

REGULAR MEETING #28

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, May 18, 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, Director of Special Education
Rhonda Martin, CSBO/Treasurer
Barbara Grayson, Director of Curriculum & Instruction, PreK/Head Start
Scott Staley, Director of Administrative Services
Denise Bruno, Executive Secretary

Other: Roberta Jones, Wesley Stullenbarger, Jamie Hill, Joy Heavner, Betsy Root, Jason Armentrout,
Lindsay Renner-Wood, Liz Beavers

Pledge of Allegiance – led by Ms. Wilson

APPROVAL OF THE AGENDA

The Superintendent noted the following correction: Consent Agenda, Personnel Item C2f, July changed to June.

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Reviewed the many end of year events.
- Spoke about the recent change in mask status, stating the practices in place would continue through the end of the school year.
- Announced a vaccine clinic is being planned for ages 12+ and permission forms have been sent home with students.
- Offered congratulations to the Teacher of the Year, Samantha Coble, and the Service Personnel of the Year, Cynthia Ketterman, along with all the nominees.

B. Presentation:

1. Mineral County Head Start Annual Presentation

Mrs. Barbara Grayson, Director of PreK/Head Start, introduced the following members of the PreK/Head Start team: Joy Heavner – Education Coordinator, Wesley Stullenbarger – Family Services Coordinator, Jamie Hill – School Readiness Specialist, Roberta Jones – Health/Nutrition Coordinator, Brandy Shoemaker – Behavior Teacher/Mental Health Support, and Cindy Mills Program Coordinator. The members gave the annual presentation to the Board.

C. Board Comments:

Mr. Ashby offered his congratulations to the Teacher of the Year and the Service Personnel of the Year.

Mr. Puffinburger also offered his congratulations to the Teacher of the Year and the Service Personnel of the Year. He also spoke in favor and support of the vaccine being offered to children ages 12+.

Mr. Denne, along with the other members, spoke about the great work the PreK/Head Start Program does and that Mineral County stands out from others because of this program.

Ms. Baniak said in her current job of working with transitioning children that it is very easy to work with the PreK/Head Start Program. She also stated she was excited the vaccine is now available for children aged 12+.

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 May 4, 2021, as presented.

DISCUSSION:

1. **FINANCE/BUDGET:**

A. **Treasurer's Report for the Month Ended April 30, 2021**

B. **Treasurer's Statement of Investments Outstanding for the Month Ended April 30, 2021**

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

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. English/Language Arts Textbook Adoption for Grades K-4**

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

to approve the English/Language Arts Textbook Adoption for grades K-4, as presented. (See attached.)

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

No recommendations were made for personnel items A1 – A2.

1. Teacher, Alternative Education, Mineral County Alternative Program
2. Teacher, Kindergarten, Burlington Primary School

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

to approve the following professional personnel transfer, as presented:

3. Brooke Shambaugh, **transfer from** Teacher, Special Education, Fort Ashby Primary School **to** Teacher, Kindergarten, Fort Ashby Primary School
– **Advertise Position**

No recommendation was made for personnel item A4.

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

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

to approve the following professional personnel transfer, as presented:

5. Travis Liller, **transfer from** Teacher, Special Education, Keyser Middle School **to** Teacher, Driver Education, Keyser High School, effective August 16, 2021, pending completion of appropriate credentials for Driver Education
– **Advertise Position**

No recommendation was made for personnel item A6.

6. Teacher, English/Language Arts, Keyser 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 placement, as presented:

7. Lisa Sidley, **placement**, Teacher, English/Language Arts, Frankfort Middle School, effective August 16, 2021

No recommendations were made for personnel items A8 – A10.

8. Teacher, General Science and Physics, Keyser High School
9. Teacher, Grade Three, Elk Garden Primary School
10. Teacher, Grade Three, Frankfort Intermediate School

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

to approve the following professional personnel transfer, as presented:

11. Susan Alkire, **transfer from** Teacher, Grade Three, Frankfort Intermediate School **to** Teacher, Grade Four, Frankfort Intermediate School
– **Advertise Position**

No recommendations were made for personnel items A12 – A23.

