

## OFFICIAL MINUTES

- Reported masks became optional as of yesterday, and was hopeful the downward trend of COVID cases would continue.
- With regard to the current school year calendar, said any changes would be made about mid-March.
- Wished the winter sport teams good luck in their regional games.
- Thanked Ms. Wilson for her efforts with regard to the completion of the Civil Rights Survey.
- Announced the Board would be completing a self-appraisal instrument.
- Stated he had received good news today with regard to a partnership for the new school and said the planning phase had been completed and now the focus will be shifted to the design phase.

**B. Recognition:**

The following students were presented certificates of recognition:

1. Young Writers Winners
  - ❖ Simon Deloughery – Grade 1-2, Burlington Primary School
  - ❖ John “Russ” Haines – Grade 3-4, Keyser Primary School
  - ❖ Kirsten Copen – Grade 5-6, Frankfort Middle School
  - ❖ Kyren Garland – Grade 7-8, Keyser Middle School
  - ❖ Charleen Cryser – Grade 9-10, Keyser High School
  - ❖ Wesley Johnson, Grade 11-12, Keyser High School

**C. Presentation:**

1. School Social Work Program – Charles Bolyard and Erin Jenkins

Mr. Bolyard and Ms. Jenkins presented an overview of the school social work program.

**D. Board Comments:**

Mr. Ashby wished the winter sport teams all the best. He also commended substitute teachers Brenda Heavner and John Staggers for everything they have done at Elk Garden Primary School.

Mr. Puffinburger thanked the Superintendent for his offer of assistance with regard to the devastating fire at the West Virginia Schools for the Deaf and the Blind. He also reported he had visited the Fire Science class at the Technical Center, and is hopeful that an EMT Program can be made available.

Ms. Baniak also wished the winter teams the best of luck. She congratulated the West Virginia History Bowl winners and commended Mr. Nester for his great success in that event.

Mrs. Courier thanked Ms. Wilson for her hard work with regard to data collection for the Civil Rights Survey.

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

Gordon Brubaker thanked the Board for lifting the mask mandate.

**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 February 15, 2022; and of the special meeting held on February 22, 2022, as presented.

**PUBLIC HEARING:**

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A public hearing was held on 2022-2023 School Calendar options.

The President opened the hearing.

No one presented to speak.

The President closed the hearing.

**DISCUSSION:**

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

COVID-19 mitigation measures were revised effective February 28, 2022, as the universal mask policy was lifted.

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PERSONNEL:****A. Retirement(s) – Administrative, Professional, and Service Personnel, effective at the end of the 2021-2022 employment term, unless otherwise noted****ADMINISTRATIVE PERSONNEL – none submitted**

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

**to approve the following professional and service personnel retirements, effective at the end of the 2021-2022 employment term, unless otherwise noted, as presented:**

**PROFESSIONAL PERSONNEL**

1. Jimmara Evans, Teacher, Kindergarten, New Creek Primary School, effective at the end of the 2021-2022 employment term

The Superintendent wishes to thank Ms. Evans for her 24 years of service to Mineral County Schools.

Ms. Evans requests to be placed on the substitute teacher list, effective with the 2022-2023 employment term.

2. Dennis E. Mickey, Teacher, Health and Physical Education, Frankfort Middle School, effective at the end of the 2021-2022 employment term, at the time of his retirement Mr. Mickey is resigning his positions as Health, Physical Education, and Safety Team Leader and Winter Intramural Director

The Superintendent wishes to thank Mr. Mickey for his 29+ years of service to Mineral County Schools.

Mr. Mickey requests to be placed on the substitute teacher list, effective with the 2022-2023 employment term.

3. Sharon Squires, Teacher, Kindergarten, Keyser Primary School, effective June 30, 2022

The Superintendent wishes to thank Ms. Squires for her 37 years of service to Mineral County Schools.

