

REGULAR MEETING #24

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, April 6, 2021, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

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

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: Martha Root, Mary Racey, Liz Beavers, Lindsay Renner-Woods, Les Harbour

Pledge of Allegiance – led by Mrs. Root

APPROVAL OF THE AGENDA

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Gave an update on COVID vaccines, stating they had been made available to family members of employees and that student forms were due today.
- Spoke regarding school meals, saying no changes in meals have happened since all schools became eligible for free meals under the federal Community Eligibility Provision (CEP). However, with that being said, COVID has forced changes, i.e: no salad bar, no share tables, etc.
- Asked the Board about continuing to post and fill teacher and service jobs as they present. It was the consensus of the Board to allow Mr. Ravenscroft to do so.
- Offered congratulations to Mineral County Technical Center on their accreditation by the Commission of the Council on Occupational Education for having maintained the status of a COE-accredited occupational education institution.
- Reported that next week is a big week as the State Board of Education will hold a two-day meeting where school consolidations and closings are on their agenda. Also, the School Building Authority will be making their awards.

B. Presentation:

1. Les Harbour, CPA, The Fyffe Jones Group AC, presented a review of the Mineral County Financial Statements Audit for the fiscal year ending June 30, 2020.

C. Board Comments:

Ms. Baniak said it had been a priority of their hiring of the new Superintendent to make meals free for all students, and she was happy that had happened. She also announced that community vaccine clinics were available for those 16+ years old.

Ms. Baniak, along with the other Board members, offered their thanks and congratulations to Mrs. Martin on the audit report in which there were no matters/findings reported.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously **to approve the minutes of the regular meeting held on March 16, 2021; the special meeting held on March 23, 2021 and the special meeting held on March 29, 2021, as presented.**

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Placement(s)/Transfer(s) – Administrative Personnel**

No recommendations were made for personnel items A1-A2.

1. Principal, Burlington Primary School, 225 days
2. Principal, Elk Garden Primary School, 225 days

B. Placement – Professional Personnel

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

to approve the following professional personnel placement, as presented:

1. Annette Flannigan, Teacher, Special Education, Frankfort Middle School, effective with the 2021-2022 school year, pending issuance of appropriate licensure

No recommendations were made for personnel items B2 – B8.

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
7. Social Worker, Countywide in the Keyser District
8. Social Worker, Countywide in the Frankfort District

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. Ashby and second of Mr. Denne passed unanimously

to approve the following service personnel placement, as presented:

2. James Hartman, **placement**, Custodian II, Keyser Primary School and Keyser Middle School, effective April 8, 2021, 220 days (54 days for the 2020-2021 employment term)

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

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

No recommendations were made for personnel items D and E.

2. FINANCE/BUDGET:

A. Approval of In-Lieu for Transportation

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

to approve in-lieu for transportation, as presented.

3. 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 Mineral County Pre-K Head Start Policy Council minutes and financial reports of their February 22, 2021 meeting, as presented.

CONSENT AGENDA

The motion of Ms. Baniak and second of Mr. Puffinburger were rescinded to approve the consent agenda as presented.

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, with the removal of Finance/Budget section, as amended:

1. PROGRAM PLANNING:

- A. Emily Blankenship, Student Observations, Grand Canyon University, Frankfort High School – Special Education, 9 hours, April 2021
- B. Heather Byran, Practicum, Marshall University School of Psychology Program, April 2021 – August 2021, Countywide with Kelly Maruschak

2. PERSONNEL:**A. Placement(s) – Service Personnel**

- 1. Debra Hoover, **placement**, Itinerant Aide – Kindergarten, Long Term Substitute, Fort Ashby Primary School/Transportation, effective April 8, 2021, for the duration of a leave of absence of a regular employee

Ms. Hoover was the most senior substitute aide to apply for this position

B. Placement(s) – Extracurricular Professional, effective April 8, 2021

- 1. After School Tutoring Teachers, Burlington Primary School
 - a. Brenda Braithwaite
 - b. Julie Cryser
 - c. Kristy Reed
- 2. Emily Tettenburn, After School Tutoring Teacher, Fort Ashby Primary School
- 3. After School Tutoring Teachers, Frankfort Middle School
 - a. Dianna Eary
 - b. Joseph Rice
- 4. Michael Staggers, After School Tutoring Teacher, Keyser High School
- 5. Jessica Summers, After School Tutoring Teacher, Keyser Middle School

