

REGULAR MEETING #6

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, September 21, 2021, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

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, Director of Special Education
 Rhonda Martin, CSBO/Treasurer
 Scott Staley, Director of Administrative Services
 Robin McDowell, Assistant Director of Curriculum and Instruction
 Denise Bruno, Executive Secretary

Other: Jason Armentrout, Tracey Whitlock, Jacob Walker, Lindsay Renner-Wood, Tommy Nester, Liz Beavers

Pledge of Allegiance – led by Mrs. McDowell

APPROVAL OF THE AGENDA

The Superintendent stated Other Action, Finance/Budget Item D would be removed from the agenda.

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:

- Reported on the new Frankfort primary school committee meetings that are being held.
- Provided information on the closing of schools and/or individual classrooms due to COVID quarantines, staffing, etc.
- Gave “kudos” to Mr. Droppleman, Mr. Liller, Mr. Harris, as well as the mechanics, for their extra efforts to be sure bus runs were covered. He also praised county office staff for providing coverage in classrooms, as well as Mrs. Schneider for filling in for cooks.
- Mrs. McDowell provided Summative Data for SY20-21.

B. Board Comments:

Mr. Puffinburger reported on the West Virginia School Board Association (WVSBA) conference he had attended, and stated other counties are dealing with the same issues as Mineral County Schools. With regard to recent COVID deaths, he stated he would especially encourage faculty to get vaccinated.

Mr. Ashby also thanked staff for going above and beyond. He also reported on the WVSBA conference he had attended.

PUBLIC COMMENTS

A. **Agenda Items** – none

B. **Non-Agenda Items** – none

APPROVAL OF MINUTES

The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously to approve the minutes of the regular meeting held on September 7, 2021, as presented.

DISCUSSION:

1. **FINANCE/BUDGET:**

A. **Treasurer's Report for the Month Ended August 31, 2021**

B. **Treasurer's Statement of Investments Outstanding as of August 31, 2021**

The Superintendent reviewed the Treasurer's Report for the month ended August 31, 2021; and the Treasurer's Statement of Investments Outstanding as of August 31, 2021. (See attached.)

2. **MISCELLANEOUS:**

A. **Annual Goals of the Superintendent**

The Superintendent presented his proposed goals to the Board.

ACTION AGENDA

OTHER ACTION

1. **PERSONNEL:**

A. **Retirements**

No recommendations were made for personnel item A.

B. Resignations

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

to approve the following professional personnel resignation, as presented:

1. Miranda Largent, Professional Accountant – Payroll, effective October 8, 2021

C. Placements/Transfers – Administrative Personnel

The Superintendent recused himself due to the action involving a relative and left the room.

As recommended by the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously

to approve the following administrative personnel placement, as presented:

1. Dr. Matthew Ravenscroft, **placement**, Assistant Principal, Keyser Middle School, 225 days (177 days for the 2021-2022 employment term), effective October 4, 2021, pending issuance of appropriate credentials

Superintendent Ravenscroft returned to the room.

D. Placements/Transfers – Professional Personnel

No recommendations were made for Personnel Items D1 – D18.

1. Alternative Education Teacher, Mineral County Alternative School
2. Board Certified Behavior Analyst, Countywide
3. English Teacher, half-day, Frankfort Middle School
4. Family and Consumer Science Teacher, Keyser High School
5. Teacher, Grade Three, Keyser Primary School
6. Teacher, Grade Five, Keyser Middle School
7. Teacher, Kindergarten, Wiley Ford Primary School
8. Teacher, Mathematics, Keyser Middle School
9. Teacher, Mathematics, Keyser Middle School
10. Media Specialist, Keyser Middle School
11. Music Teacher, Keyser Middle School
12. Professional Accountant, County Office
13. School Counselor, Fort Ashby Primary School and Wiley Ford Primary School
14. School Counselor, Keyser High School, 210 days
15. School Psychologist, Countywide, 220 days
16. Teacher, Science, Keyser Middle School
17. Teacher, Science, Keyser Middle School
18. Teacher, Special Education, half-day, Elk Garden Primary School

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

to approve the following professional personnel placement, as presented:

19. Linda Dean, **placement**, Teacher, Special Education, Frankfort High School, effective September 23, 2021, pending issuance of appropriate credentials for Autism

No recommendations were made for personnel items D20 – D23.

