



April 17, 2018

Meeting #25

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, April 17, 2018, at 6:00 p.m. in the Administrative Office at 36 Baker Place, Keyser, West Virginia.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the County School System's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item Public Comments.

A G E N D A

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL:

Members

___ Woy, President	(06-30-2020)
___ Courier, Vice-President	(06-30-2018)
___ Denne	(06-30-2020)
___ Ludwick	(06-30-2018)
___ Baniak	(06-30-2018)

4. APPROVAL OF AGENDA

5. COMMUNICATIONS – Superintendent/Board:

A. Superintendent's Update:

B. Board Comments:

6. PUBLIC COMMENTS:

A. Agenda Items:

B. Non-Agenda Items:

1. Missy Clark, Frankfort Athletic Booster Club

7. APPROVAL OF MINUTES:

- A. Regular Meeting April 3, 2018 #23
- B. Special Meeting April 5, 2018 #24

DISCUSSION:

1. FINANCE/BUDGET:

- A. Review the Fiscal 2017 Annual Audit Report and Letter from the WV Department of Education
(The documents will be provided at the meeting.)

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:

- A. Approval of Mineral County Pre-K Head Start Program Goals and Grant Application *(Item will be provided at meeting.)*
- B. Approval of 2018-2019 School Calendar *(Item will be provided at meeting.)*
- C. Instructional Materials Adoption – ITEM

2. PERSONNEL:

NOTE: The Superintendent's nominees to fill posted vacancies are subject to change upon withdrawal of a nominee after this agenda was prepared and prior to the board meeting. In such case, the name of any new nominee will be announced in public at the meeting, prior to the Board's action to fill the vacancy.

A. Retirements – Professional Personnel

- 1. Tamra Hansford, School Nurse, Itinerant Countywide, effective April 27, 2018
-Advertise Position

The Superintendent wishes to thank Ms. Hansford for her 9+ years of service to Mineral County Schools.

- 2. John Ritchie, Teacher, Agricultural Science, Frankfort High School, effective June 30, 2018

The Superintendent wishes to thank Mr. Ritchie for his 30 years of service to Mineral County Schools.

B. Retirement – Service Personnel

1. Michael E. Liller, Custodian, Keyser Middle School
-Advertise Position

The Superintendent wishes to thank Mr. Liller for his 18 years of service to Mineral County Schools.

C. Placements/Transfers – Professional Personnel, effective for the remainder of the 2017-2018 employment term

1. (name may be provided at meeting), Mineral County Pre K/Head Start Education Coordinator, Countywide
2. (name may be provided at meeting), Welding Instructor, Mineral County Technical Center
3. (name may be provided at meeting), Health Occupations Teacher, half-day, Mineral County Technical Center/Frankfort High School

D. Placements/Transfers – Service Personnel, effective for the remainder of the 2017-2018 employment term

1. (name may be provided at meeting), Custodian III, split-shift, Frankfort Intermediate School
2. (name may be provided at meeting), Custodian III, Frankfort Middle School

E. Placements/Transfers – Professional Personnel, effective with the 2018-2019 employment term

1. (name may be provided at meeting), Mineral County Pre K/Head Start Education Coordinator, Countywide
2. (name may be provided at meeting), Teacher, Grade 4/Resource, Elk Garden Primary School
3. (name may be provided at meeting), Teacher, Special Education, half-day, Elk Garden Primary School
4. (name may be provided at meeting), Teacher, Special Education, Fort Ashby Primary School/
Frankfort Intermediate School
5. (name may be provided at meeting), Teacher, Special Education, Fountain Primary School
6. (name may be provided at meeting), Teacher, Special Education, Frankfort District
7. (name may be provided at meeting), Teacher, Grade 5, Frankfort Middle School
8. (name may be provided at meeting), Teacher, Mathematics, half-day, Frankfort Middle School
9. (name may be provided at meeting), Library/Media Specialist, Keyser Middle School/Keyser High School

