secretary/Accountant at New Creek Primary School.

**B. Board Comments:**

Mrs. Courier asked for continued prayers for the Newlin family.

**PUBLIC COMMENTS**

A. **Agenda Items** – none

B. **Non-Agenda Items**

*Mrs. Courier recused herself due to a conflict of interest and left the room.*

Heather Ack, William Ack and Bridgette Simon appeared before the Board. Due to their comments involving students, the Board moved into Executive Session.

The motion of Mr. Denne and second of Mr. Puffinburger passed 3-1  
**to enter executive session at 6:05 p.m., pursuant to WV Code §6-9A-4 (6) to discuss material which the disclosure of which would constitute an unwarranted invasion of an individual's privacy.**

**APPROVAL OF MINUTES**

The motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously  
**to approve the minutes of the regular meeting held on August 21, 2018, as presented.**

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

A. Treasurer's Report for the Month Ended August 31, 2018

B. Treasurer's Statement of Investments Outstanding as of August 31, 2018

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

C. SBA Proposal

Mr. Dilly presented the proposed NEEDS project that will be submitted to the School Building Authority of West Virginia for their consideration.

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**ACTION AGENDA**

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**OTHER ACTION**

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

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

**to approve adoption of the Return to Work Policy, as presented.** (See attached.)

**B. Approval of Bylaw and Policy Updates – NEOLA V10N1**

After discussion, Mr. Woy and Mr. Puffinburger rescinded their motion and second respectively to approve the following bylaw and policy updates, as presented.

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

**to approve the following bylaw and policy updates, excluding number 2, as presented:** (See attached.)

1. Policy 1411/3211/4211 – Whistleblower Protection (Revised)
- ~~2. Policy 1617/3217/4217/7217 – Weapons (Revised)~~
3. Policy 2411 – Guidance and Counseling (Revised)
4. Policy 2431 – Interscholastic Athletics (Revised)
5. Policy 2623 – Student Assessment (Revised)
6. Policy 2700 – School Report Card (Revised)
7. Policy 3120.02 – Prospective Employable Professional Personnel Reserve List (Revised)
8. Policy 3130.01 – Transfer (Revised)
9. Policy 3165/4165 – Use of Epinephrine Auto-Injectors by Personnel (Revised)
10. Policy 5330 – Use of Medications (Revised)
11. Policy 3270 – Daily Planning Period (Revised)
12. Policy 5200 – Attendance (Revised)
13. Policy 5331 – Administration of Opioid Antagonist (Revised)
14. Policy 6320 – Purchases (Revised)
15. Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)
16. Policy 8210 – School Calendar (Revised)
17. Policy 8340 – Letters of Reference (Revised)
18. Policy 8500 – Food Service (Revised)
19. Policy 8510 – Wellness (Revised)
20. Policy 8510.01 – Child Nutrition Standards (Revised)
21. Policy 8540 – Vending Machines (Revised)
22. Policy 8550 – Competitive Food Sales (New)

**2. PERSONNEL:****A. Approval of Superintendent's Goals for SY18-19**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously  
**to approve the Superintendent's Goals for SY 18-19, as presented.**

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

No recommendations were made for personnel items B1 – B4.

1. Teacher Special Education, Keyser Primary School
2. Teacher, Resource/School Instructional Specialist, Elk Garden Primary School
3. School Instructional Specialist, Fountain Primary and Keyser Primary Schools
4. School Literacy Specialist, half-day, Frankfort Intermediate School

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

5. Joseph Rice, **transfer from** School Counselor, Frankfort Intermediate School and Frankfort Middle School **to** School Counselor, Frankfort Middle School, 210 days, effective date to be determined  
– **Advertise Position**

No recommendations were made for personnel items B6 – B9.

