

# HANCOCK COUNTY BOARD OF EDUCATION

September 14, 2015

The Hancock County Board of Education met on Monday, September 14, 2015, in the Board Room, New Cumberland, commencing at 5:00 p.m. Board Members present: Marie Brancazio, Michelle Chappell, Toni Hinerman, John Manypenny, and Jerry Durante, President.

## **APPROVAL OF MINUTES**

The minutes of the regular meeting of August 24, 2015, were presented for approval.

John Manypenny moved and was supported by Toni Hinerman that the minutes be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

## **CALLERS**

None

## **INFORMATION**

### 1. **PROCLAMATION – EARL RAY TOMBLIN, GOVERNOR**

Governor Earl Ray Tomblin proclaims September 25, 2015 as West Virginia School Service Personnel Day. Dr. Kidder read the proclamation from Governor Tomblin and stated that she would like to honor Service Personnel on this day.

### 2. **ANDREA DULANEY – TESTING RESULTS**

Andrea Dulaney, Director of Student Services, gave each board member a packet regarding Hancock County test results. Mrs. Dulaney stated that students would be receiving their results from the state test they took last spring, in the next couple of days. A ceremony will be planned for student who scored distinguished.

## **RECOMMENDATIONS OF THE SUPERINTENDENT**

### **A. PERSONNEL**

#### 1. **TRANSFER – CLASSIFIED**

It is recommended that the following transfers be approved effective September 16, 2015:

<u>Name</u>	<u>From</u>	<u>To</u>
Robert Kramer	RIF/Preferred Recall	Bus Operator #27 Transportation 200 days/5.75 hours
Paul Tate	Custodian II Oak Glen High School 220 days/8 hours (2-10pm)	Custodian II Oak Glen High School 220 days/8 hours (3-11pm)

Jessica Adams	Sup Aide II Bus 72 Transportation 200 days/7 hours	Sup Aide II/ECCAT PreK Weirton Elementary School 200 days/7 hours
Robert Ball	Custodian II Maintenance 240 days/8 hours	Custodian IV/GM JDRIV Career Center 240 days/8 hours <i>(to fill a leave of absence)</i>
<del>TBA*</del>	<del>LPN/Aide</del>	<del>Oak Glen High School</del> <del>200 days/7 hours</del>

~~\*pending background check~~

1a. TRANSFER – CLASSIFIED

It is recommended that the following transfers be approved effective September 16, 2015:

<u>Name</u>	<u>From</u>	<u>To</u>
Jessica Mercer	Substitute Aide	Secretary II Weirton Elementary 210 flex days/8 hours <i>(to fill a leave of absence)</i>

Dr. Kidder presented items 1 & 1a, stating that the last TBA is being pulled at this time, it is not a transfer but an assignment and is listed under item 12 on the agenda, and recommended approval.

Marie Brancazio moved and was supported by Toni Hinerman that items 1 & 1a be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

2. UNPAID DAYS – CLASSIFIED

It is recommended that the following employee be approved unpaid medical leave beginning, tentatively, October 19, 2015, through December 18, 2015 (employee will use sick leave prior to beginning unpaid leave):

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Tiffany Kuzma	Secretary	Maternity

3. UNPAID DAYS – CLASSIFIED

It is recommended that the following employee be approved unpaid leave beginning October 12 - 23, 2015 (return to work October 26):

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Richard Kaczmarek	Bus Operator	Church tour to Italy

4. UNPAID DAYS – CLASSIFIED

It is recommended that the following employee be approved six (6) unpaid days effective September 11, 14, 15, 16, 17, 18, 2015:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Deborah Staley	Cook	Out of town

5. UNPAID DAYS – CLASSIFIED

It is recommended that the following employee be approved two (2) unpaid days effective October 1<sup>st</sup> and 2<sup>nd</sup>, 2015:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Terry Raines	Custodian	Personal

6. UNPAID DAYS – CLASSIFIED

It is recommended that the following employee be approved five (5) unpaid days effective September 14 - 18, 2015:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Andrea Mercer	Bus Operator	Vacation

7. UNPAID DAYS – CLASSIFIED

It is recommended that the following employee be approved one (1) unpaid day, October 20, 2015 (employee will use three (3) permissive personal days October 15, 16, 19):

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Loueva Truax	Cook	Out of town

Dr. Kidder presented items 2, 3, 4, 5, 6, & 7 and recommended approval.

John Manypenny moved and was supported by Michelle Chappell that items 2, 3, 4, 5, 6, & 7 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

8. RESIGNATION – CLASSIFIED

It is recommended that the following resignation be approved effective August 24, 2015:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Tammy Rawson	LPN/Aide	Other Employment

11. RESIGNATION – CLASSIFIED

It is recommended that the following resignation be approved effective December 22, 2015

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Joanne McClain	Bus Operator	Retirement

Dr. Kidder presented items 8 & 11 and recommended approval.

Toni Hinerman moved and was supported by Michelle Chappell that items 8 & 11 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

9. ADMINISTRATIVE RELEASE- SUBSTITUTES

It is recommended that the following administrative release be approved effective September 14, 2015:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Elizabeth Calmbacher	Aide	Countywide

Dr. Kidder presented item 9 and recommended approval.

