

**REGULAR MEETING #9**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, October 16, 2018, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President (*via phone*) (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: Shannon Fink, Kim Speir, T J Coleman, Jackie Beverlin, Bridgette Simon, Kevin Simon, Sherry Faulk, Connor DelSignore, Dakota Virts, Carl Braithwaite, Barbara Henderson, Ashley Baker, Amy DelSignore, Darius Redman, Ashley Virts, Larry Virts, Liz Beavers, Mona Ridder

**Pledge of Allegiance** – led by Jackie Beverlin

**APPROVAL OF THE AGENDA**

The Superintendent noted a correction on the Approval of Minutes date from September 18 to October 2.

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Distributed the official second month enrollment numbers.
- Stated a check in the amount of \$3,110.90 had been received from KORE Energy, with a YTD amount of 9,412.10.
- Reported on savings from the use of the purchasing card.
- Announced that Wiley Ford Primary School would be closed tomorrow, in order for electrical wiring to be completed. Staff would report.

**B. Board Comments:**

Mr. Puffinburger reported on the WVSBA meeting he had attended, stating he received some very valuable information.

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

1. Connor DelSignore, Darius Redman and Dakota Virts spoke in support of their cross-country coach.
2. T J Coleman, representing the Aubrey Stewart Project, spoke about how the family structure has changed and how our children need our support now more than ever.
3. Bill Ack spoke of his son being treated differently than his team mates by his cross-country coach.
4. Barbara Henderson spoke in support of the cross-country coach.

**APPROVAL OF MINUTES**

The motion of Mr. Woy and second of Mr. Puffinburger passed unanimously to approve the minutes of the regular meeting held on October 2, 2018, as presented.

**DISCUSSION:**

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**1. FINANCE/BUDGET:****A. Treasurer's Report for the Month Ended September 30, 2018****B. Treasurer's Statement of Investments Outstanding as of September 30, 2018**

Mrs. Martin reviewed the Treasurer's Report for the month ended September 30, 2018; and the Treasurer's Statement of Investments Outstanding as of September 30, 2018.

**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. Puffinburger and second of Mr. Denne passed unanimously to approve the following service personnel retirement, as presented:

1. Barbara Rohrbaugh, Cook II, half-day, Frankfort High School, effective October 11, 2018  
**-Advertise Position**

The Superintendent wishes to thank Ms. Rohrbaugh for her 19+ years of service to Mineral County Schools.

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

No recommendations were made for personnel items B1 – B3.

1. Professional Accountant - Payroll, County Office, 261 days
2. Teacher, English/Language Arts, Frankfort Middle School
3. Teacher, Music, Keyser Middle School

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

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Denne failed 2-3 (Yes – Courier, Baniak; No – Denne, Puffinburger, Woy) to approve the following service personnel placement:

1. Roger McAvoy, Jr. **placement**, School Bus Operator, BG/Transportation, serving Frankfort District students attending Wiley Ford Primary, Frankfort Middle, and Frankfort High Schools, covers but not limited to Carpendale and Ridgeley, Rt. 28, Plum Run Rd., Joy Dr., Extended, Airport Rd., and Miltenberger Rd., effective October 29, 2018, 200 days (150 days for the 2018-2019 employment term)

Mr. McAvoy was the most senior substitute School Bus Operator to apply for this position.

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

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

2. Stacey Hanlin, **placement**, Secretary II or III/Accountant II, Keyser Middle School, 220 days (159 days for the 2018-2019 employment term), effective October 30, 2018

With Ms. Hanlin's placement, Stephanie Corbin will be transferred as previously approved, effective October 30, 2018.

