

REGULAR MEETING #8

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, October 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 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:	Jason Armentrout, Mona Ridder
--------	-------------------------------

Pledge of Allegiance – led by Mr. Denne

APPROVAL OF THE AGENDA

The Superintendent asked for Other Action, Personnel Item 2A (Permission to Create and Post a Position) be removed from agenda.

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Spoke about upcoming planning that would be needed for re-entry and the timelines for such.
- Stated an early release is scheduled for October 16th, but may be rescheduled or kept as is.
- Reported that locally we are doing well with regard to the pandemic and there has been no additional COVID positives within our buildings since the last meeting.
- Mentioned the golf team was at the state tournament and wished them good luck.
- Reported cellular hot spots had been received today and would be distributed.

B. Board Comments:

Mr. Ashby wished all the best to the golf team at the state tournament. He also said we need to get an updated re-entry plan out to the public.

Mr. Denne expressed his appreciation to the Board and the health department for getting flu shots administered timely.

Ms. Baniak stated she wanted teachers, parents and students to know that the Board hears them, and that their concerns are being addressed. She asked for empathy and stated school this year is new for everybody.

Ms. Courier echoed Ms. Baniak's comments and stated that in a year like no other, empathy is very important.

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 September 15, 2020, and of the special meeting held on September 24, 2020, as presented.**

DISCUSSION:

1. MISCELLANEOUS:

A. Annual Goals of the Superintendent

The Superintendent distributed copies of his proposed goals for SY20-21 to the Board. It was the consensus of the Board to accept the goals as presented.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:

A. Policy Updates (See attached.)

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

to approve the following policy updates, as presented:

1. Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (New)
2. Policy 5517.02 – Sexual Violence (Rescind/Delete)

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

No recommendations were made for personnel items A1 – A4.

1. Teacher, Alternative Education, Mineral County Alternative Program
2. Teacher, Science, Keyser Middle School
3. Teacher, Science, Keyser Middle School
4. Teacher, Special Education, Keyser Middle 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 placement, as presented:

5. Linda Dean, **placement**, Teacher, Special Education, Wiley Ford Primary School, effective October 12, 2020, 200 days (165 days for the 2020-2021 employment term), on an out-of-field authorization for Autism and Preschool Special Needs

No recommendations were made for personnel items A6 – A7.

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

B. Placements/Transfers – Service Personnel

No recommendation was made for personnel item B1.

1. Plumber/General Maintenance Worker, Bus Garage/Maintenance, 261 days

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

to approve the following service personnel placement, as presented:

2. Deborah Kitzmiller, **placement**, Licensed Practical Nurse/Itinerant Aide, Countywide, effective date to be determined

No recommendation was made for personnel item B3.

3. Licensed Practical Nurse/Itinerant Aide, Countywide

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

No recommendations were made for personnel items C – D.

3. FINANCE/BUDGET:**A. Award Bid for Keyser High School Chiller Replacement Project**

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

to award the bid for the Keyser High School Chiller Replacement Project to Mason & Barry, Inc. 301 Smiley Drive, St. Albans, WV, in the amount of \$108,355.00, as presented.

(Funding Source: Permanent Improvement Fund)

B. National School Boards Association National Connection Fees

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

to approve the National School Board Association National Connection Fees, as presented. (See attached.)

CONSENT AGENDA

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed 4-0 *(After making the second to the motion, Ms. Baniak recused herself and left the room due to her name being on Personnel Item L6a [volunteer].)*

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

1. PROGRAM PLANNING:

A. Student Observations – Allegany College of Maryland, Occupational Therapy Assistant Students, on October 9, 2020 and October 23, 2020, with Jennifer Ashby, Frankfort Intermediate School

1. Ashlyn Swope
2. Stephanie Robinson
3. Ashley Evans
4. Taylor Bishop

2. PERSONNEL:

A. Placements/Transfers – Professional Personnel

1. Carrie Thompson, **placement**, Teacher, Art, Keyser Middle School, effective date to be determined.

B. Placements/Transfers – Service Personnel

1. Donna Gray, **transfer from**, Custodian III, Frankfort Middle School, 235 days **to** Custodian II, Keyser Middle School and Keyser Primary School, 220 days, effective date to be determined
-Advertise Position

2. Russell Sandy, General Maintenance Worker, Long Term Substitute, effective October 8, 2020, for the duration of a leave of absence of a regular employee

C. Placement – Extracurricular Employment Agreements

1. Georgie Biser, Parent Coordinator, Keyser Primary School, effective pending completion of employment requirements
2. Natasha Riggelman, Parent Coordinator, New Creek Primary School, effective pending completion of employment requirements
3. Ashly Kraft Knaggs, Parent Coordinator, Fountain Primary School, effective pending completion of employment requirements
4. Gay Pernau, Department Head – Technology Chairperson, Frankfort High School, effective October 8, 2020

