

REGULAR MEETING #5

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 7, 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: Kelli Wilson, Assistant Superintendent, Director of Special Education
 Rhonda Martin, CSBO/Treasurer
 Scott Staley, Director of Administrative Services
 Jackie Beverlin, Coordinator of Instructional Technology
 John Wilson, Coordinator of School Safety
 Denise Bruno, Executive Secretary

Other: Chloe Varner, Jacob Walker, Tracey Whitlock, Matt Sisk, Jason Armentrout, Kim Nester
 Charles Shockney, Lorrinda Rizer, Liz Beavers

Pledge of Allegiance – led by Ms. Baniak

APPROVAL OF THE AGENDA

The following changes/revisions were made:

- Consent Agenda, Personnel Item 4c (Volunteers) name corrected to Jason Griffith, and item moved to Other Action, Personnel Item H2
- Consent Agenda, Personnel Item 6a (Volunteers) removed
- Consent Agenda, Miscellaneous Item 3b (Student Transfer Request) removed

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

COMMUNICATION – Superintendent/Board

A. Superintendent's Update:

Ms. Wilson:

- Reported that Mr. Ravenscroft was absent due to not feeling well.
- Stated that everyone was happy to be back in school and noted the Superintendent had visited all schools in the first two days, and that Administrative Staff was at each of the schools on opening day.
- Asked Mr. Wilson to give an update on COVID data/status with regard to quarantines for staff, students, etc.

B. Presentation:

1. Jackie Beverlin – Coordinator of Instructional Technology, gave a multi-media presentation on the great success of the Summer SOLE Program, and reviewed planning strategies for next year.

The Board thanked Ms. Beverlin and staff for their efforts in making this a great program for students.

C. Board Comments:

Ms. Baniak felt everyone was happy to be back in school. She reported teachers have voiced frustration at the high school level with having to remind students repeatedly to wear masks correctly. She hoped that we can mitigate as much as possible and keep students safe and in school.

Mr. Denne gave a shout out to the personnel department, Mr. Staley and Ms. Jackson. In looking at the agenda with the numerous placements, trying to recruit people to serve as substitutes, and trying to get people placed in all the vacancies; he thanked them for their work above and beyond.

Mr. Puffinburger said he is so impressed with the “real time” communication received from the Superintendent, Assistant Superintendent and the whole district staff, especially when compared to other Boards/Districts across the country. He stated we work good together and that is really appreciated.

Mr. Ashby reported he had visited several schools on opening day. He stated his main concern with requiring masks was to be sure air conditioning was working in the schools. He also wondered what could be done to help Mr. Droppleman as he is struggling to hire sub bus operators and custodians.

PUBLIC COMMENTS**A. Agenda Items – none****B. Non-Agenda Items**

1. Matt Sisk voiced his concerns with requiring face masks for students, and asked the Board to reconsider this mandate.

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 17, 2021, as presented.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Approval of Policy Updates** (See attached.)

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

to approve the following policy updates, as presented:

1. Special Update – Nondiscrimination and Anti-Harassment
 - a. Policies 1422/3122/4122 – Nondiscrimination and Equal Employment Opportunity (Revised)
 - b. Policies 1623/3123/4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment (Revised)
 - c. Policies 1662/3362/4362/5517 – Anti-Harassment and Violence (Revised)
 - d. Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity (Revised)
 - e. Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability (Revised)

2. PERSONNEL:

No recommendations were made for Personnel Items A – B.

A. Retirements**B. Resignations****C. Placements/Transfers – Professional Personnel**

No recommendations were made for Personnel Items C1 – C4.

1. Teacher, Art, Frankfort Intermediate School, Fort Ashby Primary School, and Wiley Ford Primary School
2. Teacher, Alternative Education, Mineral County Alternative Program
3. Board Certified Behavior Analyst, Countywide
4. Teacher, English, Frankfort Middle School

As recommended by the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

to approve the following professional personnel placement, as presented:

5. Olivia McKenzie, **placement**, Teacher, English, Keyser Middle School, effective date to be determined pending completion of employment requirements and issuance of appropriate credentials for English

No recommendations were made for Personnel Items C6 – C12.

