

REGULAR MEETING #22**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, April 5, 2022, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courrier, President *(via phone)* (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: Jason Armentrout, Stephen Smoot, Keith Funkhouser, Teresa Funkhouser, Rick Hillenbrand,
 Liz Beavers, Lindsay Renner-Wood

Pledge of Allegiance – led by Jay Armentrout

APPROVAL OF THE AGENDA

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

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

The Superintendent:

- Announced the 2023 District Employees of the Year:
 - ❖ Sue Alkire – Elementary School Teacher of the Year
 - ❖ Michelle Anderson – Middle School Teacher of the Year
 - ❖ Scott Furey – High School Teacher of the Year
 - ❖ Hannah Rexrode – Transportation & Maintenance Employee of the Year
 - ❖ Patricia Harvey – Instructional Support Employee of the Year
 - ❖ Denise Bruno – School Support Employee of the Year
- Announced 15 students from Mineral County Technical Center had recently participated in the SkillsUSA State Leadership Competition, and won six awards.
- Shared two grants had been received to support middle school career exploration.
- Stated voting on the 22-23 school calendar was ongoing.
- Stated many end-of-year events are upcoming and the information will be shared with the Board.
- Commented on the Ed Kelley Program, stating it was very impressive. He thanked Ms. Rotruck for her efforts toward this program, and stated the students in attendance were awesome.
- Announced there would be a statutory meeting during spring break on April 19.
- Spoke about the need to get job vacancies posted as soon as they are known. It was the consensus of the Board to allow posting of positions as needed for the 2022-2023 school year.

B. Board Comments:

Mr. Puffinburger offered his congratulations to the Employees of the Year.

Mr. Denne thanked Mr. Staley and Mrs. Jackson for their efforts in what was provided for the personnel section of the agenda.

Mr. Ashby offered his congratulations to the Ed Kelley winner and nominees, and stated it was a great honor for those students. He also mentioned he had met with legislators regarding mental health issues.

Ms. Baniak spoke about the great tradition of the Ed Kelley Program, and was amazed at the number of past winners and nominees that return each year.

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

1. Keith Funkhouser, candidate for House of Delegates – District #88, introduced himself and shared some of his background.
2. Steven Smoot, 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 March 15, 2022; and of the special meeting held on March 22, 2022, as presented.

ACTION AGENDA**OTHER ACTION****1. PROGRAM PLANNING:****A. Approve K-12 Art Textbook Adoption**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously
to approve the K-12 Art textbook adoption, as presented. (See attached.)

2. PERSONNEL:

- A. Hearing(s)** – No hearings were requested.

The Superintendent presented an overview of proposed personnel action.

B. Contract Terminations– Professional Personnel

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

to approve contract terminations for professional employees, effective at the end of the 2021-2022 employment term, as presented. (See attached.)

C. Administrative Transfer – Professional Personnel

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

to approve professional employees for placement on the Administrative Transfer List as presented, effective with the 2022-2023 employment term. (See attached.)

D. Approval to Abolish Positions - Professional Personnel, effective at the end of the 2021-2022 employment term

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

to approve abolishment of professional personnel positions, effective at the end of the 2021-2022 employment term, as presented. (See attached.)

E. Approval to Abolish and Contract Terminations of Extracurricular Positions, effective at the end of the 2021-2022 employment term

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

to approve abolishment and contract terminations of extracurricular positions, effective at the end of the 2021-2022 employment term, as presented. (See attached.)

F. Approval to Create and Post New Professional Positions Needed for the 2022-2023 Employment Term

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

to approve creation and posting of new professional positions needed for the 2022-2023 employment term, as presented. (See attached.)

G. Approval to Change Assignments by Mutual Agreements, effective with the 2022-2023 employment term – Professional Personnel

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

to approve change in professional personnel assignments by mutual agreements, effective with the 2022-2023 employment term, as presented. (See attached.)

H. Contract Terminations/Modifications – Service Personnel

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

to approve contract terminations for service employees, effective at the end of the 2021-2022 employment term, as presented. (See attached.)

I. Administrative Transfer – Service Personnel

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

to approve service employees for placement on the Administrative Transfer List, effective with the 2022-2023 employment term. (See attached.)

