

REGULAR MEETING #13**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 5:07 p.m., Tuesday, December 19, 2023, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President (06-30-2026)
Donald C. Ashby, Jr. (06-30-2024)
Thomas C. Denne (06-30-2024)

Absent: Mary J. Baniak, Vice-President (06-30-2026)
Terry G. Puffinburger (06-30-2026)

Administration: Troy L. Ravenscroft, Superintendent (*via Teams*)
Rhonda Martin, CSBO/Treasurer
Scott Staley, Director of Administrative Services
Denise Bruno, Administrative Assistant

Other: Liz Beavers

Pledge of Allegiance – led by Mr. Staley

APPROVAL OF THE AGENDA

The motion of Mr. Ashby and second of Mr. Denne passed unanimously (3-0) to approve the agenda as presented.

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

The Superintendent:

- Apologized for being unable to attend in person due to illness.
- Reported on the heating issue at Frankfort Intermediate School.
- Stated the next day and a half leading up to Christmas break will be trying for teachers, but wished everyone a Merry Christmas and Happy New Year.

B. Board Comments:

Mr. Denne thanked the Superintendent, Mr. Staley and staff for all the extra time and effort with regard to the staffing placements for the new Frankfort Elementary School that are on the agenda. He also saluted Mr. Nick Whiteman and drama students for their recent performance at Keyser High School. Lastly, he commended Mrs. Robin McDowell, Science teachers, and students for all the efforts in making the middle school science fair a success, especially with a 2-hour delay.

Mrs. Courier additionally spoke about the entertaining Keyser High School drama performance. She wished the entire Mineral County Schools Staff Happy Holidays, Merry Christmas, and Happy New Year!

Mr. Ashby echoed remarks concerning staffing of the new school, and wished everyone a Merry Christmas and Happy New Year.

PUBLIC COMMENTS

A. **Agenda Items** – none

B. **Non-Agenda Items** – none

APPROVAL OF MINUTES

The motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve the minutes of the regular meeting held on December 5, 2023, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

A. **Treasurer's Report for the Month Ended November 30, 2023**

B. **Treasurer's Statement of Investments Outstanding as of November 30, 2023**

The Superintendent reviewed the Treasurer's Report for the month ended November 30, 2023, and the Treasurer's Statement of Investments Outstanding as of November 30, 2023. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:

A. **Placements/Transfers – Professional Personnel**

No recommendation was made for personnel item A1.

1. Teacher, Alternative Education, Mineral County Alternative 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:

2. Megan Hoover, **placement**, Teacher, Blind/Visually Impaired, Countywide, with initial placement at Elk Garden Primary School, effective date to be determined

No recommendations were made for personnel items A3 – A5.

3. Teacher, English, Keyser Middle School
4. Teacher, English, half-day, Frankfort Middle School
5. Teacher, English Language Teacher, half-day, Countywide

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

to approve the following professional personnel placement, as presented:

6. Meaghan Stehle, **placement**, Teacher, English/Theatre, Frankfort High School, effective January 2, 2024

No recommendations were made for personnel items A7 – A26.

7. Teacher, Grade Three, Keyser Primary School
8. Teacher, Grade Four, Keyser Primary School
9. Teacher, Grade Five/Six, Keyser Middle School
10. Teacher, Mathematics, Keyser High School
11. Teacher, Mathematics, Keyser High School
12. Itinerant Physical Therapist, Student Services/Countywide
13. Teacher, Prekindergarten, Keyser Primary School
14. Teacher, Preschool Special Needs, Frankfort Intermediate School
15. Teacher, Preschool Special Needs, Wiley Ford Primary School
16. School Instructional Specialist, Fort Ashby Primary School
17. School Psychologist, Student Services/Countywide, 220 days
18. Teacher, Special Education, Frankfort District
19. Teacher, Special Education, Keyser Primary School
20. Teacher, Special Education, Keyser Middle School
21. Teacher, Special Education, Keyser Middle School
22. Teacher, Special Education, Keyser Middle School
23. Teacher, Special Education, Keyser Middle School
24. Teacher, Special Education, Keyser Middle School
25. Teacher, Special Education, Keyser Middle School
26. Teacher, Special Education, Keyser High School

B. Placements/Transfers – Professional Personnel – Frankfort Elementary School, effective with the 2024-2025 employment term or at a later date should delays prevent the school from opening at the start of the 2024-2025 employment term

No recommendations were made for personnel items B1 – B2.

