

**REGULAR MEETING #3**

---

---

The Mineral County Board of Education met in regular session at 6:00 p.m., Monday, August 2, 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)  
                          Donald C. Ashby, Jr.                                 (06-30-2024)  
                          Thomas C. Denne                                 (06-30-2024)  
                          Terry G. Puffinburger                             (06-30-2022)

Absent:             Mary J. Baniak, Vice-President                 (06-30-2022)

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

Other:             Lindsay Renner-Wood

**Pledge of Allegiance** – led by Mr. Puffinburger

**APPROVAL OF THE AGENDA**

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

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

The Superintendent:

- Reviewed the announcement that was sent out about the start of school and virtual school registration. Masks will be strongly recommended, especially for the unvaccinated, but at this time masks will not be required.
- He reported on the Keyser Middle School and Frankfort primary school projects:
  - Keyser Middle School roofing/HVAC project: a bid meeting was held and all the bids were reviewed. He stated we are seeing the effects of increased costs and decreased availability of materials
  - Frankfort primary school project: moving forward with selection of architect. The next step will be an all-encompassing committee that represents all the schools and the community to start design planning.
- Sent a message out to employees and the community, respectfully requesting that if they have not been vaccinated that they really consider it.

**B. Board Comments:**

Mr. Ashby asked that we clarify to parents that virtual school this year will not be the same as it was last year. He also highly recommended the vaccine.

Mr. Denne thanked the Superintendent for his message to parents last week on the plans to re-open schools. He reviewed some COVID data statistics, and he begged for "school personnel of all ages to please get fully vaccinated before the beginning of the school year."

Mrs. Courier appreciated the message the Superintendent sent out today, and encouraged everybody to get vaccinated, and stressed that it is a safe vaccine and that it is really the only way out of this and get us in a better place this school year.

**PUBLIC COMMENTS**

**A. Agenda Items** – none

**B. Non-Agenda Items** – none

**APPROVAL OF MINUTES**

The motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously  
**to approve the minutes of the regular meeting held on July 20, 2021, as presented.**

**ACTION AGENDA****OTHER ACTION****1. PROGRAM PLANNING:****A. Approve ARP/ESSERF Application**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously  
**to approve the ARP/ESSERF application, as presented.** (See attached.)

**B. Approve Edmentum as the Platform for the Cyber Academy**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously  
**to approve Edmentum as the platform for the Cyber Academy at a proposed cost of \$165,000**  
**– Funding Source: ESSERF/ARP grants**

**2. PERSONNEL:****A. Retirements – none****B. Resignations**

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

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

1. Courtney Lancaster, Teacher, Pre-Kindergarten, New Creek Primary School, effective August 2, 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 resignation, as presented:**

2. Ashleigh Stottlemeyer, Teacher, Music, Keyser Middle School, effective date to be determined  
**-Advertise Position**

**C. Placement/Transfer – Administrative Personnel**

No recommendation was made for personnel item C1.

1. Principal, Frankfort Intermediate School

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

No recommendations were made for personnel items D1 – D28.

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
6. Teacher, Elementary – Interventionist, Keyser Primary School
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, New Creek Primary School
11. Teacher, Elementary – Interventionist, Wiley Ford Primary School
12. Teacher, English, Frankfort Middle School
13. Teacher, Family and Consumer Science, Keyser High School
14. Teacher, Grade 1/2, Wiley Ford Primary School
15. Teacher, Grade 2, Fort Ashby Primary School
16. Teacher Grade 2, New Creek Primary School
17. Teacher, Grade 5, Frankfort Middle School
18. Teacher, Grade 5, Keyser Middle School
19. Teacher, Grade 5, Keyser Middle School
20. Teacher, Grade 5, Keyser Middle School

21. Teacher, Grade 5, Keyser Middle School
22. Teacher, Grade 5/6 – Interventionist, Frankfort Middle School
23. Teacher Grade 5/6 – Interventionist, Frankfort Middle School
24. Teacher, Grade 5/6 – Interventionist, Keyser Middle School
25. Teacher, Mathematics, Keyser Middle School
26. Teacher, Mathematics, Keyser High School
27. Itinerant Physical Therapist, Student Services/Countywide
28. Professional Accountant, County Office, 261 days

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. Megan Helman, **placement**, School Instructional Specialist, Keyser Primary School, effective date to be determined pending release from Hampshire County Schools

No recommendations were made for personnel items D30 – D43.