J. Approval to Abolish Positions – Service Personnel, effective at the end of the 2021-2022 employment term

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

to approve abolishment of service personnel positions, effective at the end of the 2021-2022 employment term, as presented. (See attached.)

K. Approval to Create and Post New Service Positions Needed for the 2022-2023 Employment Term

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

to approve creation and posting of new service positions needed for the 2022-2023 employment term, as presented. (See attached.)

L. Approval to Change Assignments by Mutual Agreements – Service Personnel, effective with the 2022-2023 employment term

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

to approve change in assignment of service personnel by mutual agreement, effective with the 2022-2023 employment term, as presented. (See attached.)

M. Reclassification of Cooks from Cook II to Cook III, per HB 4829, effective with the 2022-2023 employment term

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

to approve reclassification of Cooks from Cook II to Cook III, per HB 4829, effective with the 2022-2023 employment term, as presented. (See attached.)

N. Retirement(s)

No recommendation was made for personnel item N.

O. Resignation

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

to approve the following resignation, as presented:

1. Frank Lloyd, Coordinator, Computer Repair Technician, Countywide, effective at the end of the work day on April 15, 2022 –**Advertise Position**

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

No recommendations were made for personnel items P1 – P2.

1. Board Certified Behavior Analyst, Countywide
2. Teacher, English, half-day, Frankfort Middle School

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

to approve the following professional personnel transfer, as presented:

3. Tracey Taylor, **transfer from** Teacher, Grade One/Two, Fort Ashby Primary School **to** Teacher, Grade Two, Elk Garden Primary School, effective with the 2022-2023 employment term
-Advertise Position with 2022-2023 positions

No recommendation was made for personnel item P4.

4. Teacher, Grade Four, New Creek Primary School

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

to approve the following professional personnel transfer, as presented:

5. Samuel Jeeter, **transfer from** Teacher, Special Education, Keyser Middle School, **to** Health and Physical Education Teacher, Keyser Middle School, effective with the 2022-2023 employment term
-Hold Advertisement

No recommendations were made for personnel items P6 – P13.

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

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

to approve the following professional personnel placement, as presented:

14. Jaime Arthur, **placement**, Teacher, Special Education Keyser Middle School, effective April 25, 2022, 200 days (30 days for the 2021-2022 employment term)

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

No recommendations were made for personnel items Q1 – Q2.

1. General Maintenance Worker/Plumber, Bus Garage/Maintenance, 261 days
2. Mechanic, Bus Garage, 235 days

R. Placements in Extracurricular Vacancies as Previously Approved and Advertised

S. Placements in Coaching Vacancies as Previously Approved and Advertised

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

No recommendations were made for personnel items R, S, or T.

3. FINANCE/BUDGET:

A. Request for Funding for Exterior Signage on Entrances at Keyser High School

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

to approve the funding request for exterior signage on entrances at Keyser High School, as presented.
(See attached.)

B. Approve Having the Annual Audit for Fiscal Years 2022, 2023, and 2024 Performed by a Certified Public Accountant Approved by the Chief Inspector to Perform the Examinations

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

to approve having the annual audit for fiscal years 2022, 2023 and 2024 performed by a Certified Public Accountant approved by the Chief Inspector to perform the examinations.

C. Approve Request to solicit bids for the Annual Audit for years 2022-2024 and establish annual audit proposal committee

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

to approve the request to solicit bids for the annual audit for years 2022 – 2024, and establish an annual audit proposal committee.

D. Approve Budget Revision Number SEVENTEEN for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS

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

to approve budget revision number SEVENTEEN for Fiscal 2022 for budget supplements and transfers in the amount of \$696,609.00, as presented. (See attached.)

