

REGULAR MEETING #4

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, August 17, 2021, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President *(remote)* (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,
 Rhonda Martin, CSBO/Treasurer
 John Droppleman, Director of Support Services
 Todd Liller, Assistant Director of Support Services – Transportation
 John Wilson, Coordinator of School Safety
 Denise Bruno, Executive Secretary

Other: Ed McLiney, Alison Bunting, Jason Armentrout, Dr. Rick Lechlitter, Jennifer Simpson, Loretta Mick, William Marsh, Roger Hunter, A. Jay Root, Amy DeSignore, Tracey Whitlock, April Nettles, Sheila Powell, Karen McRobie, Megan McRobie, Aaron McRobie, Jerry Hanlin, Jr., Stacey Hanlin, Isabel Hanlin

Pledge of Allegiance – led by Dr. Lechlitter

APPROVAL OF THE AGENDA

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

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

The Superintendent:

- Stated the opening day program went very well. He thanked Master Rick Rando, West Virginia State Superintendent of Schools – W. Clayton Burch, and staff for all their efforts in making this a success.
- Celebrated that all students would be returning to school all day, five days a week.

B. Recognition:

The following students were presented certificates of recognition:

1. Isabel Hanlin, West Virginia Governor's School for the Arts, Dance
2. Megan McRobie, 2021 Microsoft Office Specialist State Championship Spring Qualifier
1st Place in West Virginia – Microsoft PowerPoint (Office 2016)

C. Presentations:

1. A.J. Root, Director – Mineral County Health Department, presented a check in the amount of \$57,000 to the nursing program of Mineral County Technical Center, and thanked them for their support during the intense time of COVID testing last fall/winter.
2. Edward McLiney, McLiney and Company, and Roger Hunter, Bowles Rice LLP, presented information with regard to the proposed action on a resolution authorizing refinancing of a lease/purchase agreement for energy-savings equipment.

D. Board Comments:

Mr. Denne thanked everyone for their significant contributions for opening day. He also commended the custodians for their efforts for the Energy Express program, and the summer maintenance workers for their upkeep of the grounds, and for going above and beyond.

Mr. Puffinburger said he was able to attend the opening day program and that the speakers were outstanding. He also complimented Ms. Baniak and Mrs. Courier on their welcoming speeches.

Mr. Ashby thanked the nursing program for all they have done. He also thanked the maintenance department for their hard work and doing a good job.

Mrs. Courier welcomed everyone back and wished them a great school year. In response to A. Jay Root's presentation, she said she appreciated the way the community, the health department and school system came together in a time of crisis, and, again, wanted to thank everyone.

Ms. Baniak said she was excited to have students back in school. She said, no doubt, there will be challenges, but we would keep the bar high and remember why we are here for our students.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Mr. Puffinburger passed unanimously
to approve the minutes of the regular meeting held on August 2, 2021, as presented.

DISCUSSION:

1. PROGRAM PLANNING:**A. 21-22 Re-Entry Plan**

After discussion, it was the consensus of the Board to require masks for all staff, students, and persons entering the schools. The Board will re-visit the masking requirement at each Board meeting.

2. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended June 30, 2021****B. Treasurer's Statement of Investments Outstanding as of June 30, 2021****C. Treasurer's Report for the Month Ended July 31, 2021****D. Treasurer's Statement of Investments Outstanding as of July 31, 2021**

Mr. Ravenscroft reviewed the Treasurer's Report for the month ended June 30, 2021; the Treasurer's Statement of Investments Outstanding as of June 30, 2021; the Treasurer's Report for the month ended July 31, 2021; and the Treasurer's Statement of Investments Outstanding as of July 31, 2021. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Resignations**

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

to approve the following administrative personnel resignation, as presented:

1. Randolph West, Assistant Principal, Keyser Primary School, effective September 6, 2021
-This position was advertised August 11 – 17, 2021

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. Hallie Mullen, School Nurse, Keyser Primary School, 210 days, effective at the end of the work day on August 31, 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 service personnel resignation, as presented:

3. Richard Jackson, Custodian III, split-shift, Elk Garden Primary School, 235 days, effective at the end of the work day on August 31, 2021 **-Advertise Position**

B. Retirements

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:

1. Eric Hooks, School Bus Operator, Bus Garage/Transportation, effective at the end of the work day on August 17, 2021

The superintendent wishes to thank Mr. Hooks for his 16 years of service to Mineral County Schools.

Mr. Hooks requests to be placed on the substitute school bus operator list upon retirement.

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

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

to approve the following administrative personnel transfer, as presented:

1. Torria Connor, **transfer from** Assistant Principal, Keyser High School **to** Principal, Frankfort Intermediate School, 225 days, effective September 8, 2021
-this position was advertised August 11 – 17, 2021

No recommendations were made for personnel items C2 – C3.

2. Assistant Principal, Keyser High School, 235 days
3. Assistant Principal, Keyser Primary School, 225 days

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

No recommendations were made for personnel items D1 – D2.

1. Teacher, Alternative Education, Mineral County Alternative Program
2. Teacher, Elementary – Interventionist, New Creek Primary 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 placement, as presented:

3. Erica Curtis, **placement**, Teacher, Elementary – Interventionist, Wiley Ford Primary School, effective August 19, 2021, 200 days (197 days for the 2020-2021 employment term)

No recommendations were made for personnel items D4 – D6.

4. Teacher, Prekindergarten, New Creek Primary School
5. Teacher, Grade Two, Fort Ashby Primary School
6. Teacher, Grade Two, New Creek 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 transfer, as presented:

7. Diane Boden, **transfer from**, Teacher, Grade 5, Keyser Middle School **to** Teacher, Grade 4, Keyser Primary School, **effective with the 2022-2023** employment term **-Hold Advertisement**

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:

8. Jamison Jones, **placement**, Teacher, Grade Five, Keyser Middle School, effective August 19, 2021, 200 days (197 days for the 2021-2022 employment term), pending issuance of appropriate credentials for Elementary Education

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:

9. Shannon Smith, **transfer from** Grade 5/6 Interventionist, Keyser Middle School **to** Teacher, Grade Five, Keyser Middle School, effective August 18, 2021, pending issuance of appropriate credentials for Elementary Education **-Hold Advertisement**

No recommendations were made for personnel items D10 – D27.

10. Teacher, Grade Five, Keyser Middle School
11. Teacher, Grade Five, Keyser Middle School
12. Teacher, English, Keyser Middle School
13. Teacher, English, Frankfort Middle School
14. Teacher, Family and Consumer Science, Keyser High School
15. Teacher, Mathematics, Keyser High School
16. Teacher, Music, Keyser Middle School
17. Teacher, Science, Keyser Middle School
18. Teacher, Science, Keyser Middle School
19. Teacher, Special Education, Elk Garden Primary School, Half-day
20. Teacher, Special Education, Fountain Primary School and Keyser Primary School
21. Teacher, Special Education, Frankfort Middle School
22. Teacher, Special Education, Frankfort Middle School
23. Teacher, Special Education, Frankfort Middle School
24. Teacher, Special Education, Frankfort High School
25. Teacher, Special Education, Frankfort High School

26. Teacher, Special Education, Keyser Middle School
27. Teacher, Special Education, Keyser Middle School

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:

28. Brandi Folk, **placement**, Itinerant Occupational Therapist, Fountain Primary School and Keyser Primary School, effective date to be determined pending completion of employment requirements

No recommendations were made for personnel items D29 – D32.

29. Board Certified Behavior Analyst (BCBA), Countywide
30. Professional Accountant, County Office, 261 days
31. School Counselor, Fort Ashby Primary School and Wiley Ford Primary School
32. School Psychologist, Student Services/Countywide, 220 days

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

No recommendation was made for personnel item E1.

1. Custodian IV, Keyser High School, 261 days

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

to approve the following service personnel transfer, as presented:

2. Amanda Holland, **transfer from** Itinerant Aide – Special Education, with initial placement at Frankfort Intermediate School **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher – Prekindergarten/Headstart, Countywide, effective August 19, 2021, pending completion of appropriate credentials for Early Childhood Classroom Assistant Teacher **-Advertise Position**

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

to approve the following service personnel placement, as presented:

3. Brenda Mellotte, **placement**, Itinerant Aide – Special Education, with initial placement at Frankfort Intermediate School, effective August 19, 2021, 200 days (197 days for the 2021-2022 employment term)

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

to approve the following service personnel placement, as presented:

4. Davina Cutter, **placement**, Itinerant Aide – Special Education, with initial placement at Frankfort High School, effective August 19, 2021, 200 days (197 days for the 2021-2022 employment term)

No recommendations were made for personnel items E5 – E12.

5. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, with initial placement at Frankfort Middle School, Long Term Substitute
6. Itinerant Aide/Licensed Practical Nurse, Countywide
7. Itinerant Aide/Licensed Practical Nurse, Countywide
8. Mechanic, Bus Garage, 235 days
9. School Bus Operator, Bus Garage/Transportation
10. School Bus Operator, Bus Garage/Transportation
11. School Bus Operator, Bus Garage/Transportation, Long Term Substitute
12. Secretary/Accountant, Keyser Middle School, 220 days

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

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

to approve the following extracurricular placements, as presented:

1. Melissa Detrick, Virtual School Coordinator, effective August 19, 2021
2. Amanda Lewis, Virtual School Coordinator, effective August 19, 2021
3. Diana Sutherland, Virtual School Coordinator, effective August 19, 2021

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

No recommendations were made for personnel item G>

H. Volunteers

Mr. Ravenscroft recused himself due to the matter involving relatives and left the room.

As recommended by the Assistant Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously

to approve the following volunteers, as presented:

1. Burlington Primary School
 - a. Robert Woy
 - b. Tabitha Woy

Mr. Ravenscroft returned to the room.

4. FINANCE/BUDGET:

- A. Consideration of, and Possible Action on, a Resolution Authorizing a Refunding Equipment Lease Purchase Agreement (the "RELPA") to be Entered into by the Board of Education of the County of Mineral (the "Board") with the Poca Valley Bank, Inc. and Union Bank, Inc. (the "Refunding Lessors") to Provide for Refinancing Certain Energy-Savings Equipment, Measures and Systems for the School District That Were Originally Financed Under an Equipment Lease/Purchase Agreement Dated as of March 28, 2019, By and Between Bank of America, a National Association, as Lessor (the "Original Lessor"), and the Board, as Lessee (the "Original Lease") and to Refinance the Board's Obligations Under the Original Lease; Designating the RELPA (Including the Lease Payment Obligations of the Board Thereunder) as a Qualified Tax Exempt Obligation Under Section 265(B)(3) of the Internal Revenue Code of 1986, as Amended; Authorizing the Execution and Delivery of the RELPA and Such Related Schedules, Certificates, Instruments, and Other Documents as may be Necessary or Convenient in Connection with such Refinancing (Upon the Advice of Bond Counsel) (Collectively, the "Refinancing Documents"); Designating Authorized Officers of the Board in Connection Therewith: Authorizing the Taking or Omitting to take such Other Actions as may be Necessary or Convenient (Upon the Advice of Bond Counsel) to Consummate the Refinancing and to Perform the Refinancing Documents; and Approving the Refunding Lessors to Serve as Lessors Under the RELPA and Approving Certain Other Matters Related to Such Refinancing and Refunding**

