

REGULAR MEETING #13

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

Other:	Jason Armentrout, Mona Ridder, Liz Beavers
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Pledge of Allegiance – led by Mr. Denne

APPROVAL OF THE AGENDA

The Superintendent noted the following change to the agenda:

- Other Action, Personnel Item C1 (Placement – Service Personnel), removed due to this item being recommended on the Consent Agenda.
- Other Action, Finance/Budget Item C (Budget Revision Number Eight) removed.

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

COMMUNICATION – Superintendent/Board

A. Superintendent’s Update:

The Superintendent:

- Announced tomorrow would be a “snow day.”
- Wished everyone a safe, healthy, and happy holiday season.
- Stated the West Virginia Department of Education would be sending an e-mail to teachers and other county staff to gauge the level of interest in receiving the COVID-19 vaccine.
- Reported that Re-Entry plans and virtual registration is ongoing.
- Thanked news reporter Mona Ridder for her help in connecting the school system to the public. This is the last meeting Mrs. Ridder will be covering.

B. Board Comments:

Mr. Ashby spoke concerning the recent passing of some people, stating “we are losing a lot of good folks.” He also reminded everyone to please wear their masks.

Mr. Puffinburger commented on the passing of Leo Day, who was a great supporter of Frankfort High School, stating he would be “sorely missed.”

Ms. Baniak stated her thoughts are with the families who are battling COVID. She also remarked that parents are grappling with virtual schooling and recommended they reach out to counselors at the schools for assistance. She wished everyone “Happy Holidays.”

Mrs. Courier wished a Merry Christmas to staff and students, reminding us to “celebrate what you have.”

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

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

DISCUSSION:

1. FINANCE/BUDGET:

A. Treasurer’s Report for the Month Ended November 30, 2020

B. Treasurer’s Statement of Investments Outstanding for the Month Ended November 30, 2020

Mr. Ravenscroft reviewed the Treasurer’s Report and the Treasurer’s Statement of Investments Outstanding for the month ended November 30, 2020. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Change Effective Start Date**

Mr. Ashby recused himself due to personnel item A1 being a relative.

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously (4-0)

to approve the change of effective start date for the following employee, as presented:

1. Connie Knapp Hesse, change effective start date from November 16, 2020 to December 8, 2020, as previously approved Itinerant Classroom Aide – Special Education/Transportation, Frankfort Middle School/Bus Garage, 200 days (124 days for the 2020-2021 employment term)

Mr. Ashby rejoined the meeting.

B. Placements/Transfers – Professional Personnel

No recommendations were made for personnel items B1 – B5.

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

C. Placements/Transfers – Service Personnel

No recommendation was made for personnel item C1.

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

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. Puffinburger passed unanimously

to approve the following extracurricular placements, as presented:

1. Ashley Baker, Virtual School Administrator, Countywide, effective December 17, 2020

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:

2. Virtual School Facilitators, Countywide, effective December 17, 2020
 - a. Lisa Beeman
 - b. Cassandra Campbell
 - c. Melissa Detrick
 - d. Christine Droppleman
 - e. Shayanne Jacobs
 - f. Amanda Lewis
 - g. Kayleen Painter
 - h. Lynn Smith
 - i. Diana Sutherland

E. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item E.

2. FINANCE/BUDGET:

A. Approve Invoices for November 2020, in the Amount of \$395,165.51, for Checks 137923 – 138149

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

to approve invoices for November 2020, in the amount of \$395,165.51, for checks 137923 – 138149, as presented. (See attached.)

B. Approve Invoices Paid with the P-CARD for November 2020, in the Amount of \$297,728.07, ACH Payment – Checks 738-784 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-card for November 2020, in the amount of \$297,728.07, as presented. (See attached.)

C. Approval of Software and Services Agreement of Apptegy, Inc.

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

to approve the Software and Services Agreement of Apptegy, Inc., as presented. (See attached.)

CONSENT AGENDA

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

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

1. PERSONNEL:

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

1. Roy S. Twigg, Jr., **transfer from** School Bus Operator, Bus Garage, **to** School Bus Operator, Bus Garage, serving Frankfort District Students attending Frankfort High School, Frankfort Middle School, and Wiley Ford Primary School, covering but not limited to Carpendale and Ridgeley areas, effective December 17, 2020
-Advertise Position
2. Charles Braithwaite, Jr., **placement**, Custodian III, Frankfort Intermediate School, 235 days, effective pending completion of employment requirements

Mr. Braithwaite was the most senior substitute custodian to apply for this position.

B. Placement in Extracurricular Vacancy – Professional Personnel

1. Tyler Gahr, After School Tutoring Teacher, Keyser Middle School, effective December 17, 2020

C. Placement in Extracurricular Vacancy – Service Personnel

1. Jerry Willis, Mid-Day Bus Run, Bus Garage/Transportation, effective December 17, 2020

D. Employment Agreement

1. Dawn Sanders, Parent Coordinator, Wiley Ford Primary School, effective pending completion of employment requirements for the remainder of the 2020-2021 school year

E. Change Effective Start Date

1. Roy Twigg, Jr., change effective start date from December 3, 2020 to December 9, 2020, as previously approved School Bus Operator, Bus Garage/Transportation, 200 days (123 days for the 2020-2021 employment term)

2. MISCELLANEOUS:

A. Request for Leave of Absence*

- 1. Floyd Ackerman, Bus Operator, effective September 28 – November 27, 2020
- 2. Lexi Berg, LPN/Aide – Keyser Primary School, effective March 11, 2021 – through end of 20-21 employment term
- 3. Carolyn Butler, Cook – Keyser High School, effective November 16, 2020 – January 29, 2021

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

B. Leave of Absence Update/Extension

- 1. Brandon Liller, Maintenance, extended to December 21, 2020

Date and Time of Next Meeting: January 5, 2021 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 6:25 p.m.

01-05-2021
DATE APPROVED

Lara L. Currier
PRESIDENT

TJR
SECRETARY