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

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

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

1. Tina-Chantal Cook, After School Detention Teacher, Mineral County Alternative Program, effective October 18, 2018

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

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

2. Kaylin Gentry, After School Tutoring Teacher, New Creek Primary School, effective October 18, 2018

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously  
**to approve the following placements, as presented:**

3. Substitute Teachers, effective pending completion of employment requirements
  - a. Sherri Biser
  - b. Mary Catherine Idleman
  - c. Nicholas Imes
  - d. Derek Miller
  - e. Stephanie Shingler
  - f. Ashley Shreve

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

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously  
**to approve the following coaching placement, as presented:**

1. Anthony Cimaglia, Boys' Basketball Auxiliary Coach, Frankfort High School, effective pending completion of employment requirements

**F. Ratification of Suspension**

The motion of Mr. Denne and second of Mr. Woy passed 4-0-1 (Mrs. Courier abstained)  
**to enter executive session at 6:51 p.m., pursuant to WV Code §6-9A-4(2A) to consider a personnel matter.**

The Board returned to open session at 7:06 p.m.

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Woy passed 4-0-1 (Mrs. Courier abstained)  
**to approve the administrative leave with pay of Tammie Hart-Smith until the conclusion of the cross-country season.**

**2. FINANCE/BUDGET:**

**A. Approval of In-Lieu for Transportation**

With the recommendation of the Superintendent, the motion of Mr. Woy and second of Mr. Puffinburger passed unanimously  
**to approve payment of in-lieu for transportation, as presented.** (See attached.)

**B. Approve Invoices for September 2018, in the Amount of \$1,081,024.20, for Checks 128162 – 128619**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously  
**to approve invoices for September 2018, in the amount of \$1,081,024.20, for checks 128162 – 128619, as presented.** (See attached.)

**C. Approve Invoices paid with the P-CARD for September 2018, in the Amount of \$12,231.59, ACH Payment - Checks 8-16 (check numbers for tracking purposes only)**

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

**to approve invoices paid with the purchasing card for September 2018, in the amount of \$12,231.50, ACH payment – Checks 8 – 16, as presented. (See attached.)**

## **CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously 4-0 (*Mr. Woy recused himself and left the room due to personnel item H8ee being his spouse.*)

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

**1. PROGRAM PLANNING:**

A. School Counseling Placement, Frostburg State University

1. Blake Mongold, beginning January 2019 for approximately 35 days, Keyser High School

B. Request for Attendance/Participation in Meetings and/or Conferences

1. TCTW Leaders Forum, Miramar Beach, FL, February 4-7, 2019
  - a. Georganna Mansfield Funding: (TCTW Grant)

**2. PERSONNEL:**

A. Student Chaperones

1. Elizabeth Malone, FHS Band to New York City, April 24-26, 2019
2. Sarah Malone, FHS Band to New York City, April 24-26, 2019

B. Placements/Transfers – Service Personnel

1. Mary Beth Merritt, **transfer from**, Cook II, half-day, Keyser Primary School, **to** Cook II, half-day, Keyser Middle School, effective date to be determined –**Advertise Position**

C. Placements – Extracurricular Professional Personnel, effective October 18, 2018

1. After School Tutoring Teachers, Frankfort High School
  - a. Terri Engnoth
  - b. Susan Hausrath
  - c. Richard Kelleher
  - d. Amber Leatherman

2. Pamela Horevay, After School Tutoring Teacher, Mathematics, Frankfort Middle School
3. Erin Johnson, After School Tutoring Teacher, New Creek Primary School

D. Placement – Employment Agreement

1. Christina Holler, Parent Coordinator, Wiley Ford Primary School, effective pending completion of employment requirements
2. Stephanie Lott, Parent Coordinator, Fort Ashby Primary School, effective pending completion of employment requirements
3. Ashly Knaggs, Parent Coordinator, Fountain Primary School, effective pending completion of employment requirements

E. Resignation – Service Personnel

1. Michael Maphis, Mechanic, Bus Garage, effective October 26, 2018  
**-Advertise Position**

F. Removal from Substitute Teacher List

1. Emily Blankenship, voluntary removal of name, effective October 1, 2018
2. Nancy Lease, voluntary removal of name, effective October 8, 2018

