The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, October 3, 2017, in the Administrative Office at 36 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
Kelli Wilson, Assistant Director of Curriculum and Instruction
Denise Bruno, Executive Secretary


Pledge of Allegiance – led by Mary Kay Staggers

APPROVAL OF THE AGENDA

Consent Agenda, Personnel Item B4d (Frankfort Intermediate School - Volunteer) was removed.

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:
- Distributed copies of enrollment numbers by grade as of October 1st and reviewed the data.
- Announced he had received a letter giving notification of monitoring of the Head Start Program.
- Reported he had attended a Town Hall meeting with Governor Justice today, stating it was a nice event.

B. Presentation:

1. Kelli Wilson reported on the great success of the County United Way – Stuff the Bus Campaign held this past August. Certificates of appreciation were presented to Ms. Linda Tappe and County United Way.
C. **Board Comments:**

Mr. Denne mentioned he had visited the 5th Grade Outdoor School at Camp Minco and that it was a “wonderful experience.” He also reported that he had attended the policy council meeting of Mineral County PreK Head Start.

**PUBLIC COMMENTS**

A. **Agenda Items** – none

B. **Non-Agenda Items** – none

**APPROVAL OF MINUTES**

The motion of Mrs. Courrier and second of Mr. Watson passed unanimously to approve the minutes of the regular meeting held on September 19, 2017; and the special meeting held on September 26, 2017, as presented.

**DISCUSSION**

1. **FINANCE/BUDGET:**

   A. **Treasurer’s Report for the Month Ended September 30, 2017**

   B. **Treasurer’s Statement of Investments Outstanding as of September 30, 2017**

   Mrs. Martin reviewed the Treasurer’s Report for the month ended September 30, 2017; and the Treasurer’s Statement of Investments Outstanding as of September 30, 2017. (See attached.)

**ACTION AGENDA**

**OTHER ACTION**

1. **PROGRAM PLANNING:**

   A. **Every Student Succeeds Act (ESSA) – Policy Updates**

   With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mr. Ludwick passed unanimously to approve the following policy updates, as presented: (See attached.)

   1. Policy 5111.01 – Homeless Students (Replacement)
   2. Policy 5111.03 – Children and Youth in Foster Care (New)
   3. Policy 8340 – Letters of Reference (New)
2. **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 Mr. Watson and second of Mr. Denne passed unanimously
         to approve the following professional personnel transfer, as presented:

         2. **Teresa Hines, **transfer from, **Teacher, Health Occupations, half-day, Mineral County Technical Center and Frankfort High School, to Practical Nursing Instructor/School Nurse, Mineral County Technical Center/Itinerant Countywide, on a permit for School Nurse, effective October 9, 2017, 200 days (165 for the 2017-2018 school year)** – **Advertise Position**

            Amy DelSignore’s effective date of transfer will be October 9, 2017.

         No recommendations were made for personnel items A3 – A4.

      3. **English/Language Arts Teacher, Frankfort Middle School**

      4. **Attendance Director/Drop-out Prevention Specialist, Student Services, 240 days**

   B. **Transfer – Service Personnel**

      With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mrs. Courrier passed unanimously
      to approve the following service personnel transfer, as presented:

      1. **Melissa Jessen, **transfer from, **Cook, Fort Ashby Primary School, to Itinerant Classroom Aide – Special Education, Keyser Middle School, effective with the 2018-2019 employment term** – **Hold Advertisement**

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

      No recommendations.

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

      No recommendations.
3. **FINANCE/BUDGET:**

   A. **Approve Invoices for September 2017, in the Amount of $1,038,693.54, for Checks 122973 – 123396**

      With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courrier passed unanimously
      to approve invoices for September 2017, in the amount of $1,038,693.54, for checks 122973 - 123396, as presented.  (See attached.)

   B. **Approval of Meal Contract with Catamount Children’s Center, Inc.**

      With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Ludwick passed unanimously
      to approve a meal contract with Catamount Children’s Center, Inc., as presented.  (See attached.)

   C. **National School Boards Association National Connection Fees**

      With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Watson passed unanimously
      to approve National School Boards Association National Connection Fees, as presented.  (See attached.)

4. **MISCELLANEOUS:**

   A. **Discussion and Approval of RESA 8 Transition to Educational Services Cooperatives (ESC)**

      With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Denne passed unanimously
      to approve the transition to Educational Services Cooperatives (ESC), as presented.

   B. **Student Transfer Requests**

      With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mr. Ludwick passed unanimously
      to approve the following student transfer requests, as presented:

      1. Student Transfer Case 18-22 from Mineral County Schools to Grant County Schools, effective immediately with the 2017-2018 school term, pending approval by Grant County Board of Education

      2. Student Transfer Case 18-23 from Grant County Schools to Mineral County Schools, effective immediately with the 2017-2018 school term, pending enrollment-space and approval by Grant County Board of Education
CONSENT AGENDA

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

1. PROGRAM PLANNING:

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

      1. National Council Teachers of Mathematics, Washington, DC, April 24-28, 2018
         a. Amy Cowgill
         b. Amy Rice
         (Funding: County-General Ed)

   B. Student Intern – Frostburg State University

      1. Ashley Winter, Frankfort High School, Pam Middleton, Spring 2018

2. PERSONNEL:

   A. Placements – Extracurricular Professional, effective October 5, 2017

      1. Gerald Eisenhour, After School Tutoring Teacher, Keyser High School
      2. Carlie Johnson, Mentor Teacher, Schoolwide, New Creek Primary School
      3. Amber Leatherman, After School Tutoring Teacher, Frankfort High School
      4. Juan Phillips, After School Tutoring Teacher, Frankfort High School
      5. Shayanne Jacobs, After School Tutoring Teacher, Frankfort High School

   B. Volunteers

      1. Burlington Primary School
         a. Peggy Riggleman

      2. Elk Garden Primary School
         a. William Abernathy
         b. Jeremiah Reed
         c. Charles Shreve
         d. Kayla Weese

      3. Fort Ashby Primary School
         a. William Brooks
         b. Brian Derlan
         c. Erin Jones
         d. Candida Kyle
         e. Ashley Lease
f. Britney Lisanti
g. Shala Logsdon
h. Shelena McKenney
i. Stephanie Pennington
j. Randy Ritchie

4. Frankfort Intermediate School
   a. Brenda Elza
   b. Andrew Ferguson
   c. Laurie Ferguson
   d. Amie Page
   e. Paulette Young

5. Frankfort Middle School
   a. Tanya Clark
   b. Andrew Ferguson
   c. Laurie Ferguson
   d. Krista Hardy

6. Keyser Primary School
   a. Josie Baker
   b. Ashley Davis
   c. Brian Davis
   d. Julie Davis
   e. Allison Devlin
   f. Jessica Guthrie
   g. Jonathan Hickey
   h. Teresa Hines
   i. Cynthia Judy
   j. Heather Keller
   k. Matthew Riggleman
   l. Stephanie Riggleman
   m. Michael Travelpiece
   n. Margaret Wilson

7. Wiley Ford Primary School
   a. Justin Flick
   b. Michael Miller
   c. Stephanie Miller
   d. Chanda Minnick
   e. Joy Paugh
3. **MISCELLANEOUS:**

   A. **Leave of Absence Requests***

      1. Jacqueline Myers, Aide/Paraprofessional, Keyser Primary School, effective October 5, 2017 – end of school year
      2. Danielle Rush, LPN/Paraprofessional, Keyser Primary School, effective November 1 – December 21, 2017

      *Pending receipt of certification, if applicable

Dates/Times of Future Meetings: October 17 – October 30 – November 14, at 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:00 p.m.