6. Teacher, English/Language Arts, Frankfort Middle School
7. Teacher, Music, Keyser Middle School
8. Teacher, Grade 1/2 split, Keyser Primary School
9. Itinerant Physical Therapist, half-day, Countywide

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

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously  
**to approve the following service personnel transfer, as presented:**

1. David Riggleman, **transfer from** School Bus Operator **to** School Bus Operator, Bus Garage/Transportation, serving students attending Keyser Primary, Keyser Middle, and Keyser High Schools, and Mineral County Technical Center, covers but not limited to Keyser and Piedmont areas, serving students with disabilities and/or students with specialized medical needs, routes are subject to change based upon the needs of the students or for general operations, effective date to be determined –**Advertise Position**

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

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

2. Patricia Harvey, **transfer from** Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, New Creek Primary School **to** Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Kindergarten, Elk Garden Primary School, effective date to be determined –**Advertise Position**

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

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

3. Mary Carter, **transfer from** Custodian I, Keyser Primary and Keyser Middle Schools, 220 days **to** Custodian II, Keyser High School, 220 days, effective date to be determined –**Advertise Position**

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

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

4. Karen S. Smith, **transfer from** Cook II, Frankfort Middle School **to** Cook II, half-day, Wiley Ford Primary School, effective date to be determined –**Advertise Position**

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

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

5. Brittany Bowman, **placement**, Itinerant Classroom Aide – Special Education, Wiley Ford Primary School, effective September 6, 2018, 200 days (187 days for the 2018-2019 employment term)

**D. Placements in Extracurricular Vacancies as Previously Approved and Advertised, Effective September 6, 2018**

**1. Burlington Primary School**

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

**to approve the following extracurricular placements for Burlington Primary School, effective September 6, 2018, as presented:**

- a. After School Tutoring Teachers
  1. Brenda Braithwaite
  2. Julie Cryser
  3. Kristy Reed

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

**to approve the following extracurricular placement for Burlington Primary School, effective September 6, 2018, as presented:**

- b. Parent Coordinator, pending completion of employment requirements
  - 1. Krista Mellott

## **2. Keyser High School**

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

**to approve the following extracurricular placements for Keyser High School, effective September 6, 2018, as presented:**

- a. Credit Recovery Teachers
  - 1. Douglas Clark
  - 2. Eric Miller

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

**to approve the following extracurricular placements for Keyser High School, effective September 6, 2018, as presented:**

- b. After School Tutoring Teachers
  - 1. Katherine Capaldi
  - 2. Susan Hamilton
  - 3. Caitlin Logsdon
  - 4. Eric Miller

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

**to approve the following extracurricular placements for Keyser High School, effective September 6, 2018, as presented:**

- c. After School Detention Teachers
  - 1. Douglas Clark
  - 2. Tina-Chantal Cook
  - 3. Marshall Hardinger
  - 4. Eric Miller

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

**to approve the following extracurricular placement, effective September 6, 2018, as presented:**

3. Cassandra Campbell, After School Evening Program Teacher – Special Education, Mineral County Alternative Program

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

**to approve the following extracurricular placement, effective September 6, 2018, as presented:**

4. Natasha Riggleman, Parent Coordinator, New Creek Primary School

**E. Placements in Coaching Vacancies as Previously Approved and advertised**

No recommendations were made for personnel Item E.

**3. FINANCE/BUDGET:**

**A. Memorandum of Understanding – Jefferson School**

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

**to approve Memorandums of Understanding with The Jefferson School, as presented. (See attached.)**

**B. Approval of Meal Contracts with Child Care Partners for 18-19 School Term**

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

**to approve meal contracts with child care partners for SY18-19, as presented. (See attached.)**

**C. Approval to Purchase Two (2) Maintenance Vehicles at Approximate Cost of \$40,000/each (Funding Source: County)**

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

**to approve the purchase of two (2) maintenance vehicles at approximate cost of \$40,000/each.**

**D. Approve Invoices for August 2018, in the Amount of \$1,230,713.58 for Checks 127811 – 12861**

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

**to approve invoices for August 2018, in the amount of \$1,230,713.58 for checks 127811 – 12861, as presented. (See attached.)**

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

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

**to approve the following student transfer requests, as presented:**

1. Student Transfer Case 19-10 **from** Mineral County Schools **to** Hardy County Schools, effective with the 2018-2019 school term, pending approval by Hardy County Board of Education
2. Student Transfer Cases 19-11, 19-12 and 19-13 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2018-2019 school term

**CONSENT AGENDA**

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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. PERSONNEL:****A. Extracurricular Assignment Agreement**

1. Lisa Linn, 2018-2019 Frankfort High School RAZE Advisor
2. Georganna Mansfield, 2018-2019 Mineral County Technical Center DECA Advisor

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

1. Cheyanne Parks, **placement**, Teacher, Grade 6, Keyser Middle School, effective September 6, 2018, 200 days (187 for the 2018-2019 employment term)
2. Jennifer Oates, **placement**, Teacher, Kindergarten, Burlington Primary School, effective September 6, 2018, 200 days (187 for the 2018-2019 employment term)
3. Mary Conlon, **placement**, Teacher, Art, Keyser High School, effective upon release from Hampshire County Schools
4. Jessica Harshberger, **placement**, School Readiness Specialist, Keyser Primary School/Countywide, effective September 6, 2018, on a second year contract, 200 days (187 for the 2018-2019 employment term). This action removes Ms. Harshberger from the preferred recall list.

