

REGULAR MEETING #31

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, June 15, 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 |
| | Scott Staley, Director of Administrative Services |
| | Denise Bruno, Executive Secretary |

| | |
|--------|-------------|
| Other: | Liz Beavers |
|--------|-------------|

Pledge of Allegiance – led by Mr. Ravenscroft

APPROVAL OF THE AGENDA

The Superintendent noted the following correction:

- Consent Agenda, Personnel Item O (Removal from Substitute List) effective date changed to June 8, 2021

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Gave project updates:
 - Keyser Middle roof/HVAC – unavailability of materials/supplies is causing a delay
 - Frankfort District primary school – on target for timelines – architects for the project will be interviewed tomorrow
- Shared early results from a *Road to Recovery* survey that had been published.
- Mentioned that Principals had checked out today, and extended his thanks to them and their staff for all their efforts this past year.
- Reminded the Board of the West Virginia School Boards Association regional meeting to be held Thursday evening in Moorefield.

B. Board Comments:

Mr. Ashby thanked everyone for all they have done during this “tough” year. He also wished the best to the athletic teams that are competing.

Mr. Puffinburger also wished good luck to the teams!

Mr. Denne commented on the *Road to Recovery* survey, stating it was a “good survey.”

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Puffinburger and second of Mr. Denne passed unanimously to approve the minutes of the special meeting held on May 26, 2021, and the regular meeting held on June 1, 2021, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

A. Treasurer’s Report for the Month Ended May 31, 2021

B. Treasurer’s Statement of Investments Outstanding as of May 31, 2021

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

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:

A. Ratification of Employee Suspension

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously to ratify the two (2) game suspension of A. Scott Rohrbaugh, extracurricular coach.

B. Resignations

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

to approve the following professional personnel resignation, as presented:

1. Professional Personnel

- a. Cameron Spencer, Teacher, Special Education, Frankfort High School, effective June 15, 2021
– **Advertise Position**

C. Retirements

1. Professional Personnel

- a. Roberta Jones, School Nurse, Keyser Primary School, 210 days, effective June 30, 2021
– **This position is being advertised June 10 – 16, 2021**

The Superintendent wishes to thank Mrs. Jones for her 19 years of service to Mineral County Schools.

With this retirement, Mrs. Jones submits her resignation as County Curriculum Chairperson – Health Services (Nurses), effective June 30, 2021
– **This position is being advertised June 10 – 16, 2021**

Mrs. Jones requests to be placed on the substitute nurse list and substitute teacher list effective with the 2021-2022 employment term

2. Service Personnel

- a. W. Charlene Deremer, Executive Secretary/Accountant I, Student Services, 261 days, effective June 30, 2021

The Superintendent wishes to thank Ms. Deremer for her 30 years of service to Mineral County Schools.

D. Approval of Personnel Positions, (Funding Source: ARP – ESSERF Grant)

With the recommendation of the Superintendent, the motion of – and second of – passed unanimously to approve the following personnel positions, as presented: (Funding Source: ARP – ESSERF Grant)