6. Teacher, Family and Consumer Science, Keyser High School
7. Teacher, Grade Three, Keyser Primary School
8. Teacher, Grade Five, Keyser Middle School
9. Teacher, Grade Five, Keyser Middle School
10. Itinerant School Nurse, Keyser Primary School, 210 days
11. Teacher, Kindergarten, Wiley Ford Primary School
12. Teacher, Music, Keyser Middle School

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

to approve the following professional personnel placement, as presented:

13. Amber Ketterman, **placement**, Teacher, Prekindergarten, New Creek Primary School, effective date to be determined, pending completion of employment requirements and issuance of appropriate credentials for Early Education or Preschool Education and Preschool Special Needs

No recommendations were made for Personnel Items C14 – C20.

14. School Psychologist, Countywide, 220 days
15. Teacher, Science, Keyser Middle School
16. Teacher, Science, Keyser Middle School
17. Teacher, Special Education, half-day, Elk Garden Primary School
18. Teacher, Special Education, Frankfort High School
19. Teacher, Special Education, Frankfort Middle School
20. Teacher, Special Education, Frankfort Middle School

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously

to approve the following professional personnel placement, as presented:

21. Shannon Murphy, **placement**, Teacher, Special Education, Keyser Middle School, effective date to be determined pending completion of employment requirements and appropriate credentials for Multi-Categorical Special Education and Autism

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously

to approve the following professional personnel transfer, as presented:

22. Amanda Renick, **transfer from** Media Specialist, Keyser Middle School **to** Teacher, Special Education, Keyser Middle School, effective September 9, 2021, pending issuance of appropriate credentials for Multi-Categorical Special Education and Autism – **Advertise Position**

D. Placements/Transfers – Service Personnel

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

to approve the following service personnel placement, as presented:

1. Anthony DelSignore, **placement**, Custodian III, split-shift, Elk Garden Primary School, 235 days, effective date to be determined

No recommendations were made for Personnel Items D2 – D3.

2. Custodian IV, Frankfort Middle School, 261 days
3. Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Kindergarten, Keyser Primary School

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously

to approve the following service personnel placement, as presented:

4. Michele Jamison, **placement**, Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort Intermediate School, effective September 9, 2021, 200 days (182 days for the 21-22 employment term)

No recommendations were made for Personnel Items D5 – D6.

5. Mechanic, Bus Garage, 235 days
6. Secretary II or III/Accountant II, Keyser Middle School, 220 days

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placements, as presented:

1. Debra Novallis, Technology Chairperson, Elk Garden Primary School, effective November 1, 2021
2. Ralph Brady, Mid-day Bus Run, Bus Garage/Transportation, serving Frankfort High School students attending Mineral County Technical Center
3. Tara Bobo, Parent Coordinator, Elk Garden Primary School, effective pending completion of employment requirements

F. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item F.

G. Placement on Substitute List

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

to approve the following placement on the substitute list, as presented:

1. Tabitha Woy, effective pending completion of employment requirements

H. Volunteers

Ms. Baniak recused herself due to the action involving a relative and left the room.

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously 4-0

to approve the following volunteers, as presented:

1. Tabitha Woy, Keyser Primary School
2. Jason Griffith, Frankfort High School, non-coaching Cross Country and Track

Ms. Baniak returned to the room.

3. FINANCE/BUDGET:**A. Approve Septic Project – Burlington Primary School (Funding Source: - County)**

As recommended by the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

to approve the Burlington Primary School septic project in the amount of \$20,983,72, as presented.

B. Approve Purchase of Maintenance Trailer (Funding Source: - County)

As recommended by the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously

to approve the purchase of a maintenance trailer in the amount of \$8,000, as presented.

