

**REGULAR MEETING #7**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 19, 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. Courier, Vice-President (06-30-2018)  
Thomas C. Denne (06-30-2020)

Absent: 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  
Susan Ray, Director of Curriculum and Instruction – Elementary  
Denise Bruno, Executive Secretary

Other: Luke Denne, Mona Ridder, Amy Smith, Madison Smith, Liz Beavers

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

**APPROVAL OF THE AGENDA**

The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to approve the agenda as presented.**

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Shared he had spent last evening with Tommy Nester at the state celebration for Teacher of the Year held in the Clay Center, stating it was a very nice venue and that a teacher from Jefferson County was named West Virginia Teacher of the Year.
- Distributed copies of an ACT report for Mineral County Schools, stating he felt the report was positive overall, with Mineral County Schools being slightly above state levels in English, Mathematics and Science.
- Read a statement concerning a recent challenge with regard to a planned student activity for Keyser High School drama students that violated county policy guidelines.

**B. Board Comments:**

Mr. Denne announced part of the training he received at the recent WVSBA Fall Conference, was regarding the October 7<sup>th</sup> Bond Election, stating it was very informational and that he fully supports, from an educational perspective, the Bond Election for roads, infrastructure and jobs.

**PUBLIC COMMENTS**

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

**APPROVAL OF MINUTES**

The motion of Mr. Denne and second of Mrs. Courier passed unanimously  
**to approve the minutes of the regular meeting held on September 5, 2017, as presented.**

**DISCUSSION**

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**1. MISCELLANEOUS:****A. Annual Goals of the Superintendent**

After discussion of proposed goals for the Superintendent, the formal goals will be presented to the Board at the next meeting for approval.

**ACTION AGENDA**

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**OTHER ACTION**

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

No recommendation was made for personnel item A1.

1. Itinerant Special Education and Gifted Teacher, Frankfort District

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

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

2. Jessica Harshberger, **placement**, Teacher, Grade 5, Keyser Middle School, 200 days, (177 days for the 2017-2018 employment term), effective September 21, 2017

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

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

3. Cassandra Campbell, **placement**, Teacher, Alternative Education/Special Education, Mineral County Alternative Program, 200 days (175 days for the 2017-2018 employment term), effective September 25, 2017

No recommendation was made for personnel item A4.

4. Practical Nursing Instructor/School Nurse, Mineral County Technical Center/Itinerant Countywide

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

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

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

1. Stephanie Davis, **placement**, School Bus Operator, Long Term Substitute, Bus Garage/Transportation, serving Frankfort District students attending Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools, covering but not limited to Rt. 28, Plum Run Rd., effective September 21, 2017, for the duration of a leave of absence of a regular employee

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

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

2. Allen McCoy, **transfer from** School Bus Operator, to School Bus Operator, Long Term Substitute, Bus Garage/Transportation, Fountain Area/Keyser Area serving Fountain Primary School and the Keyser District Schools, covering but not limited to Rt. 46 and Knobley Rd., effective September 21, 2017, for the duration of a leave of absence of a regular employee

**C. Placements in Extracurricular Vacancies as Previously Approved and Advertised, effective September 21, 2017**

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

**to approve the following extracurricular placements, effective September 21, 2017, as presented:**

1. Teresa Hines, RNA Clinical Supervisor, Mineral County Technical Center
2. Rebecca Williams, After School Detention Teacher, Level I and Level II, Frankfort Middle School
3. Heather Morrison, Credit Recovery Teacher, Frankfort High School
4. Kimberly McGregor, Credit Recovery Teacher, Frankfort High School

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

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

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

1. Perry Kennedy, Boys' Basketball Assistant Coach, Keyser High School, effective pending completion of employment requirements

**E. Placements – Substitute Teachers as Previously Approved and Advertised**

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

**to approve the following substitute teacher placements, as presented:**

1. Emily Blankenship
2. Valerie Chaney
3. Marlene Shipley
4. Laura Wilson

**F. Approval of Contracted Services**

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

**to approve the following contracted services, as presented:**

<b>Pamela Whittacre</b> 15007 Laurel Ridge Rd SW Cumberland, MD 21502	<b>Speech Language Pathologist</b> to provide speech and language services to students and speech Supervision to KPS SLPA. Mrs. Whittacre may also be called upon to assist with other schools until the vacant position can be filled.	<b>\$25 per Hour</b>
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**G. Volunteer**

No action was taken on this item due to lack of a quorum.

