

REGULAR MEETING #6

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 5, 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)
Lara L. Courrier, Vice-President (06-30-2018)
Thomas C. Denne (06-30-2020)
William B. Ludwick II (06-30-2018)
Kevin D. Watson (06-30-2018)

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

Other: Kim Spier, Brian Root, Helen Robinette, Shannon Fink, Mary Aronhalt, Lantz Evans, Luke Denne, Ashley Baker, Susan Vance, Christine Droppleman, John Droppleman, Mona Ridder, Robin McDowell, Donna Brooke Alt, Donnie Alt, Barbara Kesner, Derek Alt, Laicey Dolly, Allison Robinette, Michala Williams, Lois Spencer, Carol Webb, Brent Ebert, Ricky Tasker

Pledge of Allegiance – led by FFA State Competition 1st Place winners

APPROVAL OF THE AGENDA

The Superintendent noted the following changes to the agenda:

Removed from the agenda:

- Other Action, Personnel Item D (Correction of Previous Posting)
- Other Action, Personnel Item E (Permission to Post)
- Consent Agenda, Personnel Item C2 (Transfer, Professional Personnel)

Correction:

- Consent Agenda, Personnel Item D (Transfer, Service Personnel): “transfer from Custodian, Frankfort Middle School” corrected to “transfer from Keyser Primary and Keyser Middle Schools”

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Shared that our opening day speaker, Morris Morrison, spoke to our middle and high school students, and was very well received by the students.
- Reported a bus accident while students were being unloaded, stating a vehicle rear-ended the bus. Thankfully no one was injured.
- Reminded the Board he would be preparing his annual goals for their review at the next meeting.

B. Recognition:1. State FFA Competition Winners

The following students were presented certificates of recognition:

- ❖ FFA Veterinary Science Team – 1st Place
Derek Alt, Laicey Dolly, Allison Robinette, Michala Williams
- ❖ State Tractor Competition – 1st Place, Ricky Tasker
- ❖ Beef Proficiency Award – 1st Place, John Owens
- ❖ Entrepreneurship Sheep Proficiency Award – 1st Place, Derek Alt

C. Presentation:1. Assessment Report – Kelli Wilson, Assistant Director of Curriculum and Instruction

Ms. Wilson gave a report on county results from the 2016-2017 West Virginia General Summative Assessment.

D. Board Comments:

Mr. Ludwick mentioned the Keyser High School Athletic Queen fundraisers were a great success and commended the students for their efforts.

Mr. Denne commended Mr. Dilly for getting Morris Morrison to speak to our staff and students, stating he had attended the student session and it was “fantastic!” Mr. Dilly clarified that Mrs. Ray had made the arrangements for our speaker.

Mrs. Courier spoke about the huge success of the “Stuff the Bus” campaign in conjunction with County United Way, thanking Ms. Wilson for her role in distributing supplies to the schools.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to approve the minutes of the regular meeting held on August 15, 2017, and of the special meeting held on August 22, 2017, as presented.**

DISCUSSION

1. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended August 31, 2017****B. Treasurer's Statement of Investments Outstanding as of August 31, 2017**

Mrs. Martin reviewed the Treasurer's Report for the month ended August 31, 2017; and the Treasurer's Statement of Investments Outstanding as of August 31, 2017. (See attached.)

EXECUTIVE SESSION

The motion of Mr. Watson and second of Mr. Ludwick passed unanimously **to enter Executive Session at 6:46 p.m., pursuant to WV Code §6-9A-4(2A), to consider personnel matters.**

The Board returned to open session at 7:16 p.m.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Approval of Policy Update/Revision**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Watson passed unanimously **to approve the policy update/revision, as presented:**

1. Substitutes in Areas of Critical Need and Shortage (See attached.)

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

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mr. Ludwick passed unanimously **to approve the following administrative personnel placement, as presented:**

1. John Droppleman, **placement**, Assistant Director of Support Services – Transportation and Warehouse/Inventory Supervisor, 261 days (187 days for the 2017-2018 employment term), effective September 7, 2017

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

to approve the following administrative personnel transfer, as presented:

2. Ashley Baker, **transfer from** Teacher – Alternative Education/Special Education, Mineral County Alternative Program, 200 days, **to** Principal, Mineral County Alternative Program, 235 days (201 days for the 2017-2018 employment term), effective September 7, 2017 – **Advertise Position**

B. Placements/Transfers – Professional Personnel

No recommendation was made for personnel item B1.

