

**REGULAR MEETING #26****OFFICIAL MINUTES**

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The Mineral County Board of Education met in regular session at 6:00 p.m., Tuesday, May 17, 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  
                          Scott Staley, Director of Administrative Services  
                          Denise Bruno, Executive Secretary

Other:                Gordon Brubaker, Liz Beavers, Lindsay Renner-Wood, Jason Armentrout

**Pledge of Allegiance** – led by Liz Beavers

**APPROVAL OF THE AGENDA**

The Superintendent noted the following changes to the agenda:

- Other Action, Personnel Item C16: Keyser Primary changed to Keyser Middle
- Other Action, Personnel Item C24: Keyser Primary School 1<sup>st</sup> Grade
- Other Action, Personnel Item C25: Keyser Primary School Kindergarten
- Other Action, Personnel Item C26: Fort Ashby Primary School 1-2 Split
- Other Action, Finance/Budget Item H – Remove
- Consent Agenda, Personnel Item F2 –to be voted on separately at end of consent agenda
- Consent Agenda, Personnel Item L1 – change date to June 3, 2022
- Consent Agenda, Personnel Item O1 – change date to June 3, 2022

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

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

The Superintendent:

- Noted it is a very busy time for personnel trying to get everything filled and moved, and also for finance with budget preparation.
- Stated he is looking forward to graduation and is proud of the seniors for everything they have accomplished.
- Gave an update on a planning meeting for the new school. He announced school colors would be silver and navy, and the school mascot would be a rocket. The site plan will be bid out this month.

**B. Board Comments:**

Mr. Denne sincerely thanked the voting public for returning all three Board candidates to their seats. He also saluted a young, master teacher at Keyser High School, Nicholas Whiteman, and stated he saw learning taking place as students prepared for and took their final exams.

Ms. Baniak congratulated sports teams for participating in states and also the upcoming graduates. She reported she had attended the Frankfort Athletic Booster dinner for seniors and thanked the parents and community for their efforts in making it special for the students. She stated we are very fortunate to have such an awesome community that supports the students.

Mr. Puffinburger thanked voters for their support in re-electing all incumbents. He reported on a meeting he attended with Mrs. Haines and EMS personnel in the county with regard to the proposed EMT program at the technical center. He spoke about the WVSBA regional meeting he had attended recently and stated he appreciated the way the new educational laws were broken down into layman's terms.

Mr. Ashby congratulated the three Board members on their re-election. He also congratulated the sports teams and wished all the best to the upcoming graduates. He also reported on the WVSBA regional meeting he had attended and stated it was very interesting.

Mrs. Courier gave a shout-out to Mrs. McDowell and all those responsible for the success of 6<sup>th</sup> grade Outdoor School.

**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 May 3, 2022, as presented.**

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

A. Treasurer's Report for the Month Ended April 30, 2022

B. Treasurer's Statement of Investments Outstanding as of April 30, 2022

Mr. Ravenscroft reviewed the Treasurer's Report for the month ended April 30, 2022, and the Treasurer's Statement of Investments Outstanding as of April 30, 2022. (See attached.)

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**ACTION AGENDA**

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**OTHER ACTION**

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**1. PERSONNEL:****A. Retirement(s)**

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

**to approve the following retirement, as presented:**

1. Allison Lynn Robinson, Itinerant Aide/Paraprofessional, Special Education, Keyser Middle School, effective at the end of the 2021-2022 employment term **–Advertise Position**

The Superintendent wishes to thank Mrs. Robinson for her 20 years of service to Mineral County Schools.

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

**B. Resignation**

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

**to approve the following resignation, as presented:**

1. Alison Dunavent, Teacher, Music, Burlington Primary School, Fountain Primary School, and New Creek Primary School, effective at the end of the day on June 3, 2022 **–Advertise Position**

**C. Placements/Transfers – Professional Personnel, effective with the 2022-2023 Employment Term**

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, 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, Countywide, 220 days
8. Teacher, Science, Keyser Middle School
9. Teacher, Special Education, Frankfort Middle School
10. Dean of Students, Keyser Middle School, 210 days
11. Early Childhood Classroom Assistant Teacher Program Teacher, half-day, Mineral County Technical Center
12. IT Technician, Countywide, 261 days
13. IT Technician, Countywide, 261 days
14. Teacher, Itinerant Gifted, Keyser Middle School/Keyser Primary 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:**

15. Jamison Jones, **rescind non-renewal and assign**, Teacher, Grade Five, Keyser Middle School, on a second year contract for 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 the following professional personnel transfer, as presented:**

16. Auston Braithwaite, **transfer from** Teacher, Grade Four, New Creek Primary School **to** Teacher, Grade Five, Keyser Middle School **–Advertise Position**

No recommendations were made for personnel items C17 – C19.

