

## OFFICIAL MINUTES

Mr. Ashby said he hoped everyone had a nice Christmas and Happy New Year. Reported he is setting up meetings with various offices in Charleston next week.

**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 19, 2023, as presented.

**ACTION AGENDA****OTHER ACTION****1. PERSONNEL:****A. Placements/Transfers – Professional Personnel**

No recommendations were made for personnel items A1 – A24.

1. Teacher, Alternative Education, Mineral County Alternative School
2. Teacher, English, Keyser Middle School
3. Teacher, English, half-day, Frankfort Middle School
4. Teacher, English Language Teacher, half-day, Countywide
5. Teacher, Grade Three, Keyser Primary School
6. Teacher, Grade Four, Keyser Primary School
7. Teacher, Grade Five/Six, Keyser Middle School
8. Teacher, Mathematics, Keyser High School
9. Teacher, Mathematics, Keyser High School
10. Itinerant Physical Therapist, Student Services/Countywide
11. Teacher, Prekindergarten, Keyser Primary School
12. Teacher, Preschool Special Needs, Frankfort Intermediate School
13. Teacher, Preschool Special Needs, Wiley Ford Primary School
14. School Instructional Specialist, Fort Ashby Primary School
15. School Psychologist, Student Services/Countywide, 220 days
16. Teacher, Special Education, Frankfort District
17. Teacher, Special Education, Keyser Primary School
18. Teacher, Special Education, Keyser Middle School
19. Teacher, Special Education, Keyser Middle 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 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

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

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

**F. Substitutes – Professional and/or Service Personnel**

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

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

No recommendations were made for personnel items D-E-F-G-H.

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**CONSENT AGENDA**

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

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

**1. PROGRAM PLANNING:**

- A. Chloe Parsons, Frostburg State University – Counseling Internship, January 2024 – May 2024, Frankfort Middle School

**2. PERSONNEL:**

**A. Approval of Specialized Health Procedures Agreement**

1. Shaunte Ross, Keyser High School, effective November 27, 2023

**B. Approval of Supervisory Aide Agreement**

1. Shaunte Ross, Keyser High School, effective November 27, 2023

C. Volunteers

1. Christopher Berg, Keyser Primary School

**3. FINANCE/BUDGET:**

- A. FY24 Budget Revision Supplements and Transfers (See attached.)
- B. Invoices Paid December 14–22, 2023 in the Amount of \$ 294,833.49 for Checks 148879-148940  
(See attached.)

Date and Time of Next Meeting: January 16, 2023 5:00 p.m.

**ADJOURNMENT.**

The meeting was adjourned at 5:09 p.m.

*Board Approved January 16, 2024*