

REGULAR MEETING #25

The Mineral County Board of Education met in regular session at 6:02 p.m., Tuesday, April 20, 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
Barbara Grayson, Director of Curriculum and Instruction
Scott Staley, Director of Administrative Services
Denise Bruno, Executive Secretary

Other: Jackie Beverlin, Dawn Mitchell, Annabelle Mitchell, Liz Beavers, Lindsay Renner-Wood,
Shannon Fink

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:

- Mentioned the West Virginia Office of Federal Programs and Support had announced this week, that the Special Education Department was found to be in total compliance with its on-site monitoring. He thanked Ms. Wilson, Ms. Vance, and their team for their efforts.
- Announced the “big news” of our project of a new primary school in the Frankfort District being funded by the School Building Authority in the amount of \$19 million dollars, saying we are very fortunate, and very thankful to the SBA. He also thanked everyone who helped to make this happen.

B. Board Comments:

Mrs. Courier, along with the other members, expressed their thanks to the Superintendent for his hard work toward this project. She also expressed her appreciation to Mr. Denne for accompanying the Superintendent for the presentation of the project. She said she was excited to see the school built from the ground up.

Ms. Baniak thanked the Superintendent, the SBA and everyone who put a lot of hard work in to make this project a reality. She felt like it would not only benefit the students in the Frankfort District, but the whole community and county to have a nice, new facility.

Mr. Denne said he was privileged to have heard Mr. Ravenscroft give his presentation to the School Building Authority, stating he was thorough and detailed. Mr. Denne said he was grateful to the SBA, but especially grateful to Mr. Ravenscroft and his staff for pulling together a fantastic project for the north end of the county.

Mr. Puffinburger expressed his thanks to everyone, stating he knows it took a lot of people doing a lot of work. He thanked the Superintendent and his staff for their efforts and offered his congratulations.

Mr. Ashby thanked everybody that was involved and for time that was spent to complete this project, stating he appreciated it. He further stated he has already discussed with the Superintendent and is also looking forward to future projects as well.

PUBLIC COMMENTS

A. **Agenda Items** – none

B. **Non-Agenda Items**

1. Jackie Beverlin, Principal – Frankfort Intermediate School, on behalf of the students present and future of the Frankfort community, thanked the Superintendent and Board for working so hard to build a new primary school. A letter from a fourth-grade student was read, which stated their desire to cut the ribbon on the opening of the new school.

APPROVAL OF MINUTES

The motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously **to approve the minutes of the regular meeting held on April 6, 2021, as presented.**

DISCUSSION:

1. **FINANCE/BUDGET:**

- A. Treasurer’s Report for the Month Ended March 31, 2021
- B. Treasurer’s Statement of Investments Outstanding for the Month Ended March 31, 2021

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

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Approval of Policy Updates – V12N1**

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

to approve the following policy updates, as presented. (See attached.)

1. Policy 0100 – Definitions (Revised)
2. Policy 1613 – Student Supervision and Welfare (Revised)
3. Policy 2120.01 – Local School Improvement (Revised)
4. Policy 2230.02 – Program of Student High School Program (Revised)
5. Policy 2275 – Mountaineer Challenge Academy (Revised)
6. Policy 2411 – Guidance and Counseling (Revised)
7. Policy 2431 – Interscholastic Athletics (Revised)
8. Policy 2600 – Educational Program (Revised)
9. Policy 3120.11 – Athletic Trainer (Revised)
10. Policy 3120.12 – Substitutes in Areas of Critical Need and Shortage (Revised)
11. Policy 3213 – Student Supervision and Welfare by Professional Staff (Revised)
12. Policy 4213 – Student Supervision and Welfare by Service Personnel (Revised)
13. Policy 5113 – Open Enrollment-Nonresident Students (Revised)
14. Policy 5113.01 – Open Enrollment-Resident Students (Revised)
15. Policy 5200 – Attendance (Revised)
16. Policy 5350 – Student Suicide (Revised)
17. Policy 5410 – Promotion, Acceleration, Placement and Retention (Revised)
18. Policy 6152.01 – Instructional Resources and Supplies (Revised)
19. Policy 6320 – Purchases (Revised)
20. Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)
21. Policy 7510 – Use of County Facilities (Revised)
22. Policy 8400 – School Safety (Revised)
23. Policy 8462 – Student Abuse and Neglect (Revised)
24. Policy 8500 – Food Services (Revised)
25. Policy 8600 – Transportation (Revised)
26. Policy 9150 – School Visitors (Revised)

2. PERSONNEL:**A. Contract Terminations/Modifications – Professional Personnel**

The employees were duly notified and no hearings were requested.