17. School Counselor, Fort Ashby Primary School/Wiley Ford Primary School
18. Teacher, Science/Social Studies, Keyser Middle School
19. Teacher, Special Education, Frankfort High School

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

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

20. Cheri Alt, **placement**, Teacher, Special Education, Keyser Middle School, pending issuance of appropriate credentials for Autism and Multi-Categorical Special Education

No recommendations were made for personnel items C21 – C23.

21. Teacher, Special Education, Keyser Middle School
22. Itinerant Speech Pathologist/Speech Assistant
23. Itinerant Speech Pathologist/Speech Assistant

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:**

24. Barbara Coffman, **transfer from** Teacher, Pre-kindergarten, Keyser Primary School **to** Teacher, Kindergarten, Keyser Primary School **–Advertise Position**

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

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

25. Sarah Morgart, **transfer from** Teacher, Pre-kindergarten, Keyser Primary School **to** Teacher, Grade One, Keyser Primary School  
**-Advertise Position**

No recommendation was made for personnel item C26.

26. Teacher, Grade One/Two, Fort Ashby Primary School

**D. Placements/Transfers – Service Personnel**

No recommendation was made for personnel item D1.

1. Mechanic, Bus Garage, 235 days

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

**F. Placements in Extracurricular Coaching Vacancies as Previously Approved and Advertised**

No recommendations were made for personnel items E or F.

**2. FINANCE/BUDGET:**

**A. Frankfort High School Lighting Project**

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

**to approve the Frankfort High School Athletic Field Lighting Project, as presented.**

**B. Frankfort High School – Request to Extend Line of Credit for Athletic Field Lights**

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

**to approve extending a line of credit to Frankfort High School in the amount of \$162,515.00, for athletic field lights.**

**C. Approval of Board to Fund \$200,000 toward the Athletic Field Lights at Frankfort High School (Funding Source: County)**

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

**to approve a payment of \$200,000 for athletic field lights at Frankfort High School.**

**D. Funding Request – Fountain Primary School – Outdoor Pavilion**

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

**to approve the funding request of Fountain Primary School in the amount of \$2,000 for an outdoor pavilion.**

**E. Lease/Purchase Agreement for Frankfort Elementary School**

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

**to approve exploration of a lease/purchase agreement for construction expenses beyond the amount of funding provided through the School Building Authority for Frankfort Elementary School.**

**F. Invoices for April 2022, in the Amount of \$ 691,179.46, for Checks 142869–143155**

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

**to approve invoices for April 2022, in the amount of \$691,179.46 for checks 142869 – 143155, as presented. (See attached.)**

**G. Invoices Paid with the P-CARD for April 2022, in the Amount of \$352,643.69, ACH Payment – Checks 1316-1351 (check numbers for tracking purposes only)**

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

**to approve invoices paid with the P-CARD for April 2022, in the amount of \$352,643.69, ACH Payment – Checks 1316-1351, as presented. (See attached.)**

**H. Approve First United Bank and Trust as the Board’s Depository Bank for Fiscal 2023**

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

**to approve First United Bank and Trust as the Board’s depository bank for FY23, as presented.**

**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 Mr. Denne and second of Mr. Ashby passed unanimously

**to approve the Mineral County Pre-K Head Start Policy Council minutes and financial reports from their April 25, 2022 meeting, as presented.**

**B. Memorandum of Understanding with WVU Medicine/Potomac Valley Hospital for School-Based Health Care Centers**

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

**to approve Memorandum of Understanding with WVU Medicine/Potomac Valley Hospital for school-based health care centers, as presented.** (See attached.)

**CONSENT AGENDA**

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

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

*\* For Personnel Item C2, Mr. Denne asked for it to be noted that he was highly dismayed and very disappointed with Keyser High School administration for not interviewing an experienced applicant who had been employed part-time for the school system for 20 years.*

**1. PROGRAM PLANNING:****A. Student Interns, Frostburg State University Counseling Program**

1. Lisa Beeman, August 2022 through June 2023, Frankfort Middle School
2. Chloe Parsons, August 2022 through June 2023, Frankfort High School (Fall), Frankfort Middle School and Wiley Ford Primary School (Spring)