| New Positions with the ARP-ESSERF Grant | Location | FTE | Effective |
|--|---------------|-----|-----------------------|
| Special Education Teacher | FMS | 1 | Beginning of 21-22 SY |
| Special Education Teacher | FMS | 1 | Beginning of 21-22 SY |
| Elementary Teacher-5 th & 6 th Grade Interventionist | FMS | 2 | Beginning of 21-22 SY |
| | | | |
| Special Education Teacher | KMS | 1 | Beginning of 21-22 SY |
| *Guidance Counselor | KMS | .5 | Beginning of 21-22 SY |
| *Media Specialist | KMS | .5 | Beginning of 21-22 SY |
| Elementary Teacher-5 th & 6 th Grade Interventionist | KMS | 2 | Beginning of 21-22 SY |
| | | | |
| English Language Arts Teacher | FHS | 1 | Beginning of 21-22 SY |
| Special Education Teacher | FHS | 1 | Beginning of 21-22 SY |
| Social Studies Teacher | FHS | 1 | Beginning of 21-22 SY |
| | | | |
| Social Studies Teacher | KHS | 1 | Beginning of 21-22 SY |
| Family Consumer Science Teacher | KHS | 1 | Beginning of 21-22 SY |
| *^Library Media Specialist | KHS | .5 | |
| | | | |
| *^Guidance Counselor | MCTC | .5 | Beginning of 21-22 SY |
| Welding Instructor (beginning with 23 SY) | MCTC | 1 | Beginning of 22-23 SY |
| | | | |
| Elementary Teacher-Interventionist | BPS | 1 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | FPS | 1 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | EGPS | 1 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | FAP | 2 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | FIS | 2 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | KPS | 5 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | NC | 1 | Beginning of 21-22 SY |
| Elementary Teacher-Interventionist | WFPS | 2 | Beginning of 21-22 SY |
| | | | |
| Professional Accountant-261 days | County Office | 1 | FY 22 Contract Term |
| Coordinator of Instructional Technology-220 days | Countywide | 1 | FY 22 Contract Term |
| | | | |
| | TOTAL | 32 | |

*Indicates an increase of an existing position from .5 to 1—overall increase of FTE is .5.

^Indicates position will be filled via mutual agreement by persons currently serving in these roles.

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

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

to approve the following professional personnel transfer, as presented:

1. Blake Mangold, **transfer from**, School Counselor, Fort Ashby Primary School and Wiley Ford Primary School **to** School Counselor, Mineral County Alternative Program and Keyser Primary School, 210 days, effective August 9, 2021

No recommendations were made for personnel items E2 – E12,

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. Teacher, Social Studies, Frankfort Middle School and Frankfort High School
6. Teacher, Special Education, Frankfort District
7. Teacher, Special Education, Keyser Middle School
8. Teacher, Special Education, Keyser Middle School
9. Teacher, Special Education, Keyser Middle School
10. Itinerant Speech Pathologist/Speech Assistant, Student Services/Countywide
11. Itinerant Physical Therapist, half-day, Student Services/Countywide
12. School Psychologist, Student Services/Countywide

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

No recommendation was made for personnel item F1.

1. Custodian III, Frankfort Middle School

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

to approve the following service personnel placement, as presented:

2. Amanda Holland, **placement**, Itinerant Aide – Special Education, Countywide/Transportation, with initial placement at Frankfort Intermediate School, effective August 16, 2021, pending completion of employment requirements

No recommendations were made for personnel items F3 – F4.

3. Mechanic, Bus Garage, 235 days
4. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation, with initial placement at Frankfort High School

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

to approve the following service personnel placement, as presented:

5. Theresa Stevens, **placement**, Itinerant Aide – Special Education, Countywide/Transportation, with initial placement at Frankfort Middle School, effective August 16, 2021, pending completion of employment requirements

G. Placement(s) in Extracurricular 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 extracurricular placements, as presented:

1. Charles Bolyard, Summer School Social Worker, Keyser District
2. Krista Mellott, Summer School Itinerant Classroom Aide, Prekindergarten, Frankfort Intermediate School

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

No recommendations were made for personnel item H.

2. FINANCE/BUDGET:

A. Approve Extension of Milk Contract – SY21-22

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

to approve an extension of the milk contract with Potomac Farms Dairy for the 2021-2022 school year, as presented.

B. Award Bid – Waste Disposal Service SY21-22

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

to award the bid to the apparent low bidder: Burgmeier’s Hauling, Inc., Altoona, PA (Cumberland, MD) in the monthly amount of \$8,483.80, for disposal services for the entire district for the 2021-2022 school year.

C. Request to Purchase One (1) Head Start Vehicle (Ford Explorer, 7-passenger, base model, state contract price) in the Amount of \$28,166, after July 1, 2021

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

to approve the purchase of one (1) Head Start Vehicle (Ford Explorer, 7-passenger, base model, state contract price) in the amount of \$28,166, after July 1, 2021, as presented.