12. Teacher, Grade Five, Keyser Middle School
13. Teacher Mathematics, Keyser High School
14. School Counselor, Mineral County Alternative School and Keyser Primary School, 210 days
15. Teacher, Social Studies, Frankfort Middle School and Frankfort High School
16. Teacher, Special Education, Wiley Ford Primary School
17. Teacher, Special Education, Frankfort Intermediate School
18. Teacher, Special Education, Keyser Middle School
19. Teacher, Special Education, Keyser High School
20. Itinerant Speech Pathologist/Speech Assistant, Student Services/Countywide
21. Itinerant Speech Pathologist/Speech Assistant, Student Services/Countywide
22. Itinerant Physical Therapist, half-day, Student Services/Countywide
23. School Psychologist, Student Services/Countywide

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

No recommendations were made for personnel items B1 – B4.

1. Custodian IV – Long Term Substitute, Keyser High School, effective for the duration of a leave of absence of a regular employee
2. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort Intermediate School
3. Mechanic, Bus Garage, 235 days
4. General Maintenance/Electrician, Bus Garage/Maintenance, 261 days

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

to approve the following service personnel placement, as presented:

5. Kristen Sandy, **placement**, Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, effective August 16, 2021. This placement removes her from the Administrative Transfer List.

No recommendations were made for personnel items B6 – B8.

6. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort High School
7. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort Middle School
8. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Fort Ashby Primary School

C. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placements, as presented:

1. Tina-Chantal Cook, After School Detention Teacher, Mineral County Alternative School, effective May 20, 2021
2. Charles Shockney, Site Coordinator of Summer School Program, Frankfort District, effective May 20, 2021, through July 2021
3. Summer Credit Recovery Teachers, Frankfort High School, effective June 14 through July 23, 2021
 - a. Eric Dodson
 - b. Gay Pernau
4. Summer Credit Recovery Teachers, Frankfort Middle School, effective June 22 through July 29, 2021
 - a. Jennifer Godfrey
 - b. Susan Hausrath
5. Summer Credit Recovery Teacher, Keyser Middle School (Location Keyser High School), effective June 22, 2021, through July 29, 2021
 - a. Tina-Chantal Cook
 - b. Jessica Summers
6. Summer Credit Recovery Teacher, Keyser High School, effective June 14 through July 23, 2021
 - a. Douglas Clark
 - b. Eric Miller
 - c. Tina Stephen

7. Summer School Teachers Grades K-4, Keyser Primary School, effective June 22 through July 30, 2021
 - a. Mary Hardy
 - b. Melissa Tucker
8. Vicki Ross, Summer School Teachers Grades 5-8, Keyser High School, effective June 22 through July 30, 2021
9. Lisa Corbin, Summer School Prekindergarten/Head Start Specialist, Keyser Primary School, effective June 22 through July 30, 2021
10. Summer School Prekindergarten/Head Start Specialist, Frankfort Intermediate School, effective June 22 through July 30, 2021
 - a. Amanda Lewis
 - b. Shannon Smith
11. Summer School Teachers Grades K-8, Frankfort Middle School, effective June 22 through July 30, 2021
 - a. Robin Owens
 - b. Kayleen Painter
 - c. Mark Rhodes
 - d. Tiffany Snyder
 - e. Robin Swandol
 - f. Mary Kelso
 - g. Brooke Snyder, effective pending completion of employment requirements
12. Summer School Teachers, Mineral County Technical Center, effective June 22 through July 30, 2021
 - a. Wenda Cannon-Owens
 - b. Georganna Mansfield
 - c. Lucas Spencer
 - d. Gary Trail
13. Sheri Biser, Extended School Year, Teacher-Special Education, Keyser District, effective June 22 through July 29, 2021
14. Deborah Kitzmiller, Extended School Year, Itinerant Aide/Transportation Aide, Frankfort District, effective June 22 through July 29, 2021
15. Clifton Biser, Extended School Year, School Bus Operator, Bus Garage/Transportation, effective June 8 through August 12, 2021
16. Summer - School Bus Operators, Bus Garage/Transportation, effective Summer 2021
 - a. Joseph Alkire
 - b. Gary Bradshaw
 - c. Kenneth Delawder
 - d. Kevin Hoalcraft
 - e. Lois Owens
 - f. Hannah Rexrode
 - g. David Riggleman
 - h. Roy Twigg
 - i. Jerry Willis

D. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placements, as presented:

1. Randy Cirillo, Baseball Co-Auxiliary Coach, Keyser High School, effective pending completion of employment requirements
2. Robert Eagle, Baseball Co-Auxiliary Coach, Keyser High School, effective pending completion of employment requirements

3. FINANCE/BUDGET:**A. Approve Invoices for April 2021, in the Amount of \$1,097,286.18, for Checks 139286–139583**

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

to approve Invoices for April 2021, in the Amount of \$1,097,286.18, for Checks 139286–139583, as presented. (See attached.)

B. Approve Invoices Paid with the P-CARD for April 2021, in the Amount of \$341,232.75, ACH Payment – Checks 898-941 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-CARD for April 2021, in the amount of \$341,232.75, ACH Payment – Checks 898-941, as presented. (See attached.)

C. Approve Budget Revision Number FIFTEEN for Fiscal 2021 for Budget Supplements and Transfers

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

to approve Budget Revision Number FIFTEEN for Fiscal 2021 for Budget Supplements and Transfers in the amount of 716,290.00, as presented. (See attached.)

D. Approve American Rescue Plan Funding Increase Grant for Head Start Programs

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

to approve the American Rescue Plan Funding Increase Grant for Head Start Programs, as presented.

4. MISCELLANEOUS:**A. Approval of Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously
to approve the Mineral County Pre-K Head Start Policy Council minutes and financial reports from their April 26, 2021, meeting, as presented.

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. Student Observations**

1. Ella Staley, West Virginia University, Occupational Therapy Observations, 15 hours, Countywide with Catherine Savage, May 19, 2021 through June 4, 2021

2. PERSONNEL:**A. Placement(s)/Transfer(s) – Service Personnel**

1. Kimberly Brinegar, **placement**, Itinerant Aide/Paraprofessional/Transportation Aide – Special Education, Countywide/Transportation, with initial placement at Keyser Middle School, effective August 16, 2021. This placement removes her from the Administrative Transfer List.
2. Sherri Riggelman, **transfer from**, Cafeteria Manager, Frankfort Middle School, **to** Cafeteria Manager, Fort Ashby Primary School, effective August 16, 2021
3. Eric Mills, **transfer from**, Custodian III, Frankfort Middle School, 235 days, **to** Custodian III, Frankfort Middle School, 261 days, effective May 20, 2021 **–Advertise Position**
4. Craig Poland, **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 46, Route 28, Dowden Addition, and Ed Oates Run, effective May 20, 2021 **-Advertise Position**

With Mr. Poland's placement, Dawn Mitchell will be transferred as previously approved, effective May 20, 2021.

5. Joyce Shaffer, **transfer from** School Bus Operator, Bus Garage/Transportation, **to** School Bus Operator, Bus Garage/Transportation, serving students attending Burling Primary School, Keyser Middle School, and Keyser High School, covering but not limited to Tucker Ridge Rd., Ed Welsh Rd., Patterson Creek Rd., and Route 50, effective August 16, 2021

-Advertise Position

B. Placement – Extracurricular Service Personnel

1. Gary Bradshaw, Mid-Day Bus Run, Bus Garage/Transportation, serving Frankfort High School students attending Mineral County Technical Center, effective May 20, 2021

C. Placement(s) – Extracurricular Summer Positions

1. Professional Positions

- a. Alice Rishel, Speech Language Pathologist, effective June 22, 2021 through July 29, 2021

