

REGULAR MEETING #20**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, March 15, 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: Crystal Weaver, Lucrecia Kerbo, Jason Armentrout, Deanne Armentrout, Kristen Smouse, Liz Beavers, Lindsay Renner-Wood

Pledge of Allegiance – led by Liz Beavers

APPROVAL OF THE AGENDA

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

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

The Superintendent:

- Congratulated the winter sports teams and stated both schools represented the district well.
- Stated academic competitions were moving on to regional and state levels.
- Reported COVID numbers remain good.
- Mentioned it was “personnel season” and there would be some changes due to class enrollments.
- With regard to the Frankfort Middle School dance, reported the district was aware of the situation and it would be addressed/investigated.
- Shared the Frankfort Elementary School committee will be meeting as smaller groups with the architect next week to fine tune specific areas of the school.

B. Board Comments:

Mr. Ashby said he was proud of all the winter sports teams and that it was a good showing for our area.

Mrs. Courier congratulated the Keyser High School students that were nominated for the Ed Kelley Award.

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

The motion of Mrs. Courier and second of Mr. Denne passed unanimously
to enter executive session at 6:06 p.m., pursuant to WV Code 6-9A-4 (6), to hear comments which may constitute an unwarranted invasion of an individual's privacy

1. Crystal Weaver spoke to the Board of Education in executive session due to her comments involving a specific employee.

The Board returned to open session at 6:12 p.m.

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Ms. Baniak passed unanimously
to approve the minutes of the regular meeting held on March 1, 2022, as presented.

DISCUSSION:

1. FINANCE/BUDGET:**A. Treasurer's Report for the Month Ended February 28, 2022****B. Treasurer's Statement of Investments Outstanding as of February 28, 2022**

The Superintendent reviewed the Treasurer's Report for the month ended February 28, 2022; and the Treasurer's Statement of Investments Outstanding as of February 28, 2022. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:

Mr. Denne recused himself and left the room.

A. Volunteer

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously 4-0
to approve the following volunteer, as presented:

1. Thomas Denne, Keyser High School, non-coaching Track

Mr. Denne returned to the room.

B. Retirement

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

to approve the following retirement, as presented:

1. Diana Alt, Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher - Kindergarten, Fort Ashby Primary School, effective at the end of the 2021-2022 employment term
-Hold Advertisement

The Superintendent wishes to thank Ms. Alt for her 31+ years of service to Mineral County Schools.

Ms. Alt requests to be placed on the substitute aide list effective with the 2022-2023 employment term.

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

No recommendations were made for personnel items C1 – C14.

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
6. Teacher, Mathematics, Keyser Middle School
7. Teacher, Mathematics, Keyser Middle School
8. Teacher, Mathematics, Keyser High School
9. Teacher, Music, Frankfort Middle School
10. School Psychologist, Student Services – Countywide, 220 days
11. Teacher, Science, Keyser Middle School
12. Teacher, Special Education, Frankfort Middle School
13. Teacher, Special Education, Frankfort Middle School
14. Teacher, Special Education Keyser Middle School

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

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

to approve the following service personnel placement/transfer, as presented:

1. Julia Bean, **placement**, Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, Long Term Substitute, with initial placement at Keyser Middle School, effective March 17, 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 transfer, as presented:

2. Loretta Lopez, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, current location Mineral County Alternative School **to** Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, with initial placement at Fort Ashby Primary School, effective with the 2022-2023 employment term – **Hold Advertisement**

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

to approve the following service personnel transfer, as presented:

3. Eric Mills, **transfer from** Custodian III, Frankfort Middle School, 261 days **to** Custodian III, Mineral County Technical Center and Surrounding Campus, 261 days, effective March 17, 2022
-Advertise Position

No recommendation was made for personnel item D4.

4. 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:

5. Dawn Mitchell, **transfer from** General Maintenance and Plumber, Bus Garage/Maintenance, 261 days, **to** School Bus Operator, Bus Garage/Transportation, serving Fort Ashby area to Wiley Ford Primary School, transferring out of district students, 200 days, effective March 21, 2022
-Advertise Position

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following extracurricular placements, as presented:

1. Emily Schoener, SOLE Summer School Teacher, Grade K-5, Keyser District, effective Summer 2022
2. Erin Johnson, After School Tutoring Teacher, New Creek Primary School, effective March 17, 2022
3. Lauri Nichols, Extended School Year Special Education Teacher, Frankfort District, effective Summer 2022

F. Placements in Coaching Vacancies as Previously Approved and Advertised, effective Season of Sport and pending completion of employment requirements

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

to approve the following coaching placements, as presented:

1. Christopher Altobello, Boys' Soccer Head Coach, Keyser High School
2. Brian Kesner, Volleyball Head Coach, Keyser High School
– **Advertise Position, Volleyball Assistant Coach**
3. Travis Liller, Boys' Basketball Co-Auxiliary Coach, Keyser High School
4. Brent Parrish, Baseball Auxiliary Coach, Keyser High School
5. Michael Stagers, Athletic Trainer, Limited Football, Keyser High School

G. Placements – Substitute Professional and/or Substitute Service Personnel

No recommendations were made for personnel item G.