(Funding Source: American Rescue Funding Grant-Head Start)

D. Request to Purchase Two (2) Maintenance Trucks \$35,899/each, after July 1, 2021

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

to approve the purchase of two (2) maintenance trucks in the amount of \$35,899/each, after July 1, 2021, as presented. (Funding Source: County)

E. Approve Invoices for May 2021, in the Amount of \$625,465.26, for Checks 139584–139845

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

to approve invoices for May 2021, in the amount of \$625,465.26, for checks 139584 – 139845, as presented. (See attached.)

F. Approve Invoices Paid with the P-CARD for May 2021, in the Amount of \$279,334.03, ACH Payment – Checks 942-976 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-card for May 2021, in the amount of \$279,334.03, as presented. (See attached.)

G. Approve Budget Revision Number SEVENTEEN for Fiscal 2021 for Budget Supplements and Transfers

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

to approve budget revision number SEVENTEEN for fiscal 2021 for budget supplements and transfers in the amount of \$275,895.00, as presented. (See attached.)

H. Approval of Budget Supplements/Transfers for Fiscal 2021

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

to approve budget supplements and transfers that may be required prior to June 30, 2021 (*Documents would be provided at first meeting in July on Budget Revision EIGHTEEN.*)

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:**A. Student Observations – Frostburg State University**

1. Autumn Symons, Counseling Observations with Joseph Rice, Frankfort Middle School, Summer School 2021

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

1. Sheri Biser, **transfer from**, Teacher, Special Education, Burlington Primary School **to** Teacher, Special Education, Keyser High School, effective August 16, 2021, pending issuance of appropriate credentials for Autism **-Advertise Position**
2. Moira Twigg, **placement**, Itinerant Speech Assistant, Student Services, effective August 16, 2021
3. Cassi Love, **placement**, Grades One/Two Teacher, Keyser Primary School, effective August 16, 2021 **-Advertise Position** – Itinerant Aide/Paraprofessional/ Early Childhood Classroom Assistant Teacher – Preschool Special Needs
4. Brandon Clark, **placement**, Teacher, Grade Three, Frankfort Intermediate School, effective August 16, 2021
5. Jessica Poland, **transfer from** Teacher, Special Education, Frankfort Intermediate School **to** Teacher, Special Education, Fort Ashby Primary School, effective August 16, 2021, pending issuance of appropriate credentials for Preschool Special Needs and Gifted **-Advertise Position**
6. Keith Mikula, **placement**, Teacher, Mathematics, Keyser High School, effective August 16, 2021

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

1. Rebecca Muir, **transfer from**, Itinerant Classroom Aide – Special Education, Frankfort Intermediate School **to** Itinerant Aide – Special Education, Countywide/Transportation, with initial placement at Fort Ashby Primary School, effective August 16, 2021 **-Advertise Position**
2. Shelia Litten, **transfer from** Cook II, half-day, Frankfort Middle School and Frankfort High School **to** Cafeteria Manager, Frankfort Middle School **-Advertise Position**
3. Cynthia Tichnell, **placement**, Custodian II, Keyser Primary School and Keyser Middle School, effective June 17, 2021
4. Danny Booth, **placement**, 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, effective August 16, 2021
5. Eric Clark, **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 Waxler Rd., Rt. 956, Knobley Rd., and Rt. 28, effective August 16, 2021 **-Advertise Position**

C. Placements – Extracurricular Summer Position(s) – Service Personnel

1. Roger Braithwaite, Summer General Maintenance/Groundsman, effective Summer 2021

D. Placements – Extracurricular Summer School – Professional Personnel

1. Kara Lyons – Pre K/Head Start Specialist, Keyser Primary School

E. Placements – Extracurricular Summer School – Service Personnel

1. Ashley Self, Itinerant Aide – Pre K, Keyser Primary School, June 22 – July 30, 2021
2. Rebekah Louk, Itinerant Aide/Paraprofessional, Summer School, June 22 – July 30, 2021
3. Mary Carter, Cook II, Summer School, Frankfort District, June 22 – July 30, 2021
4. Summer School – School Bus Operators
 - a. Danny Booth
 - b. Ralph Brady
 - c. Brian Hammons
 - d. Matthew Roderick
 - e. Shane Shaffer
 - f. Janet Wilder

