

REGULAR MEETING #25**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, May 3, 2022, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courrier, 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
 Brandy Fisher, Attendance Director
 Scott Staley, Director of Administrative Services
 Denise Bruno, Executive Secretary

Other: Lynne Staggs, Rob Staggs, Carlee Staggs, Krisinda Heavener, Billy Pope, Megan Pope, Tate
 Rigglesman, Andrew Knotts, Rick Hillenbrand, Gordon Brubaker, Paula Courtney, Hadley
 Courtney, Heather Courtney, Tommy Nester, Kimberly Nester, Tyler Gahr, Wyatt Royal, Celia
 Cole, Benjamin Heavener, Zane Pope, Martha Root, Amanda Jewell, Sheri Blowe, Lindsay
 Renner-Woods, Liz Beavers

Pledge of Allegiance – led by Tommy Nester

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:

- Spoke about the various awards and recognition events in the month of May, stating it is a very busy time of the year with 6th grade camp, awards assemblies, academic competitions, field trips and graduations. He said there are lots of good things happening and thanked students for their efforts and the staff that makes the events happen.
- Updated the Board on the Keyser Middle School roofing project and the Frankfort Elementary School Project.
- Reported on the lighting bid for Frankfort Middle School and Frankfort High School softball/baseball fields in the amount of \$200,000, which had been previously budgeted and would be expiring soon. It was the consensus of the Board to award the bid with formal action to be placed on the next agenda.
- Stated it is Teacher Appreciation Week and that today was Staff Appreciation Day, and thanked everyone for all they do for our students.

B. Recognition:

1. Keyser Middle School History Quiz Bowl Teams competed against the Board of Education in an exhibition quiz.
2. Hadley Courtney – 1st Place Microsoft PowerPoint Certification in West Virginia

Miss Courtney was presented a certificate of recognition.
3. 2022 West Virginia Golden Horseshoe Contest Winners

The following students were recognized for winning the 2022 West Virginia Golden Horseshoe Contest and for being inducted into the Golden Horseshoe Society:

- ❖ Wyatt Royal, Frankfort Middle School
- ❖ Celia Cole, Keyser Middle School
- ❖ Benjamin Heavener, Keyser Middle School
- ❖ Zane Pope, Keyser Middle School

C. Board Comments:

Mr. Ashby expressed his appreciation for teachers and congratulated the quiz bowl team.

Prior to adjournment, Mr. Ashby continued his remarks concerning the scheduling of baseball games at Keyser High School, as well as seating for spectators. He said he had reconsidered the Dean of Students position advertised for Keyser Middle School, and felt that he could no longer support that position.

Mr. Puffinburger, along with Ms. Baniak and Mrs. Courier, commented on the Achievement Awards Recognition Dinner, stating we have some amazing students.

Mr. Denne reported he attended the first in-person Family Resource Network meeting in two years, and that Energy Express was very appreciative of all the efforts of our maintenance department.

Ms. Baniak spoke about her participation in Senior Project interviews, stating they were very impressive. She also wished the best of luck in upcoming regional sports competitions. She expressed her appreciation for teachers and staff, and stated how lucky and blessed we are in Mineral County Schools.

Mrs. Courier commented on the Achievement Awards Dinner and congratulated the graduates, and echoed Ms. Baniak's remarks about Teacher/Staff Appreciation.

PUBLIC COMMENTS**A. Agenda Items**

1. Amanda Jewell and Sheri Blowe – spoke concerning the West Virginia Fit + Active Schools Competition.

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Puffinburger and second of Mr. Ashby passed unanimously to approve the minutes of the statutory meeting held on April 19, 2022; the regular meeting held on April 19, 2022; and the special meeting held on April 26, 2022, as presented.

DISCUSSION:

1. FINANCE/BUDGET:**A. Budget Planning Update**

Mrs. Martin reviewed and provided information regarding the FY23 Budget.

ACTION AGENDA

OTHER ACTION

1. PROGRAM PLANNING:**A. Approval of Local Level Curriculum Course – Careers in Education**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Ms. Baniak passed unanimously to approve a local level curriculum course – *Careers in Education*, as presented.

