

**REGULAR MEETING #3**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, August 4, 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. Courrier, 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: Steve Peer, Jason Armentrout, Mona Ridder, Liz Beavers, 45 call-in attendees

**Pledge of Allegiance** – led by Steve Peer

**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:

- Shared the good news of the School Building Authority of WV awarding funding for the Keyser Middle School roof/HVAC project, which was desperately needed.
- Stated athletic activities had been paused and that there would be an update this Thursday.
- Reported the Governor would be making an announcement tomorrow, but did not know what it would be about.

**B. Board Comments:**

Mr. Denne commended county office staff and the Energy Express program for their efforts in providing 174 students virtual services this summer, and also thanks to 28 years of Energy Express.

**PUBLIC COMMENTS****A. Agenda Items**

Jason Armentrout, President of the local AFT chapter, shared concerns regarding the re-opening plan.

**B. Non-Agenda Items – none****APPROVAL OF MINUTES**

The motion of Mr. Ashby and second of Mr. Denne passed unanimously  
**to approve the minutes of the regular meeting held on July 21, 2020, as presented.**

**DISCUSSION:**

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**1. FINANCE/BUDGET:****A. School Levy Order**

The Board reviewed/discussed a proposed levy order.

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Approval of Mineral County Schools – 2020-2021 Re-Entry Plan**

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

**to approve the 20-21 Mineral County Schools Re-Entry Plan, as presented.**

**B. Approval of Policy Updates – Social Media**

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

**to approve the following social media policy updates, as presented: (See attached.)**

1. Bylaw 0100 – Definitions (Revised)
2. Policy 7540 – Technology (Revised)
3. Policy 7540.02 – Web Content, Apps and Services (Revised)
4. Policy 7540.04 – Staff Technology Acceptable Use and Safety (Revised)
5. Policy 7544 – Use of Social Media (New)

**2. PERSONNEL:****A. Retirement – Service Personnel**

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

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

1. Stephen Liller, School Bus Operator, Bus Garage/Transportation, effective June 30, 2020  
**-This position was advertised July 23, 2020 through July 29, 2020**

The superintendent wishes to thank Mr. Liller for his 30+ years of service to Mineral County Schools.

**B. Placements/Transfers - Professional Personnel**

No recommendations were made for personnel items B1-B2.

1. Teacher, Special Education, Burlington Primary School
2. Teacher, Special Education, Keyser Middle School

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:**

3. Vanessa Clontz, **placement**, Teacher, Health and Physical Education, Keyser Primary School, effective August 24, 2020 or pending release from Hampshire County Schools

No recommendation was made for personnel item B4.

4. Teacher, Alternative Education, Mineral County Alternative Program

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

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

5. Erica Steedman, **placement**, Teacher, Kindergarten, Wiley Ford Primary School, effective August 24, 2020

No recommendations were made for personnel items B6 – B8.

6. Teacher, Special Education, Wiley Ford Primary School
7. Itinerant Physical Therapist, half-day, Student Services
8. School Psychologist, Student Services, 220 days

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

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

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

1. Andrew Pancake, **transfer from** School Bus Operator, Bus Garage **to** School Bus Operator, serving New Creek and Keyser District students attending New Creek Primary, Keyser Primary, Keyser Middle, and Keyser High Schools, covering but not limited to Rt. 972, Stoney Run Rd., and Pine Swamp Rd., Bus Garage/Transportation, effective August 24, 2020  
– **Advertise Position**

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

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

2. Jill Dayton, **transfer from** School Bus Operator, Bus Garage **to** School Bus Operator, serving Fort Ashby and Frankfort District students attending Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools, covering but not limited to Rt. 28, Deerfield and Dowden Subdivisions, and Dans Run Rd., Bus Garage/Transportation, effective August 24, 2020  
– **Advertise Position**

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

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

3. Jeffrey Beavers, **placement**, Custodian III, Frankfort High School, 235 days, effective date to be determined

No recommendation was made for personnel item C4.

4. Custodian III, Frankfort Middle School, 235 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. Charlotte Hartman, **placement**, Custodian II, Frankfort Middle School, 235 days, effective date to be determined

No recommendations were made for personnel items C6 – C7.

6. Plumber/General Maintenance Worker, Bus Garage/Maintenance
7. Licensed Practical Nurse/Aide (6 positions)

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

No recommendations were made for personnel item D.

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

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

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

1. Robert Redman, Boys' Basketball Co-Auxiliary Coach, Keyser High School, effective with the 2020-2021 season of sport and pending completion of employment requirements

**CONSENT AGENDA**

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

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

**1. PROGRAM PLANNING:****A. Student Interns – Frostburg State University, Fall 2020**

1. Christian Deynes, Frankfort Middle School, Health and Physical Education
2. Timothy Wolodkin, Frankfort Middle School, Health and Physical Education

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

1. Mark Morris, **placement**, Custodian IV, Keyser High School, 261 days, effective date to be determined

**B. Resignations – Professional Personnel**

1. Jessica Samples, Speech Pathologist, effective July 23, 2020  
**-Hold Advertisement**
2. Tammie Hart-Smith, Teacher, Special Education, Keyser Middle School, effective July 31, 2020  
**-This position was advertised July 23, 2020 through July 29, 2020**

**C. Remove from Substitute List – Service Personnel**

1. William Jackson, Substitute Custodian, effective July 21, 2020, voluntary removal of name

**D. Approval of Special Education Contracted Services, Effective for the 2020-2021 Employment Term, Pending Completion of Required Documentation (See attached.)**

E. Volunteers

1. JoAnn Dickinson, Frankfort Intermediate School
2. Barry Hartung, Frankfort High School, Band
3. Dawn Hartung, Frankfort High School, Band

Date and Time of Next Meeting: August 18, 2020 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 6:43 p.m.

08-18-2020  
DATE APPROVED

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PRESIDENT

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SECRETARY