

REGULAR MEETING #9**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, October 19, 2021, at Keyser Middle School, 879 Harley O. Staggers Drive, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courrier, 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
 Rhonda Martin, CSBO/Treasurer
 Scott Staley, Director of Administrative Services
 Denise Bruno, Executive Secretary

Other: Matthew Hansford, Tamra Hansford, Aaron Harris, Gordon Brubaker, Tracey Whitlock, Jason Armentrout, Nathan Armentrout, Liz Beavers, Lindsay Renner-Wood

Pledge of Allegiance – led by Jason Armentrout

APPROVAL OF THE AGENDA

The Superintendent noted the following changes to the agenda:

- Other Action, Finance/Budget – Remove Items D and F (Budget Revisions) – Item E would become Budget Revision TWO
- Consent Agenda, Personnel Item D1 (Placement Service Personnel) “effective October 21, 2021” changed to “effective date to be determined”

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 the new Frankfort District primary school committee traveled to Winchester to visit a school constructed by the same architect that will be building our school.
- Announced Mr. John Wilson, Coordinator of School Safety had been meeting with students and staff at Keyser High School. Also, legal counsel had provided Title IX training. In addition, inquiries/requests for information are being made for upgrades to restrooms at middle/high schools.
- Stated COVID numbers are improving, with fewer positives in students/staff.

B. Board Comments:

Mr. Denne reported on a committee he serves on which helps support grandparents who are raising their grandchildren, and praised Mr. Stullenbarger and Mr. Bolyard for their great efforts.

Ms. Baniak extended best wishes to the fall sport teams that are competing in sectionals regionals.

Mr. Ashby spoke about concerns he has with virtual students not being held accountable for their missed assignments/attendance. He also expressed the issues parents/staff deal with when school is virtual. Lastly, he stated he would like to see some painting done at Keyser Middle School.

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

1. Matthew Hansford spoke concerning the mask mandate and requested that it be lifted.
2. Aaron Harris gave suggestions to deal with restroom/locker room safety at Keyser High School.

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Mr. Puffinburger passed unanimously to approve the minutes of the regular meeting held on October 5, 2021, as presented.

DISCUSSION:

1. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended September 30, 2021****B. Treasurer's Statement of Investments Outstanding as of September 30, 2021**

Mr. Ravenscroft reviewed the Treasurer's Report for the month ended September 30, 2021, and the Treasurer's Statement of Investments Outstanding as of September 30, 2021. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Approval of New County-Level Curriculum Course**

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously
to approve a new county-level curriculum course, as presented. (See attached.)

2. PERSONNEL:**A. Placement(s)/Transfer(s) – Professional Personnel**

No recommendations were made for personnel items A1 – A18.

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

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

No recommendations were made for personnel items B1 – B4.

1. Mechanic, Bus Garage/Transportation, 235 days
2. Mechanic, Bus Garage/Transportation, 235 days
3. School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary, Frankfort Intermediate, Frankfort Middle, and Frankfort High Schools, covering but not limited to Rt. 28., Rt. 46, Horseshoe Run, Georges Run, and Chas Deremer Roads
4. School Bus Operator, Bus Garage/Transportation, Long Term Substitute, serving students attending Burlington Primary, Keyser Primary, and Keyser Middle Schools, covering but not limited to Rt. 50, Parrill Hollow Rd., Penneroil Rd., Knobley Rd., and Patterson's Creek Rd.

C. Placement(s) in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placement, as presented:

1. Natasha Riggleman, Parent Coordinator, New Creek Primary School, effective October 21, 2021

D. Placement(s) in Coaching 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 placement, as presented:

1. Richard Willison, Girls Basketball Head Coach, Frankfort High School, effective October 21, 2021

3. FINANCE/BUDGET:**A. Approve Invoices for September 2021, in the Amount of \$1,344,693.33, for Checks 140712–141061**

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

to approve invoices for September 2021, in the amount of \$1,344,693.33, for checks 140712 – 141061, as presented. (See attached.)