D. Placements – Substitute Service Personnel, effective pending completion of employment requirements

1. Katie Jones, Substitute Cook
2. Holly McKenzie, Substitute Cook

E. Mutual Agreements

1. William Marsh, to provide clinical days to MCTC LPN students for 20 days
2. Lucas Spencer, payment for planning period to provide instruction to welding students for the first and second semesters of the 2020-2021 school year
3. Katrina Dolly, payment for planning period to provide instruction to ProStart students for the second semester of the 2020-2021 school year

F. Effective Start Dates Determined – Service Personnel

1. Tina Beckman, Aide/Licensed Practical Nurse, Itinerant Countywide, effective September 23, 2020, 200 days (178 days for the 2020-2021 employment term)
2. Chasiti Foster, Aide/Licensed Practical Nurse, Itinerant Countywide, effective September 23, 2020, 200 days (178 days for the 2020-2021 employment term)
3. Connie Nelson, Aide/Licensed Practical Nurse, Itinerant Countywide, effective September 28, 2020, 200 days (175 days for the 2020-2021 employment term)
4. Samuel Snoberger, Aide/Licensed Practical Nurse, Itinerant Countywide, effective September 23, 2020, 200 days (178 days for the 2020-2021 employment term)

G. Approval of Supervisory Aide Agreement

1. Tina Beckman
2. Chasiti Foster
3. Connie Nelson
4. Samuel Snoberger

H. Rescind 3-Step Salary Increase for Special Education Teacher

1. Karen Heavener, Keyser Middle School

I. Resignation – Extracurricular Professional

1. Heather Morrison, Technology Chairperson, Frankfort High School, effective October 12, 2020
-This position was advertised September 18 – 24, 2020
2. Heather Morrison, High Schools That Work, Department Head, Frankfort High School, effective October 12, 2020
-Hold Advertisement

J. Removal from Substitute List – Teachers

1. Charles Coffman, voluntary removal of name, effective September 18, 2020
2. Christine Harrig, voluntary removal of name, effective September 15, 2020
3. Laurie Holler, voluntary removal of name, effective September 15, 2020
4. Krista A. McKenzie, voluntary removal of name, effective September 15, 2020
5. Christain Redman, voluntary removal of name, effective September 15, 2020

K. Request to Post Positions

1. Parent Coordinator, Burlington Primary School (Funding Source: Title 1)
2. Parent Coordinator, Wiley Ford Primary School (Funding Source: Title 1)
3. Credit Recovery Teachers, Keyser High School (Funding Source: Step 7)
4. After School Detention Teachers, Keyser High School (Funding Source: County)
5. After School Tutoring Teachers, Keyser High School – Language Arts (Funding Source: County)
6. After School Tutoring Teachers, Keyser High School – Mathematics (Funding Source: County)
7. After School Tutoring Teachers, Keyser High School – Science (Funding Source: County)
8. Athletic Supervisors, Frankfort High School (Funding Source: School)
9. Evening Credit Recovery Teacher, Frankfort High School (Funding Source: Step 7)
10. After School Tutoring Teachers, Frankfort High School (Funding Source: County)
11. Principal Mentor for Heather Morrison, Assistant Principal, Frankfort High School

L. Volunteers

1. Burlington Primary School

- a. Jeremy Riggleman
- b. Jessica Riggleman

2. Frankfort intermediate School

- a. Lucinda Gillespie
- b. Ashley Lease
- c. Delores Lloyd
- d. Kyle Lloyd
- e. Stephanie Lott
- f. Michael Miller
- g. Stephanie Miller
- h. Nancy Umstead
- i. Amy Weaver

3. Fort Ashby Primary School

- a. Julie McBee

4. Fountain Primary School

- a. Megan Kirk
- b. Yvonne Lewis

5. Frankfort High School

- a. Judith McBee
- b. Julie McBee
- c. Shawn McBee
- d. Jeremy Shipway
- e. Amy Weaver

6. Frankfort Middle School

- a. Mary Jane Baniak
- b. Stephanie Lott
- c. Amy Weaver

7. Keyser High School

- a. William Ack
- b. Anthony Rogers, Band
- c. Lisa Rogers, Band

8. New Creek Primary School

- a. Carrie Baurer
- b. Stacey Huffman

3. PROPERTY:

- A. Request for Vehicles to be Declared Surplus Property (See attached.)

The Superintendent requests that two vehicles be declared surplus property and sold by sealed bid.

4. MISCELLANEOUS:

- A. Request for Leave of Absence*

- 1. Jennifer Saville, Teacher – Keyser Middle School, effective September 30 – October 30, 2020

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

- B. Leave of Absence Update

- 1. Chelsea McFarland, Speech Pathologist – Keyser Primary School, return date changed **from** January 4, 2021 **to** November 9, 2020

Ms. Baniak returned to the meeting.

EXECUTIVE SESSION:

The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to enter into Executive Session at 6:29 p.m., pursuant to WV Code §6-9A-4(3), to discuss student discipline/student matters.**

The Board returned to open session at 7:50 p.m.

Date and Time of Next Meeting: October 20, 2020 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:51 p.m.

10-20-2020
DATE APPROVED

Lara L. Courier
PRESIDENT

TJR
SECRETARY