

REGULAR MEETING #15**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, January 18, 2022, 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
 Denise Bruno, Executive Secretary

Other: Rick Hillenbrand, Lindsay Renner-Wood, Liz Beavers

Pledge of Allegiance – led by Mr. Ravenscroft

APPROVAL OF THE AGENDA

The Superintendent stated recognition of FFA students would be postponed to the next meeting. He also asked that Discussion Items: *Annual Evaluation – Superintendent* and *Superintendent Contract Negotiation* be moved after the Consent Agenda.

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

COMMUNICATION – Superintendent/Board**A. Superintendent's Update:**

The Superintendent:

- Stated planning will begin for SY23 school calendar. Surveys will be sent out.
- Shared there will be changes in how COVID numbers are reported.
- Announced there would be a two-hour delay tomorrow, and thanked maintenance and custodial staff for their efforts in cleaning up after the snowstorm.

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

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve the minutes of the regular meeting held on January 4, 2022, as presented.

DISCUSSION:

1. PROGRAM PLANNING:**A. COVID-19 Mitigation Measures**

Current mitigation measures will remain in place.

2. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended December 31, 2021****B. Treasurer's Statement of Investments Outstanding as of December 31, 2021**

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

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Retirement – Professional Personnel**

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

to approve the following professional personnel retirement, as presented:

1. Susan E. Bosley, Teacher, Grade 2, Elk Garden Primary School, effective at the end of the work day on January 31, 2022
-Advertise Position

The Superintendent would like to thank Ms. Bosley for her 22 years of service to Mineral County Schools.

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

No recommendations were made for personnel items B1 – B13.

1. Board Certified Behavior Analyst, Countywide
2. Teacher, English, half-day, Frankfort Middle School
3. Teacher, Grade Three, Keyser Primary School
4. Teacher, Mathematics, Keyser Middle School
5. Teacher, Mathematics, Keyser Middle School
6. Teacher, Mathematics, Keyser High School
7. Music Teacher, Frankfort Middle School
8. School Psychologist, Countywide, 220 days
9. Teacher, Science, Keyser Middle School
10. Teacher, Science, Keyser High School
11. Teacher, Special Education, Frankfort Middle School
12. Teacher, Special Education, Frankfort Middle School
13. Teacher, Special Education, Keyser Middle School

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

1. Mechanic, Bus Garage, 235 days

D. Placement(s) in Extracurricular Vacancies as Previously Approved and Advertised**E. Placement(s) in Coaching Vacancies as Previously Approved and Advertised**

No recommendations were made for personnel items C, D, or E.

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

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

to approve the following substitute teacher placement, effective pending completion of employment requirements:

1. Shanna Grady

G. Placement – Substitute Service Personnel, effective pending completion of employment requirements

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

to approve the following substitute service personnel placement, effective pending completion of employment requirements:

1. Kaycee Jennings, Substitute Secretary

2. FINANCE/BUDGET:**A. Approve Invoices for December 2021, in the Amount of \$953,686.33, for Checks 141610–141932**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously
to approve invoices for December 2021, in the amount of \$953,686.33, for checks 141610–141932, as presented. (See attached.)

B. Approve Invoices Paid with the P-CARD for December 2021, in the Amount of \$255,707.20, ACH Payment – Checks 1174-1209 (check numbers for tracking purposes only)

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Puffinburger passed unanimously
to approve invoices paid with the P-CARD for December 2021, in the amount of \$255,707.20, ACH Payment – Checks 1174-1209, as presented. (See attached.)

C. Approve Budget Revision Number TWELVE for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS in the Amount of \$32,151.94

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve budget revision number TWELVE for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS in the amount of \$32,151.94, as presented. (See attached.)

3. MISCELLANEOUS:**A. Request for Adult Student to Attend Day Classes at Mineral County Technical Center**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve the request for an adult student to attend day classes at Mineral County Technical Center, effective January 5, 2022, for the remainder of the school year, as presented.

CONSENT AGENDA

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

1. PERSONNEL:**A. Permission to Pay Service Personnel for Exchange of Duty-Free Lunch Period**

1. Permission to pay service personnel for supervisory coverage in-lieu of duty-free lunch, as needed for the 2021-2022 school year only (Funding: ARP/ESSERF Grant)

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

1. Linda Dean, Teacher, Special Education, Frankfort High School, effective September 23, 2021

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

1. Misty Benedict, **transfer from**, Teacher, Grade One, Keyser Primary School **to** Media Specialist, Keyser Middle School, effective with the 2022-2023 employment term
-Hold Advertisement

D. Removal of Name – Substitute Teacher List

1. Mirna Jenkins, Substitute Teacher, voluntary removal of name effective January 10, 2022

E. Hourly Stipend for Summer Opportunities for Learning and Engagement (SOLE) Program
(Funding Source: ARP/ESSERF Grant)

1. Professional Personnel \$40/hour

F. Volunteers

1. Gregory Pratt, Keyser High School, non-coaching Softball
2. Heather Ack, Keyser Primary School
3. Wiley Ford Primary School
 - a. Tammy Gomer
 - b. Kayla Haines
 - c. Julie Hill
 - d. Jennifer Light
 - e. Sommer Skelley
 - f. Britni Wilson

2. MISCELLANEOUS:A. Leave of Absence Requests

1. Monique Bittner, Teacher – Wiley Ford Primary School, effective April 5 – June 2, 2022
2. Patricia Goldizen, Professional Accountant, County Office, effective January 28 – February 13, 2022
3. Stephen Taylor, Bus Operator, effective January 18 – March 17, 2022

B. Leave of Absence Updates/Extensions

1. Rebecca Muir, Aide, Fort Ashby Primary School, extended through January 14, 2022
2. Brittany Stickley, extended through March 22, 2022
3. Anita Whetzel, Custodian – Keyser High School, extended through March 16, 2022

DISCUSSION: (continued)

3. MISCELLANEOUS:**A. Annual Evaluation – Superintendent****1. Meeting with Superintendent – Executive Session**

The motion of Mrs. Courier and second of Mr. Puffinburger passed unanimously **to enter executive session at 6:12 p.m. pursuant to WV Code: 6-9A-4 (2A) to conduct the annual evaluation of the Superintendent.**

The Board returned to open session at 7:30 p.m.

2. General Statement to the Public – Board President (See attached.)

The Board president read a summary of the Superintendent's evaluation.

B. Superintendent Contract Negotiation and Possible Award of Contract for a Term Commencing on July 1, 2022

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously **to enter executive session at 7:32 p.m. pursuant to WV Code: 6-9A-4 (2A) for the purpose of contract negotiation for the Superintendent of Schools for a term commencing on July 1, 2022.**

The Board returned to open session at 8:30 p.m. No action was taken.

Date and Time of Next Meeting: February 1, 2022 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 8:30 p.m.

Board Approved – February 1, 2022