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

to approve a Resolution Authorizing a Refunding Equipment Lease Purchase Agreement (the "RELPA") to be Entered into by the Board of Education of the County of Mineral (the "Board") with the Poca Valley Bank, Inc. and Union Bank, Inc. (the "Refunding Lessors") to Provide for Refinancing Certain Energy-Savings Equipment, Measures and Systems for the School District That Were Originally Financed Under an Equipment Lease/Purchase Agreement Dated as of March 28, 2019, By and Between Bank of America, a National Association, as Lessor (the "Original Lessor"), and the Board, as Lessee (the "Original Lease") and to Refinance the Board's Obligations Under the Original Lease; Designating the RELPA (Including the Lease Payment Obligations of the Board Thereunder) as a Qualified Tax Exempt Obligation Under Section 265(B)(3) of the Internal Revenue Code of 1986, as Amended; Authorizing the Execution and Delivery of the RELPA and Such Related Schedules, Certificates, Instruments, and Other Documents as may be Necessary or Convenient in Connection with such Refinancing (Upon the Advice of Bond Counsel) (Collectively, the "Refinancing Documents"); Designating Authorized Officers of the Board in Connection Therewith: Authorizing the Taking or Omitting to take such Other Actions as may be Necessary or Convenient (Upon the Advice of Bond Counsel) to Consummate the Refinancing and to Perform the Refinancing Documents; and Approving the Refunding Lessors to Serve as Lessors Under the RELPA and Approving Certain Other Matters Related to Such Refinancing and Refunding, as presented. (See attached.)

- B. Approve Frankfort High School Visitor Entrance Project/Bid in the Amount of \$16,838**

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

to approve the Frankfort High School Visitor Entrance Project/Bid in the amount of \$16,838, as presented. (See attached.)

C. Approve Purchase of Two (2) Maintenance Vehicles and Two (2) Snowplows (to replace request approved June 15, 2021)

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve the purchase of two (2) maintenance vehicles and two (2) snowplows (to replace request approved on June 15, 2021), as presented. (See attached.)

D. Approve Maximum County Reimbursement for Annual Bus Operator Physicals from \$80 to \$90

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously
to approve maximum county reimbursement for annual bus operator physical from \$80 to \$90, as presented.

E. Approve County Reimbursement for Bus Operator Certification Expenses

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve reimbursement for bus operator certification expenses.

F. Approve Invoices for June 2021, in the Amount of \$1,651,632.48, for Checks 139846 – 140301

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously
to approve invoices for June 2021, in the amount of \$1,651,632.48, for checks 139846 – 140301, as presented. (See attached.)

G. Approve Invoices Paid with the P-CARD for June 2021, in the Amount of \$222,157.42, ACH Payment – Checks 977-1009 (check numbers for tracking purposes only)

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve invoices paid with the P-CARD for June 2021, in the amount of \$222,157.42, ACH Payment – Checks 977-1009, as presented. (See attached.)

H. Approve Invoices for July 2021, in the Amount of \$858,689.17, for Checks 140302 – 140457

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve invoices for July 2021, in the amount of \$858,689.17, for checks 140302 – 140457, as presented. (See attached.)

I. Approve Invoices Paid with the P-CARD for July 2021, in the Amount of \$110,272.42, ACH Payment – Checks 1010-1039 (check numbers for tracking purposes only)

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve invoices paid with the P-CARD for July 2021, in the amount of \$110,272.42, ACH Payment – Checks 1010-1039, as presented. (See attached.)

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:

- A. Approve ACCESS Memorandum of Agreement with WVU Potomac State College (See attached.)
- B. Student Interns – Frostburg State University
 - 1. Joshua Clegg, Health and Physical Education, Frankfort Middle School with Dennis Mickey, Mike Orndorf, Amanda Jewell August 23, 2021 – October 22, 2021
 - 2. Kevin Lynott, Health and Physical Education, Frankfort Middle School with Dennis Mickey, Mike Orndorf, Amanda Jewell August 23, 2021 – October 22, 2021
 - 3. Matthew Meier, Health and Physical Education, Frankfort Middle School with Dennis Mickey, Mike Orndorf, Amanda Jewell August 23, 2021 – October 22, 2021
- C. Student Observations – West Virginia University Potomac State College Bachelor in Science of Nursing Program
 - 1. Julie Fertig, August 2021- December 2021 with Cheryl Tillman, 152 hours
 - 2. John Owens, August 2021 – December 2021 with Mindy Liller, 152 hours

