

**REGULAR MEETING #1**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, July 6, 2021, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Mary J. Baniak, Vice-President (06-30-2022)  
Donald C. Ashby, Jr. (06-30-2024)  
Thomas C. Denne (06-30-2024)  
Terry G. Puffinburger (06-30-2022)

Absent: Lara L. Courrier, President (06-30-2022)

Administration: Troy L. Ravenscroft, Superintendent  
Kelli Wilson, Assistant Superintendent,  
Rhonda Martin, CSBO/Treasurer  
Barbara Grayson, Director of Curriculum and Instruction  
Denise Bruno, Executive Secretary

Other: Betsy Root, Lynne Staggs, Sheri Blowe, Liz Beavers

**Pledge of Allegiance** – led by Ms. Wilson

**APPROVAL OF THE AGENDA**

Consent Agenda, Personnel Item M1k (Volunteers) was moved to Other Action, Personnel Item G1a.

The motion of Mr. Denne and second of Mr. Puffinburger passed unanimously (4-0)  
**to approve the agenda as amended.**

**COMMUNICATION – Superintendent/Board****A. Superintendent's Update:**

The Superintendent:

- Stated we were taking the next steps for the new school and that selection of an architect would be an item on the next agenda.
- Reported we are starting the third week of summer school and that he had visited three of the sites today.
- Mentioned it is a very busy time of the year trying to get set for the beginning of school.
- Announced Samantha Coble had been chosen as one of 10 finalists for the West Virginia Teacher of the Year.

**B. Board Comments:**

Mr. Ashby, along with the other Board members, offered congratulations to Mrs. Coble on being named a finalist for West Virginia Teacher of the Year. He also stated he plans to visit the Summer School sites this week.

Mr. Denne shared a story about a student in the Energy Express program, and reported on the sense of community that is present and the supportive spirit that is displayed by helping each other.

Mr. Puffinburger thanked all staff for giving up their summer break in order to make the summer school program a success.

Ms. Baniak spoke about the success of the Summer Feeding Program.

### **PUBLIC COMMENTS**

A. **Agenda Items** – none

B. **Non-Agenda Items** – none

### **APPROVAL OF MINUTES**

The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously (4-0) to approve the minutes of the regular meeting held on June 15, 2021, as presented.

### **DISCUSSION:**

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#### **1. PROGRAM PLANNING:**

##### **A. Head Start Program Performance Summary Report**

Mrs. Grayson reviewed the Head Start Program Performance Summary Report, and stated no deficiencies were noted. She mentioned we were one of two counties in the state that had no deficiencies in their report.

### **ACTION AGENDA**

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#### **OTHER ACTION**

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#### **1. PERSONNEL:**

##### **A. Resignation**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously to approve the following professional personnel resignation, as presented:

##### **1. Professional Personnel**

- a. Caitlin Logsdon, Teacher, English, Keyser High School, effective at the end of the 2020-2021 employment term – **Advertise Position**

**B. Retirements****1. Professional Personnel**

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

**to approve the following professional personnel retirement, as presented:**

- a. Martha S. Capel Delawder, Teacher, Grade Five, Keyser Middle School, effective June 30, 2021 –  
**Advertise Position**

The Superintendent wishes to thank Mrs. Delawder for her 43 years of service to Mineral County Schools.

With this retirement, Mrs. Delawder submits her resignation as County Curriculum Chairperson – Grade Five and Team Leader – Grade Five, effective June 30, 2021 –**Advertise Positions**

Mrs. Delawder requests to be placed on the substitute teacher list effective with the 2021-2022 employment term

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

**to approve the following professional personnel retirement, as presented:**

- b. Teresa Wagner, School Instructional Specialist, Keyser Primary School, effective June 30, 2021  
**-Advertise Position**

The superintendent wishes to thank Ms. Wagner for her 22 years of service to Mineral County Schools

Ms. Wagner requests to be placed on the substitute teacher list effective with the 2021-2022 employment term

**2. Service Personnel**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously

**to approve the following service personnel retirement, as presented:**

- a. Lois Owens, School Bus Operator, Bus Garage/Transportation, effective August 2, 2021  
**-Advertise Position**

The Superintendent wishes to thank Ms. Owens for her 26 years of service to Mineral County Schools.