1. Thomas Denne, Mineral County Alternative Program

**2. FINANCE/BUDGET:****A. Approval of Meal Contracts with Keyser Wee Care Day Care and Small World, LLC**

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

**to approve meal contracts with Keyser Wee Care Day Care and Small World, LLC, as presented.**  
(See attached.)

**3. MISCELLANEOUS:****A. Approval of Home-Schooled Student to be Transported to Mineral County Technical Center****B. Approval of ABE Student to be Transported from Frankfort High School to Mineral County Technical Center**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Denne passed unanimously  
**to approve transportation of a home-schooled student and an ABE student to Mineral County Technical Center.**

**CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Denne passed unanimously  
**to approve the following matters on the Consent Agenda, as presented:**

**1. PROGRAM PLANNING:****A. Student Observations, Field Experience/Clinical Hours - West Virginia University**

1. Samuel Sager, 50 hours, Keyser Middle School, Fall Semester 2017-2018

**B. Potomac State College – Student Interns (See attached.)****2. PERSONNEL:****A. Extracurricular Assignment Agreement**

1. Melissa Detrick, MCTC DECA Club Advisor, 2017-2018

**B. Transfer – Service Personnel**

1. Joanna Zacari, **transfer from** Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser Middle School, **to** Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School, effective September 25, 2017

**C. Placements – Extracurricular Professional**

1. Frankfort High School, effective September 21, 2017

- a. Terri Engnoth, After School Tutoring Teacher
- b. Jessica Hughes, After School Tutoring Teacher
- c. Lauri Nichols, After School Tutoring Teacher

2. Keyser High School, effective September 21, 2017
    - a. Jessica Biser-Trenton, After School Detention Teacher
    - b. Tina-Chantal Cook, After School Detention Teacher
    - c. Marshall Hardinger, After School Detention Teacher
    - d. Eric Miller, After School Detention Teacher
    - e. Caitlin Logsdon, After School Tutoring Teacher
    - f. Eric Miller, After School Tutoring Teacher
    - g. Natalie Zimmerman, After School Tutoring Teacher
    - h. Jessica Biser-Trenton, Credit Recovery Teacher
    - i. Eric Miller, Credit Recovery Teacher
    - j. Carrie Rotruck, Credit Recovery Teacher
  3. Mineral County Technical Center, effective September 21, 2017
    - a. Georganna Mansfield, After School Detention Teacher
    - b. James Spurling, After School Detention Teacher
- D. Placement – Extracurricular Coaching
1. Gary Miller, Boys’ Assistant Soccer Coach, Keyser High School, effective pending completion of employment requirements
- E. Placements – Substitute Teachers, effective pending completion of employment requirements
1. Jessica Harshberger
  2. Brenda Heavner
  3. Jamison Jones
  4. Amy Kalbaugh
  5. Sherry Knieriem
  6. James Perdew
  7. Helena Zacari
- F. Approval of Supervisory Aide and Specialized Health Procedures Agreements
1. Joanna Zacari, Keyser High School
- G. Mutual Consent to Change Assignment
1. Krista Manna, Custodian, Mineral County Alternative Program, Keyser Middle School, and Student Services, change work schedule **from** 8:00 a.m. - 4:00 p.m. **to** 6:00 a.m. - 2:00 p.m.
- H. Resignations – Professional Personnel
1. Sean Farrell, Teacher, English/Language Arts, Frankfort Middle School, effective September 5, 2017  
**-Advertise Position**

I. Resignations – Extracurricular Professional

1. Ashely Baker, Department Head, Special Services, and Technology, Chairperson, Mineral County Alternative Program, effective September 7, 2017

**-Hold Advertisements**

2. Ashley Baker, Evening School Teacher, Special Education, Mineral County Alternative Program, effective September 5, 2017

**-Advertise Position**

3. Christa Harshbarger, Schoolwide Mentor, New Creek Primary School, effective August 30, 2017

**-Advertise Position**

J. Resignation – Extracurricular Service Personnel

1. Allen McCoy, Mid-Day Truck Driver, effective September 8, 2017

**-Advertise Position**

K. Removal of Names – Substitute Teachers

1. Ellen Plucinski, voluntary removal of name, effective September 8, 2017

2. Stacey Wilson, voluntary removal of name, effective September 7, 2017

L. Removal of Names – Substitute Service Personnel

1. Stacey Wilson, Substitute Aide, voluntary removal of name, effective September 7, 2017

M. Permission to Revise Posting

1. Request permission to revise the posting of Education Specialist/Mental Health/Disabilities Transition from a half-day position to a full day position, Funding Source: Head Start Grant

N. Volunteers (See attached.)**3. FINANCE/BUDGET:**A. Approve School Fundraising Groups for 2017-2018 School Term (See attached.)

1. Frankfort Middle School

**4. MISCELLANEOUS:**A. Leave of Absence Requests\*

1. Mary Diehl, Teacher, Keyser Primary School, effective November 9, 2017 – January 1, 2018
2. Christopher Kellermeyer, Teacher, effective September 25 – December 17, 2017

*\*Pending receipt of medical certification, if applicable*

**EXECUTIVE SESSION**

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The motion of Mr. Denne and second of Mrs. Courrier passed unanimously to enter Executive Session at 6:30 p.m., pursuant to WV Code §6-9A-4(2A), to consider personnel matters.

The Board returned to open session at 7:18 p.m.

Date and Time of Next Meeting: September 26, 2017, at 6:00 p.m. – Special Meeting  
October 3, 2017, at 6:00 p.m. – Regular Meeting

**ADJOURNMENT.**

The President adjourned the meeting at 7:18 p.m.

10-03-2017  
DATE APPROVED

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PRESIDENT

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SECRETARY