



**June 4, 2019**

**Meeting #35**

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, June 4, 2019, 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. Recognition:

1. Averi Smith – Participant – National ISEF Science Fair, Phoenix, AZ
2. Golden Horseshoe Winners:
  - ❖ Nathan Armentrout
  - ❖ Madelyn Fisher
  - ❖ Nathan Lange

C. Presentations:

- 1. Energy Express – Curtis Westfall
- 2. CMTA Energy Solutions Project Update – Brian Duvall, Project Manager
- 3. Open-Gov. website presentation – Gary Cogle

D. Board Comments:

**6. PUBLIC COMMENTS:**

A. Agenda Items:

B. Non-Agenda Items:

**7. APPROVAL OF MINUTES:**

- A. Special Meeting      May 17, 2019      #31
- B. Regular Meeting      May 21, 2019      #32
- C. Special Meeting      May 23, 2019      #33
- D. Special Meeting      May 29, 2019      #34

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

- A. Treasurer’s Report for the Month Ended May 31, 2019 *(Item to be provided at meeting.)*
- B. Treasurer’s Statement of Investments Outstanding as of May 31, 2019 *(Item to be provided at meeting.)*
- C. Review the Fiscal 2018 Annual Audit Report and Letter from the WV Department of Education  
*(The documents will be provided at the meeting.)*

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:**

- A. Policy Updates – Neola Volume 10, Number 2 – ITEM
  - 1. Bylaw 0100 – Definitions (Revised)
  - 2. Bylaw 0116 – Affiliation (Revised)
  - 3. Bylaw 0141.2 – Conflict of Interest (Revised)
  - 4. Bylaw 0142 – Qualifications (Revised)

5. Bylaw 0142.3 – Orientation and Training (Revised)
6. Bylaw 0148.1 – Board-Staff Communications (Revised)
7. Bylaw 0149 – Access to Records (Revised)
8. Bylaw 0153 – Appointees (Revised)
9. Policy 2114 – Meeting State Accountability Measures (Revised)
10. Policy 2120 – District and School Improvement (Revised)
11. Policy 2230 – Program of Study Early Learning Programs (Revised)
12. Policy 2230.01 – Program of Study Middle Level Education (Revised)
13. Policy 2230.02 – Program of Study High School Program (Revised)
14. Policy 2261 – Title I Services (Revised)
15. Policy 2271 – Dual Credit (New)
16. Policy 2414 – Substance Abuse and Tobacco Education Program (Revised)
17. Policy 2430.02 – Participation in Extra-Curricular Activities (Revised)
18. Policy 2451 – Alternative School Programs (Revised)
19. Policy 2510 – Adoption of Instructional Resources (Revised)
20. Policy 2605 – Program Accountability and Evaluation (Revised)
21. Policy 2623 – Student Assessment (Revised)
22. Policies 3215 – Use of Tobacco by Professional Staff (Revised)
23. Policies 3420/4420 – Benefits (Revised)
24. Policy 4120.01 – Food Service Personnel (Revised)
25. Policy 4215 – Use of Tobacco by Service Personnel (Revised)
26. Policy 5111 – Eligibility of Resident/Nonresident Students for Enrollment (Revised)
27. Policy 5112 – Entrance Requirements (Revised)
28. Policy 5113 – Intra-State Enrollment (Revised)
29. Policy 5130 – Withdrawal from School (Revised)
30. Policy 5200 – Attendance (Revised)
31. Policy 5330 – Use of Medication (Revised)
32. Policy 5330.02 – Self-Administered Medication and Epinephrine Use (Revised)
33. Policy 5331 – Administration of Opioid Antagonist (Revised)
34. Policy 5421 – Grading (Revised)
35. Policy 5460 – Graduation Requirements (Revised)
36. Policy 5500 – Student Code of Conduct (Revised)
37. Policy 5600 – Student Discipline (Revised)
38. Policy 6200 – Fund Accounting (Revised)
39. Policy 6320 – Purchases (Revised)
40. Policy 8402 – Expected Behavior in Safe and Supportive Schools (Revised)
41. Policy 8600 – Transportation (Revised)
42. Policy 8600.04 – Bus Operator Certification (Revised)
43. Policy 8640 – Transportation for Curricular/Co-Curricular and Extra-Curricular County-Sponsored Trips (Revised)
44. Policy 8651 – Nonroutine Use of School Buses (Revised)
45. Policy 8660 – Transportation of Students by Private Vehicle (Revised)
46. Policy 8670 – Transportation by Limited Passenger Vehicles (Revised)
47. Policy 9130 – Public Complaints (Technical Correction)

**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 – Service Personnel**

1. (name may be provided at meeting), Mechanic, Bus Garage, 235 days

**B. Placements/Transfers – Administrative Personnel, effective with the 2019-2020 employment term**

1. (name may be provided at meeting), Coordinator of Safety, half-day, County Office, 210 days

**C. Placements/Transfers – Professional Personnel, effective with the 2019-2020 employment term**

1. (name may be provided at meeting), Teacher, Special Education, Burlington Primary School
2. (name may be provided at meeting), Teacher, Special Education, Fountain Primary School and Keyser Primary School
3. (name may be provided at meeting), School Instructional Specialist, Keyser Primary School
4. (name may be provided at meeting), Teacher, Special Education, Keyser Primary School
5. (name may be provided at meeting), School Readiness Specialist, Keyser Primary School/Countywide
6. (name may be provided at meeting), Teacher, Preschool Special Needs, Wiley Ford Primary School
7. (name may be provided at meeting), Teacher, Science, Keyser Middle School
8. (name may be provided at meeting), Teacher, English/Language Arts and Social Studies, half-day, Frankfort Middle School
9. (name may be provided at meeting), Teacher, Special Education, Frankfort High School
10. (name may be provided at meeting), Teacher, Mathematics, Keyser High School
11. (name may be provided at meeting), Itinerant Physical Therapist, half-day, Student Services
12. (name may be provided at meeting), School Psychologist, Student Services, 220 days
13. (name may be provided at meeting), Itinerant Speech Pathologist/Assistant, Student Services
14. (name may be provided at meeting), Itinerant Certified Occupational Therapist Assistant, Student Services

