



MINERAL COUNTY SCHOOLS

36 BAKER PLACE, KEYSER, WEST VIRGINIA 26726

Phone: 304-788-4200 / Fax: 304-788-4204

December 5, 2017

Meeting #13

A Regular meeting of the Board of Education of Mineral County will be held on Tuesday, December 5, 2017, 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.

AGENDA

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)
_____ Watson	(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

7. APPROVAL OF MINUTES:

- A. Regular Meeting November 14, 2017 #12

DISCUSSION:

1. PROGRAM PLANNING:

- A. Use of County Facilities

2. FINANCE/BUDGET:

- A. Treasurer's Report for the Month Ended November 30, 2017 (Item to be presented at meeting.)
- B. Treasurer's Statement of Investments Outstanding as of November 30, 2017 (Item to be presented at meeting.)

ACTION AGENDA

OTHER ACTION:

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. Retirement

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

The Superintendent wishes to thank Mrs. Ray for her 21+ years of service to Mineral County Schools

B. Placements/Transfers – Professional Personnel

1. (name may be provided at meeting), Teacher, Grade 4/Resource, Elk Garden Primary School
2. (name may be provided at meeting), Teacher, Health Occupations, half-day, Mineral County Technical Center/Frankfort High School
3. (name may be provided at meeting), Itinerant Speech Pathologist/Speech Assistant, Student Services

4. (name may be provided at meeting), Education Specialist/Mental Health/Disabilities Transition, Keyser Primary School

C. Placements/Transfers – Service Personnel

1. (name may be provided at meeting), Custodian, Long Term Substitute, Elk Garden Primary School, for the duration of a leave of absence of a regular employee
2. (name may be provided at meeting), 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
3. (name may be provided at meeting), 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

The Superintendent requests permission 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

(names may be provided at meeting)

F. Placement in Coaching Vacancies as Previously Approved and Advertised

(names may be provided at meeting)

2. **FINANCE/BUDGET:**

- A. Approve Invoices for November 2017, in the Amount of \$1,332,171.43, for Checks 123841–124328 –ITEM
- 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

3. **MISCELLANEOUS:**

A. Student Transfer Requests – ITEM

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:

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

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:

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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* – **ITEM**

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: _____

ADJOURNMENT.