

**REGULAR MEETING #17**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, February 16, 2021, at Keyser Middle School, 879 Harley O. Staggers Drive, Keyser, WV, with the following in attendance:

**Note:** *Due to the ongoing COVID-19 pandemic, the meeting was available via tele/video conferencing.*

Board Members: Lara L. Courrier, 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  
Rhonda Martin, CSBO/Treasurer  
Scott Staley, Director of Administrative Services  
John Wilson, Coordinator of School Safety  
Denise Bruno, Executive Secretary

Other: Chris Fraley, Lindsay Renner Wood, Shannon Fink, Liz Beavers

**Pledge of Allegiance** – led by Liz Beavers

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Gave an update on vaccinations for employees.
- Reviewed COVID data within the school system.
- Reported Mineral County was “green” on the WVDHHR map.
- Announced the financial audit would take place next week.
- Stated more weather is coming Thursday, and that there would be no change in A-B schedules.
- Reviewed the SBA NEEDS project progress.
- Asked Mr. Wilson to update the Board on the updated CDC guidelines.

**B. Presentation:**

1. Prevention Resource Officer Chris Fraley and Coordinator of School Safety, John Wilson, presented the proposed pilot Therapy Dog Program to the Board, and introduced Canine Cooper.

**C. Board Comments:**

Mr. Ashby shared comments from a parent desiring their children to be back in school full-time.

Ms. Baniak asked for continued patience and understanding as we go through this pandemic, stating the only thing we can control is how we respond.

Ms. Courrier said she empathizes with parents regarding the school schedule, but that we must keep the safety of staff and students first.

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

1. Brian Umstead spoke concerning challenges he faces with his child and the blended learning schedule.

**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 February 2, 2021, as presented.**

**DISCUSSION:**

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**1. PROGRAM PLANNING:****A. March Schedule for In-Person School**

Mr. Ravenscroft and the Board discussed the current COVID trend in Mineral County is improving, but with the recommended CDC guidelines, it makes it very challenging to return to a four or five-day schedule and keep in compliance because of the six-foot distancing recommendation. Mr. Ashby asked the Superintendent to see if there was any way the smaller schools, specifically Elk Garden Primary School, could return due to having less students and larger spaces. No action was taken.

**2. FINANCE/BUDGET:****A. Treasurer's Report for the Month Ended January 31, 2021****B. Treasurer's Statement of Investments Outstanding for the Month Ended January 31, 2021**

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

**ACTION AGENDA****OTHER ACTION****1. PROGRAM PLANNING:****A. Policy Updates – Early Release – Neola V12N1 (See attached.)**

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

**to approve the following policy updates, as presented:**

1. Bylaw 0134 – Promotion of School Board Effectiveness
2. Policy 2510 – Adoption of Instructional Resources

**B. Policy Revisions (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 revisions, as presented:**

1. Policy 3120.12 – Substitutes in Areas of Critical Need and Shortage
2. Policy 5112 – Entrance Requirements

**2. PERSONNEL:****A. Placements/Transfers – Professional Personnel**

No recommendations were made for personnel items A1 – A2.

1. Itinerant Speech Pathologist/Speech Assistant, Student Services
2. Teacher, Alternative Education, Mineral County Alternative Program

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

**to approve the following professional personnel placement, as presented:**

3. Alyssa Tichinel, **placement**, Teacher, Science, Keyser Middle School, effective date to be determined, pending issuance of appropriate credentials for Science

No recommendation was made for personnel item A4.

4. Teacher, Science, Keyser Middle School

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

**to approve the following professional personnel placement, as presented:**

5. Katherine Moore, **placement**, Teacher, Special Education, Keyser Middle School, effective date to be determined, pending issuance of appropriate credentials for Special Education

No recommendations were made for personnel items A6 – A7.

6. Itinerant Physical Therapist, half-day, Student Services

7. School Psychologist, Student Services

**B. Placements/Transfers – Service Personnel**

No recommendation was made for personnel item B1.

1. Plumber/General Maintenance Worker, 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 transfer, as presented:**

2. Kimberly Bruce, **transfer from** Custodian IV, Keyser Middle School, 240 days **to** Custodian III, Keyser Middle School, 261 days, effective February 18, 2021  
**-Advertise Position – Custodian IV, 261 days**

With Mrs. Bruce's placement, Bonnie Berg will be transferred as previously approved, effective February 18, 2021.

No recommendation was made for personnel item B3.

