

**REGULAR MEETING #21**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, March 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. 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
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**Pledge of Allegiance** – led by Ms. Wilson

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Thanked Mr. Denne for attending and presenting at the meeting with the School Building Authority for the proposed primary school in the Frankfort District. He felt the presentation went well and said the SBA would announce their decisions at their April 19<sup>th</sup> meeting.
- Stated tomorrow would be the last day for remote learning and that in-school students would return to a 5-day week next week. He said meal deliveries for virtual students would be delivered via Fedex beginning next week.
- Announced plans for Summer School are progressing. Surveys for staff and parents will be sent out in order to assist with planning details.
- Spoke about additional funding from the CARES act, stating needs will be prioritized.

**B. Board Comments:**

Mr. Ashby said he felt teachers were glad to have students back in class, and was appreciative of the efforts of the teachers, and that “we’re doing great so far.” He mentioned we should also make plans with the thought of what if this would happen again.

Mr. Puffinburger, along with the other Board members, thanked Mr. Ravenscroft and Mr. Denne for their presentation to the School Building Authority. He shared a story from a parent who had moved to Mineral County from a nearby state, who stated her child's grade had gone up after attending our school system.

Mr. Denne complimented Mr. Ravenscroft on his presentation to the School Building Authority, saying it made him immensely proud. He also shared he had observed a ZOOM meeting between his grandson and his teacher, and reported teachers are going above and beyond for the students.

Ms. Baniak complimented parents, staff and students for being resilient and excelling, despite all they are encountering. She shared she very proud that are students are learning a part of West Virginia history that is not always taught in-depth. She also reported the high schools and middle schools are now providing menstrual products to students. Ms. Baniak mentioned the deadline for the PROMISE Scholarship had been extended. Lastly, she said she had attended WVU Cooperative Extension Service meeting and that Energy Express would be in person this summer.

Mrs. Courier again reiterated the Board's thanks to Mr. Ravenscroft and Mr. Denne for attending and presenting the NEEDS project to the School Building Authority. She also stated she has heard lots of positive things throughout the schools, and that "we have a lot to be proud of."

### **PUBLIC COMMENTS**

A. **Agenda Items** – none

B. **Non-Agenda Items** – none

### **APPROVAL OF MINUTES**

The motion of Mr. Denne and second of Mr. Puffinburger passed unanimously **to approve the minutes of the special meeting held on February 25, 2021, and the regular meeting held on March 2, 2021, as presented.**

### **DISCUSSION:**

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#### **1. FINANCE/BUDGET:**

A. **Treasurer's Report for the Month Ended February 28, 2021**

B. **Treasurer's Statement of Investments Outstanding for the Month Ended February 28, 2021**

Mr. Ravenscroft reviewed the Treasurer's Report for the month ended February 28, 2021; and the Treasurer's Statement of Investments Outstanding for the month ended February 28, 2021. (See attached.)

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**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Update on Status of Re-Entry**

Mr. Ravenscroft gave an update on the progress of re-entry of students to schools. No action was taken.

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

No recommendations were made for personnel items A1 – A6.

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

**B. Placement(s)/Transfer(s) – 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. Puffinburger and second of Mrs. Courrier passed unanimously

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

2. Donna Gray, **transfer from**, Custodian II, Keyser Primary and Keyser Middle Schools, 220 days, **to** Custodian III, Keyser Middle School, 235 days, effective March 18, 2021 – **Advertise Position**

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

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

3. Rebecca Muir, **placement**, Itinerant Aide – Special Education/Transportation – **Long Term Substitute**, effective March 18, 2021, for the duration of a leave of absence of a regular employee

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

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

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

1. Heidi Bradshaw, After School Tutoring Teacher, Fountain Primary School
2. Mary Kelso, After School Tutoring Teacher – Multi-categorical Special Education, Frankfort Middle School
3. Ann Merkel, After School Tutoring Teacher, Fort Ashby Primary School
4. Brooke Shambaugh, After School Tutoring Teacher, Fort Ashby Primary School
5. Tina Stephen, Credit Recovery Teacher, Keyser High School
6. Tracey Taylor, After School Tutoring Teacher, Fort Ashby Primary School
7. Teresa Wagner, After School Tutoring Teacher, Keyser Primary School

