



May 7, 2019

Meeting #29

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, May 7, 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

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. Presentation:

1. Future Leaders Program – LTC, LG Commander Jim Reese, SFC Hoban, and Loretta Mick

C. Board Comments:

6. **PUBLIC COMMENTS:**

- A. Agenda Items:
- B. Non-Agenda Items:

7. **APPROVAL OF MINUTES:**

- A. Statutory Meeting April 16, 2019 #22 reconvened
- B. Regular Meeting April 16, 2019 #26
- C. Special Meeting April 24, 2019 #27
- D. Special Meeting April 30, 2019 #28

DISCUSSION:

1. **PERSONNEL:**

- A. Aaron Hendrickson, Attendance Director, Homebound Instruction

2. **FINANCE/BUDGET:**

- A. Treasurer’s Report for the Month Ended April 30, 2019
(Item to be provided at the meeting)
- B. Treasurer’s Statement of Investments Outstanding as of April 30, 2019
(Item to be provided at the meeting)
- C. Budget Progress

ACTION AGENDA

OTHER ACTION

1. **PROGRAM PLANNING:**

- A. Approval of Memorandum of Agreement for Establishment of Future Leaders Program – 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. Placements/Transfers – Service Personnel

1. (name may be provided at meeting) , Itinerant Classroom Aide/Paraprofessional/Educational Sign Language Interpreter, Wiley Ford Primary School
2. (name may be provided at meeting) , Chief Mechanic, Bus Garage, 240 days
3. (name may be provided at meeting) , Cook II, half-day, Long Term Substitute, Keyser Middle School, for the duration of a leave of absence of a regular employee

B. Placements/Transfers—Professional Personnel, effective with the 2019-2020 Employment Term

1. (name may be provided at meeting) , Special Education Teacher, Fountain Primary School and Keyser Primary School
2. (name may be provided at meeting) , Grade 3 Teacher, New Creek Primary School
3. (name may be provided at meeting) , Grade 2 Teacher, Wiley Ford Primary School
4. (name may be provided at meeting) , School Counselor, Wiley Ford Primary, Fort Ashby Primary, and Frankfort Intermediate Schools, 210 days
5. (name may be provided at meeting) , Science Teacher, Keyser Middle School
6. (name may be provided at meeting) , English and Social Studies Teacher, half-day, Frankfort Middle School
7. (name may be provided at meeting) , Special Education Teacher, Frankfort High School
8. (name may be provided at meeting) , Mathematics Teacher, Keyser High School
9. (name may be provided at meeting) , Itinerant Physical Therapist, half-day, Student Services
10. (name may be provided at meeting) , School Psychologist, Student Services
11. (name may be provided at meeting) , Itinerant Speech Pathologists/Speech Assistants, Student Services

C. Placements/Transfers – Service Personnel, effective with the 2019-2020 Employment Term

1. (name may be provided at meeting) , Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher—Pre - Kindergarten, Fountain Primary School

2. (name may be provided at meeting), Secretary II or III/Accountant II, Fountain Primary School, 210 days
 3. (name may be provided at meeting), Itinerant Classroom Aide/Paraprofessional/Educational Sign Language Interpreter, Wiley Ford Primary School
- D. Placements in Extracurricular Vacancies as Previously Approved and Advertised
(names may be provided at meeting)
- E. Placements in Coaching Vacancies as Previously Approved and Advertised
(names may be provided at meeting)
- F. Placements in Substitute Vacancies as Previously Approved and Advertised
(names may be provided at meeting)

3. FINANCE/BUDGET:

- A. Approve Student Accident Insurance (The Young Group Inc.) for 2019-2020 School Year – ITEM
- B. Approve Invoices for April 30, 2019, in the Amount of \$1,606,402.93, for Checks 131235 – 131771 – ITEM
- C. Approve Invoices Paid with the P-CARD for April 2019, in the Amount of \$166,679.79, ACH Payment – Checks 145-174 (check numbers for tracking purposes only) – ITEM
- D. Approve Budget Revision Number TWELVE for Fiscal 2019, for Budget Supplements in the Amount of \$57,870.00 – ITEM

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. Hello Early Literacy Conference, Raleigh, NC, June 6-8, 2019
 - a. Kelly Mauzy
 - b. Dana Ferguson
(Funding: School PD funds, Title I Funds-\$1,165)
- B. Articles of Agreement for Placement of Pre-service and/or Student Teachers – West Virginia University - ITEM

