



# MINERAL COUNTY SCHOOLS

36 BAKER PLACE  
KEYSER, WV 26726

TROY RAVENSCROFT—SUPERINTENDENT

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**February 6, 2024**

**Meeting #16**

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, February 6, 2024, at 5:00 p.m. in the Administrative Office at 36 Baker Place, Keyser, West Virginia.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the County School System's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item Public Comments.

## AGENDA

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1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL:

Members

_____	Courrier, President	(06-30-2026)
_____	Baniak, Vice-President	(06-30-2026)
_____	Ashby	(06-30-2024)
_____	Denne	(06-30-2024)
_____	Puffinburger	(06-30-2026)

4. APPROVAL OF AGENDA

5. COMMUNICATIONS – Superintendent/Board:

A. Superintendent's Update:

B. Board Comments:

6. PUBLIC COMMENTS:

A. Agenda Items:

B. Non-Agenda Items:

**7. APPROVAL OF MINUTES:**

- A. Regular Meeting          January 16, 2024          #15

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:**

- A. Policy 2520 – Selection of Instructional Resources – Revision – ITEM

**2. PERSONNEL:**

*NOTE: The Superintendent's nominees to fill posted vacancies are subject to change upon withdrawal of a nominee after this agenda was prepared and prior to the board meeting. In such case, the name of any new nominee will be announced in public at the meeting, prior to the Board's action to fill the vacancy.*

A. Retirements – Service Personnel

1. Matthew Roderick, School Bus Operator, effective at the end of the workday on March 29, 2024  
**-Advertise Position**

The superintendent wishes to thank Mr. Roderick for his 20+ years of service to Mineral County Schools.

2. Joanna Zacari, Itinerant Aide/Paraprofessional/Early Childhood Classroom Assistant Teacher, Prekindergarten, Keyser Primary School, effective **August 30, 2024**  
**-Hold Posting**

The superintendent wishes to thank Ms. Zacari for her 13+ years of service to Mineral County Schools.

B. Placements/Transfers – Professional Personnel *(names may be provided at meeting)*

1. Teacher, Prekindergarten, Keyser Primary School
2. Teacher, Preschool Special Needs, Wiley Ford Primary School

C. 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 *(name may be provided at meeting)*

1. Teacher, Special Education

- D. Placements/Transfers – Service Personnel (names may be provided at meeting)
- E. Placements in Extracurricular Vacancies as Previously Approved and Advertised (names may be provided at meeting)
- F. Placements in Coaching Vacancies as Previously Approved and Advertised (names may be provided at meeting)
- G. Substitutes Professional and/or Service Personnel (names may be provided at meeting)
- H. Retirements – Professional and/or Service Personnel (names may be provided at meeting)
- I. Resignations – Professional and/or Service Personnel (names may be provided at meeting)

### 3. **FINANCE/BUDGET:**

- A. Approve/Award Bid for Five (5) HVAC Units for Keyser Middle School (Funding: Permanent Improvement Fund) – **ITEM**
- B. Approve/Award Bid for Three (3) HVAC Units for Keyser High School Gymnasium (Funding: Permanent Improvement Fund) – **ITEM**

## **CONSENT AGENDA**

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The Superintendent recommends approval of the following matters on the **Consent Agenda**:

### 1. **PROGRAM PLANNING:**

- A. Mallery Latgis, Student Observation, Shepherd University, 20 hours in Elementary Education, Fort Ashby Primary School, Spring Semester 2024

### 2. **PERSONNEL:**

- A. Student Chaperones
  - 1. Brian Bowers, All-State Middle School Band, Charleston, WV, February 29-March 1, 2024
- 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. Shyanne Foutz, **transfer from** Teacher, Grade Two, Fort Ashby Primary School **to** Teacher, Special Education  
**-Abolish Position at the end of the 2023-2024 employment term**

C. Placements/Transfers – Service Personnel

1. Faith Edgar, **placement**, Itinerant Aide/Transportation Aide/Early Childhood Classroom Assistant Teacher - Prekindergarten, Countywide/Transportation, effective date to be determined, pending issuance of appropriate credentials for Early Childhood Classroom Assistant Teacher

Ms. Edgar is a resident of Keyser, West Virginia, and is currently a Teller for the Grant County Bank.

2. James Jernell, **transfer from**, from School Bus Operator, Bus Garage/Transportation **to** School Bus Operator, Bus Garage/Transportation, serving students attending Keyser Primary School, Keyser Middle School, and Keyser High School, covering but not limited to Knobley Rd., Harley O. Staggers Dr., West End of Keyser, and Southern Drive in Keyser, effective February 8, 2024

**-Advertise Position**

3. Hollie Robinette, **transfer from**, Cook III, half-day, Wiley Ford Primary School **to** Cook III, half-day, Keyser Primary School, effective with the 2024-2025 employment term

**-Abolish position at the end of the 2024-2025 school year**

4. Kristen Sandy, **transfer from** Itinerant Aide/Transportation Aide – Special Education, Fountain Primary School **to** Itinerant Aide/Transportation Aide – Special Education, Bus Garage/Transportation, effective February 7, 2024

**-Advertise Position**

D. Placements/Transfers – Service 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. Regina Lewis, **transfer from** Cafeteria Manager, Fort Ashby Primary School **to** Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, with initial placement at Frankfort Elementary School **–Abolish Position at the end of the 2023-2024 employment term**

E. Placements – Extracurricular Professional Personnel

1. Teresa Welch, After School Tutoring Teacher, Burlington Primary School, effective February 8, 2024
2. Julie Cryser, After School Tutoring Teacher, Burlington Primary school, effective February 8, 2024

F. Placements – Summer Programs 2024

1. Eric Miller, Summer SOLE Teacher, Keyser High School (Funding Source: ARP)
2. Lori Troutman, Summer SOLE Teacher, Frankfort High School (Funding Source: ARP)
3. Charles Shockney, Site Coordinator for Summer School Programs, Countywide (Funding Source: ARP)
4. Chip Bolyard, Social Worker, Countywide (Funding Source: ARP)
5. Credit Recovery Teachers, Keyser High School (Funding Source: ARP)

- a. Tina Chantal-Cook
- b. Stacey McClintock
- c. Mary Hardy

- 6. Credit Recovery Teachers, Frankfort High School (Funding Source: ARP)
  - a. Lori Kenney
  - b. Rebonica Davis
  - c. Gay Pernau
  - d. Melissa Skidmