

REGULAR MEETING #6

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 15, 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
	Rhonda Martin, CSBO/Treasurer
	Scott Staley, Director of Administrative Services
	Denise Bruno, Executive Secretary

Other: Megan Amtower, Emma Staggs, Jason Armentrout, Liz Beavers, Mona Ridder

Pledge of Allegiance – led by Mr. Denne

APPROVAL OF THE AGENDA

The following change was noted:

- Consent Agenda, Personnel Item F2 (Remove from Substitute List – the word “Cook” changed to “Aide”)

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Reported the opening of schools went very well, all things considered. He was able to visit each school. The feedback on phasing kids in with orientation was very positive. He said he was proud of staff and students, and that we would work through the growing pains.
- Gave a reminder that there would be no early release this Friday as previously planned.
- Said tomorrow will be the first “Virtual Wednesday” for all. Lunches will be available from 12 – 4 p.m. at Keyser Primary School and Frankfort High School for those that cannot meet the bus at their bus stop.
- Reviewed recent changes to the Metric Map that had been announced by the Governor.
- Announced the first case of COVID-19 had been reported at Burlington Primary School. All precautions recommended by Mineral County Health Department have been taken.
- Spoke about connectivity issues in our county and across the state, and said the district is looking at obtaining more Hotspots.
- Thanked staff for all their hard work and flexibility. He thanked parents for their cooperation, patience, and understanding.

B. Board Comments:

Mr. Puffinburger had visited schools on the Frankfort End and reported staff was making the students feel so welcome, and the students seemed glad to be back.

Mr. Ashby reported he and the Superintendent had toured some schools and reported he had received lots of good questions. He also mentioned he had observed some student athletes in Wal-Mart who were wearing their masks, and that made him proud.

Mr. Denne said he had also visited schools on the Keyser End and that he, like Mr. Puffinburger, witnessed a lot of positivity and enthusiasm from staff and parents, and said he greatly appreciated it.

Ms. Baniak commended our staff and students for such a great job on the first day, stating everyone seemed happy to be back. She stated she understands the connectivity issue, as she deals with it at her home and has had to transport her children to a Hotspot as well. Lastly, she said she was thankful for the positive and great working relationship with Mineral County Health Department.

Ms. Courier stated her appreciation to staff and parents, as they both are working harder than ever before and said she just wanted them to know the Board notices that and appreciates the hard work that they are pulling together to do.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve the minutes of the regular meeting held on September 1, 2020, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

A. Treasurer's Report for the Month Ended August 31, 2020 – ITEM

B. Treasurer's Statement of Investments Outstanding as of August 31, 2020 – ITEM

Mr. Ravenscroft reviewed the Treasurer's Report for the month ended August 31, 2020; and the Treasurer's Statement of Investments Outstanding as of August 31, 2020.

C. Employer Payroll Tax Deferral

Mr. Ravenscroft stated it was our intent to not make any changes at this time with regard to the Employer Payroll Tax Deferral.

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Retirement**

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

to approve the following service personnel retirement, as presented:

1. Alda Keller, Custodian III, Keyser High School, effective August 26, 2020
-This position was advertised September 3 – 10, 2020

The superintendent wishes to thank Ms. Keller for her 23+ years of service to Mineral County Schools.

B. Placements/Transfers – Professional Personnel

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

to approve the following professional personnel placement, as presented:

1. Sheri Biser, **placement**, Teacher, Special Education, Burlington Primary School, effective September 17, 2020, 200 days (182 days for the 2020-2021 employment term), pending issuance of appropriate credentials

No recommendations were made for personnel items B2 – B8.

2. Teacher, Alternative Education, Mineral County Alternative Program
3. Teacher, Science, Keyser Middle School
4. Teacher, Science, Keyser Middle School
5. Teacher, Special Education, Keyser Middle School
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

No recommendation was made for personnel item C1.

1. Carpenter/Plumber/General Maintenance Worker, Long Term Substitute, Bus Garage/Maintenance

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:

2. Debra Hoover, **placement**, Cafeteria Manager, Long Term Substitute, Fort Ashby Primary School, effective September 17, 2020, for the duration of a leave of absence of a regular employee.

