

REGULAR MEETING #16**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, February 1, 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: Hope Gough, Tamra Hansford, Matthew Hansford, Rick Hillenbrand, Gordon Brubaker, Lori Wilson, Hayward Wilson, Brittney Redman, Cohin Redman, Renee Chambers, Dylan Wilson, Carol Webb, Laynee Leatherman, Everlie Battko, Cora Redman, Ella Chambers, Lara Bittinger, John Bittinger, Julie Sions, Rachael Brinkman, Elijah Rexrode, Brenton Ebert, Robin Leatherman, Hannah Rexrode, Liz Beavers, Lindsay Renner-Wood

Pledge of Allegiance – led by Mr. Denne

APPROVAL OF THE AGENDA

The Superintendent noted the following corrections:

- Consent Agenda, Personnel Item D2 – “effective pending completion of employment requirements” added
- Consent Agenda, Personnel Item E13 – “Sheppard Pratt School” added
- Consent Agenda, Personnel Item K1 – effective date changed to “2022”

The Superintendent also asked that the students be recognized prior to his updates.

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

COMMUNICATION – Superintendent/Board**A. Recognition:**

The following FFA members were presented certificates of recognition:

- ❖ Mineral County FFA Veterinary Science – 1st Place Team – Career Development Events
 - Everlie Battko
 - Ella Chambers
 - Laynee Leatherman
 - Cora Redman
 - Hailey Lescher Durst and Brooke Kesner – alternates

- ❖ 1st Place state individual – Everlie Battko – FFA Veterinary Science – Career Development Events
- ❖ 1st Place state individual – Dylan Wilson – FFA Meats Evaluation – Career Development Events
- ❖ 1st Place – Elijah Rexrode – Tractor Operating and Maintenance Contest – WV State FFA Convention
- ❖ Mineral County FFA – Silver Emblem Team – National FFA Environmental and Natural Resources Career Development Event
 - John Bittinger
 - Lara Bittinger
 - Rachael Brinkman
 - Sarah Sions

B. Superintendent's Update:

The Superintendent:

- Stated the meeting was off to a great start with recognizing students for their accomplishments.
- Reported quarantine guidance had been updated, and that he greatly appreciates the school nurses for their efforts.
- Said he had recently met with the architects for the new Frankfort Elementary School and was able to view mock-ups of the new school. He will be sharing the mock-ups soon.
- He also added that nominations were being accepted for Teacher of the Year and Service Employee of the Year

C. Board Comments:

Ms. Baniak, along with the other Board members, offered congratulations to the FFA students, stating she was very proud of them.

Mr. Denne reported on the PreK Head Start Policy Council meeting he attended, and wanted to further accentuate his admiration for Ms. Joy Heavener as she discussed the grant that had been obtained, noting she never said "I," it was always "we." He additionally, thanked and recognized Ms. Brandy Shoemaker, the Early Childhood Behavior/Mental Health Specialist, for her support and concern of the mental health of teachers and staff.

Mr. Puffinburger thanked teachers and all staff, especially with the continual updates, and for doing a fantastic job.

Mr. Ashby stated it was an honor to recognize the FFA students and he really appreciated them. He spoke about the COVID virus and how it has hit the area hard, and restated his support for masks.

PUBLIC COMMENTS

A. Agenda Items

1. Hope Gough spoke of concerns with her daughter and the mask mandate.
2. Tamra Hansford shared information she had about COVID and masking.
3. Matthew Hansford asked the Board to lift the mask mandate and shared his opinion of the Board.

B. Non-Agenda Items

1. Rick Hillenbrand, candidate for House of Delegates – District #88, introduced himself and shared some of his background.

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 January 18, 2022, as presented.

DISCUSSION:

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

In his comments to the Board, the Superintendent shared the most recent change to quarantine guidance. At this time, current mitigation measures will remain in place.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Policy Revision – 3120.12 Substitutes in Areas of Critical Need and Shortage**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously
to approve a revision to policy 3120.12 Substitutes in Areas of Critical Need and Shortage, as presented. (See attached.)

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

No recommendations were made for personnel items A1 – A13.

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. Teacher, Music, Frankfort Middle School
8. School Psychologist, Student Services

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

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

No recommendation was made for personnel item B1.

