

REGULAR MEETING #20

UNOFFICIAL MINUTES

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, March 2, 2021, at Keyser Middle School, 879 Harley O. Staggers Drive, 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  
Scott Staley, Director of Administrative Services  
Denise Bruno, Executive Secretary

Other: Shannon Fink, Liz Beavers

**Pledge of Allegiance** – led by Mrs. Bruno

**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:

- Announced the WVDE waiver submitted for remote Wednesdays had been approved for only three weeks, and beginning on March 22<sup>nd</sup> students would attend five days a week.
- Reviewed results from the school calendar survey.
- Spoke about the second round of CARES funding and that this allocation can be used for continuity of operations, pandemic learning loss activities, and health and safety needs.
- Stated we are entering hiring/personnel season, and asked for the Board’s

**B. Board Comments:**

Mr. Ashby said even though students are back in school, we need to continue to follow guidelines and stay safe.

Mr. Denne thanked the Superintendent for his outstanding communication. He also reported on the PreK Policy Council meeting he had recently attended, stating it was well attended and hopeful in tone.

Ms. Baniak said she appreciated the positive energy and everyone being cooperative, but that we must keep mitigation measures in place.

With regard to the waiver, Ms. Courier stated she appreciated the Superintendent and staff for their efforts. Additionally, she said it was a big transition for students and staff this week, but she felt everyone was doing a great job under the circumstances.

### **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 regular meeting held on February 16, 2021, and of the special meeting held on February 23, 2021, as presented.**

### **ACTION AGENDA**

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#### **OTHER ACTION**

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#### **1. PROGRAM PLANNING:**

##### **A. Update on Status of Re-Entry Plan**

The Superintendent reported he had been visiting schools and that he was pleased and encouraged with the way students have responded.

No action was taken.

#### **2. PERSONNEL:**

##### **A. Retirement(s) – Administrative, Professional, and Service Personnel, effective at the end of the 2020-2021 employment term, unless otherwise noted – Hold Advertisements**

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously **to approve the following administrative, professional and service personnel retirements, effective at the end of the 2020-2021 employment term, unless otherwise noted, as presented:**

##### **ADMINISTRATIVE PERSONNEL**

- 1. Joyce Malcolm, Principal, Burlington Primary School, 225 days

The Superintendent wishes to thank Ms. Malcolm for her 8 years of service to Mineral County Schools.

2. Michael Saturday, Principal, Elk Garden Primary School, 225 days, effective October 31, 2021

The Superintendent wishes to thank Mr. Saturday for his 14+ years of service to Mineral County Schools.

**PROFESSIONAL PERSONNEL**

1. Linda Dean, Teacher, Special Education, Wiley Ford Primary School

The Superintendent wishes to thank Ms. Dean for her one year of service to Mineral County Schools.

2. Dianna Eary, Teacher, English/Social Studies, Frankfort Middle School

The Superintendent wishes to thank Ms. Eary for her 26+ years of service to Mineral County Schools.

Ms. Eary requests to be placed on the substitute teacher list effective with the 2021-2022 school year.

3. Gerald Eisenhower, Teacher, Science, Keyser High School

The Superintendent wishes to thank Mr. Eisenhower for his 36 years of service to Mineral County Schools.

Mr. Eisenhower requests to be placed on the substitute teacher list effective with the 2021-2022 school year.

4. Elizabeth Finan, Teacher, Kindergarten, Fort Ashby Primary School

The Superintendent wishes to thank Ms. Finan for her 38 years of service to Mineral County Schools

5. Debra Long, Teacher, Special Education, Frankfort Intermediate School

The Superintendent wishes to thank Ms. Long for her 19 years of service to Mineral County Schools.

6. Judith Mason, Teacher, Kindergarten, Burlington Primary School

The Superintendent wishes to thank Ms. Mason for her 26+ years of service to Mineral County Schools.

7. Lorrinda Rizer, Teacher, Grade 3, Frankfort Intermediate School

The Superintendent wishes to thank Ms. Rizer for her 14 years of service to Mineral County Schools.

8. Sue Ellen Szafran, Teacher, Special Education, Keyser High School

The Superintendent wishes to thank Mrs. Szafran for her 33 years of service to Mineral County Schools.

9. Natalie Zimmerman, Teacher, Mathematics, Keyser High School

The Superintendent wishes to thank Ms. Zimmerman for her 33 years of service to Mineral County Schools.

Ms. Zimmerman requests to be placed on the substitute teacher list effective with the 2021-2022 school year.