2. PERSONNEL:**A. Extracurricular Assignment Agreement**

1. Cheri Alt, 2019 Art Show, Keyser High School, May 13, 2019
2. Susan Sekella, 2019 Art Show, Keyser High School, May 13, 2019
3. Mary Slider, 2019 Art Show, Keyser High School, May 13, 2019
4. Gregory Broadwater, 2019 Art Show, Keyser High School, May 13, 2019

B. Student Chaperones

1. Brenton Ebert, WVU Career Development Events, Morgantown, WV, June 4-5, 2019
2. Carrie Rotruck, Young Writers' Celebration, Charleston, WV, May 9-10, 2019
3. Brianna Teets, International Science Fair, Phoenix, AZ, May 12-17, 2019
4. Carol Webb, WVU Career Development Events, Morgantown, WV, June 4-5, 2019
5. Carol Webb, Livestock Judging Clinic, Virginia Tech Blacksburg, VA, July 14-17, 2019
6. Carol Webb, State FFA Convention, Ripley, WV, July 10-13, 2019

C. Placements/Transfers – Service Personnel

1. Krista Manna, **transfer from** Custodian II, Frankfort Middle School **to** Custodian III, Long-term Substitute, Fort Ashby Primary School, for the duration of a leave of absence of a regular employee, effective May 9, 2019
2. Joseph Alkire, Jr., **placement**, Custodian III – Split Shift, Frankfort Intermediate School, 235 days (37 days for the 2019-2020 employment term), effective May 9, 2019

Mr. Alkire was the most senior substitute custodian to apply for this position.

3. Kenneth Urice, **placement**, Custodian III, Keyser Middle School and Mineral County Alternative Program, 235 days (37 days for the 2019-2020 employment term), effective May 9, 2019

Mr. Urice was the most senior substitute custodian to apply for this position.

D. Placements/Transfers—Professional Personnel, effective with the 2019-2020 Employment Term

1. Christopher Halbritter, **transfer from** Teacher, Health/Physical Education, Fort Ashby Primary and Frankfort Intermediate Schools **to** Teacher, Health/Physical Education, Wiley Ford Primary, Fort Ashby Primary, and Frankfort Intermediate Schools
–Advertise Position
2. Charles Shockney, **rescind non-renewal and assign**, School Instructional Specialist, Frankfort Intermediate School, on a second year contract
3. Carli Johnson, **transfer from** Teacher, Grade 1/2, Keyser Primary School, **to** Teacher, Grade 2, Keyser Primary School
–Advertise Position

4. Adrienne Minard, **transfer from** Teacher, Grade 1, Keyser Primary School **to** Teacher, Grade 2, Keyser Primary School
-Advertise Position
5. Janel Thomas, **transfer from** Teacher, Special Education, Burlington Primary School **to** School Instructional Specialist, Keyser Primary School
-Advertise Position
6. Sherry Jenkins, **placement**, School Instructional Specialist, Fountain Primary School

Mrs. Jenkins is a resident of Cresaptown, Maryland, and a graduate of Frostburg State University (BA-1999). She was most recently employed as a Kindergarten Teacher with Hampshire County Schools.

7. Laura Pritts, Itinerant Speech Language Pathologist, Student Services

Ms. Pritts is a resident of Keyser, West Virginia and a graduate of West Virginia University (MA-2007). She is currently employed by Piney Valley, Keyser, West Virginia.

8. Hilary Roadman, Itinerant Speech Language Pathologist, Student Services

Ms. Roadman is a resident of Bedford, Pennsylvania and a graduate of Clarion University (MA-2012). She is currently employed as a Speech-Language Pathologist for Anchor Rehabilitation, Allegany Health Nursing and Rehabilitation, Cumberland, Maryland.

9. Sarah Maybury, Teacher, Grade 3, Keyser Primary School

Ms. Maybury is a resident of Keyser, West Virginia and a graduate of Fairmont University (BA). She is currently employed as a Substitute Teacher for Mineral County Schools.

E. Placements/Transfers – Service Personnel, effective with the 2019-2020 Employment Term

1. Brian Phillips, **placement**, School Bus Operator, Bus Garage, serving Burlington and Keyser district students attending Burlington Primary, Keyser Primary, Keyser Middle, and Keyser High Schools covering but not limited to Push Root, Dry Run Knobley Road, Route 50

Mr. Phillips was the most senior substitute school bus operator to apply for this position.