2. PERSONNEL:

- A. Approve Special Education Contracted Services, Effective for the 21-22 Employment Term (See attached.)
- B. Student Chaperone
 - 1. Roger Walker, 2022 Band Performance, Universal Studios, Orlando, FL, April 18-22, 2022
- C. Placement(s)/Transfer(s) – Professional Personnel
 - 1. Pamela Thompson-Merritt, **placement**, Teacher, Grade Five, Frankfort Middle School, effective August 19, 2021, 200 days (197 days for the 2021-2022 employment term)

Ms. Thompson is a resident of Las Vegas, Nevada, and a graduate of Frostburg State University (MA-2003). She was most recently employed as a Grade 3 Educator for CCSD, Las Vegas.
 - 2. Jennifer Corwell, **transfer from** Teacher, Grade 5, Frankfort Middle School **to** Teacher Grade 3, Frankfort Intermediate School, **effective with the 2022-2023 school year**
-Hold Advertisement

3. Mary Slider, **transfer from**, Teacher, Art, Frankfort Intermediate School, Fort Ashby Primary School, and Wiley Ford Primary School, **to** Teacher, Art, Keyser High School, effective August 18, 2021
4. Eden Ritchie, **placement**, Teacher, Special Education, Frankfort High School, effective date to be determined pending issuance of appropriate credentials for multi-categorical special education and autism

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

1. Misti Roderick, **transfer from**, Secretary II/Accountant II, Keyser Middle School, 220 days **to** Secretary II/Accountant II, Wiley Ford Primary School, 210 days, effective August 19, 2021
-This position was advertised August 11 – 17, 2021
2. Deborah Kitzmiller, **transfer from** Itinerant Aide/Licensed Practical Nurse, Countywide, **to** Itinerant Aide/Licensed Practical Nurse, Countywide with initial placement at Keyser Primary School, effective August 18, 2021
-This position was advertised August 11 – 17, 2021
3. Joel Knotts, **transfer from** School Bus Operator, Bus Garage/Transportation, **to** School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary School, Frankfort Intermediate School, Frankfort Middle School, and Frankfort High School, covering but not limited to Route 28, Plum Run Road, Morelands Trailer Court, and Sherwood Acres
-This position was advertised August 11 – 17, 2021
4. Brian Long, **placement**, Custodian III, Frankfort Middle School, 235 days (232 days for the 2021-2022 employment term) effective August 19, 2021.

Mr. Long was the most senior substitute employee to apply for this position.

E. Placement(s) – Extracurricular Professional Personnel

1. Ashley Baker, Virtual School Administrator, Countywide, effective August 19, 2021
2. Cassandra Campbell, Virtual School Coordinator, Countywide, effective August 19, 2021

F. Placements – Substitute Teachers, effective pending completion of employment requirements

1. Donald Shumaker
2. Debra Long
3. Jenna Michael

G. Placement(s) – Substitute Service Personnel

1. Anthony DelSignore, Substitute Custodian, effective pending completion of employment requirements

H. Placement(s) – Extracurricular Coaching

1. Seth Sgaggero, Cheer Assistant Coach, Frankfort High School, effective pending completion of employment requirements

I. Resignations – Professional Personnel

1. Ashley Shreve, Teacher, Special Education, half-day, Elk Garden Primary School, effective August 10, 2021 –**This position was advertised August 11 – 17, 2021**
2. Alyssa Tichinel, Teacher, Science, Keyser Middle School, effective August 7, 2021
–**This position was advertised August 11 – 17, 2021**
3. Krista Hardy, Teacher, Special Education, Frankfort Middle School, effective August 3, 2021
–**This position was advertised August 11 – 17, 2021**

