The Mineral County Board of Education met in regular session at 6:00 p.m., Wednesday, May 6, 2015, in the Administrative Office at One Baker Place, Keyser, WV, with the following in attendance:

Board Members: Craig A. Rotruck, President (06-30-2016)
Lara L. Courrier, Vice-President (06-30-2018)
William B. Ludwick II (06-30-2018)
Kevin D. Watson (06-30-2018)

Absent: William J. Wahl, Jr. (06-30-2016)

Administration: Shawn L. Dilly, Superintendent
Jeffrey Crook, Assistant Superintendent
Susan Grady, Director of Human Resources
Susan Ray, Director of Curriculum & Instruction
Denise Bruno, Executive Secretary

Other: Barbara Kesner, Ali Whiteman, Mona Ridder, Bev Steele, Kim Speir, Jackie Beverlin, Amanda Bogdan, Roy Boyle, Rebecca Bowers, Lori Troutman, Brian Root, Jenny Keech, Roberta Unger, Darlene Garlitz, Elaine Blaisdell, Liz Beavers

**Pledge of Allegiance** – led by Jackie Beverlin

**APPROVAL OF THE AGENDA**

The Superintendent noted the following changes:
- Consent Agenda, Personnel Item H, addition of wording “on a second year contract”
- Deletion of Consent Agenda, Personnel Item J (Rescind Contract Termination – Service Personnel)
- Addition of an Executive Session prior to adjournment.

The motion of Mr. Watson and second of Mrs. Courrier passed unanimously to approve the agenda as amended.

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

Noting that it is a very busy time of the year, the Superintendent thanked the Board members for their attendance at the various spring events.

**B. Board Comments:**

Mr. Watson stated the 69th annual Victory Awards Dinner, sponsored by the West Virginia Sports Writers Association, will recognize Gage Shaffer and Brady Watson for being first team all-state athletes. He also offered a special thanks to Coach Shupe for making sure they were able to attend this event. Mr. Watson extended thanks, as well, to County Office Staff for their efforts in making the Achievement Awards Dinner such a nice event.
PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Watson and second of Mrs. Courrier passed unanimously to approve the minutes of the statutory meeting held April 21, 2015; the regular meeting held April 21, 2015; and the special meeting held April 23, 2015, as presented.

SCHOOL IMPROVEMENT COUNCIL:

The Mineral County Board of Education met with the following School Improvement Council, as required by WV Code §18-5-14.

1. FRANKFORT INTERMEDIATE SCHOOL

   Mrs. Beverlin, Principal, introduced school staff and members of the council who were present. Mrs. Beverlin gave a presentation to the Board from the Frankfort Intermediate School Improvement Council.

ACTION AGENDA

Consent Agenda

With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Watson passed unanimously to approve the following items:

1. PERSONNEL:

   A. Extracurricular Assignment Agreement

      2. Elizabeth Kirby, 2015 County Art Show, Keyser High School, April 27, 2015
      3. Mary Slider, 2015 County Art Show, Keyser High School, April 27, 2015
      4. Gerald Eisenhour, Junior/Senior Prom Sponsor, May 2, 2015

   B. Student Chaperones

      2. Helen Carder, State Math Field Day, Athens, WV, April 17-18, 2015
5. Paul Dolly, SKILLS USA NLCS Competition, Louisville, KY, June 21-27, 2015

C. Placements – Professional Personnel, effective with the 2015-2016 employment term
   1. Samantha Cunningham, placement, Teacher, Preschool Special Needs, Keyser Primary School

D. Change Effective Date of Resignation – Professional Personnel
   1. Richard S. Willison, teacher, Keyser High School, change effective date of resignation to May 1, 2015
   2. Renee Carder, teacher, Keyser Middle School, change effective date of resignation to April 27, 2015

E. Removal of Names from Substitute List
   1. Shawn Brookman, Substitute Custodian, due to failure to sign contract, effective April 20, 2015
   2. Robbyn Hill, Substitute Aide, due to failure to complete employment requirements, effective March 31, 2015

F. Placement on Substitute List – Professional Personnel
   1. Richard S. Willison, Substitute Teacher, effective with the 2015-2016 employment term

G. Placement on Substitute List – Service Personnel
   1. Kimberly Brinegar, Substitute Itinerant Classroom Aide/Paraprofessional, effective May 1, 2015
   2. Brittny Bowman, Substitute Cook, pending completion of all employment requirements
   3. Mary Carter, Substitute Cook, pending completion of all employment requirements
   4. Angela Iman, Substitute Cook, pending completion of all employment requirements
   5. Angela Matthews, Substitute Cook, pending completion of all employment requirements
   6. Brenda Raynor, Substitute Cook, pending completion of all employment requirements

