

**REGULAR MEETING #14**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, January 5, 2021, 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
- Barbara Grayson, Director of Curriculum and Instruction – Elementary
- Kelly Haines, Director of Curriculum and Instruction – Secondary/CTE
- Robin McDowell, Assistant Director of Curriculum and Instruction
- Scott Staley, Director of Administrative Services
- Denise Bruno, Executive Secretary

Other:

- Dawn Burke, Shannon Fink, Luke Denne, Jackie Beverlin, Terri Engnoth, Leslie Ritchie, Jason Armentrout, Kimberly Nester, Tracy Lord, Charles Shockney, Paula Athey, Brandy Fisher, Lynne Staggs, Susan Vance, Lindsay Renner-Wood, Liz Beavers

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

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Said he hoped everyone had a good Christmas and a Happy New Year.
- Announced that emergency repairs had to be made on gas lines at Elk Garden Primary School in the amount of \$70,000.
- Stated the human resources policy updates on this agenda are in response to code changes due to modifications in State law.
- Announced that winter sports practices would begin on March 1<sup>st</sup>, and that a sports equity fund had been established to make up lost revenues.
- Reported the Finance and Human Resources offices are working on a county level leave benefit for Covid related absences.

- Shared that a second round of Covid relief funding will be given and will allow for a lot of good things for children, such as after-school and summer programs.
- Gave an update on the Covid vaccine, stating John Wilson will be the District's point of contact and that the first round of vaccines for our employees are set to be given Thursday and Friday.
- Spoke concerning the recent announcement by Governor Justice of returning to in-person schooling on January 19<sup>th</sup>. After much discussion by the Board, it was the consensus of the Board to base the District's re-entry plan on local decisions by local officials.

**B. Board Comments:**

After discussing the re-entry plan earlier, no further comments were made by the Board.

**PUBLIC COMMENTS****A. Agenda Items – none****B. Non-Agenda Items**

1. Leslie Ritchie voiced her opinion with regard to returning to in-person instruction.
2. Terri Engnoth spoke about her concerns with returning to in-person instruction.

**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 15, 2020, as presented.**

**ACTION AGENDA****OTHER ACTION****1. PROGRAM PLANNING:****A. Approval of Bylaw and Policy Updates –Human Resources Update (See attached.)**

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

**to approve the following Human Resources policy updates, as presented:**

1. Policy 1540 – Termination of Administrative Contracts (Revised)
2. Policy 3131 – Reduction in Force-Classroom Teachers and Other Professional Personnel (Revised)
3. Policy 3131.01 – Reductions in Classroom Teaching Positions in Elementary Schools (Revised)
4. Policy 3131.02 – Preferred List (Revised)
5. Policy 3131.05 – Defining Qualifications for Professional Personnel (New)
6. Policy 3132 – Vacancies – Professional Positions (Revised)
7. Policy 3139.01/4139.01 – Suspension (Revised)
8. Policy 3141 – Termination (Revised)

9. Policy 3220 – Seniority for Professional Personnel (Revised)
10. Policy 3370 – Seniority for Professional Personnel (Revised)
11. Policy 3431/4431 – Personal Leave (Revised)
12. Policy 4140 – Termination for Cause and Resignation (Revised)
13. Policy 8600.04 – Bus Operator Certification (Revised)

## 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

### B. Placements/Transfers – Service Personnel

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

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

1. Eric Clark, **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 January 13, 2021, 200 days (103 days for the 2020-2021 employment term)

No recommendation was made for personnel item B2.

2. 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 Ms. Baniak and second of Mr. Denne passed unanimously

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

1. Virtual School Facilitators, Countywide, effective January 7, 2021
  - a. Eric Miller
  - b. Ashley Steckman
  - c. Kris Steckman

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

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

**to approve the following coaching placement, as presented:**

1. Amber Y. Knotts, Girls Track Head Coach, Frankfort High School, effective with the 2020-2021 season of sport

**3. FINANCE/BUDGET:****A. Approve Budget Revision Number EIGHT for Fiscal 2021 BUDGET SUPPLEMENTS AND TRANSFERS**

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

**to approve Budget Revision Number EIGHT for Fiscal 2021 budget supplements and transfers in the amount of \$284,251,52, as presented. (See attached.)**

**CONSENT AGENDA**

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

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

**1. PERSONNEL:****A. Resignation – Extracurricular Coaching**

1. Charles Kenney, Softball Head Coach–Frankfort High School, effective December 23, 2020  
– **Advertise Position**

**2. MISCELLANEOUS:****A. Leave of Absence – Update/Extension**


1. Brandon Liller, Maintenance, extended through December 31, 2020

Date and Time of Next Meeting: January 19, 2021 6:00 p.m.

**ADJOURNMENT.**

The President adjourned the meeting at 7:28 p.m.

01-19-2021  
DATE APPROVED

  
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PRESIDENT

  
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SECRETARY