



**June 26, 2017**

**Meeting #34**

A Regular meeting of the Board of Education of Mineral County will be held on **Monday**, June 26, 2017, at 6:00 p.m. in the Administrative Office at One 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

_____	Watson, President	(06-30-2018)
_____	Courrier, Vice-President	(06-30-2018)
_____	Denne	(06-30-2020)
_____	Ludwick	(06-30-2018)
_____	Woy	(06-30-2020)

**4. APPROVAL OF AGENDA**

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

A. Superintendent's Update:

B. Presentations:

1. Michael Lewis, Principal – Keyser High School, fundraising check for athletic complex
2. Suzanne Warrick, Band Director – Keyser High School, check for band uniforms

C. Board Comments:

**6. PUBLIC COMMENTS:**

- A. Agenda Items
- B. Non-Agenda Items
  - 1. Barbara Kesner, Principal – Keyser Primary School
  - 2. Connie Lyons, Secretary – Keyser Primary School
  - 3. Wes Ours

**7. APPROVAL OF MINUTES:**

- A. Regular Meeting          June 6, 2017    #33

**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

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**ACTION AGENDA**

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**OTHER ACTION:**

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**1. PROGRAM PLANNING:**

- A. Approval of School Meal Billing and Collection Policy – ITEM
- B. Approval of Continuation of Waiver for WVBE Policy #2510 for 2017-2018 School Year – 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. Theresa Easton, School Counselor, Frankfort Middle School, effective at the end of the 2016-2017 employment term – **Advertise Position**

The superintendent wishes to thank Ms. Easton for her 40 years of service to Mineral County Schools.

2. Judy O'Hara, Teacher, Reading Specialist, Keyser Primary School, effective June 30, 2017  
**-Hold Posting for Grade 5, Frankfort Middle School (assignment for 2017-2018 employment term)**

The superintendent wishes to thank Mrs. O'Hara for her 42 years of service to Mineral County Schools.

B. Placement/Transfer – Administrative Personnel, effective with the 2017-2018 employment term

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

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

1. (name may be provided at meeting), Teacher, Grade 4, Burlington Primary School
2. (name may be provided at meeting), Teacher, Resource, Fort Ashby Primary and Frankfort Intermediate Schools
3. (name may be provided at meeting), Teacher, Grade 1, Fort Ashby Primary School
4. (name may be provided at meeting), Teacher, Itinerant Special Education and Gifted, Frankfort District
5. (name may be provided at meeting), Teacher, Mathematics, Frankfort High School
6. (name may be provided at meeting), Teacher, Special Education, Frankfort Middle School
7. (name may be provided at meeting), Teacher, English/Language Arts and Social Studies, Keyser Middle School
8. (name may be provided at meeting), Teacher, Science, Keyser Middle School
9. (name may be provided at meeting), Teacher, Special Education, Keyser Middle School
10. (name may be provided at meeting), Education Specialist/Mental Health/Disabilities Transition/Preschool Special Needs Teacher, Keyser Primary School
11. (name may be provided at meeting), Teacher, Kindergarten, Wiley Ford Primary School

D. Transfer – Professional Personnel, effective with the 2017-2018 employment term

1. Juli Ravenscroft, **transfer from** Teacher, Grades 1/2 Split, Keyser Primary School **to** Teacher, Grade 2, Keyser Primary School  
**-Advertise Position**

E. Placements/Transfers – Service Personnel

1. (name may be provided at meeting), School Bus Operator, Bus Garage
2. (name may be provided at meeting), Custodian III, Split Shift, Wiley Ford Primary School

- 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, effective season of sport and pending completion of employment requirements  
*(names may be provided at meeting)*
- H. Placement in Coaching Vacancy as Previously Approved and Advertised, effective season of sport and pending completion of employment requirements
  - 1. Kevin Watson, Football Interim Head Coach, Frankfort High School
- I. Inventory Supervisor, Truck Driver Position *(Discussion/Possible Action)*
- J. Extension of Contracted Services

