

HANCOCK COUNTY BOARD OF EDUCATION

June 27, 2005

The Hancock County Board of Education met in regular session on Monday, June 27, 2005 at the John D. Rockefeller IV Career Center, New Cumberland, commencing at 6:30 p.m. Board Members present: Chris Fair, Tim Reinard, and John Manypenny Vice-President. Board Members absent: Ron Daugherty and Joe Barnabei. Mr. Manypenny chaired the meeting.

The minutes of the special meeting of June 1, 2005 was recommended for approval.

Chris Fair moved and was supported by Tim Reinard that the minutes be approved.

Motion Carried: Fair, Reinard, and Manypenny.

Callers:

None

**INFORMATION**

A. Update – New High School/Reorganization

Mr. Kaser stated that he didn't have anything to report at this time.

B. Micro-soft Settlement – Delegate Joe Delong

Delegate Delong representing WV Attorney General McGraw, presented the Board with a voucher for \$7,500.00 for a settlement the State of West Virginia received with Micro-soft, this money will be used to purchase software , hardware and other accessories.

**RECOMMENDATIONS OF THE SUPERINTENDENT**

A. **PERSONNEL**

1. RESIGNATIONS -- CERTIFIED

It is recommended that the following resignations be approved, effective the dates indicated:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Reason</u>
Steven Reiner	Teacher (Tech. Ed.) Weir Middle	6/07/05	Relocating
Martha Everly	Teacher (Grade 2) Allison Elementary	6/30/05	Retirement
Laura Greathouse	Teacher (Grade 3) New Manchester Elem.	6/30/05	Retirement

2. UNPAID LEAVE OF ABSENCE -- CERTIFIED

It is recommended that the following unpaid leave of absence be approved, effective 8/23/05 - 10/31/05:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Kelly Firman	Teacher Broadview Elementary	Maternity

3. TRANSFERS -- CERTIFIED

It is recommended that the following transfers be approved, effective the 2005-06 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Julie Zoellers	Teacher (Math) Weir Middle	Teacher (Math) Oak Glen High
Lynette Martin	Teacher (Grade 3) New Manchester Elem.	Teacher (Grade 2) Allison Elementary

3a. TRANSFERS -- CERTIFIED

It is recommended that the following transfers be approved, effective the 2005-06 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Frank Carey	Assistant Principal Allison Elementary	Principal Weirton Heights Elementary
Rebecca Phillips	Teacher (LD) Oak Glen Middle	Librarian/elibrarian Oak Glen Middle

Mr. Kaser presented personnel items 1-3 and addendum item 3a and recommended approval.

Tim Reinard moved and was supported by Chris Fair that the Superintendent's recommendation be approved.

Motion Carried: Fair, Reinard, and Manypenny.

4. TRANSFER -- CERTIFIED

Upon approval of Item 3, it is recommended that the following transfer be approved, effective the 2005-06 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Cathleen Adam	Teacher (Math) Weir High	Teacher (Math) Weir Middle

5. ASSIGNMENT -- CERTIFIED

It is recommended that the following assignment be approved, effective the 2005-06 school year:

<u>Name</u>	<u>Position</u>	<u>Deg./Exp.</u>
Cara Cashdollar	Teacher (Spanish) Oak Glen Middle	MA/0

6. SUBSTITUTES -- CERTIFIED

It is recommended that the certified substitutes be approved, effective the 2005-06 school year: (SEE ATTACHED)

7. ASSIGNMENTS -- SPECIAL EDUCATION EXTENDED SUMMER SCHOOL PROGRAM -- CERTIFIED

It is recommended that the following assignments be approved. The program will extend four (4) weeks during the month of July, 9:00 a.m. to 12:00 noon. The program will start Tuesday, July 5, 2005, and end on Thursday, July 28, 2005, three (3) days per week:

<u>Name</u>	<u>Position</u>
Toni Hartung	Wilson Reading Program
Amy Yobbagy	Wilson Reading Program

8. RESIGNATIONS -- COACHING/EXTRA-CURRICULAR -- CERTIFIED

It is recommended that the following resignations be approved, effective 6/10/05:

<u>Name</u>	<u>Position</u>
Martha Randolph	Girls' Tennis Coach at Oak Glen High
Donna Carnes	Girls' Volleyball Assistant at Weir High
Jeanne Stansak	SADD, Tri-Hi-Y, Hi-Y at Weir High

9. ASSIGNMENTS -- COACHING/EXTRA-CURRICULAR -- CERTIFIED

It is recommended that the following assignments be approved, effective the 2005-06 school year. The individual indicated with an asterisk (\*) has met state guidelines established for non-certified personnel in a coaching position.

