

REGULAR MEETING #13

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, December 5, 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)
William B. Ludwick II (06-30-2018)
Kevin D. Watson (*via phone*) (06-30-2018)

Administration: Shawn L. Dilly, Superintendent
Dwight Williams, Assistant Superintendent
Rhonda Martin, CSBO/Treasurer
Susan Grady, Director of Human Resources
Brandy Fisher, Attendance Director/Drop-Out Prevention/Home School
Denise Bruno, Executive Secretary

Other: Barbara Kesner, Mona Ridder, Shannon Fink

Pledge of Allegiance – led by Brandy Fisher

APPROVAL OF THE AGENDA

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

Mr. Dilly shared that WVDE Center for Professional Development had named Kevin Shupe as a distinguished scholar for the Principal’s Leadership Academy.

B. Board Comments:

Mr. Denne spoke about the 25th Anniversary Celebration of Frankfort Middle School, stating it was a wonderful event.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Watson and second of Mrs. Courier passed unanimously to approve the minutes of the regular meeting held on November 14, 2017, as presented.

DISCUSSION:

1. PROGRAM PLANNING:**A. Use of County Facilities**

After discussion, this item will be further considered at the next meeting.

2. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended November 30, 2017****B. Treasurer's Statement of Investments Outstanding as of November 30, 2017**

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

EXECUTIVE SESSION

The motion of Mr. Woy and second of Mrs. Courier passed unanimously to enter executive session at 6:29 p.m., pursuant to WV Code 6-9A-4(2A), to consider personnel matters.

The Board returned to open session at 6:47 p.m.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Retirement**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Denne passed unanimously to approve the following administrative retirement, as presented:

1. Susan K. Ray, Director of Curriculum and Instruction, effective November 13, 2017
-Advertise Position

The Superintendent wishes to thank Mrs. Ray for her 22+ years of service to Mineral County Schools

B. Placements/Transfers – Professional Personnel

No recommendations were made for personnel items B1 – B4.

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

C. Placements/Transfers – Service Personnel

No recommendations were made for personnel items C1 – C2.

1. Custodian, Long Term Substitute, Elk Garden Primary School, for the duration of a leave of absence of a regular employee
2. Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, Long Term Substitute, Fountain Primary school, for the duration of a leave of absence of a regular employee

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

to approve the following service personnel transfer, as presented:

3. Kelly Defibaugh, **transfer from** Cook II, half-day, Keyser Middle School **to** Cook II, half-day, Long Term Substitute, Frankfort High School, for the duration of a leave of absence of a regular employee

D. Approval of Alternate Assignments for Employees on Administrative Leave

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

to approve permission for Superintendent to assign employees on administrative leave with pay extending beyond 30 days in an appropriate alternative work location.

(The Board will be notified of all placements.)

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendations for personnel Item E.

F. Placement in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, as presented:

1. Pamela Brinkman, Bowling Head Coach, Keyser High School, effective December 7, 2017, pending completion of employment requirements.

2. FINANCE/BUDGET:**A. Approve Invoices for November 2017, in the Amount of \$1,332,171.43, for Checks 123841–124328**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Ludwick passed unanimously
to approve invoices for November 2017, in the amount of \$1,332,171.43, for checks 123841 – 124328, as presented. (See attached.)

B. Approve the inclusion of both county high schools in Mineral County’s annual fiscal audit as often occurred in years past, scheduled for December 12-15, 2017

With the recommendation of the Superintendent, the motion of Mr. Ludwick and second of Mr. Denne passed unanimously
to approve the inclusion of both county high schools in Mineral County’s annual fiscal audit scheduled for December 12 – 15, 2017.

3. MISCELLANEOUS:**A. Student Transfer Request**

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Denne passed unanimously
to approve the following student transfer request, as presented:

1. Student Transfer Case 18-24 **from** Mineral County Schools **to** Grant County Schools, effective immediately with the 2017-2018 school term, pending approval by Grant County Board of Education

CONSENT AGENDA

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Mr. Ludwick 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. CLASS Training, Gettysburg, Pa, November 28-30, 2017
 - a. Barbara Coffman (Funding: County-Federal Programs)
 - b. Lorie Rummer (Funding: County-Federal Programs)

B. Approval of Agreement

1. Approval of an agreement between Mineral County Schools and West Virginia University for student pre-service and/or student teachers

2. **PERSONNEL:**

A. Student Chaperones

1. Stacey McClintock, Mineral County Day/Lemonade Stand, Charleston, WV, January 10-11, 2018
2. Sheila Powell, Mineral County Day/Lemonade Stand, Charleston, WV, January 10-11, 2018

B. Effective Date of Transfer

1. Renee Thomas, Reading Literacy Specialist, Keyser Primary School, effective date of transfer, November 27, 2017

C. Placement – Game Worker, Keyser High School, effective pending completion of employment requirements

1. Caleb Crowe

D. Removal – Substitute Service Personnel

1. Sandra Schadler, Substitute Aide, failure to complete training, effective August 21, 2017
2. Ruth Leilich, Substitute Aide, failure to complete training, effective August 21, 2017

E. Removal of Name – Game Workers, Keyser High School, due to failure to sign contract, effective immediately

1. Tre Clay
2. Emma Simpson

F. Volunteer – Location Correction

1. Vicki Hastings, Keyser Middle School, was incorrectly approved for Frankfort Middle School

G. Volunteers

1. Burlington Primary School
 - a. Jennifer Klaas
 - b. Rebecca Shears
 - c. Leslie Williams
2. Elk Garden Primary School
 - a. Candice Hartman

- 3. Fort Ashby Primary School
 - a. Bethany Smith

- 4. Fountain Primary School
 - a. Jamie Burdock
 - b. Candace Lawrence
 - c. Amber Shade
 - d. Mary Zembower

- 5. Frankfort High School
 - a. Joel Knotts, non-coaching Boys Basketball

- 6. Frankfort Intermediate School
 - a. Kristen Smouse

- 7. Keyser Primary School
 - a. Briana Evans
 - b. Kristin Rich
 - c. Wilma Salesky

3. PROPERTY:

- A. Request Item to be Declared Surplus Property
 - 1. 1980 Ford Truck [Fire Truck] – Mineral County Technical Center

4. MISCELLANEOUS:

- A. Leave of Absence Requests*
 - 1. Susan M. Hamilton, Teacher, Keyser High School, effective November 27, 2017 – February 2, 2018
 - 2. Sarah J. Reichert-Price, Teacher, New Creek Primary School, effective November 13 – December 29, 2017

**Pending receipt of certification, if applicable*

Date and Time of Next Meeting: December 19, 2017, at 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 6:56 p.m.

12-19-2017
DATE APPROVED

PRESIDENT

SECRETARY