**B. Student Intern, Frostburg State University – Student Teaching**

1. Katlyn Middleton, August 2022 through June 2023, Grades Three, Four, and Five, Frankfort Intermediate School

**C. Student Observations, Potomac State College, BSN Program**

1. Ashleigh Burgess, September 2022 through December 2022, Frankfort Intermediate School with Mindy Liller
2. Cristin Carnell, September 2022 through December 2022, Keyser High school with Cheryl Tillman
3. Avery Shanholtz, August 2022 through October 2022, Frankfort Middle School and Frankfort High School with Kara Griffith

**2. PERSONNEL:****A. Student Chaperones**

1. Michael Orndorf, WV Fit and Active Comp, Charleston, WV, 5/17-18, 2022

**B. Placement – Administrative Personnel**

1. Kevin Shupe, **transfer from** Assistant Principal, Frankfort Middle School, 225 days, **to** Principal, Frankfort Middle School, 235 days, effective May 19, 2022 –**Advertise Position**

**C. Placements – Professional Personnel**

1. Shannon Burner, **transfer from** Librarian/Media Specialist, Frankfort Middle School, **to** Teacher, Kindergarten, New Creek Primary School, effective August 15, 2022 –**Advertise Position**
2. \*Hannah Rawlings, **placement**, Social Worker/Truancy Prevention Specialist, Keyser High School, 200 days, effective August 15, 2022, pending completion of employment requirements

**D. Placements – Service Personnel**

1. Loretta Lopez, **rescind non-renewal and assign**, Itinerant Aide/Transportation Aide – Special Education, with initial placement at Fort Ashby Primary School, effective August 15, 2022, on a second year contract for the 2022-2023 employment term
2. Quintin McRobie, **rescind contract termination and assign**, Electrician/General Maintenance Worker, Bus Garage/Maintenance, 261 days, effective July 1, 2022, on a continuing contract
3. Amy Riggelman, **transfer from** Cook III, Keyser Middle School **to** Cafeteria Manager, Keyser Middle School, effective August 15, 2022  
–**Advertise Position**
4. Teri Beeman, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Fountain Primary School **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher – Prekindergarten, Wiley Ford Primary School, effective August 15, 2022, pending issuance of appropriate credentials for Early Childhood Classroom Assistant Teacher  
–**Advertise Position**
5. Michele Jamison, **transfer from** Itinerant Aide/Transportation Aide – Special Education, with initial placement at Frankfort Middle School **to** Itinerant Aide/Transportation Aide – Special Education, with initial placement at Frankfort Intermediate School, effective August 15, 2022  
–**Advertise Position**

**E. Placements – Extracurricular Professional Summer Program**

1. Erin Johnson, English Language Teacher for Summer Program Countywide, effective Summer 2022

**F. Placement – Extracurricular Coaching**

1. Ruda Parks, Athletic Trainer (Limited Football), Keyser High School, effective with the 2022-2023 Season of Sport, pending completion of employment requirements



G. Placements – Substitute Teachers

1. Sharon Squires, Substitute Teacher, effective with the 2022-2023 employment term

H. Placements – Substitute Service Personnel

1. Bonnie Chaney, Substitute Cook, effective with the 2022-2023 employment term

I. Effective Start Date Determined

1. Auston Braithwaite, Teacher, Grade Four, New Creek Primary School, effective start date determined as May 9, 2022, 200 days (20 days for the 2021-2022 employment term). Mr. Braithwaite will be placed on a first year contract for the 2022-2023 employment term.

J. Mutual Consent to Change Assignment

1. Michael Travelpiece, from Criminal Justice Teacher, half-day, Mineral County Technical Center to Criminal Justice Teacher, full-day, Mineral County Technical Center, effective August 15, 2022

K. Band Staff – Frankfort High School, effective for the 2022-2023 Band Season pending completion of employment requirements

1. Elizabeth Malone Knotts, Co-Assistant Director/Color Guard - \$2,000
2. Stephanie Felton, Instructor - \$300 (one week)
3. Micah Buser, Instructor - \$600 (two weeks)
4. Isaac Nazelrod, Instructor - \$300 (one week)
5. Andrew Knotts, Instructor - \$600
6. Alexander Hall, Instructor, Volunteer
7. Brian Records, Percussion - \$1,000 (three weeks + additional throughout season)
8. Ethan Clark, Percussion - \$600 (two weeks)

L. Resignations – Professional Personnel

1. Jessica Davy, Teacher, Grade Three, New Creek Primary School, effective June 3, 2022  
**-Advertise Position**
2. Kaylin Gentry, Teacher, Grade One, New Creek Primary School, effective July 29, 2022  
**-Advertise Position**

M. Resignation – Extracurricular Professional

1. Lori Troutman, Technology Chairperson, Frankfort Intermediate School, effective May 10, 2022  
**-Advertise Position**

