



September 4, 2018

Meeting #5

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, September 4, 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

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. Board Comments:

6. PUBLIC COMMENTS:

A. Agenda Items:

B. Non-Agenda Items:

7. APPROVAL OF MINUTES:

- A. Regular Meeting August 21, 2018 #4

DISCUSSION:

1. FINANCE/BUDGET:

- A. Treasurer's Report for the Month Ended August 31, 2018 – *Item to be provided at meeting*
- B. Treasurer's Statement of Investments Outstanding as of August 31, 2018 – *Item to be provided at meeting*
- C. SBA Proposal

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:

- A. Adoption of Return to Work Policy – **ITEM**
- B. Approval of Bylaw and Policy Updates – NEOLA V10N1 (*Discussion/Possible Action*)
1. Policy 1411/3211/4211 – Whistleblower Protection (Revised)
 2. Policy 1617/3217/4217/7217 – Weapons (Revised)
 3. Policy 2411 – Guidance and Counseling (Revised)
 4. Policy 2431 – Interscholastic Athletics (Revised)
 5. Policy 2623 – Student Assessment (Revised)
 6. Policy 2700 – School Report Card (Revised)
 7. Policy 3120.02 – Prospective Employable Professional Personnel Reserve List (Revised)
 8. Policy 3130.01 – Transfer (Revised)
 9. Policy 3164/4165 – Use of Epinephrine Auto-Injectors by Personnel (Revised)
 10. Policy 5330 – Use of Medications (Revised)
 11. Policy 3270 – Daily Planning Period (Revised)
 12. Policy 5200 – Attendance (Revised)
 13. Policy 5331 – Administration of Opioid Antagonist (Revised)
 14. Policy 6320 – Purchases (Revised)
 15. Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)
 16. Policy 8210 – School Calendar (Revised)
 17. Policy 8340 – Letters of Reference (Revised)
 18. Policy 8500 – Food Service (Revised)
 19. Policy 8510 – Wellness (Revised)
 20. Policy 8510.01 – Child Nutrition Standards (Revised)
 21. Policy 8540 – Vending Machines (Revised)
 22. Policy 8550 – Competitive Food Sales (New)

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. Approval of Superintendent's Goals for SY18-19 – ITEM**B. Placements/Transfers – Professional Personnel**

1. (name may be provided at meeting), Teacher Special Education, Keyser Primary School
2. (name may be provided at meeting), Teacher, Resource/School Instructional Specialist, Elk Garden Primary School
3. (name may be provided at meeting), School Instructional Specialist, Fountain Primary and Keyser Primary Schools
4. (name may be provided at meeting), School Literacy Specialist, half-day, Frankfort Intermediate School
5. (name may be provided at meeting), School Counselor, Frankfort Middle School, 210 days
6. (name may be provided at meeting), Teacher, English/Language Arts, Frankfort Middle School
7. (name may be provided at meeting), Teacher, Music, Keyser Middle School
8. (name may be provided at meeting), Teacher, Grade 1/2 split, Keyser Primary School
9. (name may be provided at meeting), Itinerant Physical Therapist, half-day, Countywide

C. Placements/Transfers – Service Personnel

1. (name may be provided at meeting), School Bus Operator, Bus Garage/Transportation
2. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Kindergarten, Elk Garden Primary School
3. (name may be provided at meeting), Custodian II, Keyser High School, 220 days
4. (name may be provided at meeting), Cook II, half-day, Wiley Ford Primary School
5. (name may be provided at meeting), Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional – Special Education, 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)

3. FINANCE/BUDGET:

- A. Memorandum of Understanding – Jefferson School – ITEM
- B. Approval of Meal Contracts with Child Care Partners for 18-19 School Term – ITEM
- C. Approval to Purchase Two (2) Maintenance Vehicles at Approximate Cost of \$40,000/each
(Funding Source: County)
- D. Approve Invoices for August 2018– Item to be provided at meeting
- E. Approve Budget Revision Number ONE, Fiscal 2019, for Carry Forward Fiscal 2018 Encumbrances, Earmarks, and Re-established Grant Funds – Item to be provided at meeting
- F. Approve Budget Revision Number TWO, for New Fiscal 2019 Grants – Item to be provided at meeting

4. MISCELLANEOUS:

- A. Student Transfer Requests – ITEM
1. Student Transfer Case 19-10 **from** Mineral County Schools **to** Hardy County Schools, effective with the 2018-2019 school term, pending approval by Hardy County Board of Education
 2. Student Transfer Cases 19-11, 19-12 and 19-13 **from** Hampshire County Schools **to** Mineral County Schools, effective with the 2018-2019 school term

CONSENT AGENDA

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

1. PERSONNEL:

- A. Extracurricular Assignment Agreement
1. Lisa Linn, 2018-2019 Frankfort High School RAZE Advisor
 2. Georganna Mansfield, 2018-2019 Mineral County Technical Center DECA Advisor
- B. Placements/Transfers – Professional Personnel
1. Cheyanne Parks, **placement**, Teacher, Grade 6, Keyser Middle School, effective September 6, 2018, 200 days (187 for the 2018-2019 employment term)

Ms. Parks is a resident of Keyser, West Virginia, and a graduate of Fairmont State University (BA-2018). She was most recently employed as a Hostess at Outback Steakhouse in Bridgeport.

