



**June 18, 2018**

**Meeting #31**

A regular meeting of the Board of Education of Mineral County will be held on **Monday**, June 18, 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

<input type="checkbox"/> Woy, President	(06-30-2020)
<input type="checkbox"/> Courier, Vice-President	(06-30-2018)
<input type="checkbox"/> Denne	(06-30-2020)
<input type="checkbox"/> Ludwick	(06-30-2018)
<input type="checkbox"/> 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. Jason Lambka

**7. APPROVAL OF MINUTES:**

A. Regular Meeting June 5, 2018 #30

**8. OATH OF BOARD MEMBERS – WV Code §18-5-3**

- Mary Jane Baniak
- Lara Courier
- Terry Puffinburger

Each member of the Board shall take the Oath as prescribed by Section 5, Article IV of the Constitution, before performing any duties of office. The Oath shall be filed with the Secretary of the Board.

The Oath of Office will be administered to Mary Jane Baniak, Lara Courier and Terry Puffinburger who were elected during the May 8, 2018, Primary Election to a four-year term of office (July 1, 2018 – June 30, 2022). The election was certified by the County Commission of Mineral County.

**DISCUSSION:**

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**1. PERSONNEL:**

A. Superintendent's Annual Evaluation

1. Meeting with Superintendent – Executive Session
2. General Statement to the Public – Board President

**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. Retirement – Service Personnel

1. Kathy Ravenscroft, Executive Secretary/Accountant, County Office, effective June 30, 2018  
**-This position was advertised June 6 – 13, 2018**

The Superintendent wishes to thank Mrs. Ravenscroft for her 20 years of service to Mineral County Schools.

B. Request to Create and Post Positions

1. School Readiness Specialist, Countywide/Keyser Primary School (Funding Source: Title I) – **ITEM**
2. School Literacy Specialist, Frankfort Intermediate School, half-day (Funding Source: Grade Level Reading Grant) – **ITEM**
3. Alternative Education Teacher/Virtual School Facilitator, Mineral County Alternative School (Funding Source: County) – **ITEM**
4. Request permission to create and post a full day Special Education Teacher, New Creek Primary School by rescinding the abolishment of the Special Education Teacher, half-day, New Creek Primary School
5. Request permission to create and post a full day Special Education Teacher, Keyser Primary School by rescinding the abolishment of the Special Education Teacher, full day, Keyser Primary School

C. Placements/Transfers – Administrative Personnel, effective with the 2018-2019 employment term

1. (name may be provided at meeting), Assistant Principal, Keyser High School, 235 days

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

1. (name may be provided at meeting), Teacher, Kindergarten, Fort Ashby Primary School
2. (name may be provided at meeting), School Instructional Specialist, Fountain Primary and Keyser Primary Schools
3. (name may be provided at meeting), Teacher, Special Education, Frankfort District
4. (name may be provided at meeting), Teacher, Mathematics, half-day, Frankfort Middle School
5. (name may be provided at meeting), Teacher Special Education, Frankfort Middle School
6. (name may be provided at meeting), Teacher, Mathematics, Keyser Middle School
7. (name may be provided at meeting), Teacher, Music, Keyser Middle School
8. (name may be provided at meeting), Special Education Teacher, Keyser Middle School
9. (name may be provided at meeting), Teacher, Spanish, Keyser Middle and Keyser High Schools
10. (name may be provided at meeting), Teacher, Automotive Technology, Mineral County Technical Center
11. (name may be provided at meeting), Teacher, Criminal Justice, half-day, Mineral County Technical Center

12. (name may be provided at meeting), Welding Instructor, Mineral County Technical Center
  13. (name may be provided at meeting), Teacher, Special Education, half-day, New Creek Primary School
  14. (name may be provided at meeting), Teacher, Grade 1/2 Split, Wiley Ford Primary School
  15. (name may be provided at meeting), Teacher, School Instructional Specialist, Wiley Ford Primary School
  16. (name may be provided at meeting), Itinerant Physical Therapist, half-day, Countywide
  17. (name may be provided at meeting), Itinerant Speech Pathologist/Speech Assistant, Countywide
  18. (name may be provided at meeting), Itinerant Occupational Therapist, Countywide
- E. Placements/Transfers – Service Personnel, effective with the 2018-2019 employment term
1. (name may be provided at meeting), Executive Secretary/Accountant, County Office, 261 days
  2. (name may be provided at meeting), Secretary II or III/Accountant II, Keyser High School, 220 days
- F. Placements in Extracurricular Vacancies as Previously Approved and Advertised  
*(names may be provided at meeting)*
- G. Placements in Coaching Vacancies as Previously Approved and Advertised  
*(names may be provided at meeting)*

## 2. **FINANCE/BUDGET:**

A. Approval of Budget Supplements/Transfers

The Superintendent requests approval of budget supplements and transfers that may be required prior to June 30, 2018 *(Documents would be provided at first meeting in July.)*

B. Request for Extension of Line of Credit for Uniforms – Keyser High School Band Boosters

C. Approval of COLA Application – Mineral County Pre-K/Head Start *(Item to be provided at meeting.)*

D. Approve Extension of Bread Bid – 2018-2019 School Year – ITEM

E. Approve Extension of Milk Contract – 2018-2019 School Year – ITEM

**3. PROPERTY:**

- A. Request Items to be Declared Surplus Property and Sold by Sealed Bids – ITEM

**4. MISCELLANEOUS:**

- A. Approval of Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports  
– *(Items to be provided at meeting.)*