2. PERSONNEL:**A. Retirement(s)****B. Resignations(s)**

No recommendations were made for personnel items A – B.

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

No recommendations were made for personnel items C1 – C8.

1. Board Certified Behavior Analyst, Countywide
2. Teacher, English, half-day, Frankfort Middle School
3. Teacher, Mathematics, Keyser Middle School
4. Teacher, Mathematics, Keyser Middle School
5. Teacher, Mathematics, Keyser High School
6. Teacher, Music, Frankfort Middle School
7. School Psychologist, Student Services
8. Teacher, Science, Keyser 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 placement, as presented:

9. Tori Sheldon, **placement**, Teacher, Special Education, Frankfort Middle School, effective with the 2022-2023 employment term pending issuance of appropriate credentials for Multi-Categorical Special Education and Autism

No recommendation was made for personnel item C10.

10. Teacher, Special Education, Frankfort Middle School

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

to approve the following professional personnel transfer, as presented:

11. Kelly Stanislawczyk, **transfer from** Teacher, Business Education, Frankfort Middle School **to** Teacher, Business Education, Keyser High School, effective with the 2022-2023 employment term
-Advertise Position

No recommendations were made for personnel items C12 – C-16.

12. Dean of Students, Keyser Middle School
13. Teacher, Early Childhood Classroom Assistant Teacher Program, half-day, Mineral County Technical Center
14. Teacher, Itinerant Gifted, Keyser Middle School/Keyser Primary School
15. Teacher, Grade One, Keyser Primary School
16. Teacher, Grade One/Two, 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 following professional personnel transfer, as presented:

17. Thelma Carr, **transfer from** Teacher, Business Education, Keyser Middle School **to** Teacher, Grade Five, Frankfort Middle School, effective with the 2022-2023 employment term
-Advertise Position

No recommendation was made for personnel item C18.

18. Teacher, Grade Five, Keyser 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 placement, as presented:

19. Carter Houdersheldt, **placement**, Teacher, Health and Physical Education, Frankfort Middle School, effective with the 2022-2023 employment term pending issuance of appropriate credentials for Health and Physical Education

No recommendations were made for personnel items C20 – C22.

20. Teacher, Kindergarten, Keyser Primary School
21. Teacher, Kindergarten, New Creek Primary School
22. School Counselor, Fort Ashby Primary School/Wiley Ford Primary School

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

to approve the following professional personnel transfer, as presented:

23. Joseph Rice, **transfer from** School Counselor, Keyser High School, 210 days **to** School Counselor, Frankfort Middle School, 210 days, effective with the 2022-2023 employment term
-Advertise Position

No recommendations were made for personnel items C24 – C27.

24. Teacher, Science/Social Studies, Keyser Middle School
25. Social Worker/Truancy Prevention Specialist, Keyser High School
26. Teacher, Special Education, Keyser Middle School
27. Teacher, Special Education, Keyser 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 placement, as presented:

28. Carl Rexrode, **placement**, Teacher, Welding, half-day, Mineral County Technical Center, effective with the 2022-2023 employment term, pending issuance of appropriate credentials

D. Placement(s)/Transfer(s) – Service Personnel (names may be provided at meeting)

No recommendations were made for personnel items D1 – D3.

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

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item E.

F. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, as presented:

1. Matthew Bolinger, Girls' Soccer Assistant Coach, Frankfort High School, effective with the 2022-2023 Season of Sport and pending completion of employment requirements

3. FINANCE/BUDGET:**A. Funding Request – Frankfort Middle School/Keyser Middle School – West Virginia Fit + Active Schools Competition**

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

to approve the funding request of Frankfort Middle School/Keyser Middle School in the approximate amount of \$900/per school for students to travel to the West Virginia Fit + Active Schools Competition, as presented.

B. Mineral County Head Start Approval of Cost-of-Living (COLA) and Quality Improvement Funds

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

to approve Mineral County Head Start Cost-of-Living (COLA) and Quality Improvement Funds, as presented.