**C. Placement(s)/Transfer(s) – Professional Personnel**

No recommendations were made for personnel items C1 – C2.

1. Teacher, Alternative Education, Mineral County Alternative Program
2. Teacher, Art, Keyser High School

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

**to approve the following professional personnel transfer, as presented:**

3. Thelma Carr, **transfer from**, Teacher, Grade Four, New Creek Primary School, **to** Teacher, Business Education, Keyser Middle School, effective August 16, 2021, pending issuance of appropriate credentials for Business Education  
**-Advertise Position**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously

**to approve the following professional personnel transfer, as presented:**

4. Lynne Staggs, **transfer from**, School Counselor, Keyser Middle School, 210 days, **to** School Counselor/Attendance Worker, Countywide (based at Keyser Middle School), 210 days, effective August 9, 2021  
**-Advertise Position**

No recommendation was made for personnel item C5.

5. Teacher, Deaf and Hard of Hearing, Wiley Ford Primary School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

**to approve the following professional personnel placement, as presented:**

6. Kendra Keplinger, **placement**, Teacher, English, Keyser Middle School, effective August 16, 2021, pending issuance of appropriate credentials for English

No recommendation was made for personnel item C7.

7. Teacher, English, Keyser High School

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Ms. Baniak passed unanimously

**to approve the following professional personnel transfer, as presented:**

8. Alexandra Felton, **transfer from**, Teacher, Grade Five, Frankfort Middle School **to** Teacher, Kindergarten, Wiley Ford Primary School, effective August 16, 2021  
**-Advertise Position**

No recommendations were made for personnel items C9 – C10.

9. Teacher, Grade One/Two, Wiley Ford Primary School
10. Itinerant School Nurse, Keyser Primary School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

**to approve the following professional personnel transfer, as presented:**

11. Stephanie Keener, **transfer from**, Teacher, Grade 4, Keyser Primary School **to** Teacher, Grade 5, Keyser Middle School, effective August 16, 2021  
**-Advertise Position**

No recommendation was made for personnel item C12.

12. Teacher, Science, Keyser Middle School

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

**to approve the following professional personnel transfer, as presented:**

13. Brandi Rexrode, **transfer from**, Teacher, Special Education, Fountain Primary School and Keyser Primary School **to** Teacher, Special Education, Burlington Primary School, effective August 16, 2021, pending issuance of appropriate credentials for Multi-Categorical Special Education, Autism, Preschool Special Needs, and Gifted **–Advertise Position**

No recommendation was made for personnel item C14.

14. Teacher, Special Education, Frankfort District

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

**to approve the following professional personnel transfer, as presented:**

15. Jenise Grabenstein, **transfer from**, Teacher, Special Education, Frankfort Middle School **to** Teacher, Special Education, Frankfort Intermediate School, effective August 16, 2021 **–Advertise Position**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

**to approve the following professional personnel placement, as presented:**

16. Jaime Arthur, **placement**, Teacher, Special Education, Keyser Middle School, effective August 16, 2021, pending issuance of appropriate credentials for Multi-Categorical Special Education and Autism

No recommendations were made for personnel items C17 – C20.

17. Teacher, Special Education, Keyser Middle School
18. Teacher, Special Education, Keyser Middle School
19. Itinerant Physical Therapist, half-day, Student Services, Countywide
20. School Psychologist, Student Services/Countywide

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously

**to approve the following professional personnel transfer, as presented:**

21. Joseph Rice, **transfer from**, School Counselor, Frankfort Middle School, 210 days **to** School Counselor, Fort Ashby Primary School and Wiley Ford Primary School, 210 days, effective August 9, 2021 -**Advertise Position**

No recommendation was made for personnel item C22.

22. Teacher, Special Education, Frankfort High School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously

**to approve the following professional personnel placement, as presented:**

23. Brooke Snyder, **placement**, Teacher, Special Education, Frankfort Middle School, effective August 16, 2021, pending issuance of appropriate credentials for Multi-Categorical Special Education

No recommendations were made for personnel items C24 – C27.