3. Itinerant Classroom Aide or Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Kindergarten, Long Term Substitute, Keyser 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. Puffinburger passed unanimously

**to approve the following extracurricular placements, as presented:**

1. Keyser Primary School, After School Tutoring Teachers
  - a. Kerri Stagers
  - b. Ashley Steckman
2. Jennifer Saville, After School Tutoring Teacher, Keyser Middle School

3. Douglas Clark, Credit Recovery Teacher, Keyser High School
4. Frankfort High School, After School Tutoring Teachers
  - a. Rebonica Davis
  - b. Heather Morrison
  - c. Lauri Nichols
5. Frankfort High School, Credit Recovery Teachers
  - a. Rebonica Davis
  - b. Pamela Middleton
  - c. Heather Morrison
  - d. Gay Pernau
  - e. Cameron Spence

**D. Placements in Coaching Vacancies as Previously Approved and Advertised**

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

**to approve the following coaching placements, as presented:**

1. Hope Gough, Softball Assistant Coach, Frankfort High School, effective pending completion of employment requirements
2. Alexandra Lantz, Softball Auxiliary Coach, Frankfort High School, effective pending completion of employment requirements
3. Bernard Lantz, Softball Head Coach, Frankfort High School, effective pending completion of employment requirements
4. Ashley Morgan, Softball Assistant Coach, Frankfort High School, effective pending completion of employment requirements

**3. FINANCE/BUDGET:**

**A. Approve Invoices for January 2021, in the Amount of \$855,830.83, for Checks 138396–138613**

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

**to approve invoices for January 2021, in the amount of \$855,830.83 for checks 138396 – 138613, as presented.** (See attached.)

**B. Approve Invoices Paid with the P-CARD for December 2020, in the Amount of \$175,262.72, ACH Payment – Checks 816-845 (check numbers for tracking purposes only)**

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

**to approve invoices paid with the P-Card for December 2020, in the amount of \$175,262.72, ACH payment, as presented. (See attached.)**

**C. Approve Budget Revision Number ELEVEN for Fiscal 2021 BUDGET SUPPLEMENTS AND TRANSFERS**

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

**to approve budget revision number ELEVEN for fiscal 2021 budget supplements and transfers in the amount of \$25,000, as presented. (See attached.)**

**D. Request to Purchase Two (2) Fleet Vehicles**

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

**to approve the purchase of two (2) fleet vehicles from Timbrook Ford in the amount of \$28,000/each.**

**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 of their January 25, 2021, meeting, as presented.**

**CONSENT AGENDA**

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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 – Potomac State College**

1. Maverick Holmes, 90 hours, February – April 2021, Computer Experience with Ryan Burke, Countywide

**2. PERSONNEL:****A. Placements – Substitute Service, effective pending completion of employment requirements**

1. Lori Newhouse, Substitute Cook
2. Jared Bruce, Substitute Custodian

**B. Contracted Service**

1. Joseph Riley, Education Consultant, not to exceed 10 days, compensation at the regular daily rate of pay (Funding: County)
2. Susan Wolford, Speech Language Pathologist, to provide speech and language services to students, \$65/hour, one day/week, eight hours/day, as needed for the 2020-2021 school term, effective pending completion of required documentation (Funding: Special Education Grant #43110)

**C. Permission to Pay School Nurses for Emergency Covid-19 Event Management, as needed for the 2020-2021 school year, \$20 per hour (Funding: ESSERF Grant)****D. Resignation(s) – Professional Personnel**

1. Shawn White, Teacher, Driver Education, Keyser High School, effective at the end of the 2020-2021 employment term **-Hold Advertisement**
2. Timothy J. Parker, Teacher, Special Education, Frankfort Middle School, effective at the end of the work day on February 1, 2021 **-Advertise Position**

**E. Resignation(s) – Extracurricular Professional**

1. Shawn White, Athletic Director, Keyser High School, effective April 10, 2021  
**-Advertise Position**

**F. Resignation(s) – Extracurricular Coaching**

1. Eric White, Wrestling Assistant Coach, Keyser High School, effective February 5, 2021  
**-Advertise Position**
2. Cameron Spence, Boys' Basketball Auxiliary Coach, Frankfort High School, effective February 4, 2021  
**-Advertise Position**
3. David Whitlock, Track Auxiliary Coach, Keyser High School, effective February 3, 2021  
**-Advertise Position (advertise as two co-auxiliary positions)**

**G. Removal – Substitute Service Personnel**

1. Kenneth S. Rexrode, Substitute School Bus Operator, effective February 15, 2021

H. Request to Post Position(s)

- 1. After School Tutoring Teacher, Fountain Primary School (Funding: Title I)
- 2. After School Tutoring Teachers, Special Education, one position at each location – Keyser High School, Frankfort High School, Keyser Middle School, Frankfort Middle School (Funding: ESSERF Grant)

I. Correction to Volunteer Location

- 1. Shawnee Michaels, correct volunteer location from Keyser High School to Mineral County Technical Center

J. Volunteers

- 1. Keyser High School
  - a. Corey Shoemaker, non-coaching Boys’ Basketball
  - b. John DeSignore, non-coaching Track

3. MISCELLANEOUS:

A. Leave of Absence Requests\*

- 1. Lisa Johnson, Teacher – Frankfort Middle School, January 25 – February 12, 2021
- 2. Brianna Szafran, Teacher – Keyser High School, effective April 12 – through end of 20-21 employment term

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

Date and Time of Next Meeting: February 23, 2021, 5:00 p.m. (Special Meeting – LSIC Presentations)  
March 2, 2021 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:31 p.m.

03-02-2021  
DATE APPROVED

Lara L. Courier  
PRESIDENT

TJR  
SECRETARY