G. Approve Supplement for Kurtis Wildman for Additional Coaching Duties (See attached.)

H. Volunteers

1. Burlington Primary School
  - a. Stephenia Carr
  - b. Tiffany Kennan
  - c. Louella Lambert
  - d. Jaime Mason
  - e. Travis Metcalf
  - f. Phyllis Saville
  - g. Cheri Staggs
  - h. David Staggs
  - i. Crystal Thorne
2. Elk Garden Primary School
  - a. Jocelyn Spotts

3. Fort Ashby Primary School

- a. Brittany Cook
- b. Ethan Cook
- c. Lucile Cook
- d. Jamie Gera
- e. Tamra Hansford
- f. Erin Jones
- g. Stephanie Lott
- h. Karen Mackert
- i. Stacie McKenzie
- j. Carol Powell
- k. Eden Ritchie
- l. Wayne Steckman
- m. Jeremy Wagoner
- n. Michell Wagoner

4. Fountain Primary School

- a. Brittany Heavener
- b. Laurie Ward
- c. Kimberly Whetzel
- d. Patricia Woodall

5. Frankfort High School

- a. Patsy Moreland

6. Keyser High School

- a. Mary Anthonysamy
- b. Stephanie Davis
- c. Hunter Kasmier, non-coaching Boys' Basketball
- d. Tara Keller
- e. Battina Myers
- f. Jeffrey Myers
- g. Steven Riggelman, Jr., non-coaching Basketball
- h. R. Terry Stephens, non-coach Boys' Cross Country

7. Keyser Middle School

- a. Sherri Amtower
- b. Stephanie Davis
- c. William Flynn
- d. Tara Keller
- e. James Lloyd
- f. Michael Moore

## 8. Keyser Primary School

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|----------------------|---------------------|
| a. Heather Ack       | q. Steve Liller     |
| b. Hannah Biser      | r. Michael Moore    |
| c. Nancy Braithwaite | s. Colleen Nagy     |
| d. Jeff Broadwater   | t. Ashlee Newlin    |
| e. Ralph Bruce       | u. Matthew Peterson |
| f. Michael Cash      | v. Mary Quinn       |
| g. Barbara Clark     | w. Daniel Radko     |
| h. Derek Coble       | x. Susan Radko      |
| i. Carrie Crowe      | y. Katie Ratliff    |
| j. Amanda Faulk      | z. Troy Ravenscroft |
| k. Brian Faulk       | aa. Destiny Robiero |
| l. Ellen Hershman    | bb. Misti Roderick  |
| m. Shawn Hill        | cc. Brooke Salesky  |
| n. Kylie Jeffries    | dd. Chad Salesky    |
| o. Andrew Kight      | ee. Tabby Woy       |
| p. Diane Liller      | ff. Helena Zacari   |

## 9. Mineral County Alternative School

- a. Joann Pates-Mont

## 10. Mineral County Technical Center

- a. Cynthia Clark
- b. Jeffery Clark

## 11. New Creek Primary School

- a. Brent Barrick
- b. Meredythe Barrick
- c. Sarah Daniels
- d. Bryan Love
- e. Corey Love
- f. Spryng Murphy

## 12. Wiley Ford Primary School

- a. Denise Mantheyy
- b. Amber Smith
- c. Mary Zembower

**3. MISCELLANEOUS:**

A. Leave of Absence Requests\*

- 1. Julie Cary, Keyser Primary School, effective October 15, 2018 – January 30, 2019
- 2. Katrina Dolly, Mineral County Technical Center, effective October 12 – November 29, 2018

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

***Mrs. Courier disconnected her call at this point of the meeting.***

**STUDENT DISCIPLINARY HEARINGS:**

The motion of Mr. Puffinburger and second of Mr. Denedd passed 4-0 **to enter executive session at 7:12 p.m., pursuant to WV Code 6-9A-4(3), to conduct the following student disciplinary hearings.**

- A. Student Disciplinary Case #19-02
- B. Student Disciplinary Case #19-03

The Board returned to open session at 8:41 p.m.

Date and Time of Next Meeting: October 30, 2018, 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 8:41p.m.

10-30-2018  
DATE APPROVED

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PRESIDENT

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SECRETARY