

**STATUTORY/REGULAR MEETING #1**

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The Mineral County Board of Education met in statutory/regular session at 5:00 p.m., Monday, July 6, 2020, 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 Ashby	(06-30-2024)
	Thomas C. Denne	(06-30-2024)
	Terry G. Puffinburger	(06-30-2022)

Administration:	Troy L. Ravenscroft, Superintendent
	Rhonda Martin, CSBO/Treasurer
	Aaron Hendrickson, Attendance Director
	Denise Bruno, Executive Secretary

Other:	Terri Engnoth
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**Pledge of Allegiance** – led by Mr. Ravenscroft

**ORGANIZATION OF BOARD – WV Codes §18-5-1c and §18-5-4**

On the first Monday of July, following the Primary Election, each board of education shall organize and elect, for a two-year term (July 1, 2020 – June 30, 2022), a president and vice-president from its own membership, set the day and time for the regular monthly meetings, and report same promptly to the state superintendent of schools.

**A. Election/Oath of President – Mineral County Board of Education (July 1, 2020 – June 30, 2022)**

The nomination by Mr. Denne of Mrs. Courier to serve as president of the Board for a two-year term, July 1, 2020 – June 30, 2022, passed unanimously.

Mrs. Bruno administered the Oath of Office to Lara Courier as President of the Mineral County Board of Education who will serve a two-year term (July 1, 2020 – June 30, 2022).

**B. Election/Oath of Vice-President – Mineral County Board of Education (July 1, 2020 – June 30, 2022)**

The nomination by Mrs. Courier of Ms. Baniak to serve as vice-president of the Board for a two-year term, July 1, 2020 – June 30, 2022, passed unanimously.

Mrs. Bruno administered the Oath of Office to Ms. Baniak as Vice-President of the Mineral County Board of Education who will serve a two-year term (July 1, 2020 – June 30, 2022).

**C. Day and Time of Regular Monthly Meetings**

The motion of Mrs. Courier and second of Mr. Denne passed unanimously to approve the day and time of regular monthly meetings as follows, effective for the next two years:

**1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 6:00 p.m. (date/time subject to change)**

**D. Board of Directors – Other Agencies (July 1, 2020 – June 30, 2022)**

The motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously to approve the following appointments from its membership persons to serve on the following boards for a two-year period (July 1, 2020 – Jun 30, 2022):

- Eastern Panhandle Instructional Cooperative (EPIC) – Mr. Puffinburger
- Camp Minco – Mrs. Courier
- WVU Cooperative Extension Agency – Ms. Baniak
- School-To-Work Partnership – Mr. Ashby
- Head Start Advisory Council – Mr. Denne

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board****A. Superintendent’s Update:**

The Superintendent:

- Spoke concerning re-opening plans, stating the WVDE had embargoed a tool-kit due to personnel changes at the state government level. Any plans will be discussed with staff and stakeholders prior to finalizing the re-opening of schools.
- Announced upcoming outdoor graduation dates and times.
- Stated Governor Justice had announced an indoor face covering requirement effective July 7.
- Reported there would be county-wide free meals this school year and thanked Mrs. Schneider, Mr. Hendrickson and the schools for their efforts in making this happen.

**B. Presentation:**

Aaron Hendrickson, Attendance Director, presented the annual attendance update.

**C. Board Comments:**

Ms. Baniak offered congratulations to Mr. Denne on his re-election to the Board and for his willingness to serve. She also spoke concerning staff staying positive, focused and moving forward through this challenging time, and by setting a good example for students and the community.

**PUBLIC COMMENTS**

A. **Agenda Items** – none

B. **Non-Agenda Items**

Terri Engnoth voiced her concerns with the re-opening of schools with regard to staff and student safety.

**APPROVAL OF MINUTES**

The motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously **to approve the minutes of the regular meeting held on June 16, 2020, as presented.**

**ACTION AGENDA****OTHER ACTION****1. PERSONNEL:****A. Placements/Transfers – Professional Personnel**

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

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

1. Michael Travepiece, **placement**, Teacher, Criminal Justice, half-day, Mineral County Technical Center, effective August 17, 2020, pending issuance of appropriate credentials

No recommendations were made for personnel items A2-A3.

2. Teacher, Alternative Education, Mineral County Alternative Program
3. Teacher, Early Childhood/Behavior/Mental Health Support, Countywide

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

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

4. Derek Stephen, **transfer from**, Teacher, Health and Physical Education, Keyser Primary School **to** Teacher, Health and Physical Education, Keyser High School  
– **Advertise Position**

No recommendations were made for personnel items A5-A6.

5. Itinerant Physical Therapist, half-day, Student Services
6. School Psychologist, Student Services, 220 days

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

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

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

1. Mary Carter, **transfer from**, Custodian II, Frankfort Middle School **to** Cook II, half-day, Frankfort Middle School  
**-Advertise Position**

No recommendations were made for personnel items B2 – B4.

2. Custodian III, Frankfort High School, 235 days
3. Custodian III, Frankfort Middle School, 235 days
4. Custodian IV, Keyser High School, 261 days

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

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

5. Julie Burns, **placement**, Itinerant Aide or Itinerant Aide/Paraprofessional – Special Education/Transportation, Frankfort Intermediate School/Countywide

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:**

6. Kimberly Brinegar, **transfer from**, Itinerant Aide/Paraprofessional – Special Education, Frankfort Intermediate School **to** Itinerant Aide/Paraprofessional – Special Education/Transportation, Keyser Primary School/Countywide  
**-Advertise Position**

No recommendation was made for personnel items B7.

7. Plumber/General Maintenance, Bus Garage/Maintenance, 261 days

**C. Retirement – Service Personnel**

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

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

1. William Umstot, School Bus Operator, Bus Garage/Transportation, effective June 30, 2020  
– **Advertise Position**

The Superintendent wishes to thank Mr. Umstot for his 39 years of service to Mineral County Schools.

