

REGULAR MEETING #30

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, June 1, 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,
Rhonda Martin, CSBO/Treasurer
Robin McDowell, Assistant Director of Curriculum and Instruction
Scott Staley, Director of Administrative Services
Denise Bruno, Executive Secretary

Other: Melissa Lee, Austin Lee, Tommy Nester, Kim Nester, Tate Riggleman, Dave Riggleman,
Thelma Riggleman, Megan Pope, Lane Pope, Nancy Radcliffe, Kelly Green, Malachi Green,
Ruth Rowan, Tom Rowan, Martha Root

Pledge of Allegiance – led by Mr. Staley

APPROVAL OF THE AGENDA

The Superintendent noted the following correction:
Consent Agenda, Miscellaneous Item A2, date changed from June 3 to June 4.

Mr. Ashby referenced the effective date for Consent Agenda, Personnel Item B2, and asked for consideration to change it so as not to disrupt the students, if possible.

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:**

The Superintendent:

- Congratulated the graduates and wished them well. He was pleased the ceremonies were able to be held outdoors.
- Mentioned it was the last week for students, and thanked the Board for their support. He also thanked parents, students and employees for their patience and understanding in this very challenging school year.
- Observed a moment of silence in memory of Mark Morris.

B. Recognition:1. 2021 Golden Horseshoe Winners – Keyser Middle School

The Superintendent, Board and Delegate Ruth Rowan honored the following students and presented to them medals, pins and certificates of recognition.

- ◆ Malachi Green
- ◆ Austin Lee
- ◆ Tate Riggleman
- ◆ Ava Westfall

C. Board Comments:

Mr. Ashby, along with the other Board members, commented on the graduation ceremonies, stating they were great, and thanked everyone for their efforts in making them a success. He and the other Board members also offered their congratulations and well wishes to the graduates. Lastly, he expressed his appreciation to the parents, teachers and students for their efforts and support this past school year.

Ms. Baniak said it was evidenced by the speeches of the students at the graduations, that in spite of the circumstances this past year, the students had thrived and flourished.

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 May 18, 2021, as presented.**

ACTION AGENDA

OTHER ACTION

1. **PROGRAM PLANNING:**A. **Approval of Policy Updates – V12N2** (See attached.)

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously **to approve the following policy updates V12N2, as presented:**

1. Policy 0164 – Notice of Meetings (Revised)
2. Policy 0168 – Minutes (Revised)

3. Policy 1110 – Establishment/Assessment of County Goals (Revised)
4. Policy 2111 – Parent and Family Engagement (Revised)
5. Policy 2114 – Meeting State Accountability Standards (Revised)
6. Policy 2120 – District and School Improvement (Revised)
7. Policy 2120.01 – Local School Improvement (Revised)
8. Policy 2230 – Program of Study Early Learning Programs Grades PreK-5 (Revised)
9. Policy 2230.01 – Program of Study Middle Level Education (Revised)
10. Policy 2230.02 – Program of Study High School Program (Revised)
11. Policy 2412 – Homebound/Hospital Instruction Program (Revised)
12. Policy 2600 – Educational Program (Revised)
13. Policy 3120.12 – Substitutes in Areas of Critical Need and Shortage (Revised)
14. Policy 3122/4122 (Technical Corrections)
15. Policy 3217/4217/5572/7217 (Revised)
16. Policy 3420/4420 – Benefits (Revised)
17. Policy 4120.01 – Food Service Personnel (Revised)
18. Policy 4165 – Use of Epinephrine Auto-Injectors by Personnel (Revised)
19. Policy 5113 – Open Enrollment for Nonresident Students (Revised)
20. Policy 5330 – Use of Medications (Revised)
21. Policy 6150 – Tuition Income (Revised)
22. Policy 6153 – Collection Policy for Outstanding Participant Meal Accounts (Revised)
23. Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)
24. Policy 8600 – Transportation (Revised)
25. Policy 8600.04 – Bus Operator Certification (Replacement)
26. Policy 8640 – Transportation for Curricular/Co-Curricular and Extra-Curricular District Sponsored Trips (Revised)
27. Policy 8660 – Transportation of Students by Private Vehicle (Revised)
28. Policy 8670 – Transportation by Limited Passenger Vehicles (Revised)

B. Approval of Policy Updates – V12N2 Supplemental Update (See attached.)

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

to approve the following supplemental policy updates to V12N2, as presented:

1. Policy 2261.03 – District and School Report Card (Technical Correction)
2. Policy 4130 – Assignment and Transfer of Service Personnel (Technical Correction)
3. Policy 4160.02 – Physical Examinations for Bus Operators (Replacement)
4. Policy 4420 – Staff Evaluation (Revised)
5. Policy 5113.02 – School Choice Options (Revised)
6. Policy 5330 – Use of Medications (Technical Correction)
7. Policy 6325 – Procurement – Federal Grants/Funds (Revised)

2. PERSONNEL:**A. Placement– Administrative Personnel**

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

to approve the following administrative personnel placement, as presented:

1. Brandy Fisher, **placement**, Attendance Director/Coordinator of Counseling, Services, Student Services, 220 days – **Advertise Position (Counselor/Attendance Worker, Countywide (based at Keyser Middle School), 210 days**

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

No recommendations were made for personnel items B1 – B18.