1. Teacher, Education Specialist/Mental Health/Disabilities Transition, half-day, Keyser Primary School

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Watson passed unanimously

to approve the following professional personnel placement, as presented:

2. Stacey McKenzie, **placement**, Teacher, Special Education, New Creek Primary School, pending WV certification for Multi-Categorical Special Education, Autism, Gifted and Pre-School Special Needs, effective date to be determined

No recommendations were made for personnel items B3 or B4.

3. Itinerant Special Education and Gifted Teacher, Frankfort District
4. Teacher, Grade 5, Keyser Middle School

C. Placements/Transfers – Service Personnel

No recommendation was made for personnel item C1.

1. Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School

D. Approval of Payment for Planning Periods

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

to approve payment of planning periods for Dana Bateman, Keyser Middle School, and Pam Horevay, Frankfort Middle School, for the 2017-2018 school year, to complete the IB curriculum.

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item E.

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

No recommendations were made for personnel item F.

G. Volunteer

Mr. Denne recused himself, due to it being a family member, and left the room.

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

to approve the following volunteer, as presented:

1. Keyser High School
 - a. Luke Denne, non-coaching Boys' Basketball

H. Contracted Services

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Watson passed unanimously

to approve contracted services, as presented:

1. Steven Peer, Treasurer/Chief School Business Official Consultant, as needed, effective for the 2017-2018 school year, not to exceed 10 days, compensation at the daily rate of pay for this position

3. FINANCE/BUDGET:

A. Approve Invoices for August 2017

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

to approve invoices for August 2017, in the amount of \$982,237.09, for check numbers 122606 - 122971, as presented. (See attached.)

B. 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. Watson and second of Mr. Denne passed unanimously

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

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

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

to approve the following student transfer requests, as presented:

1. Student Transfer Case 18-18 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2017-2018 school term, pending enrollment space and approval by Hampshire County Board of Education
2. Student Transfer Cases 18-19 and 18-20 **from** Grant County Schools **to** Mineral County Schools, effective with the 2017-2018 school term, pending enrollment space and approval by Grant County Board of Education
3. Student Transfer Case 18-21 **from** Mineral County Schools **to** Hampshire County Schools, effective with the 2017-2018 school term, pending approve by Hampshire County Board of Education

B. Request for Home Schooled Students to Attend Classes

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courier passed unanimously

to approve the following request for home-schooled children to attend classes:

1. Parents request permission for home schooled children to attend classes at Mineral County Technical Center for the 2017-2018 school term, pending enrollment (not to exceed 50% of the instructional day), and subject to normal registration and attendance requirements.

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:**A. Approval of Mineral County Work-Based Learning Site, State Board of Risk Insurance Certification**

1. North Branch Animal Hospital, 13701 McMullen Hwy, SW, Cumberland, MD 21502

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

1. Georganna Mansfield, 2017-18 MCTC DECA Advisor
2. Lisa Linn, 2017-18 Frankfort High RAZE Advisor

B. Student Chaperones

1. Carol Webb, National FFA Convention, Indianapolis, IA, October 23-28, 2017
2. Brenton Ebert, Tractor Driving National Competition, Springfield, MA, September 13-18, 2017
3. Richard Thompson Jr, Cabell Midland HS Cross Country Festival, Ona, WV, September 2-3, 2017

C. Transfers, Professional Personnel

1. Brandy Fisher, **transfer from** Attendance Director, Student Services, **to** School Counselor/Attendance Worker, Keyser Primary School, Keyser Middle School, Keyser High School, and Countywide, effective date to be determined **-Advertise Position**
2. Amy Del Signore, **transfer from** Practical Nursing Instructor, Mineral County Technical Center/School Nurse, Itinerant Countywide, **to** LPN Instructor, Mineral County Technical Center, 240 days, effective date to be determined **-Advertise Position**
3. Emily Tettenburn, **transfer from** Teacher, Grade One, New Creek Primary School, **to** Teacher, Grade 3/4 Split, Frankfort Intermediate School, **effective with the 2018-2019 employment term**
-Hold Advertisement

