

OFFICIAL MINUTES

Board Members:	Lara L. Courrier, President	(06-30-2022)
	Mary J. Baniak, Vice-President	(06-30-2022)
	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
Jacqueline Beverlin, Coordinator of Instructional Technology
Denise Bruno, Executive Secretary

Pledge of Allegiance – led by Mr. Denne

The motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously 4-0 **to approve the agenda as presented.**

A. Superintendent's Update:

- With regard to Spring Break, said he hopes the weather improves the rest of the week.
- Announced Scott Furey had been selected as Mineral County Teacher of the Year and Hannah Rexrode had been selected as Mineral County Service Employee of the Year.
- Asked community member, Kati Kenny, to give an overview of her desire to form a Frankfort Elementary School Fundraising Committee in order to raise funds for a larger gymnasium.

Ms. Baniak offered congratulations to the Teacher of the Year and Service Employee of the Year. She also thanked Ms. Kenney for taking on the job of raising funds for the new elementary school. Lastly, she reported the Frankfort High School Band had made it to Florida safely.

Mr. Denne saluted Wesley Stullenbarger for his efforts with regard to PreK/Head Start Policy Council, and stated he is competent and well organized.

Ms. Courier also offered congratulations to the Mineral County professional and service employees of the year, and stated she felt it was a good process for their selection this year.

PUBLIC COMMENTS

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

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 April 5, 2022, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

- A. **Treasurer's Report for the Month Ended March 31, 2022**
- B. **Treasurer's Statement of Investments Outstanding as of March 31, 2022**

The Superintendent reviewed the Treasurer's Report for the month ended March 31, 2022; and the Treasurer's Statement of Investments Outstanding as of March 31, 2022, as presented. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:

- A. **22-23 School Calendar**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously to approve the 22-23 school calendar, as presented. (See attached.)

- B. **Approve K-12 Science Textbook Adoption**
(Funding Source: Step VII/County)

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

2. PERSONNEL:**A. Retirement(s) – Professional and Service****B. Resignation(s) – Professional and Service**

No recommendations were made for personnel items A-B.

C. Contract Renewals for the 22-23 Employment Term – Professional/Administrative and Service Personnel

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mrs. Courier passed unanimously
to approve contract renewals for the 22-23 Employment Term – Professional/Administrative and Service Personnel, as read and presented. (See attached.)

D. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item D.

3. FINANCE/BUDGET:**A. Student Accident Insurance (The Young Group) for 2022-2023 School Year**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Mr. Denne passed unanimously
to approve Student Accident Insurance (The Young Group) for 22-23 school year in the amount of \$12,082.95, as presented. (See attached.)

B. Head Start Grant/Budget, Including Cost-Of-Living Adjustment and Quality Improvement Funds

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously
to approve the Head Start Grant/Budget, including cost-of-living adjustment and Quality Improvement Funds, as presented. (See attached.)

C. Wilmot Modular Structures, Inc. – Fort Ashby Primary School

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously
to approve Wilmot Modular Structures, Inc. to build a new modular building at Fort Ashby Primary School for \$134,203.00, plus any additional costs to set up, hook up, furnish, etc.
(Funding Source: Permanent Improvement Fund)

D. In-Lieu for Transportation

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Puffinburger passed unanimously
to approve payment of in-lieu for transportation, as presented.

E. Invoices for March 2022, in the Amount of \$1,136,232.56, for Checks 142447–142868

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

to approve invoices for March 2022, in the amount of \$1,136,232.56, for checks 142447–142868, as presented. (See attached.)

F. Invoices Paid with the P-CARD for March 2022, in the Amount of \$255,403.27, ACH Payment – Checks 1279-1315 (check numbers for tracking purposes only)

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

to approve invoices paid with the P-card for March 2022, in the amount of \$255,403.27, ACH Payment for checks 1279–1315, as presented. (See attached.)

G. Budget Revision Number EIGHTEEN for Fiscal 2022 for BUDGET SUPPLEMENTS AND TRANSFERS

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

to approve budget revision number EIGHTEEN for Fiscal 2022 for budget supplements and transfers in the amount of \$(24,077.54), as presented. (See attached.)