C. Keyser Middle School Bleacher Replacement

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mrs. Courier passed unanimously

to approve funding for Keyser Middle School bleacher replacement in the amount of \$125,361.50, as presented. (Funding Source: Permanent Improvement Fund)

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. PERSONNEL:

A. Student Chaperones

1. Carol Webb, FFA Livestock Judging Clinic, Harrisonburg, VA, June 5-7, 2022
2. Renee Chambers, FFA Livestock Judging Clinic, Harrisonburg, VA, June 5-7, 2022

B. Placements/Transfers – Service Personnel, effective with the 2022-2023 employment term unless otherwise noted

1. Richard Jackson, **placement**, Custodian III, Mineral County Technical Center and Surrounding Campus, effective May 5, 2022, 261 days (41 days for the 2021-2022 employment term), Mr. Jackson will be placed on a first year contract for the 2022-2023 employment term

Mr. Jackson was the most senior substitute custodian to apply for this position.

2. Davina Cutter, **remove from transfer list and assign**, Itinerant Aide/Transportation Aide – Special Education, Countywide (with initial placement at Frankfort Middle School)
3. Michele Jamison, **rescind non-renewal and assign**, Itinerant Aide/Transportation Aide – Special Education, Countywide (with initial placement at Frankfort Middle School), on a second year contract for the 2022-2023 employment term
4. Julie Burns, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Countywide (with initial placement at Fort Ashby Primary School) **to** Itinerant Aide/Transportation Aide – Special Education, Countywide (with Initial placement at Keyser Primary School)
-Advertise Position
5. Teri Beeman, **remove from transfer list and assign**, Itinerant Aide/Transportation Aide – Special Education, Countywide (with initial placement at Fountain Primary School)
6. Ashley Self, **transfer from** Itinerant Aide/Transportation Aide/Early Childhood Classroom Assistant Teacher, Prekindergarten/Head Start, Countywide **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher – Prekindergarten, Keyser Primary School
-Hold Advertisement
7. Lucinda Gillespie, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Frankfort Intermediate School **to** Itinerant Aide/Transportation Aide – Special Education, Countywide (with initial placement at Frankfort Middle School)
-Advertise Position

8. Jenifer Hay, **transfer from** Itinerant Aide/Early Childhood Classroom Assistant Teacher, Prekindergarten, Wiley Ford Primary School **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher, Kindergarten, Fort Ashby Primary School
-Advertise Position
9. Steven Braithwaite, **rescind contract termination and assign**, Electrician II/General Maintenance Worker, Bus Garage/Maintenance, on a continuing contract
10. Lisa Ray, **rescind non-renewal and assign**, Cook III, half-day, Frankfort Middle School, on a first year contract for the 2022-2023 employment term
11. Bethany Shipway, **rescind non-renewal and assign**, Cook III, half-day, Frankfort Middle School, on a second year contract for the 2022-2023 employment term
12. Margaret Bean, **remove from transfer list and assign**, Cook III, half-day, Frankfort High School
13. Connie Adams, **transfer from** Cafeteria Manager, Keyser Middle School **to** Cafeteria Manager, Burlington Primary School
-Advertise Position
14. David Riggleman, **remove from transfer list and assign**, School Bus Operator, Bus Garage/Transportation, serving students with disabilities and/or specialized medical needs in the Keyser District, covering but not limited to Piedmont, Burlington, New Creek, Elk Garden, Fountain, and Keyser areas; including mid-day run transporting special needs students
15. Ronald Hines, **remove from transfer list and assign**, School Bus Operator, Bus Garage/Transportation, serving students with disabilities and/or specialized medical needs, countywide, subject to change, as needed based on student needs; including mid-day run transporting special needs students
16. Dawn Mitchell, **remove from transfer list and assign**, School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary School, Frankfort Intermediate School, Frankfort Middle School, Frankfort High School, covering but not limited to Rt. 28, Rt. 46, Horseshoe Run, Georges Run, and Chas Deremer Rds.
17. Ethan Markle, **rescind non-renewal and assign**, School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary School, Frankfort Intermediate School, Frankfort Middle School, Frankfort High School, covering but not limited to Dennison Hollow Rd., Broad Hollow Rd., Donaldson Loop Rd., Dans Run Rd., and Rt. 28, on a third year contract for the 2022-2023 employment term
18. Wayne Adams, **rescind non-renewal and assign**, School Bus Operator, Bus Garage/Transportation, serving students attending Fort Ashby Primary School, Frankfort Middle School, Frankfort High School, covering but not limited to Carpendale, Ridgeley, and Rt. 28, on a second year contract for the 2022-2023 employment term