**CONSENT AGENDA**

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

**1. PROGRAM PLANNING:**

- A. Student Interns, Frostburg State University, Fall Semester 2018-2019, Frankfort Middle School
1. Jacob Asher
  2. Lucas Hubbard
  3. Steven Montagnino
  4. Joshua Schimming
  5. Ryan Simms
  6. Tara Whitney
- B. Administrative Practicum, Western Governors' University
1. Ashley Shreve, Elk Garden Primary School and Keyser High School, August 1, 2018 through January 31, 2019

**2. PERSONNEL:**

- A. Placements – Summer School Bus Operators

- |                       |                      |
|-----------------------|----------------------|
| 1. Donald Alt         | 11. Isaac Pancake    |
| 2. Clifton Biser, Jr. | 12. Nathan Pancake   |
| 3. Adam Braithwaite   | 13. Philip Pancake   |
| 4. M. Lantz Evans     | 14. Hannah Rexrode   |
| 5. Andrew Keplinger   | 15. David Riggelman  |
| 6. Wayne Ketterman    | 16. Marshall Stewart |
| 7. Stephen Liller     | 17. Stephen Taylor   |
| 8. Gary Martin        | 18. William Umstot   |
| 9. Allen McCoy        | 19. Janet Wilder     |
| 10. Dawn Mitchell     | 20. Jerry Willis     |

B. Placements – Extracurricular Service Personnel – Summer Maintenance

1. Stephanie Davis
2. Ashley Self

C. Placements – Substitute Teachers, effective with the 2018-2019 employment term

1. Robyn Carlson
2. Jessica Harshberger
3. Blake Mangold, pending completion of employment requirements
4. Sarah Reichert-Price

D. Placements – Substitute Service Personnel, effective with the 2018-2019 employment term

1. Chad Smith, Substitute School Bus Operator

E. Resignations – Professional Personnel

1. Dana Bateman, Spanish Teacher, Keyser Middle and Keyser High Schools, effective June 30, 2018  
**-This position was advertised June 6 – June 13, 2018**
2. Ann Cessna, Teacher, Business Education, Keyser High School, effective June 18, 2018  
**-Advertise Position**
3. Marsha Phillips, Art Teacher, Fountain Primary, New Creek Primary, and Burlington Primary Schools, effective at the end of the 2017-2018 employment term.  
**-Advertise Position**
4. Heather Williams, Music Teacher, Keyser Middle School, effective at the end of the 2017-2018 employment term  
**-This position was advertised June 6 – June 13, 2018**

F. Resignation – Service Personnel

1. Danielle Rush, Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Preschool Special Needs, Keyser Primary School, effective June 13, 2018  
**-Advertise Position**

G. Resignation – Extracurricular – Professional

1. Sonja Stanislawczyk, Technology Chair, Keyser Primary School, effective at the end of the 2017-2018 employment term – **Advertise Position**

H. Resignation – Extracurricular Summer Service Personnel

1. Clifton R. Biser, Jr., Summer Maintenance  
**-This position was advertised from June 6 – June 13, 2018**

I. Resignation – Extracurricular Coaching

1. Charles Barrick, Athletic Trainer, Keyser High School, effective June 12, 2018  
**-Advertise Position**
2. Eric Moreland, Softball Assistant Coach, Frankfort High School, effective June 5, 2018  
**-This position was advertised June 6 – June 13, 2018**

J. Removal – Substitute Service Personnel

1. Winifred Weber, Substitute Cook, voluntary removal of name, effective June 6, 2018

K. Request to Post a Position for 2018-2019 Employment Term

1. English Language Instructor, part-time, not to exceed 15 hours per week (Funding Source: Title III)

L. Request for Unpaid Leave of Absence

1. Dennis Mickey, effective for the 2018-2019 school year

M. Volunteers - Effective for the 2018-2019 School Year

1. Fountain Primary School
  - a. Krystal Abucevicz Swick
2. Frankfort High School
  - a. Floyd Ackerman
  - b. Eric Clark
  - c. Sandra Donelson
  - d. Irving Guthrie
  - e. Sandra Guthrie
  - f. Lester Hamilton
  - g. Melinda Hamilton
  - h. Dawn Hartung
  - i. Karen Higson
  - j. Karen Keller
  - k. John Kenney Jr., Band, non-coaching Soccer
  - l. Richard Lechliter
  - m. Brian Raines
  - n. Jennifer Raines
  - o. Michelle Rawlings
  - p. Tammy Robey
  - q. Dianna Russell
  - r. Deann Sites
3. Frankfort Middle School
  - a. Lisa Hall
  - b. Deann Sites

- 4. Keyser High School
  - a. Kacee Everline, non-coaching Soccer
  - b. Lisa Hall
  - c. Lori Malcolm
  
- 5. Keyser Middle School
  - a. Chris Leatherman
  - b. Robin Leatherman
  
- 6. Keyser Primary School
  - a. Robyn Carlson
  - b. Nancy Gordon
  - c. Kiersten Shugars
  - d. Betty Smith
  - e. Dianna Smith
  
- 7. New Creek Primary School
  - a. Jeff Jones
  - b. Jessica Jones
  - c. Jordan Piraino

**3. FINANCE/BUDGET:**

A. Approve School Support Organizations and School Fundraising Groups for 18-19 School Term – ITEM

- 1. Burlington Primary School
- 2. Elk Garden Primary School
- 3. Fort Ashby Primary School
- 4. Fountain Primary School
- 5. Frankfort High School
- 6. Frankfort Intermediate School
- 7. Frankfort Middle School
- 8. Keyser High School
- 9. Keyser Middle School
- 10. Keyser Primary School
- 11. Mineral County Technical Center
- 12. New Creek Primary School
- 13. Wiley Ford Primary School

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

**ADJOURNMENT.**