#### **SERVICE PERSONNEL**

1. Bonnie Chaney, Cafeteria Manager, Burlington Primary School, effective June 30, 2022

The Superintendent wishes to thank Ms. Chaney for her 23+ years of service to Mineral County Schools.

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

No recommendations were made for personnel items B1 – B5.

1. Board Certified Behavior Analyst, Countywide
2. Teacher, English, half-day, Frankfort Middle School
3. Teacher, Grade Two, Elk Garden Primary School
4. Teacher, Grade Three, Keyser Primary School
5. Teacher, Grade Four, New Creek Primary School

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

**to approve the following professional personnel transfer, as presented:**

6. Vicki Ross, **transfer from** Teacher, Special Education, Keyser Middle School **to** Teacher, Grade Five, Keyser Middle School, effective with the 2022-2023 employment term – **Hold Advertisement**

No recommendations were made for personnel items B7 – B9.

7. Teacher, Mathematics, Keyser Middle School
8. Teacher, Mathematics, Keyser Middle School
9. Teacher, Mathematics, Keyser High School

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

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

10. Tara Michaels, **placement**, Itinerant School Nurse, Keyser Primary School, effective with the 2022-2023 employment term, pending issuance of appropriate credentials for School Nurse

No recommendations were made for personnel items B11 – B16.

11. Teacher, Music, Frankfort Middle School
12. School Psychologist, Student Services – Countywide, 220 days
13. Teacher, Science, Keyser Middle School
14. Teacher, Special Education, Frankfort Middle School
15. Teacher, Special Education, Frankfort Middle School
16. Teacher, Special Education Keyser Middle School

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

No recommendation for personnel item C1.

1. Mechanic, Bus Garage, 235 days

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

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

2. Deborah Evans, **placement**, Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, Long Term Substitute, effective March 7, 2022, for the duration of a leave of absence of a regular employee

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

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

3. Dale Cheree Miller, **placement**, Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, with initial placement at Frankfort Middle School, effective March 3, 2022

Ms. Miller was the most senior substitute aide to apply for this position.

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

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

4. Crystal Moore, **transfer from** Custodian III, Mineral County Technical Center and Surrounding Campus, 261 days **to** Custodian III, Keyser High School, 235 days, effective March 3, 2022  
**-Advertise Position**

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

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

5. Dana Boinovych, **transfer from** School Bus Operator, Bus Garage/Transportation, **to** School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary School, Frankfort Intermediate School, Frankfort Middle School, and Frankfort High school, covering but not limited to Dennison Hollow Rd., Broad Hollow Rd., Donaldson Loop Rd., Dans Run Rd., and Rt. 28, effective March 3, 2022 **–Advertise Position**

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

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

6. Kaycee Jennings, **placement**, Secretary II/Accountant II, Keyser Middle School, effective March 18, 2022, 220 days (65 days for the 2021-2022 employment term)

Ms. Jennings was the most senior substitute secretary to apply for this position.

**D. 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. Lorrie Hall, School Bus Operator, Mid-day Run, serving Frankfort District students attending Mineral County Technical Center, transporting students to and from the Mineral County Technical Center, effective March 3, 2022
2. Dale Cheree Miller, Extended School Year Itinerant Aide/Transportation Aide, Keyser District, effective Summer 2022
3. Meredith Idleman, Extended School Year Teacher, Special Education, Keyser District, effective Summer 2022
4. Ralph Brady, Extended School Year School Bus Operator, Frankfort District, effective Summer 2022
5. William Ack, Athletic Supervisor, Keyser High School, effective pending completion of employment requirements
6. Charles Bolyard, SOLE Site Coordinator, Keyser District, effective April 1, 2022 through Summer 2022

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

No recommendations were made for personnel item E.