6. Credit Recovery Teachers, Keyser Middle School
 - a. Diane Boden
 - b. Tyler Gahr
 - c. Carrie Willison

- C. Placement(s) – Extracurricular Coaching
 1. Michael Orndorff, Boys’ Basketball Auxiliary Coach, Frankfort High School, effective April 8, 2021

- D. Greenhouse Workers – Mineral County Technical Center, to work a maximum of 5 hours per week, not to exceed 50 total hours, \$10 per hour, (Funding Source: Greenhouse Account – MCTC)
 1. Richard Andrew Rotruck
 2. Rachael Brinkman
 3. Sarah Sions
 4. Bradley Sommers

- E. Resignation – Service Personnel
 1. Kimberley Speir, Custodian III, Fountain Primary School, 261 days, effective at the end of the work day, March 17, 2021
–**Advertise Position** (Custodian III, 235 days)

- F. Resignation(s) – Extracurricular Professional
 1. Kayleen Painter, Virtual School Coordinator, effective March 29, 2021
 2. Emily Tettenburn, Virtual School Coordinator, effective March 26, 2021
 3. Natalie Zimmerman, County Curriculum Chairperson – Mathematics, effective at the end of the 2020-2021 employment term
– **Hold Advertisement**
 4. Natalie Zimmerman, Chairperson – Technology, Keyser High School, effective at the end of the 2020-2021 employment term
– **Hold Advertisement**

- G. Resignation – Extracurricular Coaching
 1. William Cessna, Golf Head Coach, Frankfort High School, effective March 25, 2021
–**Hold Advertisement**

H. Removal – Substitute List(s)

1. Paul Pacella, Substitute Teacher, voluntary removal of name, effective March 12, 2021
2. Wendy Bechtel, Substitute Teacher, failure to sign contract and complete employment requirements, effective March 29, 2021
3. Shelly Leatherman, Substitute Cook, failure to sign contract and complete employment requirements, effective March 27, 2021
4. Mischele Schwinabart, Substitute Cook, failure to sign contract and complete employment requirements, effective March 27, 2021
5. Joanna Ervin, Substitute Cook failure to sign contract and complete employment requirements, effective March 27, 2021
6. Michael Moore, Substitute School Bus Operator, failure to sign contract, effective March 31, 2021

I. Request to Post Positions

1. After School Tutoring Teachers, New Creek Primary School (Funding: Title 1/Cares Act)
2. Itinerant Classroom Aide/Paraprofessional – Special Education, Wiley Ford Primary School/Transportation (Funding: Special Education)

J. Request to increase hours per day for Virtual School Facilitators from two hours per day to three hours per day due to increase in number of students each facilitator serves.K. Volunteers

1. Keyser High School
 - a. Mariah Durr, non-coaching Tennis
 - b. Maverick Holmes, non-coaching Tennis
 - c. Daniel Lewis, non-coaching Tennis
 - d. Greg Pratt, non-coaching Softball
 - e. Reggie Redman, non-coaching Track
 - f. Jacob Welch, non-coaching Track
 - g. Ethan Whitlock, non-coaching Track
 - h. Hayward Wilson, non-coaching Tennis

3. MISCELLANEOUS:A. Leave of Absence Requests*

1. Jill Dayton, Bus Operator – Frankfort District, March 17 – April 16, 2021
2. Matthew Miller, Teacher – Frankfort High School, March 19 – April 30, 2021

B. Leave of Absence Update/Extension

1. Susan Hamilton, Teacher – Keyser High School, extended through April 29, 2021

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

STUDENT DISCIPLINARY HEARING:

A. Student Disciplinary Case #21-03

The motion of Mr. Puffinburger and second of Mr. Denne passed unanimously to enter executive session at 6:42 p.m. pursuant to WV Code §6-9A-4(3) to conduct a student disciplinary hearing.

The Board returned to open session at 7:30 p.m.

Date and Time of Next Meeting: April 20, 2021 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:30 p.m.

04-20-2021
DATE APPROVED

Lara L. Currier
PRESIDENT

TR
SECRETARY