24. Teacher, Special Education, Frankfort Middle School
25. Teacher, Grade Five/Six – Interventionist, Frankfort Middle School
26. Teacher, Grade Five/Six – Interventionist, Frankfort Middle School
27. Teacher, Special Education, Keyser Middle School

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

**to approve the following professional personnel placement, as presented:**

28. Jeannie Crowder, **placement**, School Counselor, Keyser Middle School, 210 days, effective August 9, 2021

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously

**to approve the following professional personnel placement, as presented:**

29. Amanda Renick, **placement**, Media Specialist, Keyser Middle School, effective August 16, 2021, pending issuance of appropriate credentials for Media Specialist

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously

**to approve the following professional personnel placement, as presented:**

30. Shannon Smith, **placement**, Teacher, Grade Five/Six – Interventionist, Keyser Middle School, effective August 16, 2021, pending issuance of appropriate credentials for Elementary Education

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously

**to approve the following professional personnel placement, as presented:**

31. Carrie Welch, **placement**, Teacher, Grade Five/Six – Interventionist, Keyser Middle School, effective August 16, 2021

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously

**to approve the following professional personnel placement, as presented:**

32. Stephanie Hawley, **placement**, Teacher, English, Frankfort High School, effective August 16, 2021

No recommendation was made for personnel item C33.

33. Teacher, Special Education, Frankfort High School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously

**to approve the following professional personnel transfer, as presented:**

34. Eric Dodson, **transfer from**, Teacher, Mathematics, Keyser Middle School **to** Teacher, Social Studies, Frankfort High School, effective August 16, 2021 **–Advertise Position**

No recommendations were made for personnel items C35 – C36.

35. Teacher, Social Studies, Keyser High School  
36. Teacher, Family and Consumer Science, Keyser High School

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

**to approve the following professional personnel placement, as presented:**

37. Rachael Leatherman, **placement**, Teacher, Elementary – Interventionist, Burlington Primary School, effective August 16, 2021

No recommendations were made for personnel items C38 – C39.

38. Teacher, Elementary – Interventionist, Fountain Primary School  
39. Teacher, Elementary – Interventionist, Elk Garden Primary School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

**to approve the following professional personnel placement, as presented:**

40. Erica Alkire, **placement**, Teacher, Elementary – Interventionist, Fort Ashby Primary School, effective August 16, 2021, pending issuance of appropriate credentials for Elementary Education

No recommendation was made for personnel item C41.

41. Teacher, Elementary – Interventionist, Fort Ashby Primary School

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Ms. Baniak passed unanimously

**to approve the following professional personnel placement, as presented:**

42. Jennifer Bray, **placement**, Teacher, Elementary – Interventionist, Frankfort Intermediate School, effective August 16, 2021



No recommendations were made for personnel items C43 – C49.

- 43. Teacher, Elementary – Interventionist, Frankfort Intermediate School
- 44. Teacher, Elementary – Interventionist, Keyser Primary School
- 45. Teacher, Elementary – Interventionist, Keyser Primary School
- 46. Teacher, Elementary – Interventionist, Keyser Primary School
- 47. Teacher, Elementary – Interventionist, Keyser Primary School
- 48. Teacher, Elementary – Interventionist, Keyser Primary School
- 49. Teacher, Elementary – Interventionist, New Creek Primary School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

**to approve the following professional personnel placement, as presented:**

- 50. Melinda Glenn, **placement**, Teacher, Elementary – Interventionist, Wiley Ford Primary School, effective August 16, 2021, pending issuance of appropriate credentials for Elementary Education

No recommendations were made for personnel items C51 – C54.

- 51. Teacher, Elementary – Interventionist, Wiley Ford Primary School
- 52. Professional Accountant, County Office, 261 days
- 53. Coordinator of Instructional Technology, Countywide, 220 days
- 54. Board Certified Behavior Analyst (BCBA), Countywide

**D. Placement(s)/Transfer(s) – Service Personnel**

No recommendations were made for personnel items D1 – D3.

- 1. Custodian III, Frankfort Middle School, 235 days
- 2. Custodian IV, Keyser High School, 261 days
- 3. Executive Secretary/Accountant I, Student Services, 261 days

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

**to approve the following service personnel placement, as presented:**

- 4. Reuben Pancake, **placement**, Mechanic, Bus Garage, 235 days, effective date to be determined pending completion of employment requirements

No recommendations were made for personnel items D5 – D6.

