

REGULAR MEETING #2

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, July 20, 2021, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President (06-30-2022)
 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)

Administration: Troy L. Ravenscroft, Superintendent
 Kelli Wilson, Assistant Superintendent
 Scott Staley, Director of Administrative Services
 Denise Bruno, Executive Secretary

Other: Jackie Beverlin, Tracey Whitlock, April Nettles, Tiffany Whitlock, Jennifer Slayman, Gerald Slayman, Betsy Root

Pledge of Allegiance – led by Mr. Denne

APPROVAL OF THE AGENDA

The Superintendent noted the following changes:

- Other Action, Program Planning, Item 3A (Volume 13, Number 1 – Updates) include:
 - aa. Policy 1617 – Weapons (Revised)
- Other Action, remove Personnel Items C4 and C5 (Placements/Transfers – Professional Personnel)
- Other Action, remove Personnel Item D4 (Placements/Transfers – Service Personnel)
- Other Action, remove Miscellaneous, Item 1 (Approval of Architect for Frankfort District Primary School)
- Consent Agenda, remove Personnel Item D3 (Placement-Service Personnel)
- Consent Agenda, Personnel Item L1f (Volunteers – Frankfort High School) Gage McGann should read “non-coaching” Girls Basketball
- Move Consent Agenda, Personnel Item C2 to end of Other Action

The motion of Mr. Ashby and second of Mr. Denne passed unanimously **to approve the agenda as amended.**

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

The Superintendent:

- Reported that county staff had presented the ESSERF plan to WVDE last week.
- Stated he had been receiving questions about re-entry plans regarding masks. An announcement will be made within two weeks of school starting.
- Mentioned the Frankfort District Primary School project will be moving forward with ZMM.
- Presented the ESSERF plan as it was presented to the Department of Education.

B. Board Comments:

Mr. Denne thanked any and all who have assisted with the summer program, saying he appreciated the compassion and positive energy.

Mr. Ashby also thanked Mrs. Beverlin and staff for their efforts in the summer program, and stated he enjoyed interacting with the children when he had visited. He also thanked Mr. Ravenscroft for his information regarding re-entry.

Mr. Puffinburger reported he had been hearing great things about the summer program and thanked everyone involved.

Ms. Baniak also offered her congratulations on a very successful summer program.

Mrs. Courier stated she was encouraged in that the arts are returning to the community. She announced an upcoming event by "Acting Out for Good," with all proceeds to benefit mental health programs in Mineral County Schools.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Ms. Baniak and second of Mr. Ashby passed unanimously
to approve the minutes of the regular meeting held on July 6, 2021, as presented.

ACTION AGENDA**OTHER ACTION****A. Approval of Policy Updates**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve the following policy updates, as presented:

1. COVID-19 Updates
 - a. Bylaw 0164 – Notice of Meetings (Revised)
 - b. Policy 8450 – Control of Casual-Contact Diseases (Reissued)
2. EDGAR 2.0 Updates
 - a. Policy 6114 – Cost Principles – Spending Federal Funds (Revised)
 - b. Policy 6325 – Procurement – Federal Grants/Funds (Revised)

3. Volume 13, Number 1 - Updates
 - a. Policy 1220 – Employment of the Superintendent (Revised)
 - b. Policy 1613/3213/4213 – Student Supervision and Welfare by Administrative Staff/Professional Personnel/Service Personnel (Revised)
 - c. Policy 2230.01 – Program of Study Middle Level Education (Revised)
 - d. Policy 2230.04 – West Virginia Remembers Program (New)
 - e. Policy 2230.05 – Bible Instruction (New)
 - f. Policy 2260.03 – Programs of Study Limited English Proficient Students (Revised)
 - g. Policy 2270 – Religion in Curriculum (Revised)
 - h. Policy 2414 – Drug Prevention and Violence Reduction Education Program (Revised)
 - i. Policy 2430.02 – Participation in Extra-Curricular Activities (Revised)
 - j. Policy 2431 – Interscholastic Athletics (Revised)
 - k. Policy 3139.01/4139.01 – Suspension (Revised)
 - l. Policy 3141 – Termination (Revised)
 - m. Policy 3220.05 – Teacher and Leader Induction Program (New)
 - n. Policy 3242 – Professional Learning for Educators (Revised)
 - o. Policy 4140 – Termination for Cause and Resignation (Revised)
 - p. Policy 5350 – Student Suicide (Revised)
 - q. Policy 5530 – Substance Abuse Prevention (Revised)
 - r. Policy 5540 – The Schools and Community Agencies (Technical Correction)
 - s. Policy 5610 – Exclusion from Classroom or School Bus, Suspension, and Expulsion of Students (Revised)
 - t. Policy 5611 – Discipline – Student Due Process Rights (Revised)
 - u. Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)
 - v. Policy 7510 – Use of Facilities (Revised)
 - w. Policy 8120 – Volunteers (Revised)
 - x. Policy 8452 – Automatic External Defibrillators (AED) (Revised)
 - y. Policy 8800 – Religious/Patriotic Ceremonies and Observances (Revised)
 - z. Policy 9270 – Home Instruction (Revised)
 - aa. Policy 1617 – Weapons (Revised)

