

**REGULAR MEETING #4**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, August 18, 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 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: John Armentrout and others via video conferencing

**Pledge of Allegiance** – led by Mrs. Bruno

**APPROVAL OF THE AGENDA**

Consent Agenda, Personnel Item B2 (Placement – Service Personnel) was removed from the agenda.

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Commented about the incident at Chessie Federal Credit Union yesterday, and stated he was thankful that students were not in school and that the standoff came to a peaceful end.
- Reported on the administrative meetings that were held yesterday, stating it was different, but good. Staff will be moving into the most challenging three weeks with regard to staffing/scheduling of students. 200-day staff returns Monday.
- He gave an overview of the virtual numbers, stating approximately 1500 students had been enrolled. He stated calls were going out to confirm virtual enrollment numbers.
- Spoke concerning the School Re-Entry Metrics & Protocols from the Governor’s office and stated Mineral County is currently Yellow, which stands for an increased community transmission (3.1 – 9.9 daily cases per 100,000).
- Announced that 28 districts in West Virginia had submitted a blended re-entry plan.

**B. Board Comments:**

Mr. Puffinburger thanked Mr. Ravenscroft for the fantastic job he is doing, and gave a “pat on the back” to principals and staff for their efforts.

Mr. Ashby echoed Mr. Puffinburger’s comments and added that he appreciated what everyone is doing.

Mr. Denne, agreeing with the other members, offered his thanks to the Superintendent and staff.

Ms. Baniak thanked everyone for their efforts in facing this monumental task, stating she was very proud. She also spoke about negativity on social media, and asked for patience and understanding.

Mrs. Courier extended her thanks and appreciation to everyone for their efforts at this time.

**PUBLIC COMMENTS**

**A. Agenda Items** – none

**B. Non-Agenda Items** – none

**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 August 4, 2020, as presented.**

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

**A. Treasurer’s Report for the Month Ended June 30, 2020**

**B. Treasurer’s Statement of Investments Outstanding as of June 30, 2020**

**C. Treasurer’s Report for the Month Ended July 31, 2020**

**D. Treasurer’s Statement of Investments Outstanding as of July 31, 2020**

Mr. Ravenscroft reviewed the Treasurer’s Report for the months ended June 30 and July 31, 2020; and the Treasurer’s Statements of Investments Outstanding as June 30 and July 31, 2020, as presented. (See attached.)

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**ACTION AGENDA**

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**OTHER ACTION**

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

No recommendation was made for personnel items A1.

1. Teacher, Special Education, Burlington Primary School

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

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

2. William Brooks, **transfer from** Teacher, Science, Keyser Middle School **to** Teacher, English/Language Arts, Frankfort Middle School, effective August 24, 2020 – **Advertise Position**

No recommendations were made for personnel items A3 – A7.

3. Teacher, Special Education, Keyser Middle School
4. Teacher, Alternative Education, Mineral County Alternative Program
5. Teacher, Special Education, Wiley Ford Primary School
6. Itinerant Physical Therapist, half-day, Student Services
7. School Psychologist, Student Services, 220 days

**B. Placements – Service Personnel**

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

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

1. Woodrow Dodrill, **placement**, School Bus Operator, serving Frankfort District students attending Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools, covering but not limited to town of Ridgeley, Carpendale, and Rt. 28

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

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

2. Michael Moore, **placement**, School Bus Operator, serving Elk Garden and Keyser District students attending Elk Garden Primary School, Keyser Middle School, and Keyser High School, covering but not limited to Shayden Lane, Bosley Rd., Pinnacle Rd., and Montgomery Run, including transfer stop for Keyser Middle and Keyser High School students.

No recommendations were made for personnel items B3 – B4.

3. Custodian III, Frankfort Middle School, 235 days
4. Plumber/General Maintenance Worker, Bus Garage/Maintenance

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:**

5. Samuel Snoberger, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide, effective date to be determined

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

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

6. Nicole Miller, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide, effective date to be determined

**C. Placements 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 placement, as presented:**

1. Hannah Rexrode, mid-day bus run, Bus Garage, effective with the 20-21 employment term.

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

No recommendations were made for personnel item D.