2. FINANCE/BUDGET:

A. * Approve the Fiscal 2023 Schedule of Proposed Levy Rates for Publication, Submission to the State Auditor and the State Department of Education

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

to approve the Fiscal 2023 schedule of proposed levy rates for publication, submission to the State Auditor and the State Department of Education, as presented. (See attached.)

***This portion of the meeting stands recessed until the 3rd Tuesday in April.**

B. Request for Financial Support for Skills USA Students Registration Expenses for State Competition

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

to approve the request for financial support for Skills USA students' registration expenses for State competition, as presented. (See attached.)

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

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

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

D. Approve Invoices for February 2022, in the Amount of \$987,615.78 for Checks 142140 – 142446

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

to approve invoices for February 2022, in the amount of \$987,615.78 for checks 142140 – 142446, as presented. (See attached.)

E. Approve Invoices Paid with the P-Card for February 2022, in the Amount of \$280,410.57, ACH Payment – Checks 1244 – 1278 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-Card for February 2022, in the amount of \$280,410.57, ACH Payment – Checks 1244 – 1278, as presented. (See attached.)

F. Approve Budget Revision Number SIXTEEN for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS

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

to approve Budget Revision Number SIXTEEN for Fiscal 2022 in the amount of \$39, 002.00 for BUDGET SUPPLEMENTS AND TRANSFERS, as presented. (See attached.)

3. MISCELLANEOUS:**A. Approval of Mineral County PreK Head Start Policy Council Minutes and Financial Reports**

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

to approve Mineral County PreK Head Start Policy Council minutes and financial reports from the February 28, 2022, meeting, as presented.

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. Resignation – Professional Personnel**

1. Garrett Shoemaker, Teacher, Health and Physical Education, Keyser Middle School, effective at the end of the work day on March 18, 2022 **–Advertise Position**

B. Resignation – Extracurricular Professional

1. Amy Marley, After School Tutoring Teacher, Fort Ashby Primary School, effective March 18, 2022

C. Resignation – Extracurricular Coaching

1. Matthew Healy, Baseball Auxiliary Coach, Keyser High School
-This position was posted March 4 – 11, 2022

D. Removal of Names – Substitute Teacher List, effective immediately due to failure to complete employment process

1. Tamica Fertig
2. Marlee Kesecker
3. Aaron Leatherman
4. Hailee Whittington

E. Removal of Names – Substitute Service Personnel, effective immediately due to failure to complete employment process

1. Kourtney Murphy, Substitute Cook
2. Cassandra Warnick, Substitute Aide

F. Request to Post Positions

1. After School Tutoring Teachers, Fountain Primary School (Funding Source: County)
2. After School 6th Grade Camp Teachers, Keyser Middle School/Frankfort Middle School, up to six teachers per event (Funding Source: Outdoor School)

G. Volunteers

1. Frankfort Middle School

- a. Shelly Gray
- b. Stevie Harman
- c. Brian C. Klavuhn
- d. Amanda Marie Lewis
- e. Patricia Lynn Meadows

2. Keyser High School

- a. Amy DelSignore, non-coaching Track
- b. John DelSignore, non-coaching Track
- c. Mariah Durr, non-coaching Tennis
- d. Mattea Gambina, non-coaching Tennis
- e. Jeff Jones, non-coaching Baseball
- f. Whitney Tasker, non-coaching Tennis
- g. Ethen Whitlock, non-coaching Track

3. Mineral County Technical Center
 - a. Kimberly W. Hollingsworth
 - b. Kelly Hollingsworth
 - c. Salli Martin
 - d. Katlyn Hollingsworth
4. Carrie Kitzmiller, New Creek Primary School

2. MISCELLANEOUS:

A. Leave of Absence Requests

1. Allen Arthur, Teacher – Keyser High School, effective February 17 – through end of SY21-22 employment term
2. Leslie Bosley, Speech Pathologist – Keyser Primary School, effective January 24, 2022 – through end of SY21-22 employment term

Date and Time of Next Meeting: March 22, 2022 at 5:00 p.m. - Frankfort Middle School – LSIC Presentations

ADJOURNMENT.

The President adjourned the meeting at 6:25 p.m.

Board Approved – April 5, 2022