1. School Counselor, Mineral County Alternative Program and Keyser Primary School
2. Teacher, Alternative Education, Mineral County Alternative Program
3. Teacher, Deaf and Hard of Hearing, Wiley Ford Primary School
4. English and Social Studies Teacher, Keyser Middle School
5. Grades One/Two Teacher, Keyser Primary School
6. Teacher, Grade Three, Frankfort Intermediate School
7. Teacher Mathematics, Keyser High School
8. Teacher, Social Studies, Frankfort Middle School and Frankfort High School
9. Teacher, Special Education, Fort Ashby Primary School
10. Teacher, Special Education, Frankfort District
11. Teacher, Special Education, Keyser Middle School
12. Teacher, Special Education, Keyser Middle School
13. Teacher, Special Education, Keyser Middle School
14. Teacher, Special Education, Keyser High School
15. Itinerant Speech Pathologist/Speech Assistant, Student Services/Countywide
16. Itinerant Speech Pathologist/Speech Assistant, Student Services/Countywide
17. Itinerant Physical Therapist, half-day, Student Services/Countywide
18. School Psychologist, Student Services/Countywide

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

No recommendations were made for personnel items C1 – C11.

1. Custodian IV – Long Term Substitute, Keyser High School, effective for the duration of a leave of absence of a regular employee
2. Custodian III, Frankfort Middle School
3. Custodian II, Keyser Primary School and Keyser Middle School
4. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort Intermediate School
5. Mechanic, Bus Garage, 235 days
6. Cafeteria Manager, Frankfort Middle School
7. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort High School

8. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort Middle School
9. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Fort Ashby Primary School
10. 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 Waxler Rd., Rt. 956, Knobley Rd., and Rt. 28
11. School Bus Operator, Bus Garage/Transportation, serving students attending Fountain Primary School, Keyser Primary School, Keyser Middle School, and Keyser High School, covering but not limited to Knobley Rd., Rt. 220, West End of Keyser

D. Increase Professional Personnel Hourly Stipend, Effective only for the 2021 Summer School (SOLE) Program (Funding Source: ESSERF Grant)

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

to approve an increase to the professional personnel hourly stipend, effective only for the 2021 Summer School (SOLE) Program, as follows:

- Professional Personnel \$40/hour

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

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

to approve the following extracurricular placements, as presented:

1. Summer School Teachers, Keyser Primary School
 - a. Jacqueline Clark
 - b. Erin Johnson
 - c. Kerri Staggers

2. Summer Bus Operators
 - a. Joseph Alkire, Jr.
 - b. Donald Alt
 - c. Clifton Biser
 - d. Gary Bradshaw
 - e. Adam Braithwaite
 - f. Eric C. Clark
 - g. Andrew Cosner
 - h. Kenneth Delawder
 - i. Lorrie Hall
 - j. Andrew Keplinger
 - k. M. Lantz Evans
 - l. Isaac Pancake
 - m. Philip Pancake
 - n. Hannah Rexrode
 - o. R. Sam Twigg, Jr.
 - p. Marshall Stewart
 - q. Stephen Taylor
 - r. Janet Wilder
 - s. Jerry Willis

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

No recommendations were made for Personnel Item F.

3. FINANCE/BUDGET:**A. Approve County-Wide Installation of Water/Bottle Dispensing Units in the Amount of \$55,000**

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

Puffinburger passed unanimously

to approve county-wide installation of water/bottle dispensing units in the amount of \$55,000.

(Funding Source: ESSERF Grant)

B. Award Bid – Food Service Equipment

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

Puffinburger passed unanimously

to approve awarding the bid to the apparent low bidder: HPS, Middleville MI, in the amount of \$51,695.58, for the purchase of food service equipment for Frankfort High School, as presented.

C. Approve Summer Food Service Program Contract

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

Ashby passed unanimously

to approve the summer food service program contract, as presented. (See attached.)

D. Approve Renewal of Sprinkler Inspection Contracts

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

to approve renewal of sprinkler inspections contracts in the amount of \$12,309.00, as presented.

E. Approve Extension of Bread Contract – SY21-22

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

Denne passed unanimously

to approve extension of the bread contract for SY21-22, as presented. (See attached.)

F. Approve Budget Revision Number SIXTEEN for Fiscal 2021 for Budget Supplements and Transfers

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

to approve budget revision number SIXTEEN for Fiscal 2021 in the amount of \$8,300.00 for budget supplements and transfers, as presented. (See attached.)

G. Approve First United Bank and Trust as the Board's Depository Bank for Fiscal 2022

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

Puffinburger passed unanimously

to approve First United Bank and Trust as the Board's depository bank for FY22, as presented.

H. Approve Utilization of PRO Officers for the summer months up to 30 hours per week

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

to approve utilization of PRO Officers for the summer months up to 30 hours per week.