<u>Position</u>	<u>Name</u>
Girls' Soccer Assistant	Frank Mihellis*
Class of 2009 Sponsors at Weir High	Renee Howard Theresa Veltri Walda Elliott

10. VOLUNTEERS

It is recommended that the following volunteers be approved, effective the 2005-06 school year:

<u>Name</u>	<u>Position</u>
Lisa Seifert	Band/Theater/Weir High
Rebekah Jackson	Band/Theater/Weir High
Mark Poole	Band/Theater/Weir High
Jessie Dettore	Band/Theater/Weir High
Mike Elliott	Girls' Volleyball Assistant/Weir High
William C. Meek	Football Assistant/Weir High
Joseph Petrovich	Football Assistant/Weir High

11. TRANSFERS -- CLASSIFIED

It is recommended that the following transfers be approved, effective the 2005-06 school year.

<u>Name</u>	<u>From</u>	<u>To</u>
Judy Walden	Supervisory Aide Weirton Heights Elementary Initial Placement - Pre-School 200 days/7 hours	Supervisory Aide Allison Elementary/Schoolwide Initial Placement - Special Ed. 200 days/7 hours
Donna Sage	Bus Driver - Bus 35 Transportation 200 days/5.75 hours	Bus Driver - Bus 20 Transportation 200 days/5.75 hours
Richard Lowe	Custodian II Weir High School 220 days/8 hours (Midnight)	Custodian II Rockefeller Career Center 220 days/8 hours (Afternoon)

Mr. Kaser presented personnel items 4-11 and recommended approval.

Tim Reinard moved and was supported by Chris Fair that the Superintendent's recommendation be approved.

Motion Carried Fair, Reinard, and Manypenny.

12. TRANSFERS -- CLASSIFIED

Upon approval of Item 11, it is recommended that the following transfers be approved, effective the 2005-06 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Noreen Saxon	Supervisory Aide III Weir High/Schoolwide Initial Placement - Sp. Ed. 200 days/7 hours	Supervisory Aide III Weirton Heights Elementary Initial Placement - Pre-School 200 days/7 hours

12. TRANSFERS -- CLASSIFIED (Continued)

<u>Name</u>	<u>From</u>	<u>To</u>
Tonya Wiseman	Bus Driver - Bus 62 Transportation 200 days/5.75 hours	Bus Driver - Bus 35 Transportation 200 days/5.75 hours
Albert Stiles	Custodian Substitute Countywide	Custodian II Weir High 220 days/8 hours

13. SUBSTITUTES -- CLASSIFIED

It is recommended that the classified substitutes be approved, effective the 2005-06 school year: (SEE ATTACHED)

14. RESIGNATION -- CLASSIFIED -- SUBSTITUTE

It is recommended that the following resignation be approved, effective June 10, 2005:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Errett Allison	Maintenance Substitute/As Needed	Personal

15. NEW POSITION -- CERTIFIED

It is recommended that the following new position be approved, effective the 2005-06 school year, to be filled when enrollment justifies such action:

Nursing Assistant

Mr. Kaser presented personnel items 12 – 15 and recommended approval.

Chris Fair moved, with question and was supported by Tim Reinard that the Superintendent's recommendation be approved.

Mrs. Fair asked if item 12 was special Ed, since the agenda did not specify. Mr. Casini looked up the posting on his computer and it was determined that yes, it was Special Education.

Mrs. Fair asked if item 15 was a teacher to teach the nursing assistance class. Mr. Kaser stated that yes; it was an instructor to help with Joan Murray's CNA class.

Motion Carried: Fair, Reinard, and Manypenny.

16. CONTRACT -- CERTIFIED

Discussion and possible action on assistant superintendent's contract.

Mr. Kaser presented personnel item 16 and recommended approval.