No recommendation was made for personnel item C3.

3. Cafeteria Manager, Long Term Substitute, Elk Garden Primary School

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

to approve the following service personnel placement, as presented:

4. Kimberly Brinegar, **placement**, Itinerant Aide or Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Prekindergarten, Long Term Substitute, Keyser Primary School, effective September 16, 2020, for the duration of a leave of absence of a regular employee

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

to approve the following service personnel placement, as presented:

5. Ashley Self, **placement**, Itinerant Aide or Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Prekindergarten, Long Term Substitute, Keyser Primary School, effective September 16, 2020, for the duration of a leave of absence of a regular employee

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

to approve the following service personnel placement, as presented:

6. M. Roxane Robertson, **placement**, Itinerant Aide or Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher – Prekindergarten/Preschool Special Needs, Long Term Substitute, Keyser Primary School, effective September 16, 2020, for the duration of a leave of absence of a regular employee

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:

7. Shelia Litten, **placement**, Cook II, half-day, Frankfort High School and Frankfort Middle School, effective September 17, 2020, 200 days (182 days for the 2020-2021 employment term)

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:

8. Crystal Moore, **transfer from**, Custodian I, Keyser Primary School and Keyser Middle School, 220 days **to** Custodian III, Keyser High School, 235 days, effective September 17, 2020
-Advertise Position

No recommendations were made for personnel items C9 – C10.

9. Plumber/General Maintenance Worker, Bus Garage/Maintenance
10. Licensed Practical Nurse/Itinerant Aide, Countywide

D. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placements, as presented:

1. Tina Stephen, Department Head – Safe Schools, Keyser High School, effective September 17, 2020
2. Michelle Anderson, Team Leader – Special Services, Keyser Middle School, effective September 17, 2020
3. D. Wayne Ketterman, School Bus Operator Supervisor – Frankfort Area, effective September 17, 2020
4. Clifton Biser, School Bus Operator Supervisor – Keyser Area, effective September 17, 2020

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. Charles Taylor, Football Auxiliary Coach, Keyser High School, effective September 17, 2020

2. FINANCE/BUDGET:

A. Approve Invoices for August 2020, in the Amount of \$1,420,135.47, for Checks 137035 – 137284

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

to approve invoices for August 2020, in the amount of \$1,420,135.47, for checks 137035 – 137284, as presented. (See attached.)

B. Approve Invoices Paid with the P-CARD for August 2020, in the Amount of \$45,334.43, ACH Payment – Checks 661-681 (check numbers for tracking purposes only)

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously
to approve invoices paid with the P-card for August 2020, in the amount of \$45,334.43, ACH Payment: checks 661 – 681, as presented. (See attached.)

3. MISCELLANEOUS:

A. Student Transfer Requests

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously
to approve the following student transfer requests, as presented:

1. Student Transfer Case 21-37 **from** Mineral County Schools **to** Grant County Schools, effective for the 2020-2021 school year
2. Student Transfer Cases 21-38 and 21-40 **from** Hampshire County Schools **to** Mineral County Schools, effective for the 2020-2021 school year and upon release from Hampshire County Schools
3. Student Transfer Case 21-39 **from** Hardy County Schools **to** Mineral County Schools, effective for the 2020-2021 school year and upon release from Hardy County Schools

CONSENT AGENDA

Ms. Baniak recused herself and left the room due to her name being on Personnel Item H4 (Volunteer).

**Ms. Martin noted on Consent Agenda, Personnel Item G1 (Request to Post Positions) that the funding source should be changed from Special Education to County, and said it was not in the budget and would have to come out of carryover funds.*

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed 4-0-1.

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

1. PROGRAM PLANNING:

- A. Approval of Capon Bridge Family Practice as a Clinical Site for Mineral County School of Practical Nursing (MCTC)
- B. Approval of 20-21 Work-Based Learning Sites, State Board of Risk Insurance Certification (See attached.)