J. Request to Post Positions

1. After School Detention Teachers, Level 1, Frankfort Middle School (Funding Source: County)
2. After School Detention Teachers, Level 2, Frankfort Middle School (Funding Source: County)
3. After School Tutoring Teachers, Frankfort Middle School (Funding Source: County)
4. After School Detention Teachers, Keyser Middle School, 3:30 – 4:00 p.m. (Funding Source: County)
5. After School Detention Teachers, Keyser Middle School, 3:30 – 5:00 p.m. (Funding Source: County)
6. After School Tutoring Teachers, Keyser Middle School (Funding Source: County)
7. After School Detention Teachers, Keyser High School (Funding Source: County)
8. After School Tutoring Teachers, Keyser High School (Funding Source: County)
9. Credit Recovery Teachers, Keyser High School (Funding Source: County)
10. After School Detention Teacher, Mineral County Alternative School (Funding Source: County Fund)
11. Evening School Instructor, Mineral County Alternative School (Funding Source: County Fund)
12. Evening School Instructor, Mineral County Alternative School (funding Source: County Fund)
13. After School Tutoring Teachers, Frankfort High School (Funding Source: County)
14. Evening Credit Recovery Teachers, Frankfort High School (Funding Source: County)
15. Parent Coordinator, Elk Garden Primary School (Funding Source: Title 1)
16. Special Education Facilitator for Virtual School, Mineral County Alternative School (Funding Source: ESSERF Grant)
17. After School Tutoring Teacher, Frankfort Intermediate School (Funding Source: ESSERF Grant)

K. Request to Create and Post Positions

1. Teacher, Kindergarten, Fort Ashby Primary School, due to student enrollment (Funding Source: County)
2. Teacher, Grade 3, Keyser Primary School, due to student enrollment (Funding Source: County)
3. Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, due to student enrollment, Keyser Primary School (Funding Source: County)

L. Volunteers

1. Darlene Wiltison, Burlington Primary School

2. Frankfort High School
 - a. Jocelyn Darrah, non-coaching Football
 - b. Amie Dawson, Band
 - c. Sandra Guthrie, Band
 - d. Brandon Jackson, non-coaching Football
 - e. Sarah Parsons, non-coaching Volleyball
 - f. Eden Ritchie, Band
 - g. Jason Vaughan, non-coaching Soccer
 - h. Bucky Whiteman, non-coaching Football
 - i. Chris Whiteman, non-coaching Football
3. Stephanie Lott, Frankfort Middle School
4. Jason Detrick, Keyser High School, non-coaching Wrestling
5. Melissa Detrick, Keyser High School, non-coaching Wrestling
6. Keyser Primary School
 - a. Terra Feaster
 - b. Daric Piraino
 - c. Rae Piraino
 - d. Julie Shears
7. Mineral County Technical Center
 - a. Heather Powell
 - b. David Rhodes
 - c. Rebekah Rhodes
 - d. Brian Umstead

4. **MISCELLANEOUS:**

- A. Approve School Support Organizations and School Fundraising Groups for 21-22 School Term (See attached.)
 1. Fountain Primary School
- B. Request – HS22-02 for Home School Student to Attend Classes
- C. Out-of-County Student Transfer Requests
 1. Student Transfer Cases 22-01 and 22-02 from Hampshire County to Mineral County Schools, effective with the 21-22 school year, pending enrollment/space available
 2. Student Transfer Case 22-03 from Grant County to Mineral County Schools, effective with the 21-22 school year, pending enrollment/space available

D. Leave of Absence Requests

1. Torria Connor, Assistant Principal – Keyser High School, effective October 4 – January 4, 2022
2. Katrina Dolly, Teacher – Mineral County Technical Center, effective August 9 – December 22, 2021
3. Jay Harris, Assistant Director – Support Services, effective July 19 – 30, 2021
4. Clyde Hoalcraft, Bus Operator, effective August 16 – November 16, 2021
5. Megan Kirk, Aide – Frankfort Middle School, effective August 16 – November 5, 2021
6. Melissa R. Lannon, Paraprofessional – Elk Garden Primary School, effective August 16 – December 23, 2021
7. Kimberly Nester, Teacher – Keyser Middle School, effective September 13 – November 30, 2021

Date and Time of Next Meeting: September 7, 2021 6:00 p.m.

ADJOURNMENT.

The Vice-President adjourned the meeting at 7:45 p.m.