Tim Reinard moved and was supported by Chris Fair, with question, that item 16 be approved.

Mrs. Fair asked if State Law states that the Board can't issue a contract to the Assistant Superintendent for a longer term than what the Superintendent's has, what if the Superintendent leaves before his contract is fulfilled, is the Assistant's contract then void. Mr. Kaser stated that no, the contract can not be for any longer than what the Superintendent has, if the Superintendent has a two year contract, than the Assistant's contract can be for up to two years and if the Superintendent decides to leave before the two years are complete, the Assistant can still fulfill his/her contract.

Motion Carried: Fair, Reinard, and Manypenny.

**B. FINANCE**

1. PERMISSION TO PAY

Permission to pay invoices upon receipt for the list of vendors, included with this agenda, for the 2005-06 fiscal year.

Mr. Kaser stated that he would like the Board to approve to pay these vendors as the bills come in, there are discounts for some if the bill is paid in a certain time frame and sometimes the board meeting is past that date and we lose out.

Chris Fair moved and was supported by Tim Reinard that item 1 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

2. LIST OF BILLS

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

Mr. Kaser presented the list of bills and recommended approval.

Chris Fair moved and was supported by Tim Reinard that the list of bills be approved.

Motion Carried: Fair, Reinard, and Manypenny.

3. BUDGET SUPPLEMENTS

It is recommended that the following budget supplements be approved:  
(Figures will be supplied at Monday's meeting.)

General Fund	\$ 23,993.58
Special Revenue Fund	\$ 402,546.64

4. BUDGET TRANSFERS

It is recommended that the following budget transfers be approved:  
(Figures will be supplied at Monday's meeting.)

General Fund	\$ 17,232.36
General Fund - Excess Levy	\$ 0
Special Revenue Fund	\$ 991,235.87

Mr. Kaser presented items 3 & 4 and recommended approval.

Tim Reinard moved and was supported by Chris Fair that items 3 & 4 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

5. APPROVAL OF INVOICE

Authorization is requested to pay the following invoice (which has been submitted to the SBA) pending SBA approval:

<u>Name</u>	<u>SBA Project</u>	<u>Amount</u>
HE Newman	Oak Glen High HVAC	\$27,656.25

Mr. Kaser presented item 5 and recommended approval.

Tim Reinard moved and was supported by Chris Fair that item 5 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

6. AUDIT REPORT

Presentation of Audit Report for the fiscal year ending June 30, 2004.  
(SEE ATTACHED)

Mr. Kaser presented item 6 and recommended approval, stating that we have full approval, there were three (3) findings in the audit and they have all been corrected and forwarded to the State Auditor's office.

Tim Reinard moved and was supported by Chris Fair that item 6 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

**C. MISCELLANEOUS**

**1. SALARY SCALES -- CERTIFIED**

It is recommended that the professional pay scale be approved, effective the 2005-06 school year: (SEE ATTACHED)

Administrative Salary Scale

Mr. Kaser would like to hold this until later in the meeting.

**2. FEDERAL GRANT MONEY**

It is recommended that approval be granted to expend up to \$350,000.00 of federal grant money (Title I, II, V and Special Education) for stipends and related costs associated with curriculum planning and workshops for the 2005-06 school year.

Mr. Kaser presented item 2 and recommended approval.

Chris Fair moved and was supported by Tim Reinard that item 2 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

**3. SUPPLEMENTAL SUMMER CONTRACTS -- CERTIFIED**

It is recommended that approval be granted to issue the following supplemental summer contracts for curricular improvements:

Elementary/Middle School Principals	Up to ten (10) days
Coordinator of Vocational Services	Up to ten (10) days
Middle/High School Assistant Principals	Up to five (5) days

Mr. Kaser presented item 3 and recommended approval.

Chris Fair moved with question and was supported by Tim Reinard that item 3 be approved.

Chris Fair asked if this will be for this year only, Mr. Kaser answered that he will bring this back yearly for approval.

Motion Carried: Fair, Reinard, and Manypenny.

4. CONTRACT ADJUSTMENTS -- CERTIFIED

It is recommended that the following contract adjustments be approved:

High School Principals	from 240 to 260/61 days
Director of Secondary, Adult & Career Education	from 240 to 260/61 days
Coordinator of School Finance	from 240 to 260/61 days

Mr. Kaser presented item 4 and recommended approval.