F. Placements – Extracurricular Coaching,

1. Jeremy Shipway, Football Co-Auxiliary Coach, Frankfort High School, effective Season of Sport and pending completion of employment requirements
2. Justin Thomas, Football Assistant Coach, Frankfort High School, effective pending renewal of Coaching Authorization
-Advertise Position – Football Auxiliary Coach
3. Jesse W. Rice, Golf Head Coach, Frankfort High School, effective Season of Sport
4. Anthony Hanlin, Football Auxiliary Coach, Keyser High School, effective Season of Sport and pending completion of employment requirements

G. Placement(s) – Substitute Teacher List, effective with the 2021-2022 Employment Term

1. Judith Mason
2. Linda Dean
3. Jennifer Tupa, effective pending completion of employment requirements
4. Samuel Jeeter, effective pending completion of employment requirements
5. Michael Staggers, effective pending completion of employment requirements

H. Placement – Substitute Service Personnel

1. Michael Evans, Substitute School Bus Operator, pending completion of employment requirements

I. Contracted Service

1. Roberta Jones, Head Start/Nursing Training, up to 15 days for the 2021-2022 school year, at the regular daily rate of pay (Funding Source: Title One)

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

1. Wendi Crawford, Itinerant Aide/Licensed Practical Nurse, Countywide
2. Cynthia Tichnell, Custodian II, Keyser Primary School and Keyser Middle School

K. Change Resignation Effective Date

1. Mary Conlon, change effective last day of work from June 7, 2021 to June 8, 2021

L. Resignations – Professional Personnel

1. Jericka Murphy, Teacher, Science, Frankfort Middle School, effective at the end of the 2020-2021 school year
-Advertise Position
2. Erica Steedman, Teacher, Kindergarten, Wiley Ford Primary School, effective June 8, 2021
-Advertise Position
3. Seth Gordon, Teacher, Social Studies/English, Keyser High School, effective June 11, 2021
-Advertise Position
4. Katrina Westfall, Teacher, Business Education, Keyser Middle School, effective June 8, 2021
-Advertise Position

M. Rescind Placement – Professional Personnel

1. Travis Metcalfe, Teacher, Science, Keyser Middle School, due to failure to sign contract and complete employment process, effective June 9, 2021
-Advertise Position

N. Resignations – Extracurricular Coaching

1. Seth Gordon, Football Co-Assistant Coach, Keyser High School, effective June 11, 2021
-Advertise Position
2. Seth Gordon, Track Auxiliary Coach, Keyser High School, effective June 11, 2021
-Advertise Position

O. Removal – Substitute Service Personnel List

1. Robert D. Barnes, Substitute School Bus Operator, effective June 8, 2021

P. Request to Post Position

- 1. Extended School Year Speech Language Pathologist or Speech Assistant, Keyser District (Funding Source: Special Education)

DISCUSSION: (continued)

2. MISCELLANEOUS:

A. Superintendent’s Annual Evaluation

- 1. Meeting with Superintendent – Executive Session

The motion of Mrs. Courier and second of Mr. Puffinburger passed unanimously **to enter executive session at 6:41 p.m. pursuant to WV Code §6-9A-4 (2a) to conduct the Superintendent’s evaluation.**

The Board returned to open session at 7:53 p.m.

- 2. General Statement to the Public – Board President

Mrs. Courier provided a statement to those present. (See attached.)

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

ADJOURNMENT.

The President adjourned the meeting at 7:55 p.m.

07-06-2021
DATE APPROVED

Lara L. Courier
PRESIDENT

TJR
SECRETARY