(Funding Source: ESSERF Grant)

CONSENT AGENDA

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

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

1. PERSONNEL:**A. Student Chaperones**

1. Georganna Mansfield, WV DECA State Officer Training, Huntington, WV, June 24-27, 2021

B. Placements/Transfers – Professional Personnel

1. Melissa Brieloff, **transfer from** Itinerant Teacher, Special Education and Gifted, Frankfort District **to** Teacher, Special Education, Wiley Ford Primary School, effective August 16, 2021
-Advertise Position
2. Kara Lyons, **transfer from** Teacher, Grade Five, Keyser Middle School **to** Teacher, Grade Three, Elk Garden Primary School, **effective November 1, 2021**
-Advertise Position
3. Suzette Bowen, **placement**, Teacher, Grade 5, Keyser Middle School, effective August 16, 2021
4. Jennifer Oates, **transfer from** Teacher, Kindergarten, Wiley Form Primary School **to** Teacher, Kindergarten, Burlington Primary School, effective August 16, 2021
-Advertise Position
5. Jessica Poland, **transfer from** Teacher, Special Education, Keyser Middle School **to** Teacher, Special Education, Frankfort Intermediate School, effective August 16, 2021
-Advertise Position
6. Mary Kelso, **placement**, Teacher, General Science and Physics, Keyser High School, effective August 16, 2021 pending issuance of certification and appropriate credentials for General Science and Physics
7. Lisa Derlan, **transfer from** Teacher, Grades One/Two, Keyser Primary School **to** Teacher, Grade Three, Frankfort Intermediate School, effective August 16, 2021
-Advertise Position

8. Whitney Umstot, **transfer from** Teacher, English/Social Studies, Keyser Middle School **to** Teacher, English, Keyser High School, effective August 16, 2021
-Advertise Position

C. Placements/Transfers – Service Personnel

1. Quintin McRobie, **transfer from** Mechanic, Bus Garage/Transportation, 235 days, **to** General Maintenance/Electrician, Bus Garage, Maintenance, 261 days, effective July 1, 2021
-Advertise Position

D. Placements – Extracurricular Professional Personnel

1. Summer School Teachers, Grades K-4, Keyser Primary School, June 22, 2021 through July 30, 2021
 - a. Jacqueline Clark
 - b. Erin Johnson
 - c. Kerri Staggers
2. Blake Mangold, Summer School Guidance Counselor, Keyser District, effective June 22, 2021 through July 29, 2021
3. Joseph Rice, Summer School Guidance Counselor, Frankfort District, effective June 22, 2021 through July 29, 2021
4. Aimee Slider, Summer Credit Recovery Teacher, Keyser and Frankfort District, Grades 5-8
5. Pamela Middleton, Summer Credit Recovery Teacher, Frankfort High School, Grades 9-12
6. Lori Kenney, Summer Credit Recovery Teacher, Frankfort High School, Grades 9-12

E. Placement – Substitute Teacher, effective pending completion of employment requirements

1. Brooke Snyder Judy

F. Placements – Substitute School Bus Operators, effective pending completion of employment requirements

2. Nathaniel Swick
3. Brian Long

G. Resignation – Professional Personnel

1. Mary Conlon, Teacher, Art, Keyser High School, effective at the end of the workday June 7, 2021
-Advertise Position

H. Resignation – Service Personnel

1. James Hartman, Custodian II, Keyser Middle and Keyser Primary Schools, effective at the end of the work day, May 20, 2021
-This position was advertised May 20, 2021 through May 27, 2021

I. Resignation – Extracurricular Summer Service Personnel

1. James Hartman, Energy Express Custodian, effective May 20, 2021

J. Resignation – Extracurricular Coaching

1. Grant Clayton, Sr., Girls' Basketball Auxiliary Coach, Frankfort High School, effective May 13, 2021
-Hold Advertisement
2. Pamela Brinkman, Volleyball Assistant Coach, Keyser High School, effective March 22, 2021
-This position was advertised May 20, 2021 through May 27, 2021

K. Approval of Extended Contracted Services, effective through June 30, 2021

1. Harry Hood, Psychologist, to conduct psycho-educational evaluations
(Funding Source: Special Education Grant #43110)

L. Volunteer

1. Wendi Spiker, Keyser Middle School

2. MISCELLANEOUS:A. Leave of Absence Requests*

1. Jennifer Simpson, Teacher, Mineral County Technical Center, April 26 – May 14, 2021
2. Lottie D. Stark, Custodian, Keyser Primary School, May 4 – June 3, 2021

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

STUDENT DISCIPLINARY HEARINGS:

A. Student Disciplinary Case #21-06**B. Student Disciplinary Case #21-07**

The motion of Ms. Baniak and second of Mr. Denne passed unanimously
to enter executive session at 6:53 p.m. pursuant to WV Code §6-9A-4(3) to conduct student disciplinary hearings.

The Board returned to open session at 8:31 p.m.

Date and Time of Next Meeting: June 15, 2021 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 8:33 p.m.

06-15-2021
DATE APPROVED

Lara L. Courier
PRESIDENT

TJR
SECRETARY