D. Transfer, Service Personnel

1. Marlene Pratt, **transfer from** Custodian, Keyser Primary and Keyser Middle Schools, **to** Custodian, Long Term Substitute, Frankfort Middle School, effective September 7, 2017, for the duration of a leave of absence of a regular employee

E. Placements – Extracurricular Professional Personnel

1. Amy Cowgill, After School Tutoring Teacher, Frankfort High School, effective September 7, 2017, for the 2017-2018 employment term
2. Susan Hausrath, After School Tutoring Teacher, Frankfort High School, effective September 7, 2017, for the 2017-2018 employment term
3. Chelsea McFarland, Team Leader – Special Services, Keyser Primary School, effective September 7, 2017
4. Ashley Baker, After School Evening Program Teacher, Special Education, Mineral County Alternative Program, effective September 7, 2017, for the 2017-2018 employment term
5. Diana Sutherland, After School Evening Program Teacher, Mineral County Alternative Program, effective September 7, 2017, for the 2017-2018 employment term
6. Melissa Detrick, TASC Examiner, Mineral County Technical Center, effective September 7, 2017

F. Placements – Extracurricular Service Personnel

1. Allen McCoy, Mid-day Truck Driver, Bus Garage, effective September 7, 2017

G. Approval of Supervisory Aide and Specialized Health Procedures Agreements (See attached.)

H. Approval to Revise Posting

1. Approval to revise the number of positions on the following previously approved postings **from** two positions **to** varies pending enrollment:
 - a. After School Tutoring Teachers, Frankfort High School
 - b. After School Detention Teachers, Keyser High School
 - c. After School Tutoring Teachers, Keyser High School

I. Approval to Abolish Position

1. Approval to abolish the Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education position, Mineral County Alternative Program

J. Permission to Post Positions

1. Frankfort Middle School, Funding Source: County
 - a. After School Tutoring Teachers, Mathematics
 - b. After School Tutoring Teachers, English/Language Arts
 - c. After School Detention Teachers, Level 1
 - d. After School Detention Teachers, Level 2
2. Frankfort High School, Funding Source: County
 - a. Credit Recovery Teachers
3. Mineral County Technical Center
 - a. Clinical Supervisor

K. Resignation – Extracurricular Professional Personnel

1. Paula Stephens, Mentor Teacher, System-wide, effective with the 2017-2018 employment term

L. Resignation – Extracurricular Coaching

1. Bernard Lantz, Softball Auxiliary Coach, Frankfort High School, effective August 29, 2017
-Advertise Position

M. Removal of Name – Substitute Service Personnel

1. Nancy Meritt, Substitute Aide, voluntary removal of name, effective August 22, 2017

N. Leave of Absence Requests*

1. Mary Racey, Assistant Principal, Keyser Middle School, effective August 21 – June 20, 2018
2. Joyce Shaffer, Bus Operator, effective September 12 – October 25, 2017

**Pending receipt of medical certification, if applicable*

O. Volunteers (See attached.)

3. FINANCE/BUDGET:

A. Approve School Fundraising Groups for 2017-2018 School Term (See attached.)

- 1. Burlington Primary School
- 2. Elk Garden Primary School
- 3. Fountain Primary School
- 4. Frankfort High School
- 5. Frankfort Intermediate School
- 6. Mineral County Technical Center
- 7. New Creek Primary School
- 8. Keyser High School
- 9. Keyser Middle School
- 10. Wiley Ford Primary School
- 11. Fort Ashby Primary School
- 12. Keyser Primary School

Date and Time of Next Meeting: September 19, 2017, 6:00 p.m.
September 26, 2017, 6:00 p.m. (Special Meeting)

ADJOURNMENT.

The President adjourned the meeting at 7:29 p.m.

09-19-2017
 DATE APPROVED

 PRESIDENT

 SECRETARY