H. Approval of Appointments for Individuals Subject to Release, effective with the 2015-2016 employment term
   1. Dana Ferguson, rescind contract termination and assign her to Kindergarten Teacher, Fountain Primary School, on a second year contract

I. Request to Advertise Positions – Substitute Personnel
J. Extracurricular Placements – Service Personnel, Summer General Maintenance/Groundsman, effective Summer 2015

1. Wilma Baker
2. Clifton Biser
3. Shane Shaffer
4. Joseph Smith
5. William Iser
6. Andrew Keplinger
7. James McGregor

K. Volunteers

1. Burlington Primary School
   a. Margery Delawder
   b. Jennifer Simpson

2. Elk Garden Primary School
   a. Lana Kephart

3. Keyser High School
   a. Georgie Biser

4. Keyser Middle School
   a. Georgie Biser
   b. Nicole Bruce
   c. Erin Coffman
   d. Kelly Grubbs
   e. Mary Hardy
   f. Marcy Hamric
   g. Patricia Harvey
   h. James Shultz
   i. Julie L. Taylor

5. Keyser Primary School
   a. Nataley Saville

L. Leave of Absence Requests

1. Lora Carnell, Paraprofessional – Keyser Middle School, intermittent leave through the end of the 2014-2015 employment term

2. Connie Murlin, Bus Operator, effective April 16, 2015, through the end of the 2014-2015 employment term
OTHER ACTION

1. PROGRAM PLANNING:

   A. Approval for Submission of Waiver of WVBE Policy

      With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Ludwick passed unanimously to approve submission of a waiver of WVBE policy 2510, as presented. (See attached.)

2. PERSONNEL:

   A. Retirement – Professional Personnel

      With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courrier passed unanimously to approve the following professional personnel retirement, as presented:

      1. David Lemon, Teacher, Grade 4, New Creek Primary School, effective April 30, 2015
         - Advertise Position

         The superintendent wishes to thank Mr. Lemon for his 39+ years of service to Mineral County Schools.

   B. Placements/Transfers – Professional Personnel, effective with the 2015-2016 employment term

      No recommendations were made for the following items:

      1. Spanish Teacher, Long Term Substitute, Frankfort and Keyser High Schools
      2. Physics Teacher, Frankfort High School
      3. Grade 3 Teacher, Burlington Primary School
      4. Reading Specialist, half-day, Fort Ashby Primary School
      5. Special Education Teacher, Keyser High School
      6. English/Language Arts and Social Studies Teacher, Keyser Middle School
      7. Special Education Teacher, Keyser Primary School

      With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Watson passed unanimously to approve the following professional personnel placement/transfer, effective with the 2015-2016 employment term, as presented (Items B7 and B9):

      7. Cresta Kowalski, transfer from Special Education/Autism Teacher, Keyser Primary School to Special Education Teacher, Keyser Primary School/Transition Center/Countywide – Advertise Position

      9. Rachel Wyer, placement Itinerant Speech Language Pathologist, Countywide
C. Placements/Transfers – Service Personnel, effective with the 2015-2016 employment term

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courrier passed unanimously
to approve the following service personnel transfers/placement, effective with the 2015-2016 employment term, as presented:

1. Jennive Rinker, transfer from Cook II, Keyser Middle School to Cook II, Burlington Primary School – Advertise Position

2. Karen S. Smith transfer from Cook I, Frankfort High School, half-day, to Cook II, Frankfort Middle School – Advertise Position

3. Shelia Litten, placement, Cook II, half-day, Keyser High School, on a second year contract. This placement will rescind her contract termination.

4. June Halbritter, transfer from Secretary III/Accountant II, Mineral County Alternative Center, 210 days to Secretary III/Accountant II, Keyser High School, 220 days – Hold Advertisement

D. Placements in Extracurricular Vacancies as previously approved and advertised

With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mr. Ludwick passed unanimously
to approve the following service personnel transfers/placement, effective with the 2015-2016 employment term, as presented:

1. Extracurricular Employment Agreements, Professional Personnel, Department Heads/Team Leaders, effective with the 2015-2016 employment term
   a. Christine Kuhn, Technology, Burlington Primary School
   b. Juli Ravenscroft, Technology, Fountain Primary School
   c. Eric Miller, Mathematics, Keyser High School

2. Extracurricular Employment Agreements, Professional Personnel, Summer Credit Recovery Teachers, effective June 8, 2015 – July 9, 2015, pending enrollment
   a. Kimberly McGregor, Frankfort High School
   b. Diana Sutherland, Mineral County Alternative School
   c. Douglas Clark, Keyser High School