C. Placements – Extracurricular Professional

1. Amanda Jewell, Team Leader – Health, Physical Education, and Safety, Frankfort Middle School, effective with the 2022-2023 employment term
2. Dennis Mickey, Intramural Director – Winter, Frankfort Middle School

D. Placement(s) – Extracurricular Coaching

1. Kimberly Root, Softball Auxiliary Coach, Frankfort High School, effective pending completion of employment requirements

E. Resignation(s) – Professional Personnel

1. Cheyanne Spotts, Teacher, Grade 5, Keyser Middle School, effective at the end of the 2021-2022 employment term

-Advertise Position

Ms. Spotts requests to be placed on the Substitute Teacher list effective with the 2022-2023 employment term.

F. Resignations – Extracurricular Coaching

1. Charles Taylor II, Football Auxiliary Coach, Keyser High School, effective April 13, 2022
-Advertise Position
2. Mary Ann Grose, Track Assistant Coach, Frankfort High School, effective June 1, 2022
-Advertise Position
3. Mary Ann Grose, Volleyball Assistant Coach, Frankfort High School, effective April 1, 2022
-Advertise Position

G. Removal of Name – Substitute Service Personnel

1. James Shrout, Substitute School Bus Operator, voluntary removal of name, effective April 25, 2022

H. Request to Create Position

1. Criminal Justice Teacher, half-day, Mineral County Technical Center, beginning with the 2022-2023 employment term (Funding Source: County), this will increase the current half-day position to a full day position

I. Volunteers

1. Justin Umstot, Fountain Primary School
2. Alex Lee, Frankfort High School, non-coaching Track

3. Frankfort Middle School

- a. Gretta Eirch
- b. Kimberlee Kelly

4. Kaitlin Heavener, Keyser High School, non-coaching Volleyball

5. Brookelyn Tasker, Keyser Middle School

6. Keyser Primary School

- | | |
|-----------------|------------------|
| a. Adam Arthur | e. Shaunte Ross |
| b. Allen Arthur | f. Don Schafer |
| c. Jaime Arthur | g. Deanna Waites |
| d. Karen Peer | h. Marcus Waites |

7. Wiley Ford Primary School

- | | |
|-------------------------|----------------------|
| a. Brittany Ackerson | o. Allison Powel |
| b. Keya Alt | p. Allison Powell |
| c. Debbie Anderson | q. David Roberson II |
| d. Dan Bernard | r. Angela Saville |
| e. Paul Dunn | s. Latoya Sites |
| f. Jeremy Gough | t. Robert Smith, Jr. |
| g. Brittney Grogg | u. Meagan Steadman |
| h. Bridget Houdersheldt | v. Destiny Swandol |
| i. Jacqueline James | w. Amber Timbrook |
| j. Shari Martin | x. Kevin Wallace |
| k. Tisa Matamoros | y. Jennifer Ward |
| l. Nicholas Mellon | z. Travis Wilson |
| m. Auzar Parsons | aa. Claire Wine |
| n. Lorianne Peacemaker | bb. Kristie Yutzy |

Date and Time of Next Meeting: May 17, 2022 6:00 p.m.

ADJOURNMENT.

The President adjourned the meeting at 7:23 p.m.

05-17-2022
DATE APPROVED


PRESIDENT


SECRETARY