**C. Placement – Service Personnel**

1. Quinton A. McRobie, **placement**, Mechanic, Bus Garage, effective September 6, 2018, 235 days (201 days for the 2018-2019 employment term)



D. Placements – Substitute Service Personnel

1. Eric Clark, Substitute School Bus Operator, effective pending completion of employment requirements
2. Lorrie Hall, Substitute School Bus Operator, effective pending completion of employment requirements

E. Placements on Permits – Professional Personnel

1. Darrin Holland, on a permit for Automotive Technology
2. Lucas Spencer, on a permit for Welding
3. John Wilson, on a permit for Criminal Justice

F. Approval of Supervisory Aide and Specialized Health Procedures Agreements, effective for the 2018-2019 Employment Term (See attached.)G. Change in Work Location

1. Hannah Clutter, from Keyser Middle School to Keyser Primary School, effective August 27, 2018

H. Contracted Service, effective for the 2018-2019 School Year

1. Lorraine Mangold, Speech Pathologist, \$65 per hour, as needed  
(Funding Source: Special Education State Aide Allocation)

I. Resignation – Professional Personnel

1. Paula Courtney, Teacher, Health Occupations, Mineral County Technical Center and Frankfort High Schools, effective August 25, 2018 –**Advertise Position**

J. Resignation – Service Personnel

1. Barbara Rohrbaugh, Cook, half-day, Wiley Ford Primary School, effective August 17, 2018  
–**This position was advertised August 23 – 29, 2018**

K. Removal – Substitute Teacher

1. Norma Hart, voluntary removal of name, effective August 27, 2018

L. Request to Post Position – Professional Personnel (Funding Source: County)

1. Teacher, Pre K, Frankfort Intermediate School, due to enrollment

M. Request to Post Positions – Extracurricular Professional Personnel

1. After School Tutoring Teachers, Fort Ashby Primary School (Funding Source: Early Literacy Grant)
2. After School Tutoring Teachers, Fountain Primary School (Funding Source: Title I)
3. Frankfort High School (Funding Source: County)
  - a. After School Tutoring Teachers
  - b. Credit Recovery Teachers
4. Frankfort Middle School (Funding Source: County)
  - a. After School Tutoring Teachers, English/Language Arts
  - b. After School Tutoring Teachers, Mathematics
  - c. After School Detention Teachers, Level 1
  - d. After School Detention Teachers, Level 2
5. Keyser Middle School (Funding Source: County)
  - a. After School Detention Teachers, Level 1
  - b. After School Detention Teachers, Level 2
6. After School Tutoring Teachers, Keyser Primary School (Funding Source: Early Learning Grant)
7. After School Detention Teachers, Mineral County Technical Center (Funding Source: County)

N. Request to Post Positions – Employment Agreements

1. Parent Coordinator, Elk Garden Primary School (Funding Source: Title I)
2. Parent Coordinator, Fort Ashby Primary School (Funding Source: Title I)
3. Parent Coordinator, Fountain Primary School (Funding Source: Title I)
4. Parent Coordinator, Keyser Primary School (Funding Source: Title I)

O. Volunteers (See attached.)

**2. MISCELLANEOUS:**

A. Leave of Absence Requests\*

1. Melissa James, Frankfort High School, effective August 23 – December 31, 2018
2. Renee Thomas, Keyser Primary School, effective September 4 – October 25, 2018
3. Anita Whetzel, Keyser High School, effective August 6, 2018, through end of 18-19 employment term

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

B. Leave of Absence Extension Request

1. Gary Wildman, Elk Garden Primary School, extended to January 4, 2019

Date and Time of Next Meeting: September 18, 2018, 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:24 p.m.

09-18-2018  
DATE APPROVED

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PRESIDENT

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SECRETARY