**D. Contracted Service**

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

**to approve the following contracted services, as presented:**

1. G. Steven Peer, up to 10 days, as needed, for the 2020-2021 school year (Funding: County)
2. James Daniels, up to 10 days, as needed, for the 2020-2021 school year (Funding: County)
3. Brenda Sidley, up to 10 days, as needed, for the 2020-2021 school year (Funding: County)

**E. Placements in Extracurricular Vacancies as Previously Approved and Advertised**

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

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

1. Tyler Gahr, Team Leader – CA7, Keyser Middle School, effective with the 2020-2021 employment term

**F. Placements in Coaching 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 coaching placements, as presented:**

1. Travis Liller, Boys/Girls Track Co-Auxiliary Coach, Keyser High School, pending completion of employment requirements
2. Travis Liller, Girls Cross Country Auxiliary Coach, Keyser High School, pending completion of employment requirements
3. Ryan Streets, Boys Basketball Assistant Coach, Keyser High School, pending completion of employment requirements

## 2. FINANCE/BUDGET:

### A. Trash Disposal Bid Extensions

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously  
**to approve of extension of trash disposal services through August 31, 2020, with the following vendors, as presented:**

Vendor

Apple Valley Waste	for Keyser end only
Knobley Mountain Hauling	for Frankfort end only

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## CONSENT AGENDA

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously  
**to approve the following matters on the Consent Agenda, as presented:**

### 1. PROGRAM PLANNING:

#### A. Student Interns

1. Madison Rotruck, Potomac State College, 10 weeks/152 hours, August 2020 – December 2020, Keyser High School with Cheryl Tillman
2. Mary Kelso, Frostburg State University, October 2020 – November 2020, 40 days, Frankfort Middle School with Kim Eyler and January 2021 – April 2021, Frankfort High School with Amber Knotts
3. Jennifer Tupa, Western Governors University, August 2020 – November 2020, Frankfort Intermediate School with Rebecca Bowers

### 2. PERSONNEL:

#### A. Placements/Transfers – Professional Personnel

1. Camella Hardinger, **placement**, Teacher, Special Education, Burlington Primary School, effective August 17, 2020, pending issuance of appropriate credentials required
2. Kayleen Painter, **transfer from** Teacher, Special Education, Wiley Ford Primary School **to** Teacher, Grade 1, Wiley Ford Primary School, effective August 17, 2020  
**-Advertise Position**
3. Travis Liller, **placement**, Teacher, Special Education, Keyser Middle School, effective August 17, 2020, pending issuance of appropriate credentials for Autism

B. Placements/Transfers – Service Personnel

1. Rebecca Muir, **transfer from** Itinerant Classroom Aide – Special Education, Frankfort Intermediate School **to** Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher - Prekindergarten, Frankfort Intermediate School, effective August 17, 2020  
**-This position was posted June 18, 2020 through June 25, 2020**
2. Hannah Biser, **transfer from** Itinerant Classroom Aide – Special Education, Keyser Primary School **to** Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher – Prekindergarten, Keyser Primary School, effective August 17, 2020  
**-This position was posted June 18, 2020 through June 25, 2020**

C. Placement – Substitute Teacher List

1. Christine Sprouse, effective with the 2020-2021 school year

D. Request for Contracted Service

1. Patricia Sites, Family Services Coordinator, up to 15 days for the 2020-2021 school year, at the regular daily rate of pay (Funding Source: Title One)

E. Mutual Consent to Change Assignment from 200-day contract to 210-day contract (Funding Source: Head Start)

1. Joy Heavner, Prekindergarten/Head Start Education Coordinator
2. Wesley Stullenbarger, Family Service Coordinator

F. Request to Post Positions

1. Licensed Practical Nurse/Aide – up to six positions (Funding Source: CARES Act)
2. Vision Impaired Instructor, Summer 2020, up to 20 hours (Funding Source: Special Education)

G. Volunteers, effective for the 2020-2021 School Year

1. Frankfort High School
  - a. Eric Clark, Band
  - b. Lisa Hall, Band
  - c. Lester Hamilton, Band
  - d. Melinda Hamilton, Band
  - e. Misty Harshberger, Band
  - f. Carter Houdersheldt, non-coaching Football
  - g. Karen Keller, Band
  - h. Melody Knisley, Band
  - i. Crystal Knotts, Band
  - j. Richard Lechliter, Band
  - k. Brenda Lewis, Band
  - l. Stephanie Lott, Band, non-coaching Cross Country
  - m. Corey Moreland, non-coaching Cheer, Football

- n. Brian Raines, Band
- o. Jennifer Raines, Band
- p. Eden Ritchie, Band
- q. John Ruff, Band
- r. Lori Ruff, Band
- s. Deann Sites, Band, non-coaching Cross Country
- t. Krystal Wagoner, Band
- u. Krista Walker, Band
- v. Christina Yaider, Band

2. Keyser High School

- a. Cheyenne Lannon, non-coaching Soccer, Basketball
- b. Melissa Lannon, non-coaching Soccer, Basketball

**3. FINANCE/BUDGET:**

- A. Approval of Brickstreet/Encova as provider for Workers’ Compensation for FY21 (See attached.)
- B. Approval of Bowles Rice LLP for Legal Services for FY21

**4. PROPERTY:**

- A. Request Items to be Declared Surplus Property
  - 1. Unused Athletic Equipment and Uniforms – Keyser High School (Items may be sold as a fundraiser.)

Date and Time of Next Meeting: July 21, 2020 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 5:51 p.m.

07-21-2020  
DATE APPROVED

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PRESIDENT

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SECRETARY