4. MISCELLANEOUS:

A. Adopt Proclamation – Employee Appreciation Day, May 3, 2022

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

to adoption of the proclamation for Employee Appreciation Day on May 3, 2022, as presented. (See attached.)

B. Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports

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

to approve the Mineral County Pre-K Head Start Policy Council minutes and financial reports from their March 28, 2022 meeting, as presented.

CONSENT AGENDA

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

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

1. PROGRAM PLANNING:**A. Student Interns, Frostburg State University, Fall Semester 2022, Health and Physical Education, Frankfort Middle School**

1. Nicholas Nordhausen
2. Ishah Malik

2. PERSONNEL:**A. Extracurricular Assignment Agreement**

1. Patricia Crossland, 2022 Art Show, Frankfort High School, April 25, 2022
2. Susan Sekella, 2022 Art Show, Frankfort High School, April 25, 2022
3. Mary Slider, 2022 County Art Show, Frankfort High School, April 25, 2022
4. Carrie Thompson, 2022 Art Show, Frankfort High School, April 25, 2022

B. Student Chaperones

1. Tyler Gahr, State Quiz Bowl Competition, Charleston, WV, April 25-26, 2022
2. Tyler Gahr, State Social Studies Fair, Charleston, WV, April 28-29, 2022
3. John Haines Jr, Young Writer's, Charleston, WV, May 12-13, 2022
4. Julie Sions, Envirothon Competition, Cacapon State Park, April 21-22, 2022
5. Amanda Jewell, WV Fit and Active Schools Face-Off, Charleston, WV, May 17-18, 2022

C. Permission to Pay CTE Teachers/Staff for Career Exploration Lessons for Summer SOLE participants, 2 Days, up to 16 Hours Per Person (Funding Source: Tech Centers That Work Grant)

- | | |
|------------------------|------------------------|
| 1. Darren Holland | 6. Jim Spurling |
| 2. Lindsey Kane | 7. Gary Trail |
| 3. Georganna Mansfield | 8. Michael Travelpiece |
| 4. Wendy Owens | 9. Steve Willison |
| 5. Luke Spencer | |

D. Permission to Pay Librarians for Receiving and Inventory of New Science Textbooks Throughout Summer 2022, June 13, 2022 through August 5, 2022, Up to 80 Hours Per Person (Funding Source: Step 7)

1. Misty Benedict (July 1, 2022 through August 5, 2022)
2. Shannon Burner
3. Gay Pernau
4. Tami Zirkle

E. Placements/Transfers – Professional Personnel

1. Auston Braithwaite, **placement**, Teacher, Grade Four, New Creek Primary School, effective date to be determined and pending issuance of appropriate credentials for Elementary Education

F. Resignations – Professional Personnel

1. Linda Dean, Teacher, Special Education, Frankfort High School, effective June 1, 2022
-Advertise Position
2. Julie McBee, Principal, Frankfort Middle School, 235 days, effective April 7, 2022
-Advertise Position

G. Appointment of Acting Principal

1. Kevin Shupe appointment as acting principal Frankfort Middle School to serve until vacancy is filled, to be paid per middle school principal scale, effective April 8, 2022

H. Removal of Name – Substitute Service Personnel

1. Jacqueline Reed, Substitute School Bus Operator, voluntary removal of name, effective April 11, 2022

I. Request to Abolish Position

1. Coordinator, Computer Repair Technician

J. Request to Create and Post Positions – Professional Personnel

1. IT Technician, 261 days (Funding Source: County Funding)
2. IT Technician, 261 days (Funding Source: County Funding)

K. Request to Post Position

1. Summer Program English Language Teacher, June 21, 2022 – through June 28, 2022
(Funding Source: ARP)

L. Volunteers

1. Frankfort Middle School
 - a. Deanna Armentrout, Band
2. Keyser High School
 - a. Kaelyn Kesner, non-coaching Volleyball