**D. Placement(s) in Coaching 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 coaching placement, as presented:**

1. William Snoberger, Track Head Coach, Frankfort High School, effective March 18, 2021

**E. Approval of Payment to Staff for Exchange of Planning Period to Provide Support for Virtual Students (Funding Source: CARES Act)**

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

**to approve payment to the following staff for exchange of planning period to provide support for virtual students, as presented:**

- |                     |                        |
|---------------------|------------------------|
| 1. Emily Altobello  | 9. Chelsea Ross        |
| 2. Mendy Broadwater | 10. Susan Sekella      |
| 3. MeChelle Crotts  | 11. Brooke Shambaugh   |
| 4. Lisa Gilpin      | 12. Rhonda Strawderman |
| 5. Ena Logsdon      | 13. Chuck Taylor       |
| 6. Kayleen Painter  | 14. Melissa Tucker     |
| 7. Brent Parrish    | 15. Destinee Young     |
| 8. Brandi Rexrode   |                        |

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

*\*Mr. Ashby recused himself as the item involved an immediate family member.*

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously (4-0)

**to approve payment to the following staff for exchange of their duty free lunch to provide supervision of students during lunch period, as presented:**

- |                        |                       |                        |
|------------------------|-----------------------|------------------------|
| 1. Sue Alkire          | 21. Elizabeth Finan   | 41. Regina Nelson      |
| 2. Diana Alt           | 22. Andrea Forbeck    | 42. Kelli Nestor       |
| 3. Donna Amtower       | 23. Kimberly Furey    | 43. Debra Novallis     |
| 4. *Tammy Ashby        | 24. Lucinda Gillespie | 44. Jennifer Oates     |
| 5. Kelly Barnes        | 25. June Halbritter   | 45. Robin Owens        |
| 6. Teri Beeman         | 26. Brittnee Henry    | 46. Kristy Reed        |
| 7. Susan Bosley        | 27. Jennifer Keech    | 47. Amy Rice           |
| 8. Rebecca Bowers      | 28. Teresa Kenney     | 48. Heather Riley      |
| 9. Kimberly Bradfield  | 29. Melissa Lannon    | 49. Lorrinda Rizer     |
| 10. Heidi Bradshaw     | 30. Jessica LeMasters | 50. Kristen Sandy      |
| 11. Brenda Braithwaite | 31. Cristi Loar       | 51. Brooke Shambaugh   |
| 12. Kimberly Brinegar  | 32. Margaret Lynch    | 52. Charles Shockney   |
| 13. Julie Burns        | 33. Kara Lyons        | 53. Katie Show         |
| 14. Jeanne Clites      | 34. Danielle Marker   | 54. Rhonda Strawderman |
| 15. Tina-Chantal Cook  | 35. Amy Marley        | 55. Diana Sutherland   |
| 16. Julie Cryser       | 36. Kelly Mauzy       | 56. Tracey Taylor      |
| 17. Linda Dean         | 37. Ann Merkel        | 57. Emily Tettenburn   |
| 18. Martha Delawder    | 38. Myriah Miller     | 58. Gary Trail         |
| 19. Valerie Durr       | 39. Janey Moore       | 59. Laura Umstot       |
| 20. Dana Ferguson      | 40. Connie Nelson     |                        |

**3. FINANCE/BUDGET:**

**A. \*Approve the Fiscal 2022 Schedule of Proposed Levy Rates for Publication, Submission to the State Auditor and the State Department of Education**

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

**to approve the Fiscal 2022 Schedule of Proposed Levy Rates for publication, submission to the State Auditor and the State Department of Education, as presented. (See attached.)**

**\*This portion of the meeting stands recessed until the 3<sup>rd</sup> Tuesday in April.**

**B. Approve Budget Revision Number TWELVE for Fiscal 2021 for 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 TWELVE for Fiscal 2021 for budget supplements and transfers in the amount of \$509,092.66, as presented. (See attached.)**

**C. Approve Invoices for February 2021, in the Amount of \$619,416.64, for Checks 138614 – 138874**

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

**to approve invoices for February 2021, in the amount of \$619,416.64, for checks 138614 – 138874, as presented.** (See attached.)