B. Approve Invoices Paid with the P-CARD for September 2021, in the Amount of \$135,580.14, ACH Payment – Checks 1063-1093 (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 September 2021, in the amount of \$135,580.14, ACH Payment – Checks 1063-1093, as presented. (See attached.)

C. Approve Budget Revision Number ONE for Fiscal 2022 for FY21 CARRY-OVER BUDGET in the Amount of \$4,705,615.83

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

to approve Budget Revision Number ONE for Fiscal 2022 for FY21 Carry-Over Budget in the amount of \$4,705,615.83, as presented. (See attached.)

D. Approve Budget Revision Number TWO for Fiscal 2022 for FY21 ENCUMBRANCES AND EARMARKED FUNDS

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

to approve budget revision number TWO for Fiscal 2022 for FY21 encumbrances and earmarked funds, as presented. (See attached.)

E. National School Boards Association National Connection Fees

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

to approve National School Boards Association National Connection Fees, as presented. (See attached.)

F. Approve In-Lieu of Transportation – Mileage Reimbursement Requests

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

to approve in-lieu of transportation – mileage reimbursement requests, as presented.

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 the September 27, 2021, meeting, as presented.

B. 2021-2022 School Calendar Revision

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

to approve the following 21-22 school calendar revision, as presented.

- November 12 – **from** Regular Instructional Day **to** Professional Learning Day

CONSENT AGENDA

4. MISCELLANEOUS:**A. Leave of Absence Request**

Mr. Ashby recused himself, due to the item involving a relative, and left the room.

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

to approve the following leave of absence request, as presented:

1. Connie Hesse, Paraprofessional–Frankfort Middle School, effective September 9 – October 13, 2021

Mr. Ashby returned to the room.

CONSENT AGENDA (continued)

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. PROGRAM PLANNING:

A. Approval of Agreement Between Nova Southeastern University, Inc. and Mineral County Schools and Keyser Primary School for Student Teacher Experience

B. Student Intern

1. Morgan Greaser, Nova Southeastern University, Inc., Speech Language Pathology, Keyser Primary School, effective January – May 2021.

2. PERSONNEL:

A. Extracurricular Assignment Agreement

1. Jessica Hughes, FHS Play, October 16, 2021

B. Student Chaperones

1. Darrin Holland, Skills USA Fall Leadership Conference, Ripley, WV, October 26-28, 2021
2. Julie Sions, FFA National Competition, Indianapolis, IN, October 25-30, 2021
3. Lucas Spencer, Skills USA Fall Leadership Conference, Ripley, WV, October 26-28, 2021

C. Placement(s)/Transfer(s) – Professional Personnel

1. Patricia Goldizen, **placement**, Professional Accountant – Payroll, County Office, effective November 1, 2021, and pending completion of employment requirements, 261 days (174 days for the 2021-2022 employment term)
2. Jamie Raaum, **placement**, Professional Accountant, County Office, effective October 21, 2021 and pending completion of employment requirements, 261 days (181 days for the 2021-2022 employment term)
3. Beth Maszor, **placement**, Teacher, Grade Five, Keyser Middle School, effective date to be determined and pending issuance of appropriate credentials for Elementary Education.
4. Abria Lantz, **placement**, Teacher, Grade Five, Keyser Middle School, effective date to be determined and pending issuance of appropriate credentials for Elementary Education.
5. John Leonard, **placement**, Teacher, Music, Keyser Middle School, effective with the 2022-2023 employment term

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

1. Brian Hammons, **placement**, Custodian IV, Frankfort Middle School, 261 days, effective date to be determined

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

E. Placement(s)/Transfer(s) – Extracurricular Professional, effective October 21, 2021

1. Kaylin Gentry, Schoolwide Mentor, New Creek Primary School
2. Robin McDowell, Principal Mentor, Keyser Middle School for Matthew Ravenscroft
3. Jenni Woy, Principal Mentor, Keyser High School for Christine Droppleman

