



**August 21, 2018**

**Meeting #4**

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, August 21, 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**

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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. Board Comments:

**6. PUBLIC COMMENTS:**

A. Agenda Items:

B. Non-Agenda Items:

**7. APPROVAL OF MINUTES:**

- A. Regular Meeting August 7, 2018 #3

**DISCUSSION:**

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**1. PROGRAM PLANNING:**

- A. Second Reading of Return to Work Policy – ITEM

**2. FINANCE/BUDGET:**

- A. Treasurer’s Report for the Month Ended June 30, 2018 – ITEM
- B. Treasurer’s Statement of Investments Outstanding as of June 30, 2018 – ITEM
- C. Treasurer’s Report for the Month Ended July 31, 2018 – ITEM
- D. Treasurer’s Statement of Investments Outstanding as of July 31, 2018 – ITEM

**3. MISCELLANEOUS:**

- A. Annual Goals of the Superintendent

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:**

- A. Approval of 2018-2019 Professional Personnel Staff Development Plan  
*(Item to be provided at meeting.)*

**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. Placements/Transfers – Professional Personnel
  - 1. \_\_\_\_\_ (name may be provided at meeting) \_\_\_\_\_, Kindergarten Teacher, Burlington Primary School
  - 2. \_\_\_\_\_ (name may be provided at meeting) \_\_\_\_\_, School Readiness Specialist, Countywide/Keyser Primary School

3.           (name may be provided at meeting)          , Teacher, Special Education, Fort Ashby Primary School/Frankfort Intermediate School
4.           (name may be provided at meeting)          , Teacher, English/Language Arts, Frankfort Middle School
5.           (name may be provided at meeting)          , Teacher, Music, Frankfort Middle School
6.           (name may be provided at meeting)          , Teacher, Grade 5, Frankfort Middle School
7.           (name may be provided at meeting)          , Teacher, Art, Keyser High School
8.           (name may be provided at meeting)          , Teacher, Special Education, half-day, Keyser Middle School
9.           (name may be provided at meeting)          , Teacher, Grade 6, Keyser Middle School
10.          (name may be provided at meeting)         , Teacher, Special Education, Keyser Primary School
11.          (name may be provided at meeting)         , Itinerant Physical Therapist, half-day, Student Services

B. Placements/Transfers – Service Personnel

1.          (name may be provided at meeting)         , Mechanic, Bus Garage, 235 days
2.          (name may be provided at meeting)         , Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, Long Term Substitute, Fort Ashby Primary School
3.          (name may be provided at meeting)         , Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort District (Frankfort Intermediate School)
4.          (name may be provided at meeting)         , Custodian II, Keyser High School, 235 days

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

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

E. Volunteer

1. Keyser High School
  - a. Tom Denne
2. Keyser Middle School
  - a. Tom Denne
3. Keyser Primary School
  - a. Tom Denne

**3. FINANCE/BUDGET:**

- A. Approve Placement of PRO Officers at Frankfort High School and Keyser High School for 18-19 School Year – ITEM
1. Vince Shambaugh – Frankfort High School
  2. Forrest Ellifritz – Keyser High School

**4. MISCELLANEOUS:**

- A. Student Transfer Requests – ITEM
1. Student Transfer Cases 19-02 and 19-09 **from** Mineral County Schools **to** Grant County Schools, effective with the 2018-2019 school term, pending approval by Grant County Board of Education
  2. Student Transfer Cases 19-03, 19-05 and 19-08 **from** Grant County Schools **to** Mineral County Schools, effective with the 2018-2019 school term
  3. Student Transfer Cases 19-04, 19-06 and 19-07 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2018-2019 school term

**CONSENT AGENDA**

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

**1. PROGRAM PLANNING:**

- A. Approval of Access/Early Start Memorandum of Agreement with WVU-Potomac State College – ITEM

**2. PERSONNEL:**

A. Placements/Transfers – Professional Personnel

1. Bonnie Ruppenkamp, **placement**, School Literacy Specialist, half-day, Frankfort Intermediate School, effective August 23, 2018

Ms. Ruppenkamp is a resident of Cumberland, Maryland, and a graduate of Frostburg State University (MA-1995). She was most recently employed as an Adjunct Instructor at Allegany College of Maryland

