

**REGULAR MEETING #12**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, December 1, 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: 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  
Denise Bruno, Executive Secretary

Other: Jason Armentrout, Charles Shockney, Liz Beavers, Tommy Nester

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

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Announced meal delivery would be Wednesday on a 2-hour early release schedule.
- Reported he had met with Mr. Root and that testing is continuing two days a week. He said there would be ebbs and flows with regard to the Covid testing results.
- Stated preparation for re-entry and virtual schooling through West Virginia Virtual School is continuing.
- Shared that vaccines should be available within weeks.

**B. Board Comments:**

Mr. Puffinburger and the other Board members welcomed Mrs. Courier back and wished her well.

Mr. Denne thanked county office staff, school staff, community services, and Mr. Marsh of Mineral County Technical Center for their joint cooperation in providing excellence in the Covid testing process.

Mr. Ashby reminded all to be careful and please wear their mask.

Mrs. Courier stated she appreciated and was proud of everyone for their efforts with regard to Covid and re-stated the need to follow CDC guidelines. She also thanked everyone for their well-wishes.

Ms. Baniak said her thoughts are with everyone that has been affected by Covid. She said people will need educated with regard to the vaccine and that it would be good as a joint effort by schools and the health department. Lastly, she stated that we try to remain hopeful and not give in to Covid fatigue.

### **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 November 17, 2020, as presented.**

### **ACTION AGENDA**

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#### **OTHER ACTION**

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#### **1. PROGRAM PLANNING:**

##### **A. Approval of Bylaw and Policy Updates – NEOLA V11N1** (See attached.)

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously **to approve the following bylaw and policy updates – Neola V11N1, as presented:**

1. Policy 0100 – Definitions (Revised)
2. Policy 1523 – Beginning Principal Internship (Delete)
3. Policy 3165/4165 – Use of Epinephrine Auto-Injectors by Personnel (Revised-Technical Correction)
4. Policy 3242 – Professional Learning for Educators (Revised)
5. Policy 4162 – Drug and Alcohol Testing of CDL License Holders (Revised)
6. Policy 4242 – Service Personnel Staff Development (Revised)
7. Policy 5111 – Eligibility of Resident/Non-residents for Enrollment (Revised)
8. Policy 5112 – Entrance Requirements (Revised)
9. Policy 5330 – Use of Medications (Revised – Technical Change)
10. Policy 5512 – Use of Tobacco by Students – Revised)
11. Policy 5517.01 – Bullying (Revised)
12. Policy 6320 – Purchases (Revised)
13. Policy 6510.01 – Employee Pay (Revised)
14. Policy 7434 – Use of Tobacco on School Premises (Revised)
15. Policy 8120 – Volunteers (Revised)
16. Policy 8442.01 – Workers’ Compensation (Revised)

17. Policy 8462 – Student Abuse and Neglect (Revised)
18. Policy 8500 – Food Services (Revised)
19. Policy 8510.01 – Child Nutrition Standards (Revised)
20. Policy 9120 – Public Information (Revised)
21. Policy 9141 – District Advisory Council/Multi-District Technical Center Advisory Council (Revised)
22. Policy 9700.01 – Advertising and Commercial Activities (Revised)

## 2. PERSONNEL:

No recommendations were made for personnel items A – D.

### A. Placements/Transfers – Professional Personnel

1. Teacher, Alternative Education, Mineral County Alternative Program

### B. Placements/Transfers – Service Personnel

1. Custodian III, Frankfort Intermediate School, 235 days
2. Plumber/General Maintenance Worker, Bus Garage/Maintenance, 261 days

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

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

## 3. FINANCE/BUDGET:

### A. Approve Budget Revision Number SEVEN for Fiscal 2021 BUDGET SUPPLEMENTS AND TRANSFERS

With the recommendation of the Superintendent, the motion of Mrs. Courier and second of Ms. Baniak passed unanimously

**to approve Budget Revision Number SEVEN for fiscal 2021 Budget Supplements and Transfers in the amount of \$631,875.85, as presented. (See attached.)**

## CONSENT AGENDA

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

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

## 1. PERSONNEL:

### A. Placements – Substitute Professional Personnel

1. Kathy Toma, Substitute School Nurse, effective pending completion of employment requirements
2. Ryan Streets, Substitute Teacher, effective pending completion of employment requirements

B. Placement – Substitute Service Personnel

- 1. Charles Braithwaite, Substitute Custodian, effective pending completion of employment requirements

C. Approval of Supervisory Aide Agreement

- 1. Deborah Kitzmiller

D. Termination of Contract – Extracurricular Coaching

- 1. John Purdy, Football Auxiliary Coach, Keyser High School, due to failure to apply for certification for Coaching Authorization for the 2020-2021 school year, effective immediately

E. Request to Create and Post Position

- 1. Virtual School Administrator, Extracurricular Administrative Personnel, up to 15 hours per week, compensation based on hourly rate of pay, for the 2020-2021 employment term, (Funding Source: Cares Act and/or County)

2. MISCELLANEOUS:

A. Update/Extension to Leave of Absence\*

- 1. Julie Cary, Paraprofessional – Keyser Primary School, changed to intermittent and extended through June 9, 2021

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

Date and Time of Next Meeting: December 15, 2020 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 6:17 p.m.

12-15-2020  
DATE APPROVED

Lara L. Currier  
PRESIDENT

TJR  
SECRETARY