Approval for the unused balance of the additional twenty (20) days approved on January 3, 2017 for Dianne Biser, Financial Services, to be extended into the 2017-2018 employment term, effective July 1, 2017

### 3. **FINANCE/BUDGET:**

- A. Request for Extension of Line of Credit – New Creek Primary School
- B. Request for Extension of Line of Credit – Keyser High School Band Boosters
- C. Award Dumpster Service Bids – 2017-2018 School Year– ITEM
- D. Approve Keyser High School for the Community Eligibility Program (CEP) for 2017-2018 School Year – ITEM
- E. Approve Budget Revision Number Fourteen for Fiscal 2017, in the Amount of \$20,307.53 – ITEM
- F. Approval of Budget Supplements/Transfers

The Superintendent requests approval of budget supplements and transfers that may be required prior to June 30, 2017 *(Documents would be provided at first meeting in July)*

### 4. **MISCELLANEOUS:**

- A. Approval of Mineral County PreK Head Start Policy Council Minutes and Financial Reports  
*(Items will be presented at meeting.)*
- B. Student Transfer Requests – ITEM
  - 1. Student Transfer Case 18-13 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2017-2018 school term, pending enrollment space and approval by Hampshire County Board of Education
  - 2. Student Transfer Case 18-14 **from** Mineral County Schools **to** Hampshire County Schools, effective with the 2017-2018 school term, pending approval by Hampshire County Board of Education

**CONSENT AGENDA:**

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

**1. PROGRAM PLANNING:****A. Student Intern, Frostburg State University**

1. Laila Nash, counseling intern with Shelby Hutcheson, Keyser Middle School, effective Fall Semester 2017

**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. Leave of Absence Request – ITEM**

1. JoLia N. Zimmerman, Teacher – Keyser Primary School, effective August 21 – October 13, 2017

**B. Extracurricular Assignment Agreement**

1. Vickie Saville, 2016-2017 KHS ACES Club Sponsor

**C. Student Chaperones**

1. Brenton Ebert, WV State FFA Convention, Ripley, WV, July 12-15, 2017
2. Carol Webb, WV State FFA Convention, Ripley, WV, July 12-15, 2017

**D. Transfer – Professional Personnel, effective with the 2017-2018 employment term**

1. Stacy Mielecki, **transfer from**, Teacher, Mathematics and Social Studies, Frankfort High School **to** Teacher, Special Education, Frankfort Middle School  
**-Advertise Position**

**E. Placements – Extracurricular Professional Personnel, effective with the 2017-2018 employment term**

1. Carrie Garey, Building Designee, Wiley Ford Primary School
2. Lisa Hinton, Teacher, Special Education, Extended School Year, Summer 2017

**F. Placements - Extracurricular Coaching, effective with the 2017-2018 season of sport**

1. Tyler Bordick, Athletic Trainer, Frankfort High School, pending completion of employment requirements
2. Kevin Hansrote, Football Co-Auxiliary Coach, Frankfort High School, pending completion of employment requirements
3. Amanda Jewell, Interim Conditioning Coach, Frankfort High School

4. Justin Thomas, Football Auxiliary Coach, Frankfort High School, pending completion of employment requirements
  5. Kara Breedlove, Volleyball Auxiliary Coach, Keyser High School
  6. Robert DelSignore, Football Co-Assistant Coach, Keyser High School  
**-Advertise Football Auxiliary Coach**
- G. Placement – Substitute Teacher
1. Eric Clark
- H. Correction on Coaching Placement
1. Christopher Szafran, from Golf Assistant Coach at Keyser High School to Golf Auxiliary Coach at Keyser High School
- I. Approval of Contracted Services (Funding Source: Special Education) – ITEM
- J. Employment Agreements – Band Staff, Keyser High School, effective Summer 2017 and 2017-2018 Band Season
1. Chris Warrick, Drill Instructor (\$2,500)
  2. Cole Capaldi, Percussion Instructor (\$1,200)
  3. Katie Capaldi, Field Technician (\$1,000)
- K. Resignation – Professional Personnel
1. Martha Root, Teacher, Science, Keyser Middle School, effective at the end of the 2016-2017 employment term  
**-Advertise Position**
- L. Resignations – Extracurricular Professional Personnel
1. Theresa Easton, Team Leader, Safe Schools, Frankfort Middle School, effective at the end of the 2016-2017 employment term  
**-Advertise Position**
  2. Eric Miller, Department Head, Mathematics, Keyser High School, effective June 9, 2017  
**-Advertise Position**
  3. Martha Root, Team Leader, Science, Keyser Middle School, effective at the end of the 2016-2017 employment term  
**-Advertise Position**
- M. Resignations – Extracurricular Coaching
1. Craig Scott, Football Interim Head Coach, Frankfort High School, effective June 1, 2017  
**-This position was posted June 5, 2017 through June 13, 2017**

2. Luke Denne, Boys' Basketball Assistant Coach, Keyser High School, effective June 18, 2017  
**-Advertise Position**
3. Eric Miller, Football Auxiliary Coach, Keyser High School, effective June 9, 2017  
**-Advertise Position**
4. Brianna Teets, Volleyball Assistant Coach, Keyser High School, effective June 9, 2017  
**-This position was posted June 5, 2017 through June 13, 2017**

N. Rescind Hiring – Service Personnel

1. Shawn Luther, Custodian, Frankfort Intermediate School, due to failure to sign contract based on his withdrawal from the position. Mr. Luther will be retained on the substitute custodian list.  
**-Advertise Position**

O. Removal from Substitute List

1. Diana Harvey, Substitute Aide and Substitute Cook, effective June 8, 2017

P. Volunteer

1. Lindsay Greaser, Keyser Primary School, 2016-2017 school year

Q. Volunteers – Effective for the 2017-2018 School Year

1. Elk Garden Primary School
  - a. Angela Dixon
2. Frankfort High School
  - a. Kellie Abe, non-coaching Cheer
  - b. Tom Clark, band
  - c. Darla Cole, band
  - d. Ronald Conner, Jr., band
  - e. Carol Conner, band
  - f. Amie Dawson, band
  - g. John Kenney Jr., band
  - h. Kayla Loibel, non-coaching Cheer
  - i. Michelle Rawlings, band
  - j. Joseph Riley, non-coaching Basketball
  - k. John Ruff, band
  - l. Lori Ruff, band
  - m. Candy White, band
  - n. Jerry W. White II, band

- 3. Keyser High School
  - a. Julie Burns
  - b. Corey Carnell, band
  - c. Lora Carnell, band
  - d. Jessica Carr, band
  - e. Daniel Clayton, non-coaching Football
  - f. Danielle Cosenza, band
  - g. Amy DelSignore, band, non-coaching Track, Cross Country
  - h. John DelSignore, band, non-coaching Track, Cross Country
  - i. Carolyn Durst, band
  - j. Diann Fisher
  - k. Tabitha Francis
  - l. Stacey McClintock, band, non-coaching Track, Soccer
  - m. Eric Mills, band
  - n. Neenah Minhas, band
  - o. Zulfigar Minhas, band
  - p. Brigitte Minney, band
  - q. Bobbi Morgan, band
  - r. La'Ante Redman, non-coaching Soccer
  - s. Stacey Rhodes, band
  - t. Lyza Riggleman, non-coaching Sports
  - u. Kayla Simpson
  
- 4. Keyser Middle School
  - a. Julie Burns
  - b. Diann Fisher
  
- 5. New Creek Primary School
  - a. Diann Fisher

**DISCIPLINARY CASE:**

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A. Student Disciplinary Case #17-27

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

**ADJOURNMENT.**