

**REGULAR MEETING #6**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 18, 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  
Denise Bruno, Executive Secretary

Other: Mona Ridder, Liz Beavers

**Pledge of Allegiance** – led by Mrs. Grady

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Distributed copies of the 1<sup>st</sup> month enrollment numbers
- Distributed copies of the West Virginia Schools Balanced Scorecard, stating a formal presentation would be made at a future meeting.

**B. Board Comments:** - none

**PUBLIC COMMENTS**

**A. Agenda Items** – none

**B. Non-Agenda Items** – none

**APPROVAL OF MINUTES**

The motion of Mr. Denne and second of Ms. Baniak passed unanimously to approve the minutes of the regular meeting held on September 4, 2018, as presented.

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**ACTION AGENDA**

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**OTHER ACTION**

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

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

**to approve the following professional personnel placement, as presented:**

1. Tiffany Carper, **placement**, Teacher, Pre K, Frankfort Intermediate School, effective September 20, 2018, 200 days (177 days for the 2018-2019 employment term)

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:**

2. Mendy Broadwater, **placement**, Teacher, Special Education, Keyser Primary School, on an out-of-field authorization for Multi-Categorical Special Education and a waiver for Autism, effective September 20, 2018, 200 days (177 days for the 2018-2019 employment term)

No recommendations were made for personnel items A3 – A5.

3. Teacher, Resource/School Instructional Specialist, Elk Garden Primary School
4. Teacher, English/Language Arts, Frankfort Middle School
5. Teacher, Music, Keyser Middle School

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

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

6. Carlie Johnson, **transfer from** Teacher, Grade 1, New Creek Primary School **to** Teacher, Grade 1/2 split, Keyser Primary School, effective with the 2019-2020 employment term

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

**to approve the following professional personnel placement, as presented:**

7. Richard Willison, **placement**, Teacher, General Building Construction, Mineral County Technical Center, on a permit endorsed for General Building Construction, effective September 20, 2018, 200 days (177 days for the 2018-2019 employment term)

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

**to approve the following professional personnel placement, as presented:**

8. Macey Bennett, **placement**, Teacher, Health Occupations, Mineral County Technical Center/Frankfort High School, pending issuance of a permit endorsed for Nursing Aide, effective October 8, 2018, 200 days (165 days for the 2018-2019 employment term)

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

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:**

1. Gary Martin, **transfer from** School Bus Operator, Bus Garage/Transportation, **to** School Bus Operator, Bus Garage/Transportation, serving Keyser District students attending Keyser Primary, Keyser Middle, and Keyser High Schools, covering but not limited to Rt. 220, St. Cloud St., West Piedmont St., Virginia St., Carskadon Rd., Airport Addition, Main St., North End Playground, Old Cemetery Rd., and Hollywood Rd., effective date to be determined –**Advertise Position**

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

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

2. Krista Manna, **transfer from** Custodian III, Student Services/Mineral County Alternative Program/Keyser Middle School **to** Custodian III, split-shift, Long Term Substitute, Fort Ashby Primary School, effective September 20, 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. Denne passed unanimously

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

3. Crystal Moore, **placement**, Custodian I, Keyser Primary and Keyser Middle Schools, effective September 20, 2018, 220 days (187 days for the 2018-2019 employment term)

With Ms. Moore's placement, Mary Carter will be transferred as previously approved, effective September 20, 2018.

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:**

4. Robin Leatherman, **transfer from** Cafeteria Manager, Keyser Primary School, **to** Cook II, Frankfort Middle School, effective date to be determined –**Advertise Position**

**C. Placements in Extracurricular Vacancies as Previously Approved and Advertised, effective September 20, 2018, unless otherwise noted**

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

**to approve the following extracurricular placement, as presented:**

1. Amanda Moreland, Parent Coordinator – Employment Agreement, Elk Garden Primary School, effective pending completion of employment requirements

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

**to approve the following extracurricular placement, effective September 20, 2018, as presented:**

2. Laura Umstot, Technology Chairperson, Fountain 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 (3a and 3b), effective September 20, 2018, as presented:**

3. Frankfort High School
  - a. After School Tutoring Teachers
    1. Timothy Haines
    2. Heather Morrison
    3. Juan Phillips
  - b. Credit Recovery Teachers
    1. Kimberly McGregor
    2. Heather Morrison