2. Monique Bittner, **transfer from** School Instructional Specialist, Fountain Primary and Keyser Primary Schools, **to** Teacher, Grade 1, Wiley Ford Primary School, effective with the 2018-2019 school term  
**-Advertise Position**

B. Placements/Transfers – Service Personnel, effective August 22, 2018

1. Kimberly Brinegar, **transfer from** Itinerant Classroom Aide/Paraprofessional – Special Education, Frankfort District **to** Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School  
**-This position was advertised August 14 – August 20, 2018**

C. Placements – Long Term Substitutes, Service Personnel

1. Allen McCoy, School Bus Operator, Bus Garage, effective August 22, 2018, for the duration of a leave of absence of a regular employee
2. Mary Beth Merritt, Cook II, half-day, Frankfort High School, effective August 22, 2018, for the duration of a leave of absence of a regular employee
3. Stephanie Corbin, Secretary II/Accountant II, New Creek Primary School, effective August 22, 2018, for the duration of a leave of absence of a regular employee

D. Placements – Extracurricular Professional Personnel, effective with the 2018-2019 employment term

1. Sarah Malone, Schoolwide Mentor, Frankfort Middle School
2. Diana Sutherland, Evening Program Teacher, Mineral County Alternative School
3. Katrina Westfall, Technology Chairperson, Keyser Middle School
4. Susan Hamilton, Co-Department Head, High Schools That Work, Keyser High School
5. Caitlin Logsdon, Co-Department Head, High Schools That Work, Keyser High School

E. Placements – Substitute Teachers

1. Jessica Harshbarger effective with the 2018-2019 school term

F. Placements – Extracurricular Coaching, Effective with the 2018-2019 Season of Sport

1. Jonathan Stewart, Football Auxiliary Coach, Keyser High School
2. Jonathan Stewart, Wrestling Auxiliary Coach, Keyser High School

G. Placements – Clock/Game Workers, Keyser High School, Effective for 2018-2019 Sporting Events, Pending Completion of Employment Requirements

1. Jacob Biser
2. Phillip Biser
3. Rebekah Biser
4. Caleb Crow
5. Makenna Myers
6. Dylan Wilson
7. Haylea Wilson

H. Mutual Consent to Change Assignment

1. Janey Moore, agrees to change assignment from Teacher, Grade 4/School Instructional Specialist, Elk Garden Primary School to Teacher, Grade 4, Elk Garden Primary School effective with the 2018-2019 employment term

I. Request to Post Positions

1. After School Detention Teachers, Keyser High School, for the 2018-2019 school year (Funding Source: County)
2. After School Tutoring Teachers, Keyser High School, for the 2018-2019 school year (Funding Source: County)
3. Credit Recovery Teachers, Keyser High School, for the 2018-2019 school year (Funding Source: County)
4. Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, Elk Garden Primary School, based on student enrollment – **ITEM**
5. Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School (Funding Source: County) – **ITEM**
6. Resource Teacher/School Instructional Specialist, Elk Garden Primary School
7. Parent Involvement Coordinator, New Creek Primary School, for the 2018-2019 school year (Funding Source: Title I)
8. After School Tutoring Teachers (2 positions), New Creek Primary School, for the 2018-2019 school year (Funding Source: Reading Grant)
9. Parent Involvement Coordinator, Burlington Primary School, for the 2018-2019 school year (Funding Source: Title I)
10. After School Tutoring Teachers (2 positions), Burlington Primary School, for the 2018-2019 school year (Funding Source: Reading Grant)

J. Resignations – Professional Personnel

1. Shelby Hutcheson, School Counselor, Frankfort Middle School, effective August 17, 2018  
**-Advertise Position**
2. Christopher Kellermeyer, Teacher, Music, Frankfort Middle School, effective August 8, 2018  
**-This position was advertised August 8 – 14, 2018**
3. Megan McKenzie, Teacher, Grade 5, Frankfort Middle School, effective August 9, 2018  
**-This position was advertised August 10 – 17, 2018**

4. Zachary Steckman, Teacher, Grade 6, Keyser Middle School, effective August 8, 2018  
**-This position was advertised August 10 – 17, 2018**