#### **SERVICE PERSONNEL**

1. Connie Brown, Cafeteria Manager, Fort Ashby Primary School

The Superintendent wishes to thank Ms. Brown for her 36 years of service to Mineral County Schools.

Ms. Brown requests to be placed on the substitute cook list effective with the 2021-2022 school year.

2. Connie Murlin, School Bus Operator, Bus Garage/Transportation

The Superintendent wishes to thank Ms. Murlin for her 16+ years of service to Mineral County Schools.

Ms. Murlin requests to be placed on the substitute school bus operator list effective with the 2021-2022 school year.

3. David Stickley, Electrician/Electronics Technician/HVAC Mechanic, Bus Garage/ Maintenance, 261 days

The Superintendent wishes to thank Mr. Stickley for his 38 years of service to Mineral County Schools.

#### **B. Placements/Transfers – Professional Personnel**

No recommendations were made for personnel items B1 – B6.

1. Teacher, Special Education, Frankfort Middle School
2. Itinerant Speech Pathologist/Speech Assistant, Student Services
3. Teacher, Alternative Education, Mineral County Alternative Program
4. Teacher, Science, Keyser Middle School
5. Itinerant Physical Therapist, half-day, Student Services
6. School Psychologist, Student Services

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

No recommendation was made for personnel item C1.

1. Plumber/General Maintenance Worker, Bus Garage/Maintenance, 261 days

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

**to approve the following service personnel transfer, as presented:**

2. Rory Secrist, transfer from Custodian III, Keyser Middle School, 261 days to Custodian IV, Keyser Middle School, 261 days, effective March 4, 2021  
**-Advertise Position, Custodian III, 235 days**

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

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

3. Danielle Rush, **placement**, Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher/Licensed Practical Nurse – Kindergarten, **Long Term Substitute**, Keyser Primary School, effective date to be determined pending completion of employment requirements, for the duration of a leave of absence of a regular employee

**D. Placement(s) in Extracurricular Vacancies as Previously Approved and Advertised, effective March 4, 2021 unless otherwise noted**

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

**to approve the following extracurricular placements, effective March 4, 2021, unless otherwise noted, as presented:**

1. Jessica Hughes, After School Tutoring Teacher, Frankfort High School
2. Richard Kelleher, After School Tutoring Teacher, Frankfort High School
3. Terri Engnoth, After School Tutoring Teacher, Frankfort High School
4. Charles Shockney, Team Leader – Safe Schools, Frankfort Intermediate School
5. Travis Liller, Athletic Director, Keyser High School, effective April 11, 2021
6. Jennifer Hamilton, After School Tutoring Teacher, Keyser High School

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

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

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

1. Blake Mangold, Wrestling Assistant Coach, Keyser High School, effective March 4, 2021  
**-Hold Advertisement – Wrestling Auxiliary Coach**
2. Nicholas Whiteman, Track Co-Auxiliary Coach, Keyser High School, effective March 4, 2021
3. Seth Gordon, Track Co-Auxiliary Coach, Keyser High School, effective March 4, 2021

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**CONSENT AGENDA**

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With the recommendation of 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. PERSONNEL:****A. Resignation(s) – Extracurricular Professional Personnel**

1. Gerald Eisenhower, County Curriculum Chairperson – Science, Countywide, effective at the end of the 2020-2021 employment term  
**-Hold Advertisement**
2. Debra Long, Team Leader–Special Education, Frankfort Intermediate School, effective June 30, 2021  
**-Hold Advertisement**
3. Debra Long, Schoolwide Mentor, Frankfort Intermediate School, effective June 30, 2021  
**-Hold Advertisement**

**B. Request to Post Position(s)**

1. After School Tutoring Teachers, Fort Ashby Primary School (Funding: CARES)

**C. Volunteers**

1. Alyssa Corwell, Fort Ashby Primary School
2. Melissa Lannon, Keyser High School
3. Eric Mills, Keyser High School, non-coaching softball

**2. MISCELLANEOUS:****A. Leave of Absence Requests\***

1. Stacey McClintock, Teacher – Keyser Middle School, February 22 – March 31, 2021
2. Emily Wildman, Teacher–Fountain Primary School, April 2 – through end of 20-21 employment term

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

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**EXECUTIVE SESSION**

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The motion of Ms. Courier and second of Mr. Puffinburger passed unanimously  
**to enter into Executive Session WV Code §6-9A-4(2A) at 6:25 p.m. to discuss personnel matters.**

The Board returned to open session at 7:03 p.m.

Date and Time of Next Meeting: March 16, 2021 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:03 p.m.

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DATE APPROVED

Lara L. Courier  
PRESIDENT

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SECRETARY