

REGULAR MEETING #12

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, November 14, 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. Courier, Vice-President (06-30-2018)
Thomas C. Denne (06-30-2020)
Kevin D. Watson (06-30-2018)

Absent: William B. Ludwick II (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 – Curriculum and Instruction
Denise Bruno, Executive Secretary

Other: Kim Speir, Luke Denne, Kirsten Denne, Mona Ridder, Jennifer Simpson

Pledge of Allegiance – led by Kirsten Denne

APPROVAL OF THE AGENDA

The Superintendent noted the following changes to the agenda:

- Consent Agenda, Personnel Item I1 (Removal of Substitute Teacher) removed
- Student Disciplinary Hearings removed

The motion of Mrs. Courier and second of Mr. Watson passed unanimously (4-0) **to approve the agenda as amended.**

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

Mr. Dilly:

- Distributed copies of the continuation plan/decision regarding RESA programs and services provided by West Virginia Department of Education and gave an overview regarding the implementation of ESCs.
- Reported a check had been received from KORE Energy in the amount of \$2,233.80.
- Gave an update regarding the NEEDs project presentation to the School Building Authority.

B. Board Comments:

Mr. Denne reported on the great success of the Keyser Middle School Lemonade Stand Project.

Mr. Watson remarked on the upcoming 25th Anniversary Celebration of Frankfort Middle School.

PUBLIC COMMENTS

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

APPROVAL OF MINUTES

The motion of Mr. Watson and second of Mr. Denne passed unanimously
to approve the minutes of the regular meeting held on October 30, 2017, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

- A. **Treasurer's Report for the Month Ended October 31, 2017**
- B. **Treasurer's Statement of Investments Outstanding as of October 31, 2017**

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

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:

- A. **Approval of School of Practical Nursing: 2018 Student Policies Handbook**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Denne passed unanimously
to approve the School of Practical Nursing: 2018 Student Policies Handbook, as presented. (See attached.)

EXECUTIVE SESSION

The motion of Mr. Woy and second of Mr. Watson passed unanimously
to enter executive session at 6:20 p.m., pursuant to WV Code 6-9A-4(2A), to consider personnel matters.

The Board returned to open session at 6:50 p.m.

2. PERSONNEL:**A. Ratification of Suspension of Employee**

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

to approve ratifying the 5-day suspension of Nancy Lease, effective October 23, 24, 25, 26 and 30, 2017, for violation of district policies, as presented.

B. Placements/Transfers – Professional Personnel

No recommendations were made for personnel items B1 – B4.

1. School Instructional Specialist/Resource Teacher, Elk Garden Primary School
2. Health Occupations Teacher, half-day, Mineral County Technical Center, Frankfort High School
3. Itinerant Speech Pathologist/Speech Assistant, Countywide
4. Education Specialist/Mental Health/Disabilities Transition, Keyser Primary School

C. Placement/Transfer – Service Personnel

No recommendation was made for personnel item C1.

1. Custodian, Long Term Substitute, Elk Garden Primary School, for the duration of a leave of absence of a regular employee

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

No recommendations were made for personnel items D or E.

3. FINANCE/BUDGET:**A. Approve Budget Revision Number 3 in the amount of \$898,259.00**

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

to approve budget revision number 3 in the amount of \$898,259.00, as presented. (See attached.)

B. Approve Invoices for October 2017, in the Amount of \$1,188,088.96, for Checks 123397 – 123840

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

to approve invoices for October 2017, in the amount of \$1,188,088.96, for checks 123397 – 123840, as presented. (See attached.)

4. MISCELLANEOUS:**A. Approval of Mineral County PreK Head Start Policy Council Minutes and Financial Reports**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Watson passed unanimously
to approve the Mineral County PreK Head Start Policy Council minutes and financial reports from the October 30, 2017, meeting.

CONSENT AGENDA:

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

1. PROGRAM PLANNING:**A. Student Interns**

1. Allegany College of Maryland, for 15 weeks, beginning week of January 22, 2018 through May 11, 2018, with Pam Middleton, Frankfort High School
 - a. Kara Brown
 - b. TerryAnn Smith
2. West Virginia University, January 29, 2018 through April 30, 2018, with Carol Webb and Julie Sions, Mineral County Technical Center
 - a. Amber Murphy
 - b. Jordyn Peters
3. Frostburg State University
 - a. Leila Nash, Counseling Intern, January 8, 2018 through March 13, 2018, with Pam Middleton, Frankfort High School
 - b. Alyssa Wilson, Spring Semester 2018, Second Grade, Fort Ashby Primary School

2. PERSONNEL:**A. Student Chaperones**

1. Carol Webb, WV FFA Beef Quiz Bowl, Stonewall Jackson, WV, December 1-2, 2018

B. Change in Certification Status

1. Teresa Hines was not eligible for a permit for School Nurse. A waiver was written for the 2017-2018 school year.

C. Placement/Transfer – Professional Personnel

1. Robert Moore, **transfer from** Teacher, Mathematics, Keyser Middle School **to** Teacher, Grade 5, Keyser Middle School, **effective with the 2018-2019 employment term**
-Hold Advertisement