2. PERSONNEL:

A. Retirement – Professional Personnel

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

to approve the following professional personnel retirement, as presented:

1. Christa S. Harshbarger, Teacher, Grade Two, New Creek Primary School, effective August 1, 2021
-Advertise Position

The Superintendent wishes to thank Mrs. Harshbarger for her 24 years of service to Mineral County Schools.

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

B. Resignations

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

to approve the following resignation, as presented:

1. Katherine Capaldi, Teacher – Mathematics, Keyser High School, effective July 14, 2021
– **Advertise Position**

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

to approve the following resignation, as presented:

2. Cathryn Saunders, Teacher – Grade 5, Keyser Middle School, effective July 16, 2021
– **Advertise Position**

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

No recommendations were made for personnel items C1 – C5.

1. Teacher, Alternative Education, Mineral County Alternative Program
2. Teacher, Art, Keyser High School
3. Teacher, Board Certified Behavior Analyst, Countywide
4. Teacher, Elementary – Interventionist, Fort Ashby Primary School
5. Teacher, Elementary – Interventionist, Fountain Primary 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:

6. Carrie Welch, **transfer from** Teacher – Grade 5/6 Interventionist **to** Teacher, Elementary – Interventionist, Keyser Primary School, effective August 16, 2021 – **Advertise Position**

No recommendations were made for personnel items C7 – C12.

7. Teacher, Elementary – Interventionist, Keyser Primary School
8. Teacher, Elementary – Interventionist, Keyser Primary School
9. Teacher, Elementary – Interventionist, Keyser Primary School
10. Teacher, Elementary – Interventionist, Keyser Primary School
11. Teacher, Elementary – Interventionist, New Creek Primary School
12. Teacher, Elementary – Interventionist, Wiley Ford Primary School

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

to approve the following professional personnel placement, as presented:

13. Melanie Shuck, **placement**, Teacher, Deaf and Hard of Hearing, Wiley Ford Primary School, effective August 16, 2021

No recommendations were made for personnel items C14 – C18.

14. Teacher, English, Frankfort Middle School
15. Teacher, English, Keyser High School
16. Teacher, English, Keyser High School
17. Teacher, Family and Consumer Science, Keyser High School
18. Teacher, Grade One/Two, Wiley Ford Primary 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:

19. Hallie Mullen, **placement**, Itinerant School Nurse, Keyser Primary School, effective August 9, 2021, pending issuance of appropriate credentials for School Nurse

No recommendations were made for personnel items C20 – C26.

20. Teacher, Grade 4, Keyser Primary School
21. Teacher, Grade 4, New Creek Primary School
22. Teacher, Grade 5, Frankfort Middle School
23. Teacher, Grade 5, Keyser Middle School
24. Teacher, Grade 5, Keyser Middle School
25. Teacher, Grade 5/6 – Interventionist, Frankfort Middle School
26. Teacher Grade 5/6 – Interventionist, Frankfort Middle School

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

to approve the following professional personnel transfer, as presented:

27. Stephanie Keener, **transfer from** Teacher, Grade 5, Keyser Middle School **to** Teacher, Mathematics, Keyser Middle School, effective August 16, 2021 – **Advertise Position**

No recommendations were made for personnel items C28 – C30.

28. Itinerant Physical Therapist, Student Services/Countywide
29. Professional Accountant, County Office, 261 days
30. School Counselor, Frankfort Middle School, 210 days

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

to approve the following professional personnel placement, as presented:

31. Shelley Flaughner, **placement**, School Counselor, Keyser Middle School, 210 days, effective August 9, 2021

No recommendations were made for personnel items C32 – C34.