1. Mechanic, Bus Garage, 235 Days

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

to approve the following service personnel transfer, as presented:

2. Joseph Alkire, Jr. **transfer from** School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, Bus Garage/Transportation, serving special needs students with disabilities and/or specialized medical needs attending Fort Ashby Primary School, Frankfort Intermediate School, Wiley Ford Primary School, Frankfort High School, Frankfort Middle School, Keyser High School, Keyser Middle School, and Keyser Primary School, covering but not limited to Rt. 28, Rt. 46, Georges Run Rd., Knobley Rd., Ridgeley, and Carpendale areas, including a mid-day run transporting special needs student, effective February 3, 2022 – **Advertise Position**

C. 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. Service Personnel
 - a. Clifton Biser, Extended School Year – School Bus Operator, Keyser District – Sheppard Pratt School
 - b. Roger Braithwaite, General Maintenance/Groundsman, Countywide
 - c. Adam Braithwaite, General Maintenance/Groundsman, Countywide
 - d. Andrew Keplinger, General Maintenance/Groundsman, Countywide
 - e. Jennifer Self, SOLE – Itinerant Classroom Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Kindergarten, Keyser District
 - f. Amanda Smith, Extracurricular Employment Agreement - Parent Coordinator, Fort Ashby Primary School, effective pending completion of employment requirements

g. SOLE - School Bus Operators

1. Kevin Hoalcraft
2. Matthew Roderick
3. Hannah Rexrode
4. Gary Bradshaw
5. David Riggleman
6. Allen McCoy
7. Joseph Alkire Jr.
8. Kenneth Delawder
9. Roy Twigg

D. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item D.

E. Placements – Substitutes Professional and/or Service Personnel

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

to approve the following substitute professional personnel placement, as presented:

1. Substitute Teachers

- a. Julia Bean

3. FINANCE/BUDGET:

A. Elk Garden Primary School Roofing Projects – Award Bids

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

to approve awarding the bid to Hite Roofing for the Elk Garden Primary School roofing projects in the amount of \$27,900 for the hallway roof and \$69,700 for the gymnasium roof.

(Funding Source: Permanent Improvement Fund)

B. Approve Budget Revision Number THIRTEEN for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS

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

to approve budget revision number THIRTEEN for fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS in the amount of \$8,000.00, as presented. (See attached.)

4. MISCELLANEOUS:**A. Approval of Superintendent's Contract for a Term to Commence on July 1, 2022**

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously **to enter executive session at 6:52 p.m., pursuant to WV Code 6-9A-4 (2A) to discuss the Superintendent's proposed contract.**

The Board returned to open session at 7:09 p.m.

The motion of Mrs. Courier and second of Mr. Denne passed 4-0-1 (Mr. Ashby – abstained) **to approve the employment of Troy L. Ravenscroft for a 4-year contract commencing on July 1, 2022, and ending June 30, 2026, in consideration of an annual base salary of \$130,000 in year 1, with a 3% increase in salary as calculated off of the prior year's annual salary for Years 2, 3 and 4 to be paid on a bi-monthly basis during the term of this contract.** (See attached.)

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. PROGRAM PLANNING:**A. Approval of District Course: Criminal Justice****2. PERSONNEL:****A. Student Chaperones**

1. Elizabeth Malone Knotts, FHS Band Trip, Orlando, FL, April 18-22, 2022
2. Sarah Malone, FHS Band Trip, Orlando, FL, April 18-22, 2022
3. Georganna Mansfield, DECA State Career Development Conference, Charleston, WV, March 3-7, 2022

B. Effective Start Date Determined

1. Beth Maszor, Teacher, Grade 5, Keyser Middle School, effective start date January 21, 2022, 200 days (95 days for the 2021-2022 employment term)

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

1. Bonnie Berg, **transfer from**, Custodian III, Mineral County Technical Center and Surrounding Campus, 261 days, **to** Custodian III, Keyser Primary School, 261 Days, effective February 3, 2022
-Advertise Position

