



**April 2, 2019**

**Meeting #24**

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, April 2, 2019, at **5:00 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**

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**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER**

**3. ROLL CALL:**

Members

___ Courier, President	(06-30-2022)
___ Baniak, Vice-President	(06-30-2022)
___ Denne	(06-30-2020)
___ Puffinburger	(06-30-2022)
___ Woy	(06-30-2020)

**4. APPROVAL OF AGENDA**

**5. COMMUNICATIONS – Superintendent/Board:**

A. Superintendent's Update:

B. Presentation:

1. Keyser Primary School/Keyser High School Support – Bill Furgason, School Improvement Consultant

C. Board Comments:

**6. PUBLIC COMMENTS:**

A. Agenda Items:

B. Non-Agenda Items:

**7. APPROVAL OF MINUTES:**

- A. Special Meeting      March 14, 2019      #21
- B. Regular Meeting      March 19, 2019      #22
- C. Special Meeting      March 26, 2019      #23

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

- A. Treasurer's Report for the Month Ended March 31, 2019 – **ITEM TO BE PROVIDED AT MEETING**
- B. Treasurer's Statement of Investments Outstanding as of March 31, 2019 – **ITEM TO BE PROVIDED AT MEETING**

**ACTION AGENDA**

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**OTHER ACTION**

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**1. 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. Administrative Transfer List – Professional Personnel – **ITEM**

The Superintendent recommends approval of the list of professional personnel to be placed on the Administrative Transfer List for the 2019-2020 employment term. The affected employee was duly notified and no hearing was requested.

- B. Administrative Transfer List – Service Personnel – **ITEM**

The Superintendent recommends approval of the list of service personnel to be placed on the Administrative Transfer List for the 2019-2020 employment term. The affected employees were duly notified and no hearings were requested.

- C. Contract Terminations – Professional Personnel – **ITEM**

The Superintendent recommends approval of the contract terminations for professional employees whose names will be provided at the meeting, effective with the 2019-2020 employment term. The employees were duly notified and no hearings were requested.

D. Contract Terminations – Service Personnel – **ITEM**

The Superintendent recommends approval of contract terminations of the service personnel employees whose names will be provided at the meeting, effective with the 2019-2020 employment term. The employees were duly notified and no hearings were requested.

E. Approval to Abolish Positions – **ITEM**

F. Approval to post positions that are known to exist due to lack of applicants or transfers of employees for the 2019-2020 employment term – **ITEM**

G. Approval to create and post new positions needed for the 2019-2020 employment term – **ITEM**

H. Subsequent Assignment, effective with the 2019-2020 employment term, with approval of Other Action, Item A – Administrative Transfer List – **ITEM**

I. Approval of Contract Renewals for the 2019-2020 Employment Term – Professional/Administrative and Service – **ITEM TO BE PROVIDED AT MEETING**

J. Request to Post a Position

1. Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Special Education, half-day, Keyser Primary School, for the remainder of the 2018-2019 school year (Funding Source: Special Education) – **ITEM**

K. Placements/Transfers – Professional Personnel

1. (name may be provided at meeting), School Psychologist, Student Services, 220 days

L. Placements/Transfers – Service Personnel

1. (name may be provided at meeting), Itinerant Classroom Aide/Paraprofessional/Educational Sign Language Interpreter, Wiley Ford Primary School
2. (name may be provided at meeting), School Bus Operator, BG/Transportation, serving students attending Fort Ashby Primary, Wiley Ford Primary, Frankfort Intermediate, Frankfort Middle, Frankfort High Schools, Mineral County Alternative Program, and the Mineral County Technical Center, covering but not limited to students in the Frankfort and Keyser areas. Serves students with disabilities and/or students with specialized medical needs. Routes are subject to change based upon the needs of the students or for general operations.
3. (name may be provided at meeting), Custodian III, Split Shift, Elk Garden Primary School, 235 days
4. (name may be provided at meeting), Custodian III, Split Shift, New Creek Primary School

M. Placements in Extracurricular Vacancies as Previously Approved and Advertised  
*(names may be provided at meeting)*

- N. Placements in Coaching Vacancies as Previously Approved and Advertised  
(names may be provided at meeting)
- O. Rescind Retirement
1. Robert Barnes, School Bus Operator, BG/Transportation, rescind retirement which was to be effective at the end of the 2018-2019 school year.
- P. Employment Agreements – Outdoor School (Updated List) – ITEM

## 2. FINANCE/BUDGET:

- A. Approve First United Bank and Trust as the Board's Depository Bank for Fiscal 2020 – ITEM
- B. Approve Invoices for March 31, 2019, in the Amount of \$1,568,927.03, for Checks 130790 – 131234 – ITEM
- C. Approve Invoices Paid with the P-CARD for March 2019, in the Amount of \$125,380.63, ACH Payment – Checks 119-144 (check numbers for tracking purposes only) – ITEM
- D. Approve Budget Revision Number TEN for Fiscal 2019, for Budget TRANSFERS (no Supplements) in the Amount of \$57,870.00 – ITEM

## 3. MISCELLANEOUS:

- A. 2018-2019 School Calendar Revisions

The Superintendent recommends the following revisions to SY18-19 in order to make up lost instructional time due to weather related closings:

- June 7 **from** Outside School Environment (OS) **to** Instructional Day
- June 10 **from** Preparation for Closing Schools (P) **to** Instructional Day
- June 11 **from** Out of Calendar Day (O) **to** Instructional Day (*Last Day for Students*)
- June 12 **from** Out of Calendar Day (O) **to** Preparation for Closing Schools (P) (*Last Day for Teachers*)

## CONSENT AGENDA

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

### 1. PERSONNEL:

- A. Extracurricular Assignment Agreement
1. Brian Bowers, 2018-2019 Teal Steel and Knight Band Concerts