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:**A. Student Intern, Frostburg State University**

1. Beth Maszor, Keyser Middle School, Social Studies, September 2021 through December 2021

B. Student Observations, Fairmont State University

1. Sharon Snyder, September – November 2021, Keyser Middle School with Jennifer Saville

C. Student Observations – Potomac State College – Fall Semester

1. Keyser High School
 - a. Evan Engle
 - b. Haley Arthur
 - c. Sarah Howard
 - d. Alainssa Martinez Toro
 - e. Jared Propst
 - f. Carley Turner
 - g. Seth Wilson
2. Keyser Primary School
 - a. Sierra Braham
 - b. Madalin Chasles
 - c. Claire DelSignore
 - d. Kenni Hanlin
 - e. Madison Hogbin
 - f. Cheyenne Hooker
 - g. Kryissa Iser
 - h. Brenna Jackson
 - i. Savannah Johnson
 - j. Kelsey Kimble
 - k. Lynnell Landy
 - l. Allyson Miller
 - m. Melissa Amy Reckley
 - n. Alaina See
 - o. Taylor Stewart
 - p. Catherine Long
 - q. Allyson Leonard
 - r. Sarah Ladd

2. PERSONNEL:

A. Placements/Transfers – Administrative Personnel

1. Christine Droppleman, **placement**, Assistant Principal, Keyser High School, 235 days, effective September 8, 2021
-This position was advertised, School Counselor, Keyser High School, 210 days, August 31 – September 7, 2021
2. Mary Racey, **transfer from** Assistant Principal, Keyser Middle School, 225 days **to** Assistant Principal, Keyser Primary School, 225 days, effective September 8, 2021
-This position was advertised August 31 – September 7, 2021

B. Placements/Transfers – Professional Personnel

1. Erica Curtis, **transfer from**, Elementary Interventionist, Wiley Ford Primary School **to** Teacher, Grade Two, Fort Ashby Primary School, effective September 8, 2021 **-Hold Advertisement**
2. Brooke Staggers, placement, Teacher, Grade Two, New Creek Primary School, effective with the 2022-2023 employment term
3. Michele Anderson, **transfer from** Teacher, Special Education, Keyser Middle School **to** Teacher, Special Education, Fountain Primary School/Keyser Primary School, effective with the 2022-2023 employment term **-Hold Advertisement**

C. Placements/Transfers – Service Personnel

1. Peggy Bane, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide, effective September 27, 2021, pending completion of employment requirements, 200 days (170 days for the 2021-2022 employment term)
2. Heavenli Fleming, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide, effective date to be determined
3. Wayne Adams, **placement**, School Bus Operator, Bus Garage/Transportation, Long Term Substitute, serving students attending Burlington Primary, Keyser Primary, and Keyser Middle Schools covering but not limited to Route 50, Parrill Hollow Rd., Penneroil Rd., Knobley Rd., and Patterson's Creek Rd., effective September 8, 2021, for the duration of a leave of absence of a regular employee
4. Woodrow Dodrill, **transfer from** School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, Bus Garage/Transportation, serving students attending Wiley Ford, Frankfort Middle, and Frankfort High Schools, covering but not limited to areas of Carpendale and Ridgeley, and Rt. 28, effective September 9, 2021 **-Advertise Position**
5. Joel Knotts, **transfer from** School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High schools, covering but not limited to Rt. 28, Rt. 26, Horseshoe Run, Georges Run, and Chas Deremer Roads, effective September 9, 2021 **-Advertise Position**
6. Loretta Lopez, **placement**, Itinerant Aide – Special Education, Long Term Substitute, Frankfort Middle School, effective September 8, 2021, for the duration of a leave of absence of a regular employee
7. James Braithwaite, **placement**, Custodian IV, Keyser High School, 261 days, effective date to be determined