30. School Psychologist, Student Services/Countywide
31. Teacher, Science, Keyser Middle School
32. School Counselor, Fort Ashby Primary School and Wiley Ford Primary School
33. Teacher, Special Education, Fountain Primary school and Keyser Middle School
34. Teacher, Special Education, Frankfort Middle School
35. Teacher, Special Education, Frankfort Middle School
36. Teacher, Special Education, Frankfort Middle School
37. Teacher, Special Education, Frankfort Middle School
38. Teacher, Special Education, Frankfort High School
39. Teacher, Special Education, Frankfort High School
40. Teacher, Special Education, Frankfort High School
41. Teacher, Special Education, Keyser Middle School
42. Teacher, Special Education, Keyser Middle School
43. Teacher, Special Education, Keyser Middle School

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

No recommendations were made for personnel items E1 – E9.

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 Frankfort High School
5. Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Pre-Kindergarten/HeadStart
6. Itinerant Aide/Licensed Practical Nurse, Itinerant Countywide
7. Itinerant Aide/Licensed Practical Nurse, Itinerant Countywide

8. School Bus Operator, serving students attending Fort Ashby Primary School, Frankfort Intermediate School, Frankfort Middle School, and Frankfort High School, covering but not limited to Rt. 28, Plum Run Rd., Morelands Trailer Court, and Sherwood Acres
9. Secretary I or II/Accountant II, Wiley Ford Primary School, 210 days

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

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

No recommendations were made for personnel items F – G.

**3. FINANCE/BUDGET:**

**A. Approve Panhandle 8 Cooperative Food Purchasing Services Agreement – SY21-22**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously  
**to approve the Panhandle 8 Cooperative Food Purchasing Services Agreement for SY21-22, as presented.** (See attached.)

**4. MISCELLANEOUS:**

**A. Approve Agreement with ZMM Architects & Engineers for Frankfort District Primary School Project**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously  
**to approve the agreement with ZMM Architects and Engineers for the new Frankfort Primary PK-4 School project, as presented.** (See attached.)

**CONSENT AGENDA**

---

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously  
**to approve the following matters on the Consent Agenda, as presented:**

**1. PROGRAM PLANNING:**

**A. Student Interns**

1. Heather Byram, Marshall University School Psychology Program, Ed.S. School Psychology Internship, September 2021 – June 2022, with Kelly Maruschak
2. Grace Cooper, Allegany College of Maryland, Guidance Office, August – December 2021, Frankfort High School

**2. PERSONNEL:****A. Extracurricular Assignment Agreement**

1. Brenton Ebert, 2021-2022 MCTC FFA Club Sponsor

**B. Student Chaperones**

1. Brenton Ebert, WV State Fair FFA Student Exhibits, Lewisburg, WV, August 11-12, 2021

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

1. Joni Miller, **placement**, Teacher, Grade 1/2, Wiley Ford Primary School, effective August 16, 2021, pending completion of appropriate credentials for Elementary Education  
  
Ms. Miller is a resident of Ridgeley, West Virginia, and a graduate of Frostburg State University (MA-2021). She was most recently employed as a substitute teacher for Allegany County Board of Education.
2. Gina Fox, **transfer from** Teacher, Grade 4, Keyser Primary School **to** Teacher, Grade Four, New Creek Primary School, effective August 16, 2021  
**-Advertise Position**
3. Bethany Seifert, **placement**, Teacher, Elementary Interventionist, Fountain Primary School, effective August 16, 2021, pending completion of appropriate credentials for Elementary Education
4. Sarah Jewell, **placement**, Teacher, Special Education, Frankfort District, effective August 16, 2021, pending completion of appropriate credentials for Autism and Gifted
5. Danielle Marker, **transfer from** Teacher, Grade 2, Fort Ashby Primary School **to** Teacher, Elementary Interventionist, Fort Ashby Primary School, effective August 16, 2021  
**-This position was advertised July 26 – July 30, 2021**
6. Krisinda Heavener, **placement**, Teacher, English, Keyser High School, effective August 16, 2021, pending completion of appropriate credentials for English
7. Joseph Rice, **transfer from** School Counselor, Fort Ashby Primary School and Wiley Ford Primary School **to** School Counselor, Frankfort Middle School, effective August 16, 2021  
**-This position was advertised July 26 – July 30, 2021**
8. Rebecca McCauley, **placement**, Teacher, English, Keyser High School, effective August 16, 2021, pending issuance of appropriate credentials for English
9. Brandon Clark, **transfer from** Teacher, Grade 3, Frankfort Intermediate School **to** Teacher, Grade 4, Keyser Primary School, effective August 16, 2021 **-Advertise Position**