Chris Fair moved and was supported by Tim Reinard that item 4 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

5. DENTAL/OPTICAL INSURANCE

It is recommended that dental/optical benefits be provided to service employees' spouses and families following the same guidelines and rates available to service employees, effective 7/1/05.

Mr. Kaser presented item 5 and recommended approval.

Chris Fair moved and was supported by Tim Reinard that item 5 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

6. LEASE EXTENSION

It is recommended that authorization be approved for the superintendent to issue a letter to the City of New Cumberland indicating the board's intent to extend the office complex lease for an additional year.

Mr. Kaser presented item 6, stating that we had signed a lease with the City of New Cumberland and told them that we would let them know after two years if we intended to stay an additional year, would like to extend the lease until 2006-07 and remind them that in the original lease we were given 30 parking spaces.

Chris Fair moved and was supported by Tim Reinard that item 6 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

7. STUDENT RELEASES

It is recommended that the following student releases be approved for the 2005-06 school year:

CODE:	BCXAC	BCXFC
	BCXNC	BCXMC

Mr. Kaser presented item 7 and recommended approval.

Chris Fair moved and was supported by Tim Reinard that item 7 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

8. STUDENT ACCEPTANCE

It is recommended that the following student acceptance be approved for the 2005-06 school year.

CODE:	HCXES
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Mr. Kaser presented item 8 and recommended approval.

Chris Fair moved and was supported by Tim Reinard that item 8 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

9. SUPPORT ORGANIZATION

The following support organization is being presented for approval for the 2004-05 school year. This organization has been provided with the Accounting Procedures for Support Organizations Guidelines and Hancock County Board of Education Policy DIA - Individual School and Support Organizations Accounting Procedures.

Oak Glen High School Boys' Basketball

Mr. Kaser presented item 9 and recommended approval.

Tim Reinard moved and was supported by Chris Fair that item 9 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

10. BOARD MEETINGS

It is recommended approval be given for the proposed regular board meetings, effective the 2005-06 school year.

Mr. Kaser presented item 10 and recommended approval. Mr. Kaser stated that he had received an email and it stated that the Board is required to meet the 1<sup>st</sup> Monday of July for reorganization purpose/business. This year the first Monday is a Holiday so the meeting will be held on Tuesday, July 5, 2005.

Tim Reinard moved and was supported by Chris Fair that item 10 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

1. SALARY SCALES -- CERTIFIED

It is recommended that the professional pay scale be approved, effective the 2005-06 school year: (SEE ATTACHED)

Administrative Salary Scale

Mr. Kaser presented item 1 and stated that he held this because he didn't want to ask for approval for this before the Board approved the additional days since they are reflected on the salary scale.

Tim Reinard moved and was supported by Chris Fair that item 1 be approved.

Motion Carried: Fair, Reinard, and Manypenny.

OLD BUSINESS

None

NEW BUSINESS

Mr. Kaser stated that he had received an e-mail from Mr. Campinelli regarding an employee that was retiring and had worked as a part time employee in the 70's and either could not participate in retirement or chose not to, however, when they went to retire they were told that the laws have changed and that they could buy back some of their time. In order to do so, the county must pay their share, and at this time it isn't that much money but, we don't know who else is out there that will be able to do the same and it could be costly. Once we do it for one, we set precedence. Mr. Kaser also checked with other counties, Brooke does not do this, Ohio and Marshall do. Mr. Kaser stated that the Board could pay this and have the employee reimburse the county.

COMMUNICATIONS

None

POLICY ISSUES

None

**MEETINGS**

July 5, 2005                      6:30 p.m.                      Special Meeting, Hancock County  
Board of Education  
JDR IV Career Center  
Re-organizational/business

Mr. Kaser stated that at this meeting he will need to meet with the board in executive session to discuss personnel and legal issues.

With no further business before the board, Mr. Manypenny indicated that he would accept a motion to adjourn.

Tim Reinard moved and was supported by Chris Fair that the meeting be adjourned.

The meeting was adjourned at 7:45 p.m.

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John Manypenny, Vice - President

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Danny A. Kaser, Secretary