- 32. School Instructional Specialist, Keyser Primary School
- 33. School Psychologist, Student Services/Countywide
- 34. Teacher, Science, Keyser Middle 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:

- 35. Allen Arthur, **transfer from** Teacher, Special Education, Frankfort High School **to** Teacher, Social Studies, Keyser High School, effective August 16, 2021 – **Advertise Position**

No recommendations were made for personnel items C36 – C45.

- 36. Teacher, Special Education, Fountain Primary school and Keyser Middle School
- 37. Teacher, Special Education, Frankfort Middle School
- 38. Teacher, Special Education, Frankfort Middle School
- 39. Teacher, Special Education, Frankfort Middle School
- 40. Teacher, Special Education, Frankfort District
- 41. Teacher, Special Education, Frankfort High School
- 42. Teacher, Special Education, Frankfort High School
- 43. Teacher, Special Education, Keyser Middle School
- 44. Teacher, Special Education, Keyser Middle School
- 45. Teacher, Special Education, Keyser Middle School

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

No recommendations were made for personnel items D1 – D8.

- 1. Custodian III, Frankfort Middle School, 235 days
- 2. Custodian IV, Keyser High School, 261 days
- 3. Mechanic, Bus Garage, 235 days
- 4. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Keyser Middle School
- 5. Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Pre-Kindergarten/HeadStart
- 6. Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Pre-Kindergarten/HeadStart
- 7. Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Pre-Kindergarten/HeadStart
- 8. School Bus Operator, serving special needs students including students with disabilities and/or specialized medical needs, attending Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle Frankfort High and Wiley Ford Primary Schools, covering but not limited to Rt. 28, Georges Run, Patterson Creek Rd., Knobley Rd, Plum Run Rd., Old Furnace Rd. Ridgeley, and Carpendale, including a mid-day run transporting special needs students including students with disabilities and/or specialized medical needs.

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

to approve the following service personnel transfer, as presented:

9. Sherri Hesse, **transfer from** Secretary I/Accountant II, Wiley Ford Primary School, 210 days **to** Secretary I/Accountant II, Fort Ashby Primary School, 210 days, effective August 9, 2021
– **Advertise Position**

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 Ms. Baniak passed unanimously

to approve the following extracurricular placements, as presented:

1. Substitute Teachers – Summer School, effective July 22, 2021
 - a. Barbara Coffman
 - b. Krisinda Heavener
 - c. Courtney Lancaster
 - d. Jennifer Tupa
2. Tina Stephen, Co-Department Head – High Schools That Work, Keyser High School, effective July 22, 2021
3. Diane Boden, Department Head – Grade 5, Keyser Middle School, effective July 22, 2021
4. Elizabeth Malone Knotts, County Curriculum Chairperson – Grade 5, effective July 22, 2021
5. Ticket Takers – Frankfort High School, effective July 22, 2021 unless otherwise noted
 - a. Maryellen Bush
 - b. Helen Carder
 - c. Rebonica Davis
 - d. Lori Kenney
 - e. Rebekah Louk
 - f. Christopher Davis, effective pending completion of employment requirements

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 Mr. Denne passed unanimously

to approve the following coaching placements, as presented:

1. Michael F. Staggers, Athletic Trainer, Keyser High School, effective pending completion of employment requirements
2. Dennis Kerns, Football Auxiliary Coach, Keyser High School, effective July 22, 2021
– **Advertise Position – Boys Soccer Auxiliary Coach**

3. FINANCE/BUDGET:**A. Approve Contract with Educators' EAP (Employee Assistance Program)**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve a contract with ESI Employee Assistance Program at a cost of \$24.95 per employee, as presented.

B. Approve MOU with Eastern Panhandle Instructional Cooperative (EPIC)

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Ms. Baniak passed unanimously
to approve a Memorandum of Understanding between EPIC and Mineral County Schools for SY22 at a cost of \$5.00/student for a total amount of \$19,815.00, as presented.

C. Award Bid for Provision/Installation of Water Fountains with Bottle Fillers

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve awarding the bid to R.H. Lapp for the provision/installation of water fountains with bottle fillers in the amount of \$69,399.00, as presented.

The following consent agenda item was moved forward and separate.

Mr. Ashby recused himself and left the room due to following consent agenda item involving his spouse.

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

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously 4-0

2. Tammy Ashby, **transfer from** Teacher, Grade 3, Elk Garden Primary School **to** Elementary Teacher-Interventionist, Elk Garden Primary School, effective August 16, 2021
-Hold Advertisement

Mr. Ashby returned to the room.