3. Extracurricular Employment Agreements, Professional Personnel, Tech Prep Summer Academy, Mineral County Technical Center, effective June 8-10, 2015, pending enrollment
   a. Julie Sions – Agriculture
   b. Charles Bennett – Agriculture
   c. Georganna Mansfield – Business
   d. Paul Dolly – Carpentry
   e. Katrina Dolly – Culinary Arts
   f. Cary Kyle – Guidance Counselor
g. Teresa Hines – Health Sciences  
h. Robert Furey – Project Lead the Way  
i. Dennis McGann – Welding

4. Employment Agreements – Parent Coordinators, effective for the 2015-2016 employment term

   a. Lori Loar, Fountain Primary School  
   b. Heather Courtney, New Creek Primary School  
   c. Georgie Biser, Keyser Primary School  
   d. Christy Bittinger, Frankfort Intermediate School  
   e. Hope Michaels, Fort Ashby Primary School  
   f. Tabitha Jones, Elk Garden Primary School  
   g. Mollie Arnold, Wiley Ford Primary School

E. Placements in Coaching Vacancies as previously approved and advertised

1. Employment Agreements, Community Coaches, effective for the 2015-2016 employment term

   With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courrier passed unanimously
   to approve the following community coaching placements, effective for the 2015-2016 employment term, as presented:

   a. Patrick Brett, Boys’ Head Soccer Coach, Frankfort High School  
   b. Nathan Hayes, Assistant Girls’ Basketball Coach, Frankfort High School  
   c. Jeffrey S. Staggers, Assistant Girls’ Basketball Coach, Keyser High School  
   d. Corey Shoemaker, Assistant Football Coach, Keyser High School  
   e. Corey Shoemaker, Auxiliary Boys’ Basketball Coach, Keyser High School  
   f. Blake Mangold, Auxiliary Wrestling Coach, Keyser High School  
   g. Steven Brill, Auxiliary Boys’ Basketball Coach, Keyser High School

2. Extracurricular Employment Agreements, effective for the 2015-2016 employment term

   With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Ludwick passed 3-1 (Yes – Mr. Rotruck, Mrs. Courrier, Mr. Ludwick; No – Mr. Watson)
   to approve the following extracurricular employment agreements, effective for the 2015-2016 employment term, as presented:

   a. Jonathan Stewart, Auxiliary Football Coach, Keyser High School  
   b. Jonathan Stewart, Auxiliary Wrestling Coach, Keyser High School

   With the recommendation of the Superintendent, the motion of Mr. Watson and second of Mrs. Courrier passed unanimously
   to approve the following extracurricular employment agreements, effective for the 2015-2016 employment term, as presented:

   c. Jennifer Wieand, Auxiliary Girls’ Basketball Coach, Keyser High School  
   d. Cary Kyle, Auxiliary Wrestling Coach, Keyser High School
3. **Extracurricular Assignment Agreement, effective with the 2015-2016 employment term**

   With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Ludwick passed unanimously
to approve the following extracurricular assignment agreement, effective with the 2015-2016 employment term, as presented:

   a. Kristen Shores, Head Cheer Coach, Frankfort High School

F. **Placement – Administrative Personnel, effective with the 2015-2016 employment term**

   With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Watson passed unanimously
to approve the following administrative personnel placement, effective with the 2015-2016 employment term, as presented:

   1. Barbara R. Kesner, from Assistant Principal, Keyser Primary School, 225 days to Principal, Keyser Primary School, 235 days – **Advertise Position**

3. **MISCELLANEOUS:**

   A. **Student Transfer Request**

      With the recommendation of the Superintendent, the motion of Mrs. Courrier and second of Mr. Watson passed unanimously
to approve the following student transfer request, as presented:

      1. Student Transfer Case 16-02 from Hampshire County Schools to Mineral County Schools, effective with the 2015-2016 school term, approval has been granted by Hampshire County Board of Education

**DISCUSSION**

1. **MISCELLANEOUS:**

   A. **Discussion/Review of County Assessment Data**

      The Superintendent reviewed the State Assessment Summary for Mineral County for the 2013-2014 school year, along with the State Assessment Summary for all districts in West Virginia.

   B. **Transformation Summit Update**

      The Superintendent reported on the upcoming Transformation Summit to be held on May 14, 2015.
C. Agenda Format

The format/order of items on agendas was discussed. Any changes to be made to the format of the agenda will begin with the new fiscal year.

2. EXECUTIVE SESSION

The motion of Mr. Watson and second of Mrs. Courrier passed unanimously to enter into Executive Session at 7:16 p.m., pursuant to WV Code §6-9A-4(2A), to discuss personnel matters.

The Board returned to open session at 8:19 p.m.

Date and Time of Next Meeting: May 19, 2015, at 6:00 p.m. – Regular Meeting
May 26, 2015, at 4:00 p.m. – Special Meeting

3. ADJOURNMENT.

The President adjourned the meeting at 8:20 p.m.