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

1. Ashley Self, **placement**, Itinerant Aide/Early Childhood Classroom Assistant Teacher – PreK/HeadStart, effective August 16, 2021, pending completion of appropriate credentials for Early Childhood Classroom Assistant Teacher

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

2. Teresa Kenney, **transfer from** Itinerant Classroom Aide – Special Education, Frankfort Intermediate School **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher – PreK/HeadStart, effective August 16, 2021, pending completion of appropriate credentials for Early Childhood Classroom Assistant Teacher  
**-Advertise Position**

3. Georgie Biser, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation – Special Education, with initial placement at Frankfort High School **to** Itinerant Aide/Transportation Aide, Countywide, with initial placement at Keyser Middle School, effective August 16, 2021 **–This position was advertised July 26 – July 30, 2021**

4. Donna Borho, **transfer from** School Bus Operator, Bus Garage/Transportation **to** 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 Schools, covering but not limited to Rt. 28, Georges Run, Patterson Creek Rd., Knobley Rd., Plum Run Rd., Old Furnace Rod., Ridgeley, and Carpendale, including a mid-day run transporting special needs students including students with disabilities and/or specialized medical needs **–This position was advertised July 26 – July 30, 2021**

E. Placements – Substitute Service Personnel

1. Substitute Aides, effective with the 2021-2022 school year pending completion of employment requirements.
  - a. Dawn Beckman
  - b. Davina Cutter
  - c. Charlene Deremer
  - d. Michele Jamison
  - e. Loretta Lopez

F. Change to Effective Start Date

1. Jacqueline Beverlin, change effective start date as Coordinator of Instructional Technology, **from** August 2, 2021 **to** be determined, pending placement of Principal, Frankfort Intermediate School
2. Kara Lyons, change effective Start Date as Teacher, Grade 3, Elk Garden Primary School from November 1, 2021 to August 16, 2021

G. Effective Start Date Determined

1. Reuben Pancake, Mechanic, Bus Garage, effective start date July 26, 2021, 235 days (232 days for the 2021-2022 employment term)

H. Approval of Payment for Planning Period and Travel (Funding Source: Special Education 43210)

1. Julie Sions, payment for planning period and travel reimbursement, for services to hearing impaired students, for the 2021-2022 school year

I. Resignations – Professional Personnel

1. Jennifer Ashby, Occupational Therapist, effective August 16, 2021  
**-Advertise Position**
2. Bobbie McIntyre, Teacher, English/Social Studies, Keyser Middle School, effective July 27, 2021  
**-Advertise Position**

J. Resignation – Service Personnel

1. Connie Nelson, Itinerant Aide/Licensed Practical Nurse, Countywide, effective August 6, 2021  
**-This position was advertised July 26 – July 30, 2021**

K. Rescind Placement – Professional Personnel

1. Erica Alkire, Teacher, Elementary Interventionist, Fort Ashby Primary School, due to failure to sign contract and complete employment requirements  
**-This position was advertised July 26 – July 30, 2021**
2. Brooke Snyder, Teacher, Special Education, Frankfort Middle School, due to failure to sign contract and complete employment requirements  
**-This position was advertised July 26 – July 30, 2021**

L. Rescind Placement – Coaching

1. Brooke Snyder, Girls' Soccer Assistant Coach, Frankfort High School, due to failure to complete employment requirements  
**-This position was advertised July 26 – July 30, 2021**

M. Approval of Goals and Objectives for School Service Personnel Staff Development for the 21-22 Employment Term (See attached.)N. Volunteers

1. Frankfort High School
  - a. Stephanie Lott
  - b. Julie McBee, non-coaching Football
  - c. Shawn McBee, non-coaching Football
  - d. Debra Smith, non-coaching Girls' Basketball and Soccer
  - e. Gina Spriggs, Band
  - f. Christina Yaider, Band



2. Keyser High School

- a. Danny Clayton, non-coaching Football
- b. Graci Crites, non-coaching Girls' Soccer
- c. Marissa Guy
- d. Melissa Lannon
- e. Jeffrey Rhodes, non-coaching Baseball
- f. Sierra Rinard, non-coaching Girls' Soccer
- g. Jeff Spiker
- h. Wendi Spiker

3. New Creek Primary School

- a. Sherry Wildman
- b. John Wildman
- c. Stephanie Corbin

**3. MISCELLANEOUS:**

A. Leave of Absence Requests

- 1. Rebecca Muir, Itinerant Aide – Fort Ashby Primary School, effective August 16 – September 24, 2021
- 2. Anita Whetzel, Custodian – Keyser High School, effective for SY22

Date and Time of Next Meeting: August 17, 2021 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 6:28 p.m.