

**REGULAR MEETING #11**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, November 17, 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.*

Board Members: 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)

Absent: Lara L. Courier, President (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: Ted Shriver, Jason Armentrout, Liz Beavers, Mona Ridder

**Pledge of Allegiance** – led by Mr. Ashby

**APPROVAL OF THE AGENDA**

The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously (4-0) **to approve the agenda as presented.**

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Stated meal delivery for students would be tomorrow on a 2-hour early dismissal schedule. For those who cannot receive the meals at their bus stop, pick-up would be available at Keyser Primary School and Frankfort High School.
- Announced that report cards would be available through Schoology.
- Per the Governor’s announcement, students may not return to in-school instruction until December 3<sup>rd</sup>.
- Reported the solar panel installation at Mineral County Technical Center had caused several roof leaks; however, the vendor will make the necessary repairs at no cost to the district. He thanked Mr. Droppleman and Mr. Harris for their efforts in getting this issue resolved.
- Stated there was nothing new at this time with regard to the re-entry plan.
- Extended his thanks to all employees for all they do, to students for working hard, and to parents for their understanding and being flexible.

**B. Board Comments:**

Mr. Ashby expressed his concern with regard to the pandemic. He just asked that a plan be in place when the time comes that students can return to in-school instruction.

Mr. Denne thanked and commended the Superintendent for his leadership throughout the pandemic and especially last week for the courage he showed in making the call to continue remote learning on Thursday. He also commented on the excellent editorial by Barbara High in the Mineral Daily News-Tribune.

Ms. Baniak spoke of the families that are suffering due to the pandemic, stating “we’re pulling for them.” She said she was thankful for a thoughtful Superintendent, and wished everyone a Happy Thanksgiving.

**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 November 4, 2020, as presented.

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

A. Treasurer’s Report for the Month Ended October 31, 2020

B. Treasurer’s Statement of Investments Outstanding for the Month Ended October 31, 2020

Mr. Ravenscroft reviewed the Treasurer’s Report and the Treasurer’s Statement of Investments Outstanding for the month ended October 31, 2020. (See attached.)

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:**

A. Re-Entry Plan

Due to the extreme number of COVID cases in Mineral County, the second semester would be the earliest target to consider changes to the re-entry plan. The Superintendent noted beginning with the second semester that virtual students would receive their schooling through West Virginia Virtual School. No action was taken.

**B. Approval of 2020-2030 Comprehensive Educational Facilities Plan (CEFP)**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously  
**to approve the 2020-2030 Comprehensive Educational Facilities Plan, as presented.**

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

No recommendations were made for personnel items A1 –A6.

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

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

No recommendation was made for personnel item B1.

1. Custodian III, Frankfort Intermediate School, 235 days

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

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

2. Roy S. Twigg, Jr., **placement**, School Bus Operator, Bus Garage/Transportation, serving Keyser District students attending Keyser Primary School, Keyser Middle School and Keyser High School, covering but not limited to Rt. 220, St. Cloud St., West Piedmont St., Virginia St., Carskadon Rd., Airport Addition, Main St., North End Playground, Old Cemetery Rd., and Hollywood Rd., effective December 3, 2020

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

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

3. Joseph N. Alkire, Jr., **transfer from** School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, Bus Garage/Transportation, serving Frankfort District students, attending Wiley Ford Primary, Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools, Mineral County Technical Center, and Mineral County Alternative Program, covering but not limited to Knobley Estates, Plum Run Road, and Wiley Ford area, effective December 3, 2020

**-Advertise Position**

No recommendation was made for personnel item B4.

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

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

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

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

1. Jenna Trifiro, Parent Coordinator, Frankfort Intermediate School, effective pending completion of employment requirements
2. Joseph N. Alkire, Jr., Mid-day Bus Run, serving Frankfort District students attending Mineral County Technical Center, effective December 3, 2020
3. Clifton Biser, Mid-day Bus Run, serving special education students from Mineral County to Cumberland, Maryland, effective December 3, 2020
4. Brian Root, School Bus Area Supervisor, Frankfort Area, effective December 3, 2020

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

No recommendation was made for personnel item D.

**3. FINANCE/BUDGET:**

**A. Approval of Contract with ZMM Architects and Engineers for Keyser Middle School SBA Project**

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

**to approve a contract with ZMM Architects and Engineers for the Keyser Middle School SBA Project, as presented.**

**B. Approve Invoices for October 2020, in the Amount of \$829,992.41, for Checks 137602 – 137922**

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

**to approve invoices for October 2020, in the amount of \$829,992.41, for checks 137602 – 137922, as presented. (See attached.)**

**C. Approve Invoices Paid with the P-CARD for October 2020, in the Amount of \$326,928.48, ACH Payment – Checks 704-737 (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 October 2020, in the amount of \$326,928.48, as presented. (See attached.)**

**D. Approve Budget Revision Number FOUR for Fiscal 2021 for FY20 LOCAL EARMARKED FUNDS**

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

**to approve budget revision number FOUR for Fiscal 2021 for FY20 Local Earmarked Funds, as presented.** (See attached.)

**E. Approve Budget Revision Number FIVE for Fiscal 2021 for FY20 RE-ESTABLISHED PROJECT BUDGET SUPPLEMENTS**

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

**to approve Budget Revision Number FIVE for Fiscal 2021 for FY20 Re-established Project Budget, as presented.** (See attached.)

**F. Approve Budget Revision Number SIX for Fiscal 2021 for (NEW) BUDGET SUPPLEMENTS AND TRANSFERS**

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

**to approve Budget Revision Number SIX for Fiscal 2021 for new budget supplements and transfers, as presented.** (See attached.)

**4. MISCELLANEOUS:****A. Approval of Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports**

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

**to approve Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports of their October 26, 2020, meeting, as presented.**

**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. PERSONNEL:****A. Extracurricular Assignment Agreement**

1. Tommy Nester, KMS Drama Production, May 13, 2021 (*should health guidance allow*)

B. Effective Start Dates Determined

- 1. Eric Mills, Custodian III, Frankfort Middle School, effective November 12, 2020, 235 days (155 days for the 2020-2021 employment term)
- 2. Carrie Thompson, Teacher, Art, Keyser Middle School, effective November 12, 2020, 200 days (142 days for the 2020-2021 employment term)
- 3. Deborah Leedom, Itinerant Aide/Paraprofessional – Special Education/Transportation, Frankfort High School/Bus Garage, effective date of transfer, November 16, 2020

C. Change Effective Start Date

- 1. Lesley Talley, Cook II, half-day, Frankfort High School, change effective start date from November 6, 2020, to November 9, 2020, 200 days (145 days from the 2020-2021 employment term)

D. Volunteers

- 1. Garet Marvin, Frankfort High School
- 2. Auston Braithwaite, Keyser High School
- 3. Matthew Liller, Keyser High School
- 4. Jeffrey Stanislawczyk, Keyser High School

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

**ADJOURNMENT.**

The President adjourned the meeting at 6:26 p.m.

12-01-2020  
DATE APPROVED

Lara L. Courier  
PRESIDENT

TJR  
SECRETARY