2. Service Positions

- a. Kathryn Biser, Itinerant Aide/Paraprofessional/Transportation Aide, Extended School Year, June 8, 2021 through August 12, 2021
- b. Brittny Bowman, Cook II, Keyser District, effective June 22, 2021 through July 30, 2021
- c. Adam Braithwaite, General Maintenance/Groundsman, Bus Garage/Maintenance, effective Summer 2021
- d. Cindy Fleek, Cook II, Keyser District, effective June 22, 2021 through July 30, 2021
- e. James Hartman, Custodian, Keyser Primary School, effective June 23, 2021 through July 30, 2021
- f. Sherri Hesse, Cook II, Frankfort District, effective June 22 through July 30, 2021
- g. Winifred Kenney, Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Prekindergarten, Keyser Primary School, effective June 22, 2021 through July 30, 2021
- h. Andrew Keplinger, General Maintenance/Groundsman, Bus Garage/Maintenance, effective Summer 2021
- i. Sheila Litten, Cook II, Frankfort District, effective June 22, 2021 through July 30, 2021
- j. George Rhodes, Custodian, Keyser Primary School, effective June 28, 2021 through July 20, 2021
- k. Amy Riggelman, Cook II, Keyser District, effective June 22, 2021 through July 30, 2021
- l. Ashley Self, Cook II, Keyser District, effective June 22, 2021 through July 30, 2021
- m. Joanna Zacari, Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Prekindergarten, Keyser Primary School, effective June 22, 2021 through July 30, 2021

D. Placement(s) – Extracurricular Coaching

1. Mary Ann Grose, Track Assistant Coach, Frankfort High School
-Advertise Position – Track Auxiliary Coach

E. Placement on Substitute List

1. Elizabeth Finan, Substitute Teacher, effective with the 2021-2022 school year

F. Employment Agreements – Band Staff, Keyser High School, effective Summer 2021 and 2021-2022 School Year

1. Christopher Warrick, Drill Instructor - \$2,500
2. Sabrina Parks, Head Field Technician - \$1,000
3. Candace Lowery, Colorguard Instructor/Choreographer - \$1,000

G. Renewal of First Year Contract, for the 2021-2022 Employment Term

1. Lori Newhouse, Itinerant Aide – Special Education, Countywide/Transportation

H. Payment for Exchange of Duty Free Lunch to Provide Supervision of Students During Lunch Period (Funding Source: CARES Act)

1. Cassandra Campbell, effective May 10, 2021, for the remainder of the 2020-2021 school year

I. Approval of Contracted Services, effective May 20, 2021, pending completion of required documentation (Funding Source: CARES Grant), effective through Summer 2021

1. Maria Migdal-Orton Gillingham, Tutoring Services, \$90/hour, to provide services for Dyslexia

J. Request to Abolish Position

1. Teacher, Social Studies, Frankfort High School, effective at the end of the 2020-2021 employment term

K. Removal from Substitute List – Professional

1. Mary S. Stakem, Substitute Teacher, effective April 26, 2021

L. Student Chaperones

1. Georganna Mansfield, DECA State Officer Training, Reston, VA, June 24-27, 2021

3. FINANCE/BUDGET:

1. Approval of Follett School Solutions – Destiny Resource Management Agreement (See attached.)

4. MISCELLANEOUS:

A. Leave of Absence Requests*

- 1. Donna Borho, Bus Operator, April 30 – May 7, 2021
- 2. Mary Slider, Teacher – Wiley Ford Primary School, April 1 – June 3, 2021

**Pending eligibility and receipt of certification, if applicable*

STUDENT DISCIPLINARY HEARING:

A. Student Disciplinary Case #21-05

The motion of Mr. Puffinburger and second of Mr. Denne passed unanimously to enter executive session at 7:01 p.m. pursuant to WV Code §6-9A-4(3) to conduct a student disciplinary hearing.

The Board returned to open session at 7:22 p.m.

Date and Time of Next Meeting: May 26, 2021 5:00 p.m. (Special Meeting)

ADJOURNMENT.

The President adjourned the meeting at 7:24 p.m.

06-01-2021
DATE APPROVED

Lara L. Courier
PRESIDENT

TJR
SECRETARY