- D. Placements – Substitute Teacher List, effective pending completion of employment requirements unless otherwise noted
1. Jaime Arthur, effective September 8, 2021
 2. Patrick McClintock
 3. Naomi Bane
 4. Kieran Wilson
 5. Shawn Tharp
- E. Placements – Substitute Service Personnel, effective pending completion of employment requirements unless otherwise noted
1. Matthew S. Athey, Substitute School Bus Operator
 2. James A. Shrout, Substitute School Bus Operator
 3. Shawn Thompson, Substitute Cook
 4. Katie Jones, Substitute Aide
 5. Kalei Tysinger, Substitute Aide
 6. Mary Jane Donnelly, Substitute Aide
 7. Adalia Morales, Substitute Aide
 8. Charlene Deremer, Substitute Secretary/Accountant, effective September 8, 2021
 9. Chelsie Leatherman, Substitute Secretary
- F. Placements – Extracurricular Professional Personnel, effective September 9, 2021, unless otherwise noted
1. Teresa Leatherman, Building Designee, Burlington Primary School
 2. Shawn White, Athletic Supervisor, Keyser High School, effective pending completion of employment requirements
 3. Lisa Beeman, Virtual School Coordinator, Countywide
 4. Diana Sutherland, Evening School Instructor, Mineral County Alternative School
 5. Cassandra Campbell, Evening School Instructor–Special Education, Mineral County Alternative School
 6. Tina-Chantal Cook, After School Detention Teacher, Mineral County Alternative School
 7. Cassandra Campbell, Special Education Facilitator for Virtual School, Mineral County Alternative School
 8. Tiffany Snyder, After School Tutoring Teacher, Frankfort Intermediate School
 9. Rebecca Bowers, After School Tutoring Teacher, Frankfort Intermediate School
 10. Tina-Chantal Cook, After School Detention Teacher, Keyser Middle School
 11. Kimberly Nester, After School Detention Teacher, Keyser Middle School
 12. Amanda Renick, After School Detention Teacher, Keyser Middle School
 13. Douglas Clark, Credit Recovery Teacher, Keyser High School
 14. Eric Miller, Credit Recovery Teacher, Keyser High School
 15. Amy Driver, After School Tutoring Teacher, Keyser High School
 16. Rae Piraino, After School Tutoring Teacher, Keyser High School
 17. Eric Miller, After School Tutoring Teacher, Keyser High School
 18. Douglas Clark, After School Detention Teacher, Keyser High School
 19. Tina-Chantal Cook, After School Detention Teacher, Keyser High School
 20. Amy Driver, After School Detention Teacher, Keyser High School
 21. Marshall Hardinger, After School Detention Teacher, Keyser High School

22. Eric Miller, After School Detention Teacher, Keyser High School
23. Amy Cowgill, After School Tutoring Teacher, Frankfort High School
24. Rebonica Davis, After School Tutoring Teacher, Frankfort High School
25. Susan Hausrath, After School Tutoring Teacher, Frankfort High School
26. Lauri Nichols, After School Tutoring Teacher, Frankfort High School
27. Rebonica Davis, Credit Recovery Teacher, Frankfort High School
28. Lori Kenney, Credit Recovery Teacher, Frankfort High School
29. Melissa Skidmore, Credit Recovery Teacher, Frankfort High School
30. Heather Morrison, Credit Recovery Teacher, Frankfort High School
31. Melissa Skidmore, Department Head – High Schools That Work, Frankfort High School

G. Placements – Extracurricular Employment Agreements, effective September 9, 2021

1. Chasiti Foster, Ticket Taker, Keyser High School
2. Tabitha Jones, Ticket Taker, Keyser High School

H. Placements – Extracurricular Coaching

1. Brian Kesner, Volleyball Assistant Coach, Keyser High School, effective pending completion of employment requirements
2. Matthew Miller, Golf Auxiliary Coach, Frankfort High School, effective September 9, 2021

I. Resignations – Professional Personnel

1. Aimee Slider, Teacher, Mathematics, Keyser Middle School, effective September 7, 2021
-Advertise Position
2. Jaime Arthur, Teacher, Special Education, Keyser Middle School, effective at the end of the work day on August 27, 2021 **-Advertise Position**

J. Resignation(s) – Extracurricular Coaching

1. Michael Orndorff, Boys Basketball Auxiliary Coach, Frankfort High School, effective August 24, 2021
-Advertise Position

K. Removal from Substitute List – Service Personnel

1. Mary Presnell, Substitute Aide, voluntary removal of name, effective August 5, 2021
2. Nathan Merritt, Substitute Custodian, voluntary removal of name, effective August 24, 2021