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

to approve contract terminations for professional employees, effective at the end of the 2020-2021 employment term, as presented. (See attached.)

B. Administrative Transfer – Professional Personnel

No recommendations were made for personnel item B.

C. Approval to Abolish Positions - Professional Personnel

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

to approve abolishment of two professional personnel positions, as presented. (See attached.)

D. Approval to Create and Post New Professional Positions Needed for the 2021-2022 Employment Term

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

to approve the creation and posting of new professional personnel positions for the 2021-2022 employment term, as presented. (See attached.)

E. Approval to Change Assignments by Mutual Agreements – Professional Personnel

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

to approve change assignments by mutual agreements for professional personnel, as presented. (See attached.)

F. Contract Terminations/Modifications – Service Personnel

No recommendations were made for personnel item F.

G. Administrative Transfer – Service Personnel

The employees were duly notified and no hearings were requested.

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

to approve the listed service employees to be placed on the Administrative Transfer List, effective with the 2021-2022 employment term. (See attached.)

H. Approval to Abolish Positions - Service Personnel

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

to approve abolishment of service personnel positions, as presented. (See attached.)

I. Approval to Create and Post New Service Positions Needed for the 2021-2022 Employment Term

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

to approve the creation and posting of new service personnel positions for the 2021-2022 employment term, as presented. (See attached.)

J. Approval of Contract Renewals for the 2021-2022 Employment Term – Professional/Administrative and Service Personnel

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

to approve professional/administrative and service personnel contract renewals for the 2021-2022 employment term, as presented. (See attached.)

K. Placement(s)/Transfer(s) – Administrative Personnel

Mr. Ravenscroft recused himself and left the room due to item K1 being a relative.

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

to approve the following administrative personnel placement, as presented:

1. Jenni Woy, **placement**, Principal, Burlington Primary School, 225 days, effective with the 2021-2022 employment term

Mr. Ravenscroft returned to the room.

Mr. Ashby recused himself and left the room due to Item K2 involving his spouse.

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

to approve the following administrative personnel placement, as presented:

2. Tammy Ashby, **placement**, Principal, Elk Garden Primary School, 225 days (number of days for 2021-2022 school year to be determined), effective November 1, 2021
-Hold Advertisement- Teacher, Grade 3, Elk Garden Primary School

Mr. Ashby returned to the meeting.

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

No recommendations were made for personnel items L1 – L6.

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

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

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

to approve the following service personnel transfer, as presented:

1. Stacey Liller, **transfer from**, Custodian III, Frankfort Middle School, 261 days **to** Custodian III, split-shift, Fountain Primary School, 235 days, effective April 22, 2021
– **Advertise Position**

No recommendation was made for personnel item M2.

2. Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education, Countywide/Transportation

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

to approve the following service personnel placement, as presented:

3. Wendi Crawford, **placement**, Licensed Practical Nurse/Aide, Itinerant Countywide, effective pending completion of employment requirements

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

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

to approve the following extracurricular placements, as presented:

1. After School Tutoring Teacher, New Creek Primary School, effective April 22, 2021
 - a. Thelma Carr
 - b. Kaylin Gentry
 - c. Erin Johnson
 - d. Courtney Lancaster
2. Jason Lambka, Site Coordinator of Summer School Program, Keyser District, effective April 22, 2021
3. Jacqueline Beverlin, County Summer School Coordinator, effective April 22, 2021
4. Mary Hardy, After School Tutoring Teacher, Keyser Primary School, effective April 22, 2021
5. After School Tutoring Teachers, Keyser Middle School, effective April 22, 2021
 - a. Lynn Staggs
 - b. Aimee Slider
6. Credit Recovery Teachers, Keyser Middle School, effective April 22, 2021
 - a. Jessica Summers
 - b. Jennifer Saville

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

No recommendations were made for personnel item O.

3. FINANCE/BUDGET:**A. Approve Student Accident Insurance (The Young Group Inc.) for 2021-2022 School Year**

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

to approve the purchase of Student Accident Insurance (The Young Group, Inc.) for the 2021-2022 school year, as presented. (See attached.)

B. Approve Invoices for March 2021, in the Amount of \$1,609,853.12, for Checks 138875–139285

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

to approve invoices for March 2021, in the amount of \$1,609,853.12, for checks 138875 – 139285, as presented. (See attached.)