- 5. Mechanic, Bus Garage, 235 days
- 6. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort High School

**E. Placement(s) in Extracurricular Vacancies as Previously Approved and Advertised**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

**to approve the following extracurricular placements, as presented:**

- a. Sheila Powell, Technology Chairperson, Keyser High School, effective July 8, 2021
- b. Holly McKenzie, Summer School Cook II, Keyser District, as needed, effective July 8, 2021
- c. Holly McKenzie, Summer School Cook II, Frankfort District, as needed, effective July 8, 2021
- d. School Bus Operators – Summer 2021
  - a. Wayne Adams
  - b. Dana Boinovych
  - c. Michael Evans
  - d. Brian Hammons
  - e. Brian Long
  - f. Roger McAvoy
  - g. Charles Staggs
  - h. Nathaniel Swick

**F. Placement(s) in Coaching Vacancies as Previously Approved and Advertised**

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Ms. Baniak passed unanimously

**to approve the following coaching placements, as presented:**

1. Carter Houdersheldt, Football Co-Auxiliary Coach, Frankfort High School, effective pending completion of employment requirements
2. Brooke Snyder, Girls Soccer Assistant Coach, Frankfort High School, effective pending completion of employment requirements
3. Nicholas Whiteman, Football Co-Assistant Coach, Keyser High School, effective July 8, 2021

**G. Volunteer, effective with the 2021-2022 School Year**

*(Ms. Baniak recused herself from the meeting.)*

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously 3-0

**to approve the following volunteer, as presented:**

1. Frankfort High School
  - a. Mary Jane Baniak, non-coaching Cross Country and Track

*(Ms. Baniak rejoined the meeting.)*

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**CONSENT AGENDA**

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With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

**to approve the following matters on the Consent Agenda, as presented:**

**1. PROGRAM PLANNING:**

A. Student Intern, Frostburg State University, August 2021 – May 2022

1. Justice Courier, Counseling, as follows:

Keyser Primary School	August 30 – December 15, 2021	100 hours
Keyser Middle School	January 24 – March 4, 2022	250 hours
Keyser High School	March 7 – May 15, 2022	250 hours

**2. PERSONNEL:**

A. Placement(s)/Transfer(s) – Professional Personnel, effective August 16, 2021 (unless otherwise noted)

1. Clinton Larrick, **transfer from**, Teacher, Special Education, Frankfort Middle School **to** Teacher, Social Studies, Frankfort Middle School and Frankfort High School  
**-Advertise Position**
2. William Brooks, **transfer from**, Teacher, English, Frankfort Middle School **to** Teacher, Science, Frankfort Middle School  
**-Advertise Position**
3. Aira Suter, **placement**, Itinerant Speech Language Assistant, Student Services, pending completion of appropriate credentials for Speech Language Assistant

B. Placement(s)/Transfer(s) – Service Personnel, effective August 16, 2021 (unless otherwise noted)

1. Kimberly Brinegar, **transfer from** Itinerant Aide/Transportation Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Keyser Middle School **to** Itinerant Aide/Transportation Aide/Paraprofessional – Preschool Special Needs, Countywide/Transportation, with initial placement at Keyser Primary School, pending completion of appropriate credentials for Early Childhood Classroom Assistant Teacher  
**-Advertise Position**
2. Gary Martin, **transfer from**, School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, serving Keyser District students attending Keyser Primary School, Keyser Middle School, and Keyser High School, covering but not limited to Rt. 220, St. Cloud St., W. Piedmont St., Virginia St., Carskadon Rd., Airport Addition, Main St., North End Playground, Old Cemetery Rd., and Hollywood Rd.  
**-Hold Advertisement**

3. Krista Mellott, **placement**, Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, with initial placement at Frankfort Intermediate School

Ms. Mellott was the most senior substitute aide to apply for this position.

4. Bethany Shipway, **placement**, Cook II, half-day, Frankfort Middle and Frankfort High Schools

Ms. Shipway was the most senior substitute cook to apply for this position.