Michelle Chappell moved and was supported by John Manypenny that item 9 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

10. ASSIGNMENT – SUBSTITUTE – CLASSIFIED

It is recommended that the following person(s) be approved:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Rebecca Colaber	Bus Operator	Countywide
Vickey Gallagher*	Secretary	Countywide

\*pending background check

12. ASSIGNMENT – CLASSIFIED

It is recommended that the following person be approved:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Yvonne Skeeles*	LPN/Aide 200 days/7 hours	Oak Glen High School

*\*pending background check*

Dr. Kidder presented items 10 & 12 and recommended approval.

Marie Brancazio moved and was supported by Michelle Chappell that items 10 & 12 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

**B. FINANCE**

1. LIST OF BILLS

It is recommended that the list of bills be approved for payment.

Dr. Kidder presented the list of bills and recommended approval.

Toni Hinerman moved and was supported by John Manypenny that the list of bills be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

**NEW BUSINESS**

1. STUDENT ACCEPTANCES

It is recommended that the following student acceptances be approved, for the 2015-16 school year:

CODE:       HCX1312  
              HC137  
              HCX619  
              HCX1313

2. STUDENT RELEASES

It is recommended that the following student releases be approved, for the 2015-16 school year:

CODE:       BCX523  
              BCX1223

Dr. Kidder presented items 1 & 2 and recommended approval.

Michelle Chappell moved and was supported by Marie Brancazio that items 1 & 2 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

3. AGREEMENTS

It is recommended that the following agreements be approved. These agreements are meal contracts for the 2015-2016 school year.

Weirton Heights Day Care – Universal Pre-K  
The Orchard at Foxcrest – The Tree House  
Northern Panhandle Head Start, Inc.  
The Children’s Academy, LLC

Dr. Kidder presented item 3 and recommended approval.

Michelle Chappell moved and was supported by Marie Brancazio that item 3 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

4. AGREEMENTS

It is recommended that the following agreements be approved. These agreements are for the John D. Rockefeller Career Center CNA A.M. & P.M. classes, second trimester.

Stone Pear Pavilion

Dr. Kidder presented item 4 and recommended approval.

John Manypenny moved and was supported by Marie Brancazio that item 4 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

5. REQUEST FOR OVERNIGHT TRIP

Approval for overnight trip for Oak Glen Middle Volleyball Team to Clarksburg for the Hilltopper Invitational, October 9, 2015.

Dr. Kidder presented item 5 and recommended approval.

Toni Hinerman moved and was supported by Michelle Chappell that item 5 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

6. ~~OVERNIGHT TRIP~~

~~Approval for an overnight trip for Oak Glen High School softball program to Myrtle Beach, SC.  
\*\*Dates will be given at the meeting.~~

Dr. Kidder would like to pull item 6 – no dates were provided.

7. APPROVAL OF INVOICES

The following invoice has been submitted to the School Building Authority and is pending SBA approval:

<u>Company</u>	<u>SBA Project</u>	<u>Amount</u>
McKinley & Associates	Weirton Elementary	\$ 755.00

Dr. Kidder presented item 7 and recommended approval.

John Manypenny moved and was supported by Toni Hinerman that item 7 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

8. AK ENERGY MANAGEMENT RENEWAL (Compass Energy Gas Services)

It is recommended that the Board renew the agreement with AK Energy Management (Compass Energy Gas Services) for one year through September 30, 2016.

Dr. Kidder presented item 8 and recommended approval.

Michelle Chappell moved and was supported by Marie Brancazio that item 8 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

9. APPROVAL TO REMOVE & SELL METERS

It is recommended that approval be given to remove and sell meter pit piping that is located at Weirton Elementary:

Materials	
8" diameter x 72' ductile iron spool piece w/fixed flange	\$ 437.00
8" diameter field flange kit	\$ 118.00
Flange Bolt kit	\$ 14.00
(2) 4" blind flanges w/bolts, gaskets	\$ 65.00
Labor	
(3) pipefillers x 8 hours @\$100.00/hour	<u>\$2,400.00</u>
Total	<u>\$3,034.00</u>

Dr. Kidder presented item 9 and recommended approval.

Michelle Chappell moved and was supported by Marie Brancazio that item 9 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

10. SHORT-DAY STUDENTS

It is recommended that the following short-day students be approved for the 2015-16 school year:  
(This is for the first trimester)

SDS/WH/32	SDS/WH/316
SDS/WH/1913	SDS/WH/12
SDS/WH/213	SDS/WH/120
SDS/WH/218	SDS/WH/57
SDS/WH/114	SDS/WH/32

Dr. Kidder presented item 10 and recommended approval.

Toni Hinerman moved and was supported by Michelle Chappell that item 10 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

**POLICY ISSUES**

1. It is recommended that policy JOA be adopted for Hancock County Schools.

The John D. Rockefeller IV Career Center  
Simulated Workplace Drug Testing Purpose and Procedure

Dr. Kidder presented item 1 and recommended approval.

Michelle Chappell moved and was supported by Marie Brancazio that item 1 be approved.

Motion Carried: Brancazio, Chappell, Hinerman, Manypenny, and Durante, President.

**MEETINGS**

Monday, September 28, 2015                      5:00 p.m.                      Regular Meeting  
Board of Education  
Board Room, New Cumberland

With no further business before the board, Mr. Durante declared the meeting adjourned.

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Gerald Durante, President

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Dr. Kathy Kidder-Wilkerson, Secretary