L. Approval of Supervisory Aide and/or Specialized Health Procedure Agreements (See attached.)

M. Approval of Three Step Pay Increase for Mathematics and Special Education Teachers (See attached.)

N. Request for Special Education Contracted Services, effective August 2021 through June 2022 (See attached.)

O. Change Effective Start Date

1. Jacqueline Beverlin, as previously approved, Coordinator of Instructional Technology, Countywide, change effective transfer date from August 2, 2021 to September 8, 2021
2. Misti Roderick, as previously approved, Secretary II/Accountant II, Wiley Ford Primary School, change effective transfer date from August 19, 2021 to August 18, 2021
3. Brenda Mellotte, as previously approved, Itinerant Aide – Special Education, Countywide, change effective start date from August 19, 2021 to August 18, 2021, 200 days (198 days for the 2021-2022 employment term)

P. Effective Start Date Determined

1. Eden Ritchie, as previously approved, Teacher, Special Education, Frankfort High School, effective start date September 13, 2021, 200 days (180 days for the 2021-2022 employment term)

Q. Request to Post Positions

1. Parent Coordinator, Keyser Primary School
2. Parent Coordinator, Burlington Primary School
3. Parent Coordinator, Fountain Primary School
4. After School Tutor – Special Education, Keyser High School
5. After School Tutor – Special Education, Frankfort High School
6. Itinerant Aide/Early Childhood Classroom Assistant Teacher – Kindergarten, Wiley Ford Primary School, due to student enrollment (Funding Source: County)

R. Request to Create and Post Position

1. School Bus Operator, bus run from Fort Ashby area to Wiley Ford Primary School, transfer of out of district students for the 2021-2022 school year (Funding Source: County)

S. Volunteers

1. Elk Garden Primary school
 - a. Tara Bobo
 - b. Caron Jones
 - c. Lisa Kisamore
 - d. Nathan Kisamore
 - e. Margie Reel
 - f. Katrina Savage

2. Frankfort Intermediate School

- a. Kayla Haines
- b. Ashley Lease
- c. Carol Ours
- d. Lorrinda Rizer
- e. Amy Weaver
- f. Tesha White

3. Fountain Primary school

- a. Hannah Gullion
- b. Megan Kirk
- c. Ashly Knaggs
- d. Brandon Knaggs
- e. Elizabeth Larry

4. Frankfort High School

- a. Christa Crawford, Band
- b. Philip Evans, Band
- c. Shannon Ritchie, Band
- d. Amy Weaver

5. Frankfort Middle School

- a. Carol Ours
- b. Eden Ritchie
- c. Amy Weaver

6. Keyser High School

- a. Brenna Earnest
- b. Clinton Earnest
- c. Barbara Henderson, non-coaching Boys Cross Country
- d. Caron Jones
- e. Sarah Keplinger, non-coaching Volleyball and Basketball
- f. Elizabeth Kesner, non-coaching Volleyball
- g. Lisa Kisamore
- h. Nathan Kisamore
- i. Marilee Kitzmiller, non-coaching Cross Country
- j. Jeffrey Kuhn, non-coaching Boys Basketball
- k. Jordan Mellott, non-coaching Football, Wrestling
- l. Lisa Rayden-Rogers, Band
- m. Darius Redman, non-coaching Cross Country
- n. Amanda Richardson
- o. Dean Richardson
- p. Anthony Rogers, Band

7. Keyser Middle School

- a. Alissa Grove
- b. Autumn Heavener
- c. Kathy Ravenscroft

8. Keyser Primary School

- a. Mary Corey
- b. Jordan Mellott
- c. Kirstin Mellott
- d. Joann Moffett
- e. Ashley Newlin
- f. Tosha Peer
- g. Amanda Richardson
- h. Dean Richardson
- i. Courtney Riden
- j. William Riden

9. Mineral County Technical Center

- a. Brandon Liller
- b. Jared Miller

10. New Creek Primary School

- a. Carrie Bauer
- b. Ashley Conrad
- c. Amanda Richardson
- d. Dean Richardson

11. Wiley Ford Primary School

- a. Dixie Athey

3. MISCELLANEOUS:

- A. Request – HS22-03 for Home School Student to Attend Classes

Date and Time of Next Meeting: September 21, 2021 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:07 p.m.