C. Placement(s) – Extracurricular Professional Positions

1. Amanda Bogdan, Team Leader – Special Services, Frankfort Intermediate School, effective July 8, 2021
2. Leslie Bosley, Speech Language Pathologist, Summer School, effective July 8, 2021
3. Amy Cowgill, County Curriculum Chairperson – Mathematics, effective July 8, 2021
4. Andrew Knotts, Team Leader – CA8, Frankfort Middle School, effective July 8, 2021
5. Amanda Lewis, Teacher, Special Education, Extended School Year, Frankfort District, effective July 8, 2021
6. Mindy Liller, County Curriculum Chairperson – Health Services (Nurses), effective July 8, 2021
7. Kara Lyons, Building Designee, Elk Garden Primary School, effective November 1, 2021
8. Ashley Shreve, Technology Chairperson, Elk Garden Primary School, effective November 1, 2021

D. Placement(s) – Extracurricular Coaching Positions

1. William Ack, Golf Auxiliary Coach, Keyser High School, effective pending completion of employment requirements
2. Ruda Parks, Athletic Trainer, Keyser High School, effective pending completion of employment requirements
3. Randy Cirillo, Football Auxiliary Coach, Keyser High School, effective pending completion of employment requirements

E. Placements – Substitute Service Personnel, effective with the 2021-2022 School Year and pending completion of employment requirements

1. Tomya Mayhew, Substitute Aide
2. Tambi Davey, Substitute Aide
3. Georgie Biser, Substitute Aide
4. Joyce Malcolm, Substitute Cook
5. Erika Watts, Substitute Cook

F. Mutual Agreements to Change Assignment

1. Lindsey Kane, School Counselor, agrees to change assignment **from** Keyser Middle School and Mineral County Technical Center **to** Mineral County Technical Center, effective with the 2021-2022 employment term
2. Tami Zirkle, Library Media Specialist, agrees to change assignment **from** Keyser Middle School and Keyser High School **to** Keyser High School

G. Permission to Pay Librarians for Follett Textbook Inventory Training, for Receiving and Inventory of New English Textbooks throughout Summer 2021, June 9, 2021 through August 1, 2021, up to 120 hours per person (Funding Source: Step 7)

1. Gay Pernau
2. Shannon Burner
3. Tami Zirkle

H. Resignation(s) – Extracurricular Coaching

1. Joseph Dalonges, Track Assistant Coach, Frankfort High School, effective December 31, 2021  
**-Hold Advertisement**
2. Travis Liller, Girls' Cross Country Auxiliary Coach, Keyser High School, effective June 17, 2021  
**-Hold Advertisement**
3. Hope Gough, Softball Assistant Coach, Frankfort High School, effective June 24, 2021  
**-Hold Advertisement**

I. Removal of Name from Substitute List

1. Elizabeth Knotts, Substitute Teacher, voluntary removal of name effective June 10, 2021

J. Request for Contracted Services

1. David Stickley, up to 15 days, as needed, for the 2021-2022 school year (Funding Source: County)

K. Request to Create and Post Position

1. Request to create an Itinerant Physical Therapist, half-day position. This will change the current Physical Therapist, half-day position to a full day position. (Funding Source: County)
2. Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teachers – Head Start/Prekindergarten, 3 positions (Funding Source: Head Start/ARP)

L. Request to Post Position(s)

1. Ticket Takers, Frankfort High School (Funding Source – FHS)

**M. Volunteers, effective with the 2021-2022 School Year****1. Frankfort High School**

- a. Abby Beeman, non-coaching Girls' Basketball
- b. Tia Bradshaw, non-coaching Cheerleading
- c. Micah Buser, Band
- d. Shaina Farris, Band
- e. Alyssa Guthrie, Band
- f. Irving Guthrie, Band
- g. Alexander Hall, Band
- h. Kevin Hansrote, non-coaching Football
- i. Barry Hartung, Band
- j. Dawn Hartung, Band
- k. Crystal Knotts, Band
- l. Richard Lechlitter, Band
- m. Susan Liller, Band
- n. Macie Miller, Band
- o. Brian Raines, Band
- p. Jennifer Raines, Band
- q. John Ruff IV, Band
- r. Lori Ruff, Band
- s. Kristin Smouse, Band
- t. Krista Walker, Band

**2. Keyser Primary School**

- a. Lisa Allen

**3. FINANCE/BUDGET:**

- A. Approve School Support Organizations and School Fundraising Groups for SY21-22 (See attached.)

**4. MISCELLANEOUS:**

- A. HS22-01 Request for Home Schooled Student to Attend Classes and to be Transported
- B. Leave of Absence Request

Date and Time of Next Meeting: July 20, 2021 6:00 p.m.

**ADJOURNMENT.**

The Vice-President adjourned the meeting at 6:36 p.m.