**D. Approve Invoices Paid with the P-CARD for February 2021, in the Amount of \$122,771.09, ACH Payment – Checks 846-869 and AJE 9 (check numbers for tracking purposes only)**

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

**to approve invoices paid with the P-card for February 2021, in the amount of \$122,771.09, ACH payment – checks 846-869 and AJE 9, as presented.** (See attached.)

**CONSENT AGENDA**

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*\*Ms. Baniak recused herself as the consent agenda involved an immediate family member.*

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously (4-0)

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

**1. PROGRAM PLANNING:****A. Student Interns – Frostburg State University, Spring Semester, Frankfort High School**

1. Joshua Clegg
2. Kevin Lynott

**2. PERSONNEL:****A. Placement(s) – Game Workers – effective for the 2020-2021 Basketball Season, pending completion of employment requirements**

1. \*Jillian Griffith, Frankfort High School
2. Erin Clark, Frankfort High School
3. Rebekah Biser, Keyser High School
4. Dylan Wilson, Keyser High School

**B. Placement – Substitute Teacher(s), effective pending completion of employment requirements**

1. Mary C. Zinn

C. Approval of Three-Step Pay Increase for Special Education Teachers

1. Sheri Biser, effective retroactively to September 17, 2020
2. Linda Dean, effective retroactively to October 12, 2020

D. Resignation – Service Personnel

1. Luann G. Beatty, Itinerant Aide – Special Education, Keyser Primary School, effective June 30, 2021  
**-Hold Advertisement**

Ms. Beatty requests to be placed on the substitute aide list at the time of her resignation.

E. Resignation – Extracurricular Professional

1. Dianna Eary, Team Leader – CA8, Frankfort Middle School, effective at the end of the 2020-2021 employment term  
**-Hold Advertisement**
2. Ann Merkel, Virtual School Coordinator, Countywide, effective March 8, 2021

F. Resignation – Extracurricular Coaching

1. Robert Hansrote, Football Co-Auxiliary Coach, Frankfort High School, effective March 10, 2021  
**-Hold Advertisement**

G. Removal from Substitute Teacher List

1. Mary Basinger, voluntary removal of name, effective February 26, 2021

H. Request to Post Position(s)

1. After School Tutoring Teachers, Frankfort Middle School (Funding Source: County)
2. After School Tutoring Teachers, Keyser High School (Funding Source: County)
3. After School Tutoring Teachers, Burlington Primary School (Funding Source: CARES Act)
4. Credit Recovery Teacher, Keyser Middle School (Funding Source: County)

I. Request to Create and Post Positions

1. County Summer School Coordinator (Funding: CARES Act)
2. Site Coordinator of Summer School Program – Keyser District (Funding: CARES Act)
3. Site Coordinator of Summer School Program – Frankfort District (Funding: CARES Act)
4. Social Worker – Keyser District (Funding: CARES Act)
5. Social Worker – Frankfort District (Funding: CARES Act)

J. Volunteer(s)

1. Richard Kelleher, Frankfort High School, non-coaching Baseball

3. **MISCELLANEOUS:**

A. Leave of Absence Requests\*

- 1. Dana G. Alt, Paraprofessional – Fort Ashby Primary School, March 12 – May 13, 2021
- 2. Donald McClintock, Transportation Paraprofessional – Bus Garage, February 9 – April 30, 2021

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

The President recessed the meeting at 6:36 p.m.

The meeting reconvened at 6:58 p.m.

**STUDENT DISCIPLINARY HEARING:**

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The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to enter executive session at 6:58 p.m., pursuant to WV Code 6-9A-4 (3), to conduct the following student disciplinary hearings:**

A. Student Disciplinary Case #21-01

B. Student Disciplinary Case #21-02

The Board returned to open session at 8:55 p.m.

Date and Time of Next Meeting: March 23, 2021, 5:00 p.m. at Frankfort High School for LSIC presentations

**ADJOURNMENT.**

The President adjourned the meeting at 8:56 p.m.

04-06-2021  
DATE APPROVED

Lara L. Courier  
PRESIDENT

TJR  
SECRETARY