

**REGULAR MEETING #10**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Wednesday, November 4, 2020, at Keyser Middle School, 879 Harley O. Staggers Drive, Keyser, WV, with the following in attendance:

**Note:** *Due to the ongoing COVID-19 pandemic, the meeting was available via tele/video conferencing.*

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:	Jackie Beverlin, A. Jay Root, Greg Martin, Tommy Nester, Kimberly Nester, Jason Armentrout, Brandy Fisher, Madelyn Fisher, Liz Beavers, Jennifer Simpson, Mona Ridder, Liz Beavers
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**Pledge of Allegiance** – led by A. Jay Root

**APPROVAL OF THE AGENDA**

The Superintendent noted the following change to the agenda:

- Removal of Other Action, Finance/Budget Item D (Budget Revision Number FOUR).

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- stated he was very happy and thankful to announce the passage of the school levy.
- announced that due to the COVID infection rate/percent positive the county moved to the RED level and schools would return to remote learning.
- Asked A. Jay Root, Administrator of Mineral County Health Department, to provide information/data with regard to COVID in order to aid the Board in decision making with the Re-Entry Plan. Mr. Root provided up-to-date information to the Board.
- Said he could not be more proud of the Frankfort High School Boys Cross Country team for their state title considering the conditions they were under.

**B. Board Comments:**

Mr. Puffinburger said he was so proud of the Frankfort High School Boys Cross Country team on their State win. He also said his heart goes out to all the fall athletes and that he felt bad for those students who are having their fall sport interrupted through no fault of their own.

Mrs. Courier thanked the community for their continued support of the levy.

Mr. Denne thanked the community for their overwhelming support and their caring about kids. He stated he was delighted the levy is still intact, particularly in these times, and that he was gratified and relieved.

Mr. Ashby also offered congratulations to the Frankfort High School Boys Cross Country team on their win. He said he hated to hear of games being cancelled due to the circumstances, but that he understood. He also stated he appreciated the voters for their continued support of the school levy and the fire and ambulance levies. He voiced his appreciation to teachers, and implored adults to do their part by wearing masks so we can get children back in school.

Ms. Baniak additionally thanked the community for their support of the levy. She congratulated the Frankfort High School Boys Cross Country Team on a well-deserved state win.

**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 October 20, 2020, as presented.**

**PUBLIC HEARING:**

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Mr. Greg Martin and Mr. Ted Shriver of Williamson Shriver Architects, Inc. reviewed the proposed 2020-2030 Comprehensive Educational Facilities Plan (CEFP).

Mrs. Jackie Beverlin, Principal of Frankfort Intermediate School, spoke on behalf of the Frankfort community, stating they are very supportive of the merger and construction of a new primary school.

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**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:****A. Updated Re-Entry Plan**

Due to the current COVID status of the county, it was the consensus of the Board to not make any changes to the Re-Entry Plan at this time. No action was taken.

The Board will discuss the Re-Entry Plan at each upcoming meeting.

**B. Approval of Mineral County School of Practical Nursing: 2021 Student Policies Handbook**

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

**to approve the Mineral County School of Practical Nursing: 2021 Student Policies Handbook, as presented.** (See attached.)

**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. David Wayne Ketterman, School Bus Operator, Bus Garage/Transportation, effective at the end of the work day on November 30, 2020 –**Advertise Position**

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

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

No recommendations were made for personnel items B1 – B6.

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

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

No recommendation was made for personnel item C1.

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 transfer, as presented:**

2. Richard Jackson, **transfer from**, Custodian III, Frankfort Intermediate School, 235 days **to** Custodian III, split-shift, Elk Garden Primary School, 235 days, effective November 6, 2020  
**-Advertise Position**

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

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

3. Connie Knapp Hesse, **placement**, Itinerant Aide – Special Education/Transportation, Frankfort Middle School/Countywide, effective November 16, 2020

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:**

4. Misti Roderick, **placement**, Secretary II/Accountant II, Keyser Middle School, 220 days, effective November 16, 2020 (150 days for the 2020-2021 employment term)

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

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

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

1. Frankfort High School – After School Tutoring Teacher
  - a. Amy Cowgill
  - b. Susan Hausrath
2. Susan Hausrath, Credit Recovery Teacher, Frankfort High School
3. Keyser Middle School – After School Detention Level I
  - a. Tyler Gahr
  - b. Stacey McClintock
  - c. Kimberly Nester
  - d. Tommy Nester
  - e. Carrie Willison
4. Keyser Middle School- After School Detention Level II
  - a. Tina-Chantal Cook
  - b. Tyler Gahr
  - c. Stacey McClintock
  - d. Kimberly Nester
  - e. Tommy Nester

3. Tommy Nester, Co-Team Leader – Safe Schools, Keyser Middle School
4. Christopher Clayton, Team Leader – Related Arts, Keyser Middle School

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

No recommendations were made for personnel item E.