10. (name may be provided at meeting) , School Counselor, Keyser Middle School/Mineral County Technical Center
 11. (name may be provided at meeting) , Teacher, English/Language Arts and Social Studies, Keyser Middle School
 12. (name may be provided at meeting) , Teacher, Grade 6, Keyser Middle School
 13. (name may be provided at meeting) , Teacher, Mathematics, Keyser Middle School
 14. (name may be provided at meeting) , Teacher, Grade 4, Keyser Primary School
 15. (name may be provided at meeting) , Resource Teacher/Media Specialist, Keyser Primary School
 16. (name may be provided at meeting) , Health Occupations Teacher, Mineral County Technical Center/Frankfort High School
 17. (name may be provided at meeting) , Welding Instructor, Mineral County Technical Center
 18. (name may be provided at meeting) , Teacher, Special Education, half-day, New Creek Primary School
 19. (name may be provided at meeting) , Teacher, Grade 1, Wiley Ford Primary School
 20. (name may be provided at meeting) , Teacher, Grade 1/2 Split, Wiley Ford Primary School
 21. (name may be provided at meeting) , Itinerant Speech Pathologists/Speech Assistants (3 Positions), Countywide
- F. Placements/Transfers – Service Personnel, effective with the 2018-2019 employment term
1. (name may be provided at meeting) , School Bus Operator, Bus Garage
 2. (name may be provided at meeting) , Cook II, Fort Ashby Primary School
 3. (name may be provided at meeting) , Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort District (Location to be determined)
 4. (name may be provided at meeting) , Custodian III, split-shift, Frankfort Intermediate School, 235 days
 5. (name may be provided at meeting) , Secretary II or III/Accountant II, Frankfort High School, 230 days
 6. (name may be provided at meeting) , Custodian III, Frankfort Middle School, 235 days
 7. (name may be provided at meeting) , Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort Middle School

8. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort Middle School
 9. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School
 10. (name may be provided at meeting), Cook II, half-day, Keyser Primary School
 11. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser Primary School
 12. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, New Creek Primary School
 13. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School
 14. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School
 15. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School
 16. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Preschool Special Needs, Wiley Ford Primary School
- G. Placements in Extracurricular Vacancies as Previously Approved and Advertised
- H. Placements in Coaching Vacancies as Previously Approved and Advertised
- I. Approval of Contract Renewals for the 2018-2019 Employment Term – Professional/Administrative and Service – ITEM TO BE PROVIDED AT MEETING

3. **FINANCE/BUDGET:**

- A. Approve Student Accident Insurance (The Young Group Inc.) for 2018-2019 School Year – ITEM
- B. Approve First United Bank and Trust as the Board’s Depository Bank for Fiscal 2019 – ITEM
- C. Approve Funding Increase for Keyser-Mineral County Public Library as Recommended by the West Virginia State Department of Education and in Accordance with the Levy Order – ITEM

4. MISCELLANEOUS:

- A. Adopt Proclamation – Employee Appreciation Day, May 8, 2018 – ITEM
- B. Approval of Mineral County PreK Head Start Policy Council Minutes and Financial Reports
(Items will be provided at meeting.)

CONSENT AGENDA

The Superintendent recommends approval of the following matters on the **Consent Agenda**:

1. PROGRAM PLANNING:

- A. Approval of Student Interns
 - 1. Samantha Vega, Allegany College of Maryland, Fall 2018, 15 weeks, August – December, Frankfort High School with Pam Middleton
 - 2. Allen Arthur, University of Phoenix, Fall 2018, Keyser Middle School with Sarah Jones
 - 3. Blake Mangold, Frostburg State University, Counselor Practicum, Fall 2018, Frankfort Middle School with Shelby Hutcheson

2. PERSONNEL:

- A. Remove from Transfer List and Assign Employees, effective with the 2018-2019 employment term – ITEM TO BE PROVIDED AT MEETING
- B. Rescind Non-Renewal of Contract and Reassign Employees, effective with the 2018-2019 employment term – ITEM TO BE PROVIDED AT MEETING
- C. Mutual Consent to Reassignment – Professional Personnel, effective with the 2018-2019 employment term – ITEM TO BE PROVIDED AT MEETING
- D. Notification of Effective Start Date
 - 1. Dannagale Acord, Teacher, Grade 4/Resource, Elk Garden Primary School, effective April 16, 2018 until the end of the 2017-2018 school year (46 days).
- E. Placement – Extracurricular Coaching
 - 1. Rebecca Carder, Cheer Head Coach, Frankfort High School, effective April 19, 2018
- F. Resignation – Administrative Personnel
 - 1. Michael Lewis, Principal, Keyser High School, effective June 30, 2018
-Advertise Position