3. Keyser Middle School

- a. Amy Lindeman
- b. Chris Lindeman
- c. Todd Simpson
- d. Laura Umstot

4. Keyser Primary School

- a. Neddie Birney
- b. Amanda Brafford
- c. Zahra Brooks
- d. Tracy Clontz
- e. Karissa Collett
- f. Geri Cook
- g. Kourtney Cook
- h. Orianna Dean
- i. Josie Deneen
- j. Takira Duckworth
- k. Ramona Dutton
- l. Guthrie Eckard
- m. Amber Grady
- n. Madison Gunter
- o. Crystal Haggerty
- p. Jason Haggerty
- q. Cynthia Hott
- r. Scott Hott
- s. Jeff Kuhn
- t. Amy Lindeman
- u. Chris Lindeman
- v. Jeff Logsdon
- w. Reagan Miller
- x. Alyssa Orem
- y. Brittany Price
- z. Emily Ratliff
- aa. Hannah Rawlings
- bb. Chris Riggleman
- cc. Jennifer Riggleman
- dd. McKenzie Smith
- ee. Misty Smith
- ff. Montre Smith
- gg. Kaitlyn Spring
- hh. Clinton Taylor
- ii. Donna Taylor
- jj. Maria Terrazas
- kk. Katelyn Weasenforth
- ll. Lucas Zacot
- mm. Samantha Zacot

5. New Creek Primary School

a. Matthew Shobe

6. Wiley Ford Primary School

a. Robert Beeman
b. Brooke Dayton
c. Donald Decker
d. Paul Dunn
e. Tammy Dunn
f. Kristen Edmiston
g. Whitney Fisher
h. Allyssa Gentry
i. Matt Gibson
j. Renee Gibson
k. Jeremy Gough
l. Chelsea Gross
m. Michael Haines
n. Melissa Hankinson
o. Sharday Hart
p. Brooke Hill
q. Robert Holler
r. Jessica Iliff
s. Jasmine Junkins
t. Echo Kesner
u. Desiree Kline
v. Aaron Laffey
w. Holly Leith
x. Lucinda Lewis
y. Levi Metzner

z. Tammy Metzner
aa. Sherry Mock
bb. Elisa Moreland
cc. Jenny Moreland
dd. Casey Mosier
ee. Shalene Northcraft
ff. Ginger Oates
gg. Jeffrey Pease
hh. Ashley Preston
ii. Brandi Reed
jj. Heather Root
kk. Dana Saville
ll. Justin Sell
mm. Lori Smith
nn. Holly Swandol
oo. Josh Swandol
pp. Tessa Swick
qq. Sarah Szabo
rr. Chelsea Thomas
ss. Jason Twigg
tt. Matthew Valentine
uu. Rachel Vanmeter
vv. Cheryl White
ww. Seth Yonker

3. FINANCE/BUDGET:A. WVSBA FY23 Membership Subscription Fees (See attached.)**4. MISCELLANEOUS:**A. Leave of Absence Requests

1. Veronica Bosley, Cook – Keyser Middle School, effective April 13 – through end of 21-22 employment term
2. Lisa Ray, Cook – Frankfort Middle School, effective March 30 – April 29, 2022
3. Misti Roderick, Secretary/Accountant – Wiley Ford Primary School, effective April 25 – May 9, 2022

STUDENT DISCIPLINARY HEARING:

A. Student Disciplinary Case #22-13

The motion of Mrs. Courier and second of Mr. Denne passed unanimously
to enter executive session at 6:31 p.m. pursuant to WV Code 6-9A-4(3) to conduct a student disciplinary hearing.


The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously
to return to open session at 6:57 p.m.

Date and Time of Next Meeting: April 26, 2022 – 5:00 p.m. (Special Meeting @ BPS for LSIC presentations)

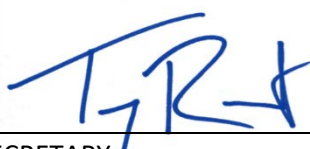
ADJOURNMENT.

The President adjourned the meeting at 6:57 p.m.

05-03-2022
DATE APPROVED



PRESIDENT



SECRETARY