



September 5, 2017

Meeting #6

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

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. Recognition:

1. State FFA Competition Winners

- ❖ FFA Veterinary Science Team – 1st Place
Derek Alt, Laicey Dolly, Allison Robinette, Michala Williams
- ❖ State Tractor Competition – 1st Place, Ricky Tasker
- ❖ Beef Proficiency Award – 1st Place, John Owens
- ❖ Entrepreneurship Sheep Proficiency Award – 1st Place, Derek Alt

C. Presentation:

- 1. Assessment Report – Kelli Wilson, Assistant Director of Curriculum and Instruction

D. Board Comments:

6. PUBLIC COMMENTS:

A. Agenda Items

B. Non-Agenda Items

7. APPROVAL OF MINUTES:

- A. Regular Meeting August 15, 2017 #4
- B. Special Meeting August 22, 2017 #5

DISCUSSION:

1. FINANCE/BUDGET:

- A. Treasurer’s Report for the Month Ended August 31, 2017 – Item to be provided at meeting
- B. Treasurer’s Statement of Investments Outstanding as of August 31, 2017 – Item to be provided at meeting

ACTION AGENDA

OTHER ACTION:

1. PROGRAM PLANNING:

- A. Approval of Policy Update/Revision
 - 1. Substitutes in Areas of Critical Need and Shortage – **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 – Administrative Personnel

1. (name may be provided at meeting), Assistant Director of Support Services – Transportation and Warehouse/Inventory Supervisor, 261 days
2. (name may be provided at meeting), Principal, Mineral County Alternative Program, 235 days

B. Placements/Transfers – Professional Personnel

1. (name may be provided at meeting), Teacher, Education Specialist/Mental Health/Disabilities Transition, half-day, Keyser Primary School
2. (name may be provided at meeting), Teacher, Special Education, New Creek Primary School
3. (name may be provided at meeting), Itinerant Special Education and Gifted Teacher, Frankfort District
4. (name may be provided at meeting), Teacher, Grade 5, Keyser Middle School

C. Placements/Transfers – Service Personnel

1. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, Keyser High School

D. Correction of Previous Posting

Correction of an erroneous posting for Itinerant Speech Pathologist/Speech Assistant (Posting Number: P18-005-0) on August 10-16, 2017. Posting indicated a half-day position at 200 days instead of 20-hours per week for the 2017-2018 school year. The position was filled by Susan Wolford and approved on August 1, 2017.

E. Permission to Post

Permission to post Itinerant Speech Pathologist/Speech Assistant position for 20-hours per week for the 2017-2018 school year. (Abolish previous posting indicating 200 half-day position)

F. Approval of Payment for Planning Periods – ITEM**G. Placements in Extracurricular Vacancies as Previously Approved and Advertised
*(names may be provided at meeting)*****H. Placements in Coaching Vacancies as Previously Approved and Advertised, effective pending completion of all employment requirements
*(names may be provided at meeting)***

I. Volunteer

1. Keyser High School
 - a. Luke Denne, non-coaching Boys' Basketball

3. FINANCE/BUDGET:

- A. Approve Invoices for August 2017 – Item to be presented at meeting
- B. Approval of Memorandum of Understanding between Mineral County Schools and The Jefferson School at Finan – ITEM

4. MISCELLANEOUS:

- A. Student Transfer Requests – ITEM
 1. Student Transfer Case 18-18 **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 Cases 18-19 and 18-20 **from** Grant County Schools **to** Mineral County Schools, effective with the 2017-2018 school term, pending enrollment space and approval by Grant County Board of Education
 3. Student Transfer Case 18-21 **from** Mineral County Schools **to** Hampshire County Schools, effective with the 2017-2018 school term, pending approve by Hampshire County Board of Education
- B. Request for Home Schooled Students to Attend Classes – ITEM
 1. Parents request permission for home schooled children to attend classes at Mineral County Technical Center for the 2017-2018 school term, pending enrollment (not to exceed 50% of the instructional day), and subject to normal registration and attendance requirements.