2. Jennifer Oates, **placement**, Teacher, Kindergarten, Burlington Primary School, effective September 6, 2018, 200 days (187 for the 2018-2019 employment term)

Ms. Oates is a resident of Keyser, West Virginia and a graduate of Frostburg State University (BA). She was most recently employed as a Substitute Teacher for Mineral County Schools.

3. Mary Conlon, **placement**, Teacher, Art, Keyser High School, effective upon release from Hampshire County Schools

Ms. Conlon is a resident of Cumberland, Maryland, and a graduate of Frostburg State University (BA). She is currently employed as an Art Teacher in Hampshire County.

4. Jessica Harshberger, **placement**, School Readiness Specialist, Keyser Primary School/Countywide, effective September 6, 2018, on a second year contract, 200 days (187 for the 2018-2019 employment term). This action removes Ms. Harshberger from the preferred recall list.

C. Placement/Transfer – Service Personnel

1. Quinton A. McRobie, **placement**, Mechanic, Bus Garage, effective September 6, 2018, 235 days (201 days for the 2018-2019 employment term)

Mr. McRobie is a resident of Elk Garden, West Virginia and is self-employed.

D. Placements – Substitute Service Personnel

1. Eric Clark, Substitute School Bus Operator, effective pending completion of employment requirements
2. Lorrie Hall, Substitute School Bus Operator, effective pending completion of employment requirements

E. Placements on Permits – Professional Personnel

1. Darrin Holland, on a permit for Automotive Technology
2. Lucas Spencer, on a permit for Welding
3. John Wilson, on a permit for Criminal Justice

F. Approval of Supervisory Aide and Specialized Health Procedures Agreements, effective for the 2018-2019 Employment Term – ITEM

G. Change in Work Location

1. Hannah Clutter, from Keyser Middle School to Keyser Primary School, effective August 27, 2018

H. Contracted Service, effective for the 2018-2019 School Year

1. Lorraine Mangold, Speech Pathologist, \$65 per hour, as needed (Funding Source: Special Education State Aide Allocation)

I. Resignation – Professional Personnel

1. Paula Courtney, Teacher, Health Occupations, Mineral County Technical Center and Frankfort High Schools, effective August 25, 2018.

-Advertise Position

J. Resignation – Service Personnel

1. Barbara Rohrbaugh, Cook, half-day, Wiley Ford Primary School, effective August 17, 2018

-This position was advertised August 23 – 29, 2018

K. Removal – Substitute Teacher

1. Norma Hart, voluntary removal of name, effective August 27, 2018

L. Request to Post Position – Professional Personnel

1. Teacher, Pre K, Frankfort Intermediate School, due to enrollment – **ITEM**

M. Request to Post Positions – Extracurricular Professional Personnel

1. After School Tutoring Teachers, Fort Ashby Primary School (Funding Source: Early Literacy Grant)
2. After School Tutoring Teachers, Fountain Primary School (Funding Source: Title I)
3. Frankfort High School (Funding Source: County)
 - a. After School Tutoring Teachers
 - b. Credit Recovery Teachers
4. Frankfort Middle School (Funding Source: County)
 - a. After School Tutoring Teachers, English/Language Arts
 - b. After School Tutoring Teachers, Mathematics
 - c. After School Detention Teachers, Level 1
 - d. After School Detention Teachers, Level 2
5. Keyser Middle School (Funding Source: County)
 - a. After School Detention Teachers, Level 1
 - b. After School Detention Teachers, Level 2
6. After School Tutoring Teachers, Keyser Primary School (Funding Source: Early Learning Grant)
7. After School Detention Teachers, Mineral County Technical Center (Funding Source: County)

N. Request to Post Positions – Employment Agreements

1. Parent Coordinator, Elk Garden Primary School (Funding Source: Title I)
2. Parent Coordinator, Fort Ashby Primary School (Funding Source: Title I)
3. Parent Coordinator, Fountain Primary School (Funding Source: Title I)
4. Parent Coordinator, Keyser Primary School (Funding Source: Title I)

O. Volunteers – ITEM

2. MISCELLANEOUS:

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

1. Melissa James, Frankfort High School, effective August 23 – December 31, 2018
2. Renee Thomas, Keyser Primary School, effective September 4 – October 25, 2018
3. Anita Whetzel, Keyser High School, effective August 6, 2018, through end of 18-19 employment term

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

B. Leave of Absence Extension Request – **ITEM**

1. Gary Wildman, Elk Garden Primary School, extended to January 4, 2019

Date and Time of Next Meeting: _____

ADJOURNMENT.