1. Teacher, Special Education
2. Teacher, Special Education

C. Placements/Transfers – Service Personnel

No recommendations were made for personnel items C1 – C4.

1. Itinerant Aide/Transportation Aide – Special Education, Bus Garage/Transportation
2. Itinerant Aide/Transportation Aide – Special Education, Long Term Substitute, Keyser Primary School
3. Itinerant Aide/Licensed Practical Nurse, Itinerant Countywide
4. Itinerant Aide/Transportation Aide/Early Childhood Classroom Assistant Teacher – prekindergarten/HeadStart, Countywide/Transportation

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

to approve the following service personnel placement, as presented:

5. Ashley Self, **placement**, Secretary II or III/Accountant II – Long Term Substitute, Burlington Primary School, effective January 2, 2024, for the duration of a leave of absence of a regular employee

D. Placements in Extracurricular Vacancies as Previously Approved and Advertised

No recommendations were made for personnel item D.

E. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, as presented:

1. Garrett Kesner, Baseball Auxiliary Coach, Frankfort High School, effective pending completion of employment requirements

F. Substitute – Service Personnel

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

to approve the following service personnel substitute placement, as presented:

1. Candace Markle, Substitute Aide, effective pending completion of employment requirements

G. Retirements – Professional Personnel and/or Service Personnel**H. Resignations – Professional Personnel and/or Service Personnel**

No recommendations were made for personnel items G – H.

2. MISCELLANEOUS:**A. Approval of 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 Mrs. Courrier passed unanimously

to approve the Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports from their December 4, 2023, 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. PROGRAM PLANNING:**A. Request for Attendance/Participation in Meetings and/or Conferences**

1. SAE for All Training, Indianapolis, IN, January 24-27, 2024

a. Julie Sions

(Funding: County-Vocational Ed)

2. PERSONNEL:**A. Placements/Transfers – Professional Personnel**

1. Charles Shockney, **transfer from** School Instructional Specialist, Frankfort Intermediate School **to** School Instructional Specialist/Resource Teacher, Elk Garden Primary School, effective with the 2024-2025 employment term **–Abolish Position at the end of the 2023-2024 employment term**

B. Placements/Transfers – Professional Personnel – Frankfort Elementary School, effective with the 2024-2025 employment term or at a later date should delays prevent the school from opening at the start of the 2024-2025 employment term

1. Catherine Brooks, **transfer from** Teacher, Art, Fort Ashby Primary School, Frankfort Intermediate School, and Wiley Ford Primary School **to** Teacher, Art, Frankfort Elementary School **–Abolish Position at the end of the 2023-2024 employment term**

2. Brandy Shoemaker, **transfer from** Teacher, Prekindergarten, Fort Ashby Primary School **to** Teacher, Preschool Special Needs, Frankfort Elementary School **–Abolish Position at the end of the 2023-2024 employment term**

3. Monique Bittner, **transfer from** Teacher, Prekindergarten, Wiley Ford Primary School **to** Teacher, Prekindergarten, Frankfort Elementary School **–Abolish Position at the end of the 2023-2024 employment term**