- C. Student Interns, Frostburg State University, 2020-2021 School Year, Frankfort Middle School, pending completion of requirements
1. October 2020 through February 2021
 - a. Nicholas Burkhardt with Amanda Jewell
 - b. Joshua Clegg with Michael Orndorff
 - c. Kaden McElhenny with Dennis Mickey
 - d. Shawn Winans with Michael Orndorff
 2. February 2021 through April 2021
 - a. John Kerns with Michael Orndorff
 - b. Matthew Meier with Dennis Mickey
 - c. Aliyah Ramey with Amanda Jewell
 - d. Brooke Snyder with Amanda Jewell

3. PERSONNEL:

A. Extracurricular Assignment Agreement

1. Lisa Linn, 2020-2021 FHS RAZE Advisor

B. Placements/Transfers – Professional Personnel

1. Lynn Smith, **transfer from**, Teacher, Art, Keyser Middle School, **to** Teacher, Art, Burlington Primary School, Fountain Primary School, and New Creek Primary School, effective date to be determined
-Advertise Position

C. Placements/Transfers – Service Personnel

1. Donna Gray, **placement**, Custodian III, Frankfort Middle School, effective pending completion of employment requirements

Ms. Gray is a resident of Keyser, West Virginia, and was most recently employed as an Assistant Manager for Dollar General.

D. Rescind Placement

1. Nicole Miller, **rescind placement**, LPN/Aide, Countywide, due to failure to complete employment process

E. Resignation – Extracurricular Professional

1. Gina Fox, Technology Chairperson, Keyser Primary School, effective August 27, 2020
-This position was advertised September 3 – 10, 2020
2. Jamie Hill, School-wide Mentor, Wiley Ford Primary School, effective September 8, 2020
-Advertise Position

F. Remove from Substitute List – Service Personnel

1. Sandra Bartik, Substitute Cook, effective September 1, 2020
2. Pamela Holshey, Substitute Aide, effective September 3, 2020

G. Request to Post Positions

1. Itinerant Classroom Aide/Paraprofessional, Special Education/Transportation, Frankfort High School
Funding Source: County
2. Parent Coordinator, Keyser Primary School – Funding Source: Title 1
3. Parent Coordinator, New Creek Primary School – Funding Source: Title 1
4. Parent Coordinator, Frankfort Intermediate School – Funding Source: Title 1
5. Parent Coordinator, Fountain Primary School – Funding Source: Title 1
6. Substitute Professional Personnel and Service Personnel, as needed, for the 2020-2021 employment term

H. Volunteers

1. Burlington Primary School
 - a. Jessica McGinnis
 - b. Rebecca Sites
 - c. Matthew Snyder
2. Elk Garden Primary School
 - a. Mary Bucklew
3. Frankfort Intermediate School
 - a. Brittnee Arnold
 - b. Amber Smith
4. Frankfort High School
 - a. Mary Jane Baniak, non-coaching Cross Country, Track
5. Keyser High School
 - a. Brenna Earnest, Athletic Booster
 - b. Clinton Earnest, Athletic Booster
 - c. Ruda Parks
 - d. Justin Smith, non-coaching Girls' Soccer
 - e. Karen Smith, non-coaching Girls' Soccer
 - f. Zoesta Stengiades, non-coaching Girls' Soccer
 - g. Terry Stephens, non-coaching Boys' Cross Country

6. New Creek Primary School

- a. Jeff Jones
- b. Jessica Jones

4. **MISCELLANEOUS:**

A. Request for Home School Student to Attend Classes and to be Transported

B. Requests for Leaves of Absence*

- 1. Richard Jackson, Custodian, Frankfort Intermediate School, effective September 11 – October 9, 2020
- 2. Cassi Love, Paraprofessional, Keyser Primary School, effective September 8 – November 20, 2020

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

Date and Time of Next Meeting: September 24, 2020 4:00 p.m. – Special Meeting

ADJOURNMENT.

The President adjourned the meeting at 6:30 p.m.

10-06-2020
DATE APPROVED

Lara L. Courier
PRESIDENT

TJR
SECRETARY