N. Resignation – Extracurricular Service Personnel

1. Richard Jackson, Summer Sole Custodian, Frankfort District, effective May 4, 2022  
**-This position was advertised April 29, 2022 – May 5, 2022**

O. Change Effective Date of Resignation

1. Linda Dean, change effective date of resignation from June 1, 2022 to June 3, 2022

P. Removal of Name – Substitute List

1. Jennive Rinker, Substitute Cook, effective April 29, 2022

Q. Reclassification – Service Personnel

1. Sherri Hesse, Secretary II/Accountant II, Fort Ashby Primary School, from Secretary II to Secretary III based on completion of eight years of experience, effective with the 2022-2023 employment term
2. Brittnee Henry, Secretary II/Accountant II, Frankfort Intermediate School, from Secretary II to Secretary III based on completion of eight years of experience, effective with the 2021-2022 employment term, to receive pay retro for the 2021-2022 employment term

R. Volunteers

1. Kay Kitzmiller, Elk Garden Primary School
2. Kimberly Root, Frankfort High School, non-coaching Softball
3. Travis Bradley, Frankfort Middle School
4. Ashlee Renae Hoppert, Frankfort Middle School
5. Heather Shupe, Frankfort Middle School

## 6. Keyser Primary School

a. Rasit Akbas	u. Ashley Goles	oo. Sam Moyer
b. Steven Ali	v. Amand Grubbs	pp. Rachel Ravenscroft
c. Matt Altobello	w. Zoey Harris	qq. Matthew Rigglesman
d. Jessica Amoruso	x. Ian Heare	rr. Stephanie Rigglesman
e. Casey Arnold	y. Jessica Heare	ss. Meghan Rodeheaver
f. Carol Baker	z. Jordyn Hollingsworth	tt. Amy Smith
g. Charles Baker	aa. Jonathan Hotchkiss	uu. Brenda Smith
h. Penny Brafford	bb. Amanda Hott	vv. Jessica Smith
i. Lacie Brooks	cc. Antonio Illiano	ww. Jordan Smith
j. Timothy Brooks, Jr.	dd. Keaira Illiano	xx. Kris Steckman
k. Christine Buckley	ee. Zackary Johnson	yy. Brookelyn Tasker
l. Sarah Burke	ff. Kelly Keplinger	zz. Joyce Tasker
m. Marybeth Chien	gg. Ashley Keyes	aaa. Debra Taylor
n. Jordan Coffman	hh. Christopher Keyes	bbb. Lindsey Thomas
o. Melissa Coleman	ii. Donald Liller	ccc. Scott Thomas
p. Tabatha Cutter	jj. Erica Liller	ddd. Brian Wagoner
q. Allison Devlin	kk. Stephanie Martin	eee. Gabrielle Washington
r. Jennifer Edwards	ll. Joseph Maybury	fff. Jadira Whittaker
s. Briana Evans	mm. Julie McVicker	ggg. Elva Wood
t. Andrea Eversole	nn. Damieann Moyer	hhh. Nathasha Woods

7. Dannagale Acord, Mineral County Technical Center
8. Mattea Gambini, New Creek Primary School
9. Mary Jamison, New Creek Primary School

10. Wiley Ford Primary School

- a. Chassidy Ali
- b. Jessica Baldwin
- c. Candace Carder
- d. Michael Haines, Jr.
- e. Jasmine Junkins
- f. Brittany Lupettie
- g. Jordan May

**3. MISCELLANEOUS:**

A. Leave of Absence Requests

1. Charlotte Hartman, Custodian – Frankfort Middle School, effective June 6 – July 15, 2022
2. Deanna Ludwick, Teacher – Keyser Primary School, effective May 6 – end of 21-22 employment term
3. Allen McCoy, Bus Operator, effective April 15 – May 13, 2022

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**2. PERSONNEL (continued):**

With the recommendation of the Superintendent, the motion of Ms. Baniak and second of Mr. Courier passed 4-1 (Yes – Mrs. Courier, Ms. Baniak, Mr. Denne, Mr. Puffinburger; No – Mr. Ashby)

**to approve the following extracurricular coaching placement, as presented:**

**F. Placement – Extracurricular Coaching**

2. R. Scott Furey, Boys' Basketball Head Coach, Keyser High School, effective with the 2022-2023 Season of Sport

Date and Time of Next Meeting: May 26, 2022 4:30 p.m. Special Meeting – Finance/Budget

**ADJOURNMENT.**

The President adjourned the meeting at 6:38 p.m.

*Board Approved – June 7, 2022*