- D. Placements/Transfers – Service Personnel, effective with the 2019-2020 employment term
1. (name may be provided at meeting), Custodian III, split-shift, Frankfort Intermediate School, 235 days
  2. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School
  3. (name may be provided at meeting), Itinerant Classroom Aide/Paraprofessional/Education Sign Language Interpreter, Wiley Ford Primary School
- E. Placements in Extracurricular Vacancies as Previously Approved and Advertised  
(names may be provided at meeting)
- F. Placements in Coaching Vacancies as Previously Approved and Advertised  
(names may be provided at meeting)
- G. Placements – Substitutes (names may be provided at meeting)

### 3. FINANCE/BUDGET:

- A. Approve Budget Revision Number FOURTEEN for Fiscal 2019, Amount TBD  
(Item 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. Frostburg State University – Student Interns, Health and Physical Education, Frankfort Middle School
1. Wendy Bechtel, October – December 2019
  2. Paige Caudell, October – December 2019
  3. Nathaniel Farlow, August – October 2019
  4. Patrick Pruitt, August – October 2019
  5. Zachary Shoemaker, October – December 2019

### 2. PERSONNEL:

- A. Extracurricular Assignment Agreement
1. Julie Sions, 2018-2019 FFA Sponsor
  2. Carol Webb, 2018-2019 FFA Sponsor
  3. Brenton Ebert, 2018-2019 FFA Sponsor

B. Placements/Transfers – Professional Personnel

1. Chelsea Neatrou, **placement**, Itinerant Speech Pathologist, Student Services, effective August 19, 2019

Ms. Neatrou is a resident Osterburg, Pennsylvania, and a graduate of Clarion University of PA (MA-2014). She was most recently employed as a Speech Language Pathologist for Morgan County Public Schools.

2. Aimee Slider, **rescind non-renewal and assign**, Teacher Resource, Fort Ashby Primary School and Frankfort Intermediate School, effective August 19, 2019 on a second year contract.

C. Placements – Extracurricular Professional

1. Michelle Anderson, Extended School Year, Teacher – Special Education, Keyser Area, effective Summer 2019
2. Moira Twigg, Extended School Year, Speech Assistant, Frankfort Area, effective Summer 2019

D. Placements – Summer School Bus Operators

- |                       |                      |
|-----------------------|----------------------|
| 1. Donald Alt         | 12. Dawn Mitchell    |
| 2. Clifton Biser      | 13. Isaac Pancake    |
| 3. Donna Borho        | 14. Nathan Pancake   |
| 4. Adam Braithwaite   | 15. Philip Pancake   |
| 5. Andrew Cosner      | 16. Hannah Rexrode   |
| 6. M. Lantz Evans     | 17. Dave Riggleman   |
| 7. Andrew Keplinger   | 18. Matthew Roderick |
| 8. D. Wayne Ketterman | 19. Stephen Taylor   |
| 9. Stephen Liller     | 20. William Umstot   |
| 10. Gary Martin       | 21. Janet Wilder     |
| 11. Allen McCoy       | 22. Jerry Willis     |

E. Renewal of First Year Contract, for the 2019-2020 employment term

1. Mary Conlon, Teacher, Art, Keyser High School

F. Resignation – Extracurricular Professional

1. Kathleen Brown, Schoolwide Mentor, Wiley Ford Primary School, effective at the end of the 2018-2019 employment term  
**-This position was advertised May 23 – 31, 2019**

G. Rescind Hiring – Substitute Teacher

1. Erica Steedman, effective immediately, due to failure to complete certification requirements
2. Brent Parrish, effective immediately, due to failure to complete employment requirements

H. Rescind Hiring – Extracurricular Coaching

1. James Perdew, Softball Auxiliary Coach, Frankfort High School, effective immediately, due to failure to complete employment requirements

I. Employment Agreements – Band Staff, Keyser High School, effective Summer 2019 and 2019-2020 Band Season (Funding Source: County and Band Boosters)

1. Cole Capaldi, Drumline Instructor, \$1,200
2. Katherine Capaldi, Head Field Technician, \$1,000
3. Allison Cirillo, Field Technician, \$600
4. Sabrina McGuinness, Field Technician, \$600
5. Shannon McGuinness, Colorguard Instructor, \$1,000
6. Shawanna McGuinness, Drum Major Instructor/Field Technician, \$400
7. Jacob Shumaker, Pit Instructor, \$800
8. Christopher Warrick, Drill Instructor, \$2,500

J. Request to Attend Trainings

1. Request to allow new hires to attend required trainings prior to their effective start date and pay associated travel expenses

K. Volunteers

1. Fountain Primary School
  - a. Sheila Trantum
2. Frankfort High School
  - a. Tracey Irving, non-coaching Volleyball
  - b. Richard Lechliter, Band, for the 2019-2020 school year
  - c. Kelly Lark, Band, for the 2019-2020 school year
3. Keyser Primary School
  - a. Veronica Bosley
  - b. Dalton Wilt
3. New Creek Primary School
  - a. Anthony DeSignore
  - b. Morgan Foutz

**3. MISCELLANEOUS:**

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

1. Jenise Grabenstein, Frankfort Middle School, extended through end of 18-19 employment term

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

**STUDENT DISCIPLINARY HEARING:**

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A. Student Disciplinary Case #19-16

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

**ADJOURNMENT.**