**5. FINANCE/BUDGET:**

**A. Approve Budget Revision Number ONE for Fiscal 2021 for FY20 CARRY-OVER BUDGET in the Amount of \$4,404,115.67**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously  
**to approve budget revision number ONE for fiscal 2021 for FY20 Carry-Over Budget in the amount of \$4,404,115.67, as presented.** (See attached.)

**B. Approve Budget Revision Number TWO for Fiscal 2021 for FY20 RE-ESTABLISHED PROJECT BUDGET SUPPLEMENTS in the Amount of \$1,064,589.62**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously  
**to approve budget revision number TWO for fiscal 2021 for FY20 Re-established Project Budget Supplements in the amount of \$1,064, 589.62, as presented.** (See attached.)

**C. Approve Budget Revision Number THREE for Fiscal 2021 for FY20 ENCUMBRANCES AND EARMARKED FUNDS**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously  
**to approve budget revision number THREE for fiscal 2021 for FY20 Encumbrances and Earmarked Funds, as presented.** (See attached.)

**CONSENT AGENDA**

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

**1. PERSONNEL:**

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

1. Eric Mills, **placement**, Custodian III, Frankfort Middle School, 235 days, effective date to be determined pending completion of employment requirements

2. Leslie Talley, **placement**, Cook II, half-day, Frankfort High School, effective November 6, 2020, 200 days (146 days for the 2020-2021 employment term)
  5. Gary Martin **transfer from** School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, Bus Garage/Transportation, 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, effective November 6, 2020  
**-Advertise Position**
- B. Placements – Extracurricular Professional Personnel
1. Cassandra Campbell, Evening School Teacher – Special Education, Mineral County Alternative Program
  2. Eric Miller, After School Tutoring Teacher – Mathematics, Keyser High School
  3. Eric Miller, Credit Recovery Teacher, Keyser High School
  4. Eric Miller, After School Detention Teacher, Keyser High School
  5. Ashley Steckman, Technology Chairperson, Keyser Primary School
  6. Diana Sutherland, Evening School Teacher, Mineral County Alternative Program
- C. Placements – Substitute Teachers, effective pending completion of employment requirements
1. Jenna Trifiro
  2. Emily Shockey
- D. Placements – Substitute Cooks, effective pending completion of employment requirements
1. Shelly Leatherman
  2. Jo Ann Ervin
  3. Mischele Schwinabart
  4. Brenda Mellotte
- E. Effective Start/Transfer Date Determined – Professional Personnel
1. Lynn Smith, Teacher, Art, Burlington Primary School, Fountain Primary School, New Creek Primary School, effective November 9, 2020
  2. Jana Thomas, Itinerant Speech Language Pathologist, Student Services, effective January 4, 2021, 200 days (110 days for the 2020-2021 employment term)
- F. Resignation – Extracurricular Coaching
1. William Cessna, Girls Track Head Coach, Frankfort High School, effective October 19, 2020  
**-Advertise Position**

G. Removal from Substitute List

1. Kathleen Brown, Substitute Teacher, voluntary removal of name, effective October 15, 2020
2. Connie Hesse, Substitute Cook, failure to complete requirements, effective October, 22, 2020
3. Kathy Ravenscroft, Substitute Cook, failure to complete requirements, effective October 22, 2020
4. Lori Smith, Substitute Cook, failure to complete requirements, effective October 22, 2020
5. Rachel Sulser, Substitute Teacher, voluntary removal of name, effective October 21, 2020

H. Request to Post Positions

1. Mid-day Bus Run, to provide transportation from Mineral County to Cumberland, Maryland, and back
2. Virtual School Facilitators (Funding Source: County/Cares Act)

I. Approval of Contracted Services, effective for the 2020-2021 employment term, pending completion of required documentation (Funding Source: Special Education Grant #43010 and #43070) (See attached.)J. Volunteers

1. Burlington Primary School
  - a. Kaitlyn Gasparro
  - b. Melissa Roderick
  - c. Darlene Wiltison
2. Fountain Primary School
  - a. Betty Smith
3. Keyser High School
  - a. Garrett Crites, non-coaching Wrestling
  - b. Jeffrey Kuhn, non-coaching Boys' Basketball
  - c. Lindy Shank
4. Keyser Middle School
  - a. Sarah Jones
5. Keyser Primary School
  - a. Kathryn Liller

2. MISCELLANEOUS:

A. Request for Leave of Absence\*

1. Sherry Beatty, Cook – Keyser Middle School, effective August 24, 2020 – June 11, 2021

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

Date and Time of Next Meeting: November 17, 2020 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:26 p.m.

11-17-2020  
DATE APPROVED

Lara L. Currier  
PRESIDENT

TJR  
SECRETARY