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

**to approve the following extracurricular placements (4a – 4d), effective September 20, 2018, as presented:**

4. Frankfort Middle School
  - a. After School Tutoring Teachers - English
    1. Dianna Eary
    2. Pamela Horevay

## b. After School Tutoring Teachers – Mathematics

1. Elizabeth Malone
2. Sarah Malone

## c. Detention Teachers - Level I

1. Krista Hardy
2. Rebecca Williams

## d. Detention Teachers - Level II

1. Krista Hardy
2. Rebecca Williams

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

**to approve the following extracurricular placements (5a – 5b), effective September 20, 2018, as presented:**

## 5. Keyser Middle School

## a. Detention Level I

1. Julie Braithwaite
2. Stacey McClintock
3. Christine Sprouse

## b. Detention Level II

1. Julie Braithwaite
2. Tina-Chantal Cook
3. Stacey McClintock
4. Christine Sprouse

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

**to approve the following extracurricular placements (6a – 6b), effective September 20, 2018, unless otherwise noted, as presented:**

## 6. Keyser Primary School

## a. After School Tutoring Teachers

1. Gina Fox
2. Lisa Rotruck

- b. Georgie Biser, Parent Coordinator – Employment Agreement, effective pending completion of employment requirements

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

**to approve the following extracurricular placements (7a), effective September 20, 2018, as presented:**

7. Mineral County Technical Center

a. After School Detention Teachers

1. Georganna Mansfield
2. James Spurling

**D. Placements in Coaching Vacancies as Previously Approved and Advertised**

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

**to approve the following coaching placement, as presented:**

1. Todd Riggleman, Boys' Basketball Assistant Coach, Frankfort High School, effective season of sport and pending completion of employment requirements

**2. FINANCE/BUDGET:**

**A. Approve Invoices Paid with the PCARD for August 2018, in the Amount of \$6,838.96, ACH Payment - Checks 2-7 (check numbers for tracking purposes only)**

With the recommendation of the Superintendent, the motion of – and second of – passed unanimously **to approve invoices paid with the Purchasing Card for August 2018, in the amount of \$6,838.96, ACH Payment, as presented.** (See attached.)

**CONSENT AGENDA**

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

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

**1. PROGRAM PLANNING:**

**A. Student Intern – Fairmont State University**

1. Allen Arthur, 40 hours, Special Education, Keyser Primary School with Lisa Rotruck, 2018 Fall Semester

B. Work Based Learning Site

1. Surgcare of Western Maryland, 12252 Williams Rd., Cumberland, MD 21502

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

1. Lori Kenney, 2018-2019 Frankfort High National Honor Society Advisor

B. Student Chaperones

1. Julie Sions, FFA Leadership Conference, Ripley, WV, September 26-27, 2018
2. Carol Webb, FFA Leadership Conference, Ripley, WV, September 26-27, 2018

C. Placements – Professional Personnel

1. Dannagale Acord, **placement**, School Literacy Specialist, half-day, Frankfort Intermediate School, effective September 20, 2018
2. Aimee Slider, **placement**, School Instructional Specialist, Keyser Primary and Fountain Primary Schools, effective September 24, 2018

D. Approval of Pre-K Collaborative Contracts

1. Catamount Child Care
2. Kinder Center Day Care
3. Wee Care Day Care
4. Small World Day Care

E. Effective Date of Transfer

1. Joseph Rice, School Counselor, Frankfort Middle School, effective with the 2019-2020 employment term

F. Rescind Employment Action

1. Rescind the employment action to transfer Patricia Harvey to Elk Garden Primary School as a Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher. (Due to changing student enrollment)

G. Approval of Supervisory Aide and Specialized Health Procedures Agreements

1. Brittney Bowman, Wiley Ford Primary School

H. Resignation – Professional Personnel

1. Paul Dolly, Teacher, General Building Construction, Mineral County Technical Center, effective August 31, 2018 –**This position was advertised September 6 – 13, 2018**

I. Resignation – Extracurricular Professional Personnel

- 1. Paul Dolly, Department Head, High Schools That Work, Mineral County Technical Center, effective August 31, 2018 –**Advertise Position**

J. Removal – Substitute Teachers

- 1. Brian Davis, effective September 10, 2018
- 2. Thomas Tucker, effective August 31, 2018

K. Request to Post a Position

- 1. Parent Coordinator, Wiley Ford Primary School, (Funding Source: Title I)

L. Employment Agreement – Teal Steel Staff, Frankfort Middle School, for the 2018-2019 School Year

- 1. Mark Gauthier, to perform services as directed with Teal Steel, effective September 20, 2018, not to exceed 250 hours, \$20 per hour (Funding Source: County)

M. Volunteers (See attached.)

3. MISCELLANEOUS:

A. Leave of Absence Requests\*

- 1. Alexandra Felton, Frankfort Middle School, effective October 9, 2018 – January 16, 2019
- 2. Clinton Larrick, Frankfort Middle School, effective October 9, 2018 – October 22, 2018

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

Date and Time of Next Meeting: September 25, 2018 6:30 p.m. (Special Meeting)  
October 2, 2018 6:00 p.m. (Regular Meeting)

**ADJOURNMENT.**

The President adjourned the meeting at 6:24 p.m.

10-02-2018  
DATE APPROVED

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PRESIDENT

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SECRETARY