D. Placements – Extracurricular Professional Personnel

1. Tina Stephen, Building Designee, Keyser High School, effective November 16, 2017
2. Torria Connor, Department Head – High Schools That Work, Keyser High School, effective November 16, 2017

E. Placements – Extracurricular Service Personnel

1. Hannah Rexrode, Mid-day Bus Run, from Mineral County to Cumberland, Maryland, effective November 16, 2017

F. Approval of Mutual Consents to Change Assignments

1. Approve a mutual consent to change Ashley Shreve **from** Resource Teacher/Special Education Teacher **to** Special Education Teacher at Elk Garden Primary School. Ms. Shreve will need to secure the additional certification endorsement areas of Autism, Preschool Special Needs, and Gifted.
2. Kelli Smith, Custodian, Frankfort High School, change work schedule **from** 3:00 p.m. – 11:00 p.m. **to** 2:00 p.m. – 10:00 p.m.
3. Earlene Hott, Custodian, Frankfort High school, change work schedule **from** 2:00 p.m. – 10:00 p.m. **to** 3:00 p.m. to 11:00 p.m.
4. Harold Moreland, Custodian, Frankfort Middle School, change work schedule **from** 2:00 p.m. – 10:00 p.m. **to** 1:00 p.m. – 9:00 p.m.

G. Permission to Revise Posting

1. Revise the posting for the additional position at Elk Garden Primary School from School Instructional Specialist/Resource Teacher to Grade 4/Resource Teacher. This approval will abolish the current posted position of School Instructional Specialist/Resource Teacher.

H. Resignation – Extracurricular Coaching

1. Delores Self, Bowling Head Coach, Keyser High School, effective October 25, 2017
-Advertise Position

I. Removal – Substitute Service Personnel

1. Donna Hanlin, Substitute Aide, voluntary removal of name, effective October 30, 2017
2. Donna Menear, Substitute Aide, voluntary removal of name, effective October 27, 2017

J. Volunteers

1. Burlington Primary School
 - a. Rachel Malcolm
 - b. Rodney Mason
 - c. Cheri Staggs
 - d. David Staggs
2. Fort Ashby Primary School
 - a. Susan Flanagan
3. Fountain Primary School
 - a. Lacie Johnson
 - b. Eric Lawrence
 - c. Kimberly Mongold
 - d. Earnest Purdy
 - e. Bethany Wilson
4. Frankfort High School
 - a. David Hamilton, non-coaching Basketball
 - b. Carter Alan Houdersheldt, non-coaching Boys' Basketball
 - c. Garet Marvin, non-coaching Boys' Basketball
 - d. Matthew Miller, non-coaching Basketball
5. Frankfort Intermediate School
 - a. Lacey Haines
6. Frankfort Middle School
 - a. Sue Nealis-Williams
7. Keyser High School
 - a. Chrystal Crites, Band
 - b. Bob Harman
 - c. Hunter Kasmier, non-coaching Basketball
 - d. Miranda Ratliff, non-coaching Cheerleading
 - e. Lecia Riggleman
 - f. Steven Riggleman, non-coaching Basketball
 - g. Christine Spurling, non-coaching Cheerleading

8. Keyser Primary School

- a. Cheri Alt
- b. Cassandra Bechdel
- c. Kerry Clark
- d. Jordan Coffman
- e. Shana Cook
- f. Jill Davis
- g. Sarah Davis
- h. Editha Duckworth
- i. Michael Duckworth
- j. Billie Fazzalore
- k. Nicole Fields
- l. Julie Healy
- m. Nathan Healy
- n. Kelly Keplinger
- o. Logan Mills
- p. Jay Mitchell
- q. Jonta Nash
- r. Karen Peterson
- s. Matthew Peterson
- t. Robert Peterson
- u. Andrea Robertson
- v. Timothy Woods

9. New Creek Primary School

- a. Darrell Costello
- b. Aimee Milla

3. MISCELLANEOUS:A. Leave of Absence Requests*

1. Kimberly Bruce, Custodian, New Creek Primary School, effective October 29, 2017 – June 30, 2018
2. Mary Colson, Paraprofessional, Fountain Primary School, effective January 15 – February 28, 2018
3. Leslie Moreland, Cook, Frankfort High School, effective October 23, 2017 – February 23, 2018
4. Carrie Willison, Teacher, Keyser Middle School, effective January 10 – March 20, 2018

**Pending receipt of certification, if applicable*

Date and Time of Next Meeting: December 5, 2017, 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 6:55 p.m.

12-05-2017
DATE APPROVED

PRESIDENT

SECRETARY