G. Resignations – Extracurricular Coaching

1. Shane Corwell, Football Assistant Coach, Frankfort High School, effective April 2, 2018
-Advertise Position

H. Mutual Consent to Reassignments – Service Personnel, effective with the 2018-2019 employment term

1. Roberta Liller, Custodian, Keyser High School, agrees to change her work schedule **from** 6:00 a.m. – 2:00 p.m. **to** 3:00 p.m. – 11:00 p.m.
2. Pamela Wilt, Cook, Frankfort Middle School, agrees to change her work schedule **from** 10:00 a.m. – 1:30 p.m. **to** 10:30 a.m. – 2:00 p.m.

I. Greenhouse Workers, Mineral County Technical Center, \$8.75 per hour, maximum of 4 hours per week, not to exceed 60 total hours. (Funding Source – Greenhouse Account – MCTC)

1. Justin Davis
2. Jacob Hollingsworth
3. Paul Miltenberger
4. John Owens
5. Emma Pancake
6. Victoria Smith
7. Logan Staggs

J. Permission to Post for Needed Vacancies

1. The Superintendent request permission to post needed vacancies as they occur for the months of April through September 2018.

K. Request to Post Positions

1. Athletic Supervisors, Keyser High School, for the 2018-2019 school term
2. Itinerant Speech Pathologist/Speech Assistant, June 21, 2018 through July 27, 2018, \$20/hour; 27 ½ hours/week; (Funding Source: Special Education)
3. Extended School Year Special Education Teacher, Frankfort Area, June 21, 2018 through July 27, 2018; \$20/hour; 27 ½ hours/week; (Funding Source: Special Education)
4. Extended School Year Special Education Teacher, Keyser Area, June 21, 2018 through July 27, 2018; \$20/hour; 27 ½ hours/week; (Funding Source: Special Education)

L. Volunteers

1. Burlington Primary School
 - a. Shirley Cleaver
 - b. Della Shoemaker

2. Fort Ashby Primary School
 - a. Amber Rotruck
3. Frankfort Middle School
 - a. Pamela Rice
4. Keyser High School
 - a. Ka Wing Lam, non-coaching Tennis
 - b. Matthew Youngblood, non-coaching
5. Keyser Middle School
 - a. Kara McDowell
 - b. Amber Rotruck
 - c. Della Shoemaker
6. Keyser Primary School
 - a. Alyvea Fields
 - b. Trevor Haines
7. Mineral County Technical Center
 - a. Dylan Mapp
8. New Creek Primary School
 - a. Drew Holderby
 - b. Stephanie Landis
 - c. Nathan Pritts
 - d. Matthew Swallow
 - e. Brent Williamson II
 - f. Renee Williamson
 - g. Kelli Wittman

M. Student Chaperones

1. Dianna Eary, State Quiz Bowl Competition, Charleston, WV, April 23-24, 2018
2. Tommy Nester, State Quiz Bowl Competition, Charleston, WV, April 23-24, 2018
3. Carol Webb, Livestock Judging Camp, Swoops, VA, May 11-13, 2018

3. FINANCE/BUDGET:

- A. FY19 West Virginia School Boards Association Membership Subscription Fees - \$3,764.00 – ITEM
(to be paid on first check run after July 1, 2018)

4. MISCELLANEOUS:

A. Leave of Absence Requests* – **ITEM**

1. Julie Braithwaite, Teacher, Keyser Middle School, effective March 3, 2018, through end of 17-18 employment term
2. Amy Davis, Teacher, Burlington Primary School, effective April 2, 2018, through end of 17-18 employment term
3. Ashley Steckman, Teacher, Keyser Primary School, effective May 11, 2018 through end of 17-18 employment term

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

Date and Time of Next Meeting: _____

ADJOURNMENT.