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:

- A. Approval of Work Based Learning Sites, State Board of Risk Insurance Certification (See attached.)
- B. Student Intern – Frostburg State University
 - 1. Taryn Ludwig, Art, Frankfort Middle School Fall 2021 with Andrew Johnson and Frankfort High School Spring 2022 with Patricia Crossland

2. PERSONNEL:

- A. Extracurricular Assignment Agreement
 - 1. Georganna Mansfield, 2021-2022 MCTC DECA Advisor
 - 2. Julie Sions, 2021-2022 MCTC FFA Advisor
 - 3. Carol Webb, 2021-2022 MCTC FFA Advisor
- B. Student Chaperones
 - 1. Julie Sions, MCTC Envirothon Competition, Roanoke, WV, July 25-28, 2021
- C. Placement(s)/Transfer(s) – Professional Personnel
 - 1. Suzette Bowen, **transfer from** Teacher, Grade 5, Keyser Middle School **to** Elementary Teacher – Interventionist, Frankfort Intermediate School, effective August 16, 2021
-This position was advertised July 9 – July 15, 2021
 - 3. Jackie Beverlin, **transfer from** Principal (225 days), Frankfort Intermediate School **to** Coordinator of Instructional Technology (220 days), County-wide, effective August 2, 2021
-Advertise Position
- D. Placement(s)/Transfer(s) – Service Personnel
 - 1. June Halbritter, **transfer from** Secretary II/Accountant II, Fort Ashby Primary School, 210 days **to** Executive Secretary/Accountant I, Student Services, 261 days, effective July 22, 2021
-This position was advertised July 9 – July 15, 2021
 - 2. Georgie Biser, **placement**, Itinerant Aide or Itinerant Aide/Paraprofessional-Special Education, Countywide/Transportation, effective date to be determined pending completion of employment requirements

E. Placements – Extracurricular Professional

1. Leslie Bosley, Summer School Speech Language Pathologist, effective July 22, 2021

F. Substitutes – Service Personnel

1. David Stickley, General Maintenance, effective with the 2021-2022 employment term
2. Loretta Lopez, Substitute Cook, effective pending completion of employment requirements
3. Michele Jamison, Substitute Cook, effective pending completion of employment requirements
4. Michael McDowell, Substitute Cook, effective with the 2021-2022 employment term
5. Charlene Deremer, Substitute Secretary/Accountant, effective with the 2021-2022 employment term

G. Approval of Contracted Service

1. Patricia Sites, up to 5 days, Pre-K intake review, as needed for the 2021-2022 school year (Funding Source: Head Start)
2. Charlene Deremer, up to 10 days, Secretarial Training, as needed for the 2021-2022 school year (Funding Source: County)

H. Resignation – Extracurricular Professional

1. Sheri Biser, Teacher, Extended School Year, effective June 30, 2021

I. Resignation – Extracurricular Coaching

1. Brooke Shambaugh, Cheerleading Assistant Coach, Frankfort High School, effective June 16, 2021
-Advertise Position

J. Request to Create and Post Position

1. Itinerant LPN/Aide at Keyser Primary School, 1 position (Funding Source: Title I)

K. Request to Post Position(s)

1. Fall/Winter Athletic Supervisors, Keyser High School (Funding Source: KHS)

L. Volunteers, effective with the 21-22 School Year

1. Frankfort High School
 - a. Kristy Haines-Band
 - b. Richard Haines-Band
 - c. Tanya Clark-Band
 - d. Eric Clark-Band
 - e. Brenda Lewis-Band
 - f. Gage McGann – non-coaching Girls Basketball

2. Frankfort Intermediate School

- a. Kyle Lloyd
- b. Delores Lloyd
- c. Stephanie Lott

3. Keyser High School

- a. Corey Annable

4. Keyser Primary School

- a. Betty Smith
- b. Tambi Davey

M. Approve of Special Education Contracted Services, Effective for the 21-22 Employment Term
(See attached.)

3. MISCELLANEOUS:

A. Approve School Support Organizations and School Fundraising Groups for 21-22 School Term
(See attached.)

- 1. Fort Ashby Primary School
- 2. New Creek Primary School
- 3. Keyser High School

Date and Time of Next Meeting: August 3, 2021

ADJOURNMENT.

The President adjourned the meeting at 6:48 p.m.