K. Resignation – Service Personnel

1. Roberta Liller, Custodian, Keyser High School, effective August 9, 2018  
**-This position was advertised August 10 – 17, 2018**

L. Resignations – Extracurricular Professional

1. Megan McKenzie, Team Leader – Grade 5, Frankfort Middle School, effective August 9, 2018  
**-This position was advertised August 10 – 17, 2018**
2. Cynthia Everett, Mentor Teacher System-wide, effective August 7, 2018

M. Resignations – Extracurricular Coaching

1. William Cessna, Boys' Basketball Assistant Coach, Frankfort High School, effective July 27, 2018  
**-Advertise Position**
2. William J. Wahl, Jr., Girls' Cross Country Auxiliary Coach, Keyser High School, effective August 13, 2018  
**-Advertise Position**

N. Removal of Name – Substitute Professional Personnel

1. David Lamb, Substitute Teacher, effective August 10, 2018

O. Removal of Name – Substitute Service Personnel

1. Eden Ritchie, Substitute Aide, effective August 8, 2018

P. Volunteers

1. Burlington Primary School
  - a. Jeff Jones
  - b. Jennifer Jones
  - c. Jessica McGinnis
  - d. Krista Mellott
  - e. Zachary Mellott
  - f. Michael Mongold
  - g. Tonya Mongold
  - h. Jeremy Riggleman
  - i. Jessica Riggleman
  - j. Rebecca Sites
  - k. Shannon Smith

2. Fort Ashby Primary School
  - a. Andrew Johnson
  - b. Jessica Johnson
  
3. Fountain Primary School
  - a. Brittany Harrison
  - b. Bruce Harrison
  - c. Stacey Rhodes
  - d. Richard Spiker
  - e. Wendy Spiker
  - f. Justin Umstot
  - g. Susie Umstot
  
4. Frankfort High School
  - a. James Arnold
  - b. Mollie Arnold
  - c. Eric Clark
  - d. Melissa Clark, non-coaching All Sports
  - e. Tanya Clark
  - f. Darla Cole
  - g. Leo Day, non-coaching Football
  - h. Terry Dean, non-coaching Football
  - i. Sandra Foreman
  - j. Brandon Jackson, non-coaching Football
  - k. Chapin Jewell, non-coaching Boys' Soccer
  - l. Brenda Lewis, non-coaching Soccer
  - m. Donna Menear
  - n. Ginger Teeter-Hopwood
  - o. Amy Weaver, non-coaching Cross Country, Track
  - p. Kristal Weaver
  - q. Bucky Whiteman, non-coaching Football
  - r. Chris Whiteman, non-coaching Football
  
5. Frankfort Intermediate School
  - a. Andrew Johnson
  - b. Jessica Johnson
  - c. Carol Powell
  - d. Eden Ritchie
  - e. Melissa Rounds
  
6. Frankfort Middle School
  - a. Tanya Clark
  - b. Kristy Haines
  - c. Lisa D. Hall
  - d. Carol Powell
  - e. Eden Ritchie



7. Keyser High School

- a. Dawn Boggs
- b. Lucinda Butler, non-coaching Bowling
- c. Lora Carnell
- d. Jason Detrick, non-coaching Volleyball, Wrestling
- e. Melissa Detrick, non-coaching Volleyball, Wrestling
- f. Dennis Greg Kerns, non-coaching Boys' Soccer
- g. Cristi Loar
- h. Stacey McClintock
- i. Battle Slaughter
- j. Misti Slaughter
- k. Peggy Warnick, non-coaching Cross Country

8. Keyser Middle School

- a. Amanda Blackburn
- b. Linda Case
- c. Heather Courtney
- d. Julie Cryser
- e. Jason Detrick
- f. Melissa Detrick
- g. Elizabeth Henderson
- h. Ellen Hershman
- i. Jeff Jones
- j. Jennifer Jones
- k. Charles Long
- l. Kristi Long
- m. Mike McDowell
- n. Robin McDowell
- o. Holly Mele
- p. Misti Slaughter
- q. Joyce Tasker
- r. Bethany Wilson

9. Keyser Primary School

- a. Kesha Hughes
- b. Kristi Long
- c. Holly Mele
- d. Crystal Metz
- e. Nikki Riggelman

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

**ADJOURNMENT.**