F. Placement(s) – Extracurricular Coaching

1. Jason Vaughan, Boys' Soccer Assistant Coach, Frankfort High School, pending completion of employment requirements

G. Effective Date(s) Determined

1. Brittany Amtower, effective date of placement determined as October 25, 2021, 210 days, (155 days for the 2021-2022 employment term), as Itinerant School Nurse, Keyser Primary School
2. Suzette Bowen, effective date of transfer determined as October 11, 2021, as Teacher, Kindergarten, Wiley Ford Primary School
3. Catherine Brooks, effective date of placement determined as September 30, 2021, 200 days (167 days for the 2021-2022 employment term), as Teacher, Art, Fort Ashby Primary School, Frankfort Intermediate School, and Wiley Ford Primary School
4. Anthony DelSignore, effective date of placement determined as October 29, 2021, 235 days (163 days for the 2021-2022 employment term), as Custodian III, split-shift, Elk Garden Primary School

H. Removal of Name – Substitute Teacher List

1. Debra Long, voluntary removal of name, effective October 7, 2021

I. Resignation – Service Personnel

1. Megan Kirk, Aide, Special Education, Frankfort Middle School, effective at the end of the work day October 26, 2021 **-Advertise Position**

Ms. Kirk requests to be placed on the substitute aide list effective October 27, 2021.

J. Resignation – Extracurricular Coaching

1. Scott Beeman, Girls Basketball Assistant Coach, Frankfort High School, effective October 6, 2021 **-Advertise Position**

K. Volunteers

1. Elk Garden Primary School

- a. Gloria Shreve
- b. David Schwinabart
- c. Sherry Smith
- d. Tabitha Jones

2. Frankfort Intermediate School

- a. Michael Miller
- b. Stephanie Miller

3. Fountain Primary School

- a. Janet Rinker
- b. Danielle Kesner
- c. Linda Jackson

4. Amanda Roberson, Frankfort Middle School

5. Keyser High School

- a. Kimberly Furey
- b. Sherri Pancake
- c. Velmere Green, Track

6. Keyser Middle School

- a. Linday Patton
- b. Gloria Shreve

7. Keyser Primary School

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| a. Joy Johnson | n. Laura Pritts |
| b. Lindy Patton | o. Hannah Rawlings |
| c. Khushi Agarwal | p. Tiffany Mongold (Gray) |
| d. Sara DeHaven | q. Candice Marple |
| e. Kimberly Furey | r. Adam Graves |
| f. Sarah Jones | s. Melissa Graves |
| g. Carrie Crowe | t. Kathy Ravenscroft |
| h. Andrea Schafer | u. Justin Buchina |
| i. Jennifer Redman | v. Joanna Crites |
| j. Donovan Lucas | w. Christa Harshbarger |
| k. Jessica Stott | x. Jarell Ross |
| l. Brittany Roy | y. Chelsea Ross |
| m. Thomas Pritts | |

8. New Creek Primary school

- a. Bryan Love
- b. Corey Love

9. Wiley Ford Primary School

- a. Amanda Roberson
- b. Ginger Oates
- c. Kayla Chaney
- d. Jamie O'Connor
- e. Holly Phares

L. Request to Post Positions

- 1. After School Tutoring Teachers, Fort Ashby Primary School (Funding: ARP Grant)
- 2. Parent Coordinator, Frankfort Intermediate School (Funding: ARP Grant)

3. PROPERTY:A. Request for Maintenance Equipment/Supplies to be Declared Surplus Property

The Superintendent requests that listed maintenance equipment/supplies be declared surplus property and sold by sealed bid. (See attached.)

4. MISCELLANEOUS (continued):B. Leave of Absence Update/Extension

- 1. Rebecca Muir, Paraprofessional – Fort Ashby Primary School, extended through November 9, 2021

Date and Time of Next Meeting: November 2, 2021 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 6:38 p.m.

Board Approved – November 2, 2021