4. Mechelle Crotts, **transfer from** Teacher, Prekindergarten, Frankfort Intermediate School **to** Teacher, Prekindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
5. Lisa Gilpin, **transfer from** Teacher, Prekindergarten, Wiley Ford Primary School **to** Teacher, Prekindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
6. Lorie Rummer, **transfer from** Teacher, Prekindergarten, Frankfort Intermediate School **to** Teacher, Prekindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
7. Jennifer Keech, **transfer from** Teacher, Prekindergarten, Frankfort Intermediate School **to** Teacher, Prekindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
8. Robin Owens, **transfer from** Teacher, Kindergarten, Wiley Ford Primary School **to** Teacher, Kindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
9. Raven Miller, **transfer from** Teacher, Kindergarten, Fort Ashby Primary School **to** Teacher, Kindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
10. Alexandra Felton, **transfer from** Teacher, Kindergarten, Wiley Ford Primary School **to** Teacher, Kindergarten, Frankfort Elementary School **-Abolish Position at the end of the 2023-2024 employment term**
11. Emily Tettenburn, **transfer from** Teacher, Kindergarten, Fort Ashby Primary School **to** Teacher, Kindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
12. Brooke Logsdon, **transfer from** Teacher, Kindergarten, Fort Ashby Primary School **to** Teacher, Kindergarten, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
13. Amber Lopez, **transfer from** Teacher, Grade One Fort Ashby Primary School **to** Teacher, Grade One, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
14. Robin Swandol, **transfer from** Teacher, Grade One, Wiley Ford Primary School **to** Teacher, Grade One, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
15. Kelli Nestor, **transfer from** Teacher, Grade One, Fort Ashby Primary School **to** Teacher, Grade One, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
16. Jaime Twigg, **transfer from** Teacher, Grade One, Wiley Ford Primary School **to** Teacher, Grade One, Frankfort Elementary School **-Abolish Position at the end of the 2023-2024 employment term**

17. Krystal Knotts, **transfer from** Teacher, Grade One/Two, Fort Ashby Primary School **to** Teacher, Grade One, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
18. Amy Tipping-Marley, **transfer from** Teacher, Grade Two, Fort Ashby Primary School **to** Teacher, Grade Two, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
19. Katie Show, **transfer from** Teacher, Grade Two, Wiley Ford Primary School **to** Teacher, Grade Two, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
20. Melinda Glenn, **transfer from** Elementary Interventionist, Wiley Ford Primary School **to** Teacher, Grade Two, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
21. Joni Miller, **transfer from** Teacher, Grade One/Two, Wiley Ford Primary School **to** Teacher, Grade Two, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
22. Margaret Lynch, **transfer from** Teacher, Grade Two, Wiley Ford Primary School **to** Teacher, Grade Two, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
23. Rebecca Bowers, **transfer from** Teacher, Grade Three, Frankfort Intermediate School **to** Teacher, Grade Three, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
24. Jennifer Corwell, **transfer from** Teacher, Grade Three, Frankfort Intermediate School **to** Teacher, Grade Three, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
25. Tiffany Snyder, **transfer from** Teacher, Grade Three, Frankfort Intermediate School **to** Teacher, Grade Three, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
26. Lisa Derlan, **transfer from** Teacher, Grade Three, Frankfort Intermediate School **to** Teacher, Grade Three, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
27. Abria Lantz, **transfer from** Teacher, Grade Three, Frankfort Intermediate School **to** Teacher, Grade Three, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
28. Lori Troutman, **transfer from** Teacher, Grade Four, Frankfort Intermediate School **to** Teacher, Grade Four, Frankfort Elementary School **-Abolish Position at the end of the 2023-2024 employment term**
29. Andrea Forbeck, **transfer from** Teacher, Grade Four, Frankfort Intermediate School **to** Teacher, Grade Four, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term