B. Student Chaperones

1. Tommy Nester, WV History Quiz Bowl State Tournament, Charleston, WV, April 29-30, 2019

C. Mutual Consent(s) to Change Assignment – Professional Personnel, effective with the 2019-2020 employment term

1. Kaylin Gentry, agrees to change assignment from Teacher, Grade 2, New Creek Primary School to Teacher, Grade 3, New Creek Primary School
2. Jennifer Oates, agrees to change assignment from Teacher, Kindergarten, Burlington Primary School to Teacher, Grade 1/2, Burlington Primary School
3. Darrin Holland, Teacher, Automotive Technology, agrees to a change in contract term from 200 days to 210 days (Funding Source: County)

D. Mutual Consent(s) to Change Assignment – Service Personnel, effective with the 2019-2020 employment term

1. Lexi Berg, agrees to change assignment **from** Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Preschool Special Needs, Keyser Primary School, **to** Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Special Education, Pre-kindergarten, Keyser Primary School
2. Jeffrey Wolford, agrees to a reclassification **from** Chief Mechanic **to** Chief Mechanic/School Bus Operator
3. Brian Alt, agrees to a reclassification **from** Mechanic **to** Mechanic/School Bus Operator
4. Jay Harris, agrees to a reclassification **from** Mechanic **to** Mechanic/School Bus Operator
5. Quintin McRobie, agrees to a reclassification **from** Mechanic **to** Mechanic/School Bus Operator

E. Placement – Extracurricular Professional

1. Lorrinda Rizer, After School Tutoring Teacher, Frankfort Intermediate School, effective April 4, 2019

F. Placement – Extracurricular Coaching

1. Laura Kenney, Softball Auxiliary Coach, Frankfort High School, pending completion of employment requirements
2. Sarah Moran, Limited Football Trainer, Keyser High School, effective for the 2019-2020 school year, pending completion of employment requirements

G. Placement – Substitute Service Personnel

1. Allison Stanislawczyk, Substitute Aide, effective pending completion of employment requirements

H. Resignation – Extracurricular Coaching

1. Jeffery Stump, Girls' Basketball Auxiliary Coach, Frankfort High School, effective March 12, 2019  
**-Advertise Position**

I. Resignation – Extracurricular Assignment Agreement

2. Darwin Gough, Athletic Supervisor, Keyser High School, effective March 25, 2019

J. Permission to Post for Needed Vacancies

1. The Superintendent requests permission to post needed vacancies as they occur for the months of April through September 2019
2. Substitute Teachers and Substitute Service Personnel, as needed, for the 2019-2020 school year

K. Volunteers

## 1. Burlington Primary School

- |                       |                       |
|-----------------------|-----------------------|
| a. Cheyenne Alexander | l. Amy Gray           |
| b. Sabrina Boolman    | m. Marina Kimble      |
| c. Caitlin Cameron    | n. Melissa Roderick   |
| d. Brandon Cox        | o. Jodi Secrist       |
| e. Jamie Cox          | p. James See          |
| f. Abigail Deloughery | q. Rhea See           |
| g. Joel Deloughery    | r. Barbara Staggs     |
| h. Margaret Douglass  | s. Eric Veach         |
| i. Tommy Douglass     | t. Dianne Westrom     |
| j. Mary Ellifritz     | u. Elizabeth Yacenech |
| k. Daniel Gordon      |                       |

## 2. Fountain Primary School

- a. Amanda Ascheri

## 3. Frankfort Middle School

- |                       |                      |
|-----------------------|----------------------|
| a. Janie Anderson     | m. Amanda Lewis      |
| b. Elizabeth Barnhart | n. Isaac Lewis       |
| c. Wanda Christopher  | o. Kateasta Malloy   |
| d. Marlene Comer      | p. Jedadiah Michaels |
| e. Bobby Sue Greise   | q. Tara Michaels     |
| f. Lacey Haines       | r. Craig Nething     |
| g. Michele Hitchins   | s. Shanda Price      |
| h. Cindy Imes         | t. Pamela Rice       |
| i. Brian Kelly        | u. Sarah Royal       |
| j. Chargenia Kelly    | v. James Twigg       |
| k. James Klinestiver  | w. Misty Walters     |
| l. Shawn Lantz        |                      |

4. Keyser High School
  - a. Christine Taylor
  - b. William Wilt
  
5. Keyser Middle School
  - a. Mary Ellifritz
  - b. Stacey Hanlin
  - c. Jeffrey Moon
  
6. Keyser Primary School
  - a. Neddie Birney
  - b. William Cook
  - c. Joy F. Johnson
  - d. Keely Merrill
  
7. Mineral County Technical Center
  - a. Andrew Iser
  - b. Shawnee Michaels
  
8. New Creek Primary School
  - a. Vanessa Thompson

## 2. **MISCELLANEOUS:**

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

1. Christopher Clayton, Keyser Middle School, effective March 29 – through April 12, 2019
2. Kelly Plum, Wiley Ford Primary School, effective March 5 – through April 4, 2019

### B. Leave of Absence Update/Extension to Existing Request\* – **ITEM**

1. Julie Cary, Keyser Primary School, extended through end of 18-19 employment term
2. MeChelle Crotts, Frankfort Intermediate School, updated to intermittent absence through end of 18-19 employment term
3. Melissa Jessen, Wiley Ford Primary School, updated to extended leave through April 5, 2019

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

**STUDENT DISCIPLINARY HEARINGS:**

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- A. Student Disciplinary Case #19-10
- B. Student Disciplinary Case #19-11
- C. Student Disciplinary Case #19-12

Date and Time of Next Meeting: \_\_\_\_\_

**ADJOURNMENT.**