**2. FINANCE/BUDGET:**

**A. Review, Discuss and Approve an Excess (School) Levy Order, Including Sample of Ballot, to be Submitted to the Voters of Mineral County at an Election to be Held on November 3, 2020**

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

**to approve the Excess (School) Levy Order, including a sample ballot, to be submitted to voters of Mineral County at an election to be held on November 3, 2020, as presented. (See attached.)**

**B. Approve Invoices for June 2020, in the Amount of \$1,996,248.82, for Checks 136520 – 136914**

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

**to approve invoices for June 2020, in the amount of \$1,996,248.82, for checks 136520 – 136914, as presented. (See attached.)**

**C. Approve Invoices Paid with the P-CARD for June 2020, in the Amount of \$97,291.29, ACH Payment – Checks 624-642 (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 June 2020, in the amount of \$97,291.29, ACH Payment – checks 624-642, as presented. (See attached.)**

**D. Approve Invoices for July 2020, in the Amount of \$517,409.92, for Checks 136915 – 137034**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously  
**to approve invoices for July 2020, in the amount of \$517,409.92, for checks 136915 – 137034, as presented. (See attached.)**

**E. Approve Invoices Paid with the P-CARD for July 2020, in the Amount of \$82,142.34, ACH Payment – Checks 643-660 (check numbers for tracking purposes only)**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously  
**to approve invoices paid with the P-card for July 2020, in the amount of \$82,142.34, ACH Payment – Checks 643-660, as presented. (See attached.)**

**3. PROPERTY:**

**A. Approve Easement – New Creek Water Association for Water Line Replacement**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously  
**to approve granting an easement to New Water Association for water line replacement, as presented.**

**CONSENT AGENDA**

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

**1. PERSONNEL:**

**A. Extracurricular Assignment Agreement**

1. Georganna Mansfield, 2020-2021 MCTC DECA Club Sponsor

B. Placement – Service Personnel

1. Chasiti Foster, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide
2. Tina Beckman, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide
3. Connie Nelson, **placement**, Itinerant Aide/Licensed Practical Nurse, Countywide

C. Resignation – Professional Personnel

1. Meagan McElfish, Teacher, English/Language Arts, Frankfort Middle School, effective August 5, 2020.  
**-This position was advertised August 6, 2020 – August 12, 2020**

D. Resignation – Extracurricular Coaching

1. Michael Hutchinson, Football Assistant Coach, Frankfort High School  
**-Advertise Position**

E. Volunteers

1. Burlington Primary School
  - a. Charles Cryser
  - b. Julie Cryser
2. Elk Garden Primary School
  - a. Margie Reel
3. Frankfort Intermediate School
  - a. Derek Beverlin
4. Keyser High School
  - a. Lisa Allen
  - b. Marissa Guy
5. Keyser Primary School
  - a. Betty Smith
6. New Creek Primary School
  - a. Kathy Shemas

2. MISCELLANEOUS:

A. Requests for Leaves of Absence\*

1. Diana Alt, Aide, Fort Ashby Primary School, effective August 24 – September 25, 2020
2. Connie Brown, Cafeteria Manager, Fort Ashby Primary School, effective August 24 – October 7, 2020
3. Julie Cary, Paraprofessional, Keyser Primary School, effective August 24 – November 13, 2020
4. MeChelle Crofts, Teacher, Frankfort Intermediate School, August 17, 2020 – end of 20-21 employment term
5. Brandon Liller, Maintenance Department, August 27 – November 27, 2020
6. Caitlin Logsdon, Teacher, Keyser High School, effective August 21 – November 4, 2020
7. Chelsea Renee McFarland, Speech Language Pathologist, Keyser Primary School, effective September 26, 2020 – January 1, 2021
8. Anita Whetzel, Custodian, Keyser High School, effective for the 20-21 employment term

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

**EXECUTIVE SESSION:**

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The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to enter into Executive Session at 6:35 p.m., pursuant to WV Code §6-9A-4(3), to discuss matters relating to students.**

The Board returned to open session at 7:36 p.m.

Date and Time of Next Meeting: September 1, 2020 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:36 p.m.

09-01-2020  
DATE APPROVED

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PRESIDENT

  
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SECRETARY