30. Jessica LeMasters, **transfer from** Teacher, Grade Four, Frankfort Intermediate School **to** Teacher, Grade Four, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
31. Sarah Jewell, **transfer from** Teacher, Grade Four, Frankfort Intermediate School **to** Teacher, Grade Four, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
32. Katlyn Fair, **transfer from** Teacher, Grade Two, Fort Ashby Primary School **to** Teacher, Grade Four, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
33. Sherry Haberlein, **transfer from** Teacher, Resource, Fort Ashby Primary School and Frankfort Intermediate School **to** Teacher, Health and Physical Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
34. Christopher Halbritter, **transfer from** Teacher, Health and Physical Education, Fort Ashby Primary School, Frankfort Intermediate School, and Wiley Ford Primary School **to** Teacher, Health and Physical Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
35. John Gauthier, **transfer from** Teacher, Music, Fort Ashby Primary School, Frankfort Intermediate School, and Wiley Ford Primary School **to** Teacher, Music, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
36. Danielle Marker, **transfer from** Elementary Interventionist, Fort Ashby Primary School **to** Resource Teacher/Media Specialist, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
37. Dabney Sheetz, **transfer from** School Counselor, Frankfort Intermediate School, 210 days **to** School Counselor, Frankfort Elementary School, 210 days
-Abolish Position at the end of the 2023-2024 employment term
38. Kameron Brooks, **transfer from** School Counselor, Fort Ashby Primary School and Wiley Ford Primary School, 210 days **to** School Counselor, Frankfort Elementary School, 210 days
-Abolish Position at the end of the 2023-2024 employment term
39. Melissa Brieloff, **transfer from** Teacher, Special Education, Wiley Ford Primary School **to** Teacher, Special Education/Gifted, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
40. Kelly Pearson, **transfer from** Teacher, Special Education, Wiley Ford Primary School **to** Teacher, Special Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
41. Rhonda Strawderman, **transfer from** Teacher, Special Education, Frankfort Intermediate School **to** Teacher, Special Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term

42. Jessica Poland, **transfer from** Teacher, Special Education, Fort Ashby Primary School **to** Teacher, Special Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
43. Amanda Bogdan, **transfer from** Teacher, Special Education, Frankfort Intermediate School **to** Teacher, Special Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term
44. Jenise Grabenstein, **transfer from** Teacher, Special Education, Frankfort Intermediate School **to** Teacher, Special Education, Frankfort Elementary School
-Abolish Position at the end of the 2023-2024 employment term

C. Placements/Transfers – Service Personnel

1. Mary Dominick, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation with initial placement at Frankfort Elementary School **to** Cook III, half-day, Keyser High School, effective with the 2024-2025 employment term
-Advertise Position
2. William Lewis, **placement**, Mechanic, Bus Garage/Transportation, 240 days (number of days for the 2023-2024 employment term to be determined), effective date to be determined

D. Placements – Substitute Teachers, effective pending completion of employment requirements

1. Gabriella McClintock
2. Amanda Rader
3. Candace Markle
4. Carlton Shoemaker

E. Placement – Extracurricular Coaching

1. Brooke Parrish, Girls' Basketball Auxiliary Coach, Keyser High School, effective pending completion of employment requirements

F. Effective Dates of Transfers Determined

1. Brenda Lyons, effective date of transfer to Cook III, half-day, New Creek Primary School, January 2, 2024
2. Deborah Alt, effective date of transfer to Cook III, half-day, Keyser Middle School, January 2, 2024

G. Resignation – Service Personnel

1. Danny Boothe, School Bus Operator, effective at the end of the work day on January 2, 2023
-Advertise Position

H. Resignation – Extracurricular Coaching

1. Bernard H. Lantz, Softball Head Coach, Frankfort High School, effective December 4, 2023
-Advertise Position

I. Approval of Supervisory Aide Agreements

1. Davina Cutter, effective December 4, 2023
2. Heather Root, effective December 4, 2023

J. Request to Post Positions

1. After School Tutoring Teachers, Burlington Primary School

K. Volunteers

1. Jessica Gould, Burlington Primary School
2. Devon Swanson, Fort Ashby Primary School
3. Emily Swanson, Fort Ashby Primary School
4. Jessica Gould, Keyser Primary School
5. Joel Smoker, New Creek Primary School

3. FINANCE/BUDGET:

- A. FY24 Budget Revision Supplements and Transfers (See attached.)
- B. Invoices Paid December 1–13, 2023 in the Amount of \$ 1,309,367.86 for Checks 148751-148878
(See attached.)
- C. Invoices Paid with P-CARD for December 2023, ACH Payment of \$377,295.49 for Checks 2031-2061
(See attached.) *(check numbers for tracking purposes only)*

4. MISCELLANEOUS:

- A. Leave of Absence Request(s)
- B. Building Access for Non-Employee

Date and Time of Next Meeting: January 2, 2024 5:00 p.m.

ADJOURNMENT.

The meeting was adjourned at 5:21 p.m.

Board Approved January 2, 2024