CONSENT AGENDA:

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

1. PROGRAM PLANNING:

- A. Approval of Mineral County Work-Based Learning Site, State Board of Risk Insurance Certification
 1. North Branch Animal Hospital, 13701 McMullen Hwy, SW, Cumberland, MD 21502

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. Extracurricular Assignment Agreement

1. Georganna Mansfield, 2017-18 MCTC DECA Advisor
2. Lisa Linn, 2017-18 Frankfort High RAZE Advisor

B. Student Chaperones

1. Carol Webb, National FFA Convention, Indianapolis, IA, October 23-28, 2017
2. Brenton Ebert, Tractor Driving National Competition, Springfield, MA, September 13-18, 2017
3. Richard Thompson Jr, Cabell Midland HS Cross Country Festival, Ona, WV, September 2-3, 2017

C. Placements/Transfers, Professional Personnel

1. Brandy Fisher, **transfer from** Attendance Director, Student Services, **to** School Counselor/Attendance Worker, Keyser Primary School, Keyser Middle School, Keyser High School, and Countywide, effective date to be determined
-Advertise Position
2. Renee Thomas, **transfer from** Teacher, Grade 5, Keyser Middle School, **to** Reading Literacy Specialist, Keyser Primary School, **effective with the 2018-2019 employment term**
-Hold Advertisement
3. Amy Del Signore, **transfer from** Practical Nursing Instructor, Mineral County Technical Center/School Nurse, Itinerant Countywide, **to** LPN Instructor, Mineral County Technical Center, 240 days, effective date to be determined
-Advertise Position
4. Emily Tettenburn, **transfer from** Teacher, Grade One, New Creek Primary School, **to** Teacher, Grade 3/4 Split, Frankfort Intermediate School, **effective with the 2018-2019 employment term**
-Hold Advertisement

D. Placements/Transfers, Service Personnel

1. Marlene Pratt, **transfer from** Custodian, Frankfort Middle School, **to** Custodian, Long Term Substitute, Frankfort Middle School, effective September 7, 2017, for the duration of a leave of absence of a regular employee

E. Placements – Extracurricular Professional Personnel

1. Amy Cowgill, After School Tutoring Teacher, Frankfort High School, effective September 7, 2017, for the 2017-2018 employment term
2. Susan Hausrath, After School Tutoring Teacher, Frankfort High School, effective September 7, 2017, for the 2017-2018 employment term

3. Chelsea McFarland, Team Leader – Special Services, Keyser Primary School, effective September 7, 2017
 4. Ashley Baker, After School Evening Program Teacher, Special Education, Mineral County Alternative Program, effective September 7, 2017, for the 2017-2018 employment term
 5. Diana Sutherland, After School Evening Program Teacher, Mineral County Alternative Program, effective September 7, 2017, for the 2017-2018 employment term
 6. Melissa Detrick, TASC Examiner, Mineral County Technical Center, effective September 7, 2017
- F. Placements – Extracurricular Service Personnel
1. Allen McCoy, Mid-day Truck Driver, Bus Garage, effective September 7, 2017
- G. Approval of Supervisory Aide and Specialized Health Procedures Agreements – Item to be presented at meeting
- H. Approval to Revise Posting
1. Approval to revise the number of positions on the following previously approved postings **from** two positions **to** varies pending enrollment:
 - a. After School Tutoring Teachers, Frankfort High School
 - b. After School Detention Teachers, Keyser High School
 - c. After School Tutoring Teachers, Keyser High School
- I. Approval to Abolish Position
1. Approval to abolish the Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education position, Mineral County Alternative Program
- J. Permission to Post Positions
1. Frankfort Middle School, Funding Source: County
 - a. After School Tutoring Teachers, Mathematics
 - b. After School Tutoring Teachers, English/Language Arts
 - c. After School Detention Teachers, Level 1
 - d. After School Detention Teachers, Level 2
 2. Frankfort High School, Funding Source: County
 - a. Credit Recovery Teachers
 3. Mineral County Technical Center – **ITEM**
 - a. Clinical Supervisor

K. Resignation – Extracurricular Professional Personnel

1. Paula Stephens, Mentor Teacher, System-wide, effective with the 2017-2018 employment term

L. Resignation – Extracurricular Coaching

1. Bernard Lantz, Softball Auxiliary Coach, Frankfort High School, effective August 29, 2017
-Advertise Position

M. Removal of Name – Substitute Service Personnel

1. Nancy Meritt, Substitute Aide, voluntary removal of name, effective August 22, 2017

N. Leave of Absence Requests* – **ITEM**

1. Mary Racey, Assistant Principal, Keyser Middle School, effective August 21 – June 20, 2018
2. Joyce Shaffer, Bus Operator, effective September 12 – October 25, 2017

**Pending receipt of medical certification, if applicable*

O. Volunteers – **ITEM****3. FINANCE/BUDGET:**A. Approve School Fundraising Groups for 2017-2018 School Term – **ITEM**

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

Date and Time of Next Meeting: _____

ADJOURNMENT.