C. Approve Invoices Paid with the P-CARD for March 2021, in the Amount of \$167,700.29, ACH Payment – Checks 870-897 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-CARD for March 2021, in the amount of \$167,700.29, as presented. (See attached.)

D. Approve Budget Revision Number THIRTEEN 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 THIRTEEN for fiscal 2021 for budget supplements and transfers in the amount of \$5,929,099.93, as presented. (See attached.)

E. Approval of In-Lieu for Transportation

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

to approve the request for in-lieu for transportation, as presented. (See attached.)

F. Approve Head Start Grant FY22, Budget, Including Cost-Of-Living Adjustment

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

to approve the Head Start Grant FY22, and budget, including cost-of-living adjustment, as presented.

4. MISCELLANEOUS:**A. Adopt Proclamation – Employee Appreciation Day, May 4, 2021**

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

to approve adoption of the proclamation of May 4, 2021, as Employee Appreciation Day, as presented.
(See attached.)

B. Approval of Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports

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

to approve the Mineral County Pre-K Head Start Policy Council minutes and financial reports of the March, 29, 2021, meeting.

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

1. Charles Bolyard, **placement**, Social Worker, Countywide in the Keyser District, effective pending completion of employment requirements.

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

1. Dawn Mitchell, **transfer from**, School Bus Operator **to** Plumber/General Maintenance Worker, Bus Garage/Maintenance, 261 days, effective date to be determined
-Advertise Positions – Regular Bus Run and Mid-Day Bus Run

C. Payment for Planning Period, effective for the 2021-2022 employment term as indicated

1. Lucas Spencer, Fall Semester 2021, Mineral County Technical Center, 4th Block Ornamental Welding
2. Richard Willison, Spring Semester 2022, Mineral County Technical Center, 4th Block Masonry and Plumbing

D. Payment for Exchange of Planning Period to Provide Support for Virtual Students (Funding Source: CARES Act), effective April 21, 2021, for the remainder of the 2020-2021 school year

1. Amber Evans
2. Travis Liller

- E. Payment for Exchange of Duty Free Lunch to Provide Supervision of Students During Lunch Period (Funding Source: CARES Act), effective April 21, 2021 for the remainder of the 2020-2021 school year
1. Amber Evans
 2. Travis Liller
- F. Permission to Post Positions as needed, April through September for the 2021-2022 School Year
- G. Placement(s) – Substitute Service Personnel
1. Cynthia Tichnell, Substitute Custodian, effective pending completion of employment requirements
- H. Effective Start Dates Determined
1. Katherine Moore, placement as previously approved, Special Education Teacher, Keyser Middle School, effective April 13, 2021, 200 days (41 days for the 2020-2021 employment term)
 2. Alyssa Tichinel, placement as previously approved, Science Teacher, Keyser Middle School, effective April 6, 2021, 200 days (46 days for the 2020-2021 employment term)
- I. Resignation(s) – Service Personnel
1. Edward Bias, Mechanic, Bus Garage, effective April 9, 2021
-Advertise Position

Mr. Bias requests to be placed on the substitute mechanic list effective April 22, 2021.
- J. Volunteers
1. Keyser High School
 - a. Ashleigh Burgess, non-coach Tennis
 - b. Mattea Gambini, non-coach Tennis
 - c. Lyza Riggleman, non-coach Tennis

2. FINANCE/BUDGET:

- A. Approval of WVSBA FY22 Membership Subscription Fees (See attached.)

3. MISCELLANEOUS:

- A. Leave of Absence Requests*

1. Dannagale Acord, Teacher – Elk Garden Primary School, effective March 29 – April 16, 2021
2. Robin Swandol, Teacher – Wiley Ford Primary School, effective March 22 – April 29, 2021

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

RECESS

The President recessed the meeting at 6:31 p.m.

RECONVENE

The meeting was reconvened at 6:44 p.m.

STUDENT DISCIPLINARY HEARING:

A. Student Disciplinary Case #21-04

The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to enter executive session at 6:44 p.m. pursuant to WV Code §6-9A-4(3) to conduct a student disciplinary hearing.**

The Board returned to open session at 7:06 p.m.

Date and Time of Next Meeting: April 27, 2021 5:00 p.m. Special Meeting – LISC Presentations

ADJOURNMENT.

The President adjourned the meeting at 7:07 p.m.

05-04-2021
DATE APPROVED

Lara L. Courier
PRESIDENT

TJR
SECRETARY