D. Placements – Extracurricular Professional Personnel

1. SOLE – Summer School Teachers Grades K-5, Keyser District
 - a. Mary Hardy
 - b. Melissa Tucker
 - c. Kerri Staggers
 - d. Kara Lyons
 - e. Vicki Ross
2. SOLE – Summer School Teachers Grades K-5, Frankfort District
 - a. Lisa Derlan
 - b. Kayleen Painter
 - c. Robin Swandol
 - d. Lori Troutman
 - e. Rebecca Bowers
 - f. Tiffany Snyder
 - g. Brooke Snyder-Judy, effective pending completion of employment requirements
3. SOLE – Credit Recovery Teachers, Frankfort District
 - a. Lisa Linn
 - b. Melissa Skidmore
 - c. Lori Kenney
 - d. Gay Pernau
 - e. Mark Rhodes
 - f. Angela Shanholtz
 - g. Rebonica Davis
4. SOLE – Credit Recovery Teachers, Keyser District
 - a. Doug Clark
 - b. Eric Miller
 - c. Emily Shockey
 - d. Tina-Chantal Cook
5. Lisa Corbin, SOLE – Summer School Pre-kindergarten/Head Start Specialist, Keyser District
6. Jennifer Bray, SOLE – Summer School Pre-kindergarten/Head Start Specialist, Frankfort District
7. Amanda Lewis, SOLE – Summer School Pre-kindergarten/Head Start Specialist, Frankfort District
8. Charles Shockney, SOLE – Site Coordinator, Frankfort District

E. Placements – Extracurricular Service Personnel

1. Tomya Mayhew, SOLE – Parent Coordinator, Keyser District
2. Jennifer Gordon, SOLE – Itinerant Classroom Aide – Special Education, Keyser District
3. Jennifer Hay, SOLE – Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher – Kindergarten, Frankfort District
4. Krista Mellott, SOLE – Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher – Pre-kindergarten, Frankfort District

5. Winnifred Kenney, SOLE - Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher – Pre-kindergarten, Keyser District
6. Joanna Zacari, SOLE - Itinerant Classroom Aide/Early Childhood Classroom Assistant Teacher – Pre-kindergarten, Keyser District
7. Richard Jackson, SOLE, Custodian III, Frankfort District
8. Amy Riggleman, SOLE, Cook II, Keyser District
9. Brittany Bowman, SOLE, Cook II, Keyser District
10. Shelia Litton, SOLE, Cook II, Frankfort District
11. Cindy Fleek, SOLE, Cook II, Frankfort District
12. George Rhodes, SOLE, Custodian III, Keyser District
13. Kathryn Biser, Extended School Year, Itinerant Aide/Transportation Aide/Paraprofessional, Keyser District – Sheppard Pratt School

F. Placements – Coaching, effective pending completion of employment requirements

1. Robert Eagle, Jr., Baseball Assistant Coach, Keyser High School
-Advertise Co-Auxiliary Baseball Coach
2. Daniel Lewis, Girls Tennis Assistant Coach, Keyser High School
3. Maverick Holmes, Boys Tennis Head Coach, Keyser High School
4. Alexandra Lantz, Softball Assistant Coach, Frankfort High School
-Advertise Softball Auxiliary Coach

G. Placement – Substitute Teacher, pending completion of employment requirements

1. Morgan Larue

H. Hourly Stipend for Extended School Year Program (Funding Source: Special Education/ARP-ESSERF)

1. Professional Personnel \$40/hour

I. Request to Post Position(s)

1. Itinerant Classroom Aide/Transportation Aide – Special Education, with initial placement at Keyser Primary School, (Funding Source: ESSERF)

J. Resignation – Professional Personnel

1. Brittany Amtower, Itinerant School Nurse, Keyser Primary School, effective at the end of the work day on February 4, 2022 **-Advertise Position**

K. Removal of Name – Substitute Teacher List

1. Christine Sprouse, effective January 6, 2022

L. Volunteers

1. Jeffrey Turner, Elk Garden Primary School
2. Joyce Turner, Elk Garden Primary School
3. Charles Bolyard, Fountain Primary School
4. Tamra Hansford, Fountain Primary School
5. Brandi Jenkins, Fountain Primary School
6. Steven Kinnie, Keyser High School, non-coaching Basketball
7. Rodney Mangold, Keyser High school, non-coaching Softball
8. Jeremy Riggleman, Mineral County Technical Center
9. Jessica Riggleman, Mineral County Technical Center
10. Jeffrey Turner, Mineral County Technical Center
11. Joyce Turner, Mineral County Technical Center

3. **PROPERTY:**

- A. Approval for City of Keyser to Make Modifications to Brooks' Park and Authorize the Superintendent to Enter a Memorandum of Understanding for the Property (See attached.)
- B. Request Item to be Declared Surplus Property
 1. Hendy Machine Company metal lathe (MCTC)

4. **MISCELLANEOUS:**

- A. Request for Home School Student to be Transported
- B. Building Access for Non-Employees
- C. Leave of Absence Update/Extension

Date and Time of Next Meeting: February 15, 2022 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:11 p.m.

Board Approved – February 15, 2022