**F. Placements – Substitute Professional Personnel**

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

**to approve the following substitute professional personnel placements, as presented:**

1. Auston Braithwaite, Substitute Teacher
2. Madison Anderson, Substitute Teacher

**2. FINANCE/BUDGET:****A. Request for Financial Support for DECA Students Travel Expenses to State and International Competitions**

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

**to approve financial support for DECA students travel expenses to state and international competitions, as presented. (See attached.)**

**B. Request to Seek Bids for Modular Building to be placed at Fort Ashby Primary School**

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

**to approve the request to seek bids for a modular building to be placed at Fort Ashby Primary School. (Funding Source: Permanent Improvement Fund)**

**C. Approve Budget Revision Number FIFTEEN for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS**

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

**to approve Budget Revision Number FIFTEEN for fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS in the amount of \$402,688.69, as presented. (See attached.)**

**CONSENT AGENDA**

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

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

**1. PROGRAM PLANNING:****A. Approval of District Course: Photography**

- B. Student Interns, Frostburg State University, Health and Physical Education, Frankfort Middle School, March 2022 through May 2022,
  - 1. Drew Dunathan
  - 2. Delaney Holland
  - 3. Luke Mattax
- C. Student Observations, Allegany College of Maryland, RN Program, 4 hours, Keyser District, March 2022
  - 1. Brittany Riley

## 2. PERSONNEL:

- A. Student Chaperones
  - 1. Georganna Mansfield, DECA International Career Development, Atlanta, GA, April 21-28, 2022
- B. Placements – Substitute Teachers, effective pending completion of employment requirements
  - 1. Brielle Putra
  - 2. Sheri Hardinger
- C. Placements – Substitute Service Personnel, effective pending completion of employment requirements
  - 1. Vicky Combs, Substitute Aide
  - 2. Beth Payne, Substitute Secretary
  - 3. James Jernell, Substitute School Bus Operator
  - 4. Chad Thomas, Substitute School Bus Operator, previously approved but delayed in completion of employment requirements, reaffirming placement.
  - 5. Jacqueline Reed, Substitute School Bus Operator, previously approved but delayed in completion of employment requirements, reaffirming placement.
- D. Rescind Resignation
  - 1. Charlotte Hartman, Custodian III, 235 days, Frankfort Middle School, rescind resignation which was to be effective at the end of the 2021-2022 employment term
- E. Resignation – Service Personnel
  - 1. Rebecca Muir, Itinerant Classroom Aide/Transportation Aide, Countywide/Transportation, with initial placement at Fort Ashby Primary School, effective February 18, 2022  
**-Advertise Position**



F. Resignation – Extracurricular Coaching

1. Kara Breedlove, Volleyball Head Coach, Keyser High School, effective February 20, 2022  
**-Advertise position when fall sports are posted**
2. Robert Redman, Boys' Basketball Co-Auxiliary Coach, Keyser High School, effective February 10, 2022  
**-Advertise position when winter sports are posted**

G. Effective Start Date Determined

1. Emily Schoener, Teacher, Special Education, Frankfort Middle School, effective start date determined as February 16, 2022, 200 days (77 days for the 2021-2022 employment term)

H. Approval of Supervisory Aide and Specialized Health Procedures Agreements

1. Tomya Mayhew

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

1. Emily Schoener, Teacher, Special Education, Frankfort Middle School, effective February 16, 2022

J. Volunteers

1. Amber Beavers, Keyser Primary School
2. Cassandra Burdock, Elk Garden Primary School
3. Audrey Burns, Mineral County Technical Center
4. Kathryn Clark, Keyser Primary School
5. Melissa Guy, Keyser High School
6. Heather Haynes, Keyser Primary School
7. Stone Kesner, Keyser High School, non-coaching Tennis
8. Karlee Meyers, Elk Garden Primary School
9. Lucinda Veach, Frankfort Intermediate School

**3. MISCELLANEOUS:**A. Leave of Absence Requests

1. Susan Hamilton, Teacher – Keyser High School, effective March 14 – April 22, 2022
2. Janey Moore, Teacher – Elk Garden Primary School, effective February 14 – March 31, 2022

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

**ADJOURNMENT.**

The President adjourned the meeting at 6:48 p.m.

*Board Approved – March 15, 2022*