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:

A. Request for Attendance/Participation in Meetings and/or Conferences

1. SREB Making Schools Work Conference, Grapeview, TX, July 19-22, 2022 (See attached.)

2. PERSONNEL:

A. Placements/Transfers – Professional Personnel

1. Jennifer Bray, **transfer from** Elementary Interventionist, Frankfort Intermediate School, **to** Grade Three, Keyser Primary School, effective with the 2022-2023 employment term
-Hold Advertisement

B. Placements/Transfers – Service Personnel

1. Eric Mills, **transfer from** Custodian III, Mineral County Technical Center and Surrounding Campus, 261 days **to** Custodian III, Frankfort Middle School, 261 days, effective April 7, 2022
-Advertise Position

C. Placements – Extracurricular Professional

1. Heidi Deatelhauser, After School Tutoring Teacher, Fountain Primary School, effective April 7, 2022
2. Laura Umstot, Building Designee, Fountain Primary School, effective April 7, 2022
3. Camp Minco, After School 6th Grade Camp Teachers, May 5, 2022
 - a. Mechelle Crotts
 - b. Elizabeth Malone
 - c. Sarah Malone
 - d. Jennifer Saville
 - e. Jessica Summers

4. Camp Minco, After School 6th Grade Camp Teachers, May 19, 2022

- a. Mechelle Crotts
- b. Elizabeth Malone
- c. Sarah Malone
- d. Jennifer Saville
- e. Jessica Summers

5. Camp Minco, After School 6th Grade Camp Teachers, May 26, 2022

- a. Stephanie Felton
- b. Kara Griffith
- c. Jessica Johnson
- d. Elizabeth Malone
- e. Sarah Malone
- f. Molly Snoberger

D. Placement(s) – Extracurricular Service

1. Fay Collins, Parent Coordinator, Frankfort District, effective Summer SOLE 2022, pending completion of employment requirements

E. Placements – Substitute Service Personnel, effective pending completion of employment requirements

1. Alissa Courtney, Substitute Aide
2. Alicia Martin, Substitute Aide
3. Joyce Broadwater, Substitute Cook
4. Alicia Martin, Substitute Cook
5. Alicia Martin, Substitute Custodian

F. Effective Start Date Determined

1. Marshall Barbe, Teacher, Science, Keyser High School, effective start date determined as March 21, 2022, 200 days (54 days for the 2021-2022 employment term)

G. Resignations – Extracurricular Coaching

1. John Haines, Jr., Boys' Basketball Head Coach, Keyser High School, effective March 20, 2022
-Advertise Position
2. Jennifer Saville, Track Co-Auxiliary Coach, Keyser High School, effective March 17, 2022
-Advertise Position

H. Removal of Name – Substitute Service Personnel

1. Morgan LaRue, Substitute Aide, voluntary removal of name, effective March 15, 2022

I. Volunteers

1. Burlington Primary School
 - f. Tiffany Kennan
 - g. Terry Srout
 - h. April Srout
2. Keyser High School
 - a. Della Shoemaker
 - b. Staley Szafran, non-coaching Baseball
3. Keyser Middle School
 - a. Michael Cannon
 - b. Rhonda Cannon
 - c. Heather Courtney
 - d. Brigitte Minney
 - e. Henry Newby
 - f. Della Shoemaker
4. Mineral County Technical Center
 - a. Stacey Huffman
 - b. Krista Kitzmiller
 - c. Regina Pancake
 - d. Cynthia Shreve
 - e. Gloria Shreve
 - f. Victoria Smith
5. New Creek Primary School
 - a. Ashleigh Burgess
 - b. Cristin Carnell
 - c. Robin Leatherman
 - d. Megan OHaver

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

1. Chasiti Foster, LPN – New Creek Primary School, effective March 11 – June 2, 2022
2. Kara Kasekamp, Secretary – County Office, effective April 6 – 26, 2022
3. Brenda Mellotte, Aide – Frankfort Intermediate School, effective April 12 – 26, 2022
4. Mary Slider, Teacher – Keyser High School, effective March 14 – through end of SY21-22 employment term

B. Leave of Absence Update/Extension

1. Anita Whetzel, Custodian – Keyser High School extended through end of SY21-22 employment term

DISCIPLINARY HEARINGS:

The motion of Ms. Baniak and second of Mr. Denne passed unanimously
to enter executive session at 6:58 p.m. pursuant to WV Code 6-9A-4(3) to conduct student disciplinary hearings.

Mrs. Baniak departed the meeting. Mrs. Courier joined via telephone.

1. Student Disciplinary Case #22-11
2. Student Disciplinary Case #22-12

The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously
to return to open session at 7:56 p.m.

Date and Time of Next Meeting: April 19, 2022 6:00 p.m.

ADJOURNMENT.

The meeting was adjourned at 7:57 p.m.

Board Approved April 19, 2022