2. Gary Bradshaw, **transfer from** School Bus Operator, Bus Garage **to** School Bus Operator, Bus Garage, serving Frankfort district students attending Wiley Ford Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools covering but not limited to Scenic Lane, Lakewood, Rt. 28
-Advertise Position

3. (name may be provided at meeting), Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Pre-kindergarten, Fountain Primary School

4. (name may be provided at meeting), Secretary II or III/Accountant II, Fountain Primary School, 210 days

5. (name may be provided at meeting), Itinerant Classroom Aide/Paraprofessional/Educational Sign Language Interpreter, Wiley Ford Primary School
- F. Placements – Extracurricular Professional Personnel
1. Samantha Leput, Summer Credit Recovery Teacher, Frankfort Middle School, effective Summer 2019 pending enrollment
 2. Diana Sutherland, Summer Credit Recovery Teacher, Mineral County Alternative Program, effective Summer 2019, pending enrollment
 3. Tina Chantal Cook, Summer Credit Recovery Teacher, Keyser Middle School, effective Summer 2019, pending enrollment
- G. Placement – Extracurricular Service Personnel
1. Dawn Mitchell, Mid-Day Bus Run, A.M. Technical Run and/or P.M. Technical Run, effective with the 2019-2020 employment term
-Hold Advertisement
- H. Placements – Extracurricular Coaching
1. Pamela Brinkman, Volleyball Assistant Coach, Keyser High School, effective with the 2019-2020 season of sport
-Advertise Volleyball Auxiliary Coach
 2. Grant Clayton Sr., Girls' Basketball Auxiliary Coach, Frankfort High School, effective with the 2019-2020 season of sport and pending completion of employment requirements
- I. Resignation – Professional Personnel
1. Carrie Garey, Teacher, Grade 2, and Building Designee, Wiley Ford Primary School, effective at the end of the 2018-2019 employment term
-Advertise Positions (*The teaching position was advertised from April 18 – April 26, 2019.*)
- J. Resignation – Extracurricular Coaching
1. Carter Houdersheldt, Auxiliary Football Coach and Auxiliary Basketball Coach, Frankfort High School, effective April 11, 2019
-Advertise Positions
 2. Stephanie Stephen, Assistant Cheer Coach, Keyser High School, effective April 23, 2019
-Advertise Position
- K. Removal of Name – Substitute Service Personnel
1. David Kessel, Substitute Custodian, effective April 29, 2019

L. Renewal of First Year Contracts for the 2019-2020 employment term

1. Andrew Cosner, School Bus Operator, Bus Garage
2. Monica Gray, Secretary/Accountant, Keyser Middle School

M. Approval of Substitute Service Personnel beginning with the 2019-2020 employment term

1. Deborah Evans, Substitute Aide
2. Garland Terrell, Substitute School Bus Operator

N. Approval of Substitute Teachers with the 2019-2020 employment term

1. Darwin Gough
2. Marcia Hinkle
3. William Johnson
4. Elizabeth Knotts
5. Kimberly McGregor
6. Joann Moffett
7. Christopher Zembower

O. Supervisory Aide Agreement

1. Winifred Weber, Keyser Primary School

P. Volunteers

1. Burlington Primary School
 - a. Anna Cook
 - b. Katie Cook
 - c. Rodney Mason
 - d. Amanda Merritt
 - e. Timothy Merritt
 - f. Matthew Ravenscroft
 - g. Lucinda Veach
2. Fountain Primary School
 - a. Michael Duckworth
 - b. Jeanna Ottaver

3. Frankfort Middle School

- a. Stephanie Brinker
- b. Courtney Haggerty
- c. Donnie Kessel
- d. Amy Lease
- e. Chris Lepley
- f. Patricia Parsons
- g. Susan Salonish
- h. Mary Saville
- i. David Williams

4. Keyser Middle School

- a. Stephanie Davis
- b. Alicia Harr
- c. Holly Redman
- d. Walter Ward Jr.

5. Keyser Primary School

- a. Olivia Courtney
- b. Melvin Delawder
- c. Susan Delawder
- d. Jordan Lewis
- e. Daniel Ruckman
- f. Katelynn Ruckman

6. New Creek Primary School

- a. Diane Frush
- b. Wayne Mayhew Jr.

3. MISCELLANEOUS:

A. Leave of Absence Updates/Extensions to Existing Requests* – ITEM

- 1. Christopher Clayton, Keyser Middle School, extended through April 25, 2019
- 2. Kelly Defibaugh, Keyser Primary School, extended through end of 18-19 employment term
- 3. Melissa Jessen, Wiley Ford Primary School, extended through end of 18-19 employment term

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

DISCUSSION:

1. **PERSONNEL:**

A. Superintendent Search

Date and Time of Next Meeting: _____

ADJOURNMENT.