20. Teacher Special Education, Frankfort Middle School
21. Teacher, Special Education, Frankfort Middle School
22. Teacher, Special Education, Frankfort Middle School
23. Teacher, Special Education, Keyser Middle School

E. Placements/Transfers – Service Personnel

No recommendations were made for personnel items E1 – E7.

1. Custodian IV, Frankfort Middle School, 261 days
2. Itinerant Aide/Early Childhood Classroom Assistant Teacher or Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher - Kindergarten, Wiley Ford Primary School
3. Mechanic, Bus Garage, 235 days
4. School Bus Operator, Bus Garage/Transportation
5. School Bus Operator, Bus Garage/Transportation
6. School Bus Operator, Bus Garage/Transportation
7. Secretary II or III/Accountant II, Keyser Middle School, 220 days

F. 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. Charles Wimer, Mentor Teacher System-wide, effective pending completion of employment requirements
2. Shyanne Jacobs, Virtual School Coordinator, effective September 23, 2021

G. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item G.

2. FINANCE/BUDGET:**A. Request to Purchase Three School Buses**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously
to approve the purchase of three (3) school buses, as presented. (See attached.)

B. Approve Invoices for August 2021, in the Amount of \$1,952,946.34, for Checks 140458 – 140711

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously
to approve invoices for August 2021, in the amount of \$1,952,946.34, for Checks 140458 – 140711, as presented. (See attached.)

C. Approve Invoices Paid with the P-CARD for August 2021, in the Amount of \$40,295.88, ACH Payment – Checks 1040-1062 (check numbers for tracking purposes only)

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously
to approve invoices paid with the P-CARD for August 2021, in the amount of \$40,295.88, ACH Payment – Checks 1040-1062, as presented. (See attached.)

CONSENT AGENDA

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

1. PERSONNEL:**A. Student Chaperones**

1. Georganna Mansfield, DECA North Atlantic Region Leaders, Boston, MA, November 18-22, 2021

B. Placements/Transfers – Professional Personnel

1. Angela Barry, **placement**, Teacher, English, Frankfort Middle School, effective September 23, 2021, 200 days (172 days for the 2021-2022 employment term)
2. Catherine Brooks, **placement**, Teacher, Art, Fort Ashby Primary School, Frankfort Intermediate School, and Wiley Ford Primary School, effective date to be determined, pending completion of employment requirements and issuance of appropriate credentials for Art
3. Brittany Amtower, **placement**, Itinerant School Nurse, Keyser Primary School, effective date to be determined, pending completion of employment requirements and issuance of appropriate credentials for School Nurse

C. Placements/Transfers – Service Personnel

1. Jennifer Burgess, **transfer from**, Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Prekindergarten, Keyser Primary School **to** Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Kindergarten, Keyser Primary School, effective with the 2022-2023 employment term
-Hold Advertisement

D. Placements – Substitute Teachers, effective pending completion of employment requirements

1. Jennifer Bradfield
2. Anthony Cimaglia
3. Susan Kitzmiller
4. Aaron Leatherman
5. Crystal Sivels

E. Placements – Substitute Service Personnel, effective pending completion of employment requirements

1. Jeffrey L. Stewart, Substitute School Bus Operator
2. Jacqueline L. Reed, Substitute School Bus Operator
3. Chad W. Thomas, Substitute School Bus Operator
4. Cassandra Warnick, Substitute Aide
5. Jessica Jamison, Substitute Aide
6. Jessica Jamison, Substitute Cook

F. Request for Special Education Contracted Services for the 2021-2022 School Year (See attached.)

G. Payment for Exchange of Planning Period to Provide Special Education Services at Frankfort Middle School for the 2021-2022 School Year (Funding Source: ARP ESSERF Grant)

1. Sarah Malone
2. Elizabeth Malone Knotts

H. Approval of Supervisory Aide Agreement

1. Michele Jamison

I. Approval of Three Step Pay Increase for Special Education Teacher

1. Melanie Shuck, Wiley Ford Primary School

J. Resignations – Professional Personnel

1. Matthew Whitacre, Teacher, Mathematics, Keyser Middle School, effective at the end of the work day, Friday, September 24, 2021 **–Advertise Position**
2. Jennifer Godfrey, Teacher, English/Social Studies, half-day, Frankfort Middle School, effective at the end of the work day, September 17, 2021
-This position was advertised September 14 – 20, 2021, as English Only

K. Resignations – Extracurricular Coaching

1. Robert Kevin Hansrote, Track Auxiliary Coach, Frankfort High School, effective September 8, 2021
-Hold Advertisement
2. Sue Shipley, Cheer Assistant Coach, Frankfort High School, effective June 14, 2021
-This position was advertised September 14 – 20, 2021

L. Removal of Name – Substitute Teacher List

1. Jane Wright, voluntary removal of name, effective September 8, 2021

M. Volunteers

1. Elk Garden Primary School

- a. Angela Dixon
- b. Teresa Durst
- c. Margie Reel
- d. Melissa Reel
- e. Aaron Turner
- f. Kristian Turner

2. Fountain Primary School

- a. Deidre Ahern
- b. Jennifer Bruno
- c. Aaron Ferguson
- d. Alicia Fertig
- e. Spring Fertig
- f. Allen Haggerty
- g. Victoria Haggerty
- h. Amanda Harvey
- i. Charles Harvey
- j. Heather Heims
- k. Danielle Kesner
- l. Kirk Kesner
- m. Trina Kesner
- n. Jamie Lesniowski
- o. John Lesniowski
- p. Amanda Mayhew
- q. Ashley McNelis
- r. Jessica Staggs
- s. Mary Beth Stahlman

3. Frankfort Intermediate School

- a. Amber Myers
- b. Amber Smith

4. Frankfort Middle School

- a. Christian Brooks
- b. Barbara Clark
- c. Kevin Slark
- d. Tammi Whitacre

5. Frankfort High School

- a. Amy Bowers, Band
- b. Stevern Bowers, Band
- c. Greta Cain, Band
- d. Christopher Douthitt, Band
- e. Renee Douthitt, Band
- f. Anna Reineke, Band
- g. Felicia Rhodes, Band
- h. Pamela Rice, Band
- i. Leslie Sisler, Band, non-coaching Cross Country

6. Keyser Primary School

- a. Ashton McKenzie
- b. Luke McKenzie
- c. Daniel Radko
- d. Susan Radko
- e. Amanda Shoemaker

7. Keyser High School

- a. Melinda Evans, Band
- b. Brandy Haines, Band
- c. Lisa Rayden-Rogers, Band
- d. Anthony Rogers, Band
- e. Jessica Scott, Band
- f. Scott Thomas, Band

8. Mineral County Technical Center

- a. John Bittinger
- b. Rachael Brinkman
- c. Renee Chambers
- d. Sarah Sions
- e. Crystal Weaver

9. New Creek Primary School

- a. Julia Bean

10. Wiley Ford Primary School

- a. Katie Gattens
- b. Amber Smith
- c. Sarah Szabo

2. MISCELLANEOUS:

- A. Request – HS22-04 for Home School Student to Enroll in Virtual Course and Play Sports at Keyser High School
- B. Leave of Absence Requests
 1. Sherry Beatty, Cook – Keyser Middle School, effective SY21-22
 2. Kelly Defibaugh, Cook – Keyser Middle School, effective August 17 – 24, 2021
 3. Andrea Forebeck, Teacher – Frankfort Intermediate School, effective August 16 – December 22, 2021
 4. Ronald Hines, Bus Operator, effective August 20 – September 3, 2021
 5. Sara Keplinger, Secretary – Bus Garage, effective September 7 – 20, 2021
 6. Stacey McKenzie, School Instructional Specialist – Wiley Ford Primary School, effective August 30 – October 28, 2021
 7. Cynthia Mills, Secretary/Accountant – County Office, effective September 8 – October 1, 2021
 8. Tommy Nester, Teacher – Keyser Middle School, effective September 13 – 24, 2021
 9. Robin Owens, Teacher – Wiley Ford Primary School, effective August 23 – September 9, 2021
 10. Kristen Sandy, Aide/Paraprofessional–Keyser Primary School, effective October 11–November 19, 2021
 11. Russell Sandy, Maintenance/Custodian, effective October 11 – November 19, 2021
 12. Brittany Stickley, Teacher, Keyser Primary School, effective August 16 – December 22, 2021
 13. Anita Whetzel, Custodian – Keyser High School, effective August 16 – September 7, 2021
 14. Pamela Wilt, Cook, Frankfort Middle School, effective August 20 – September 3, 2021

Date and Time of Next Meeting: September 27, 2021 4:00 p.m. – Special Meeting
October 5, 2021 6:00 p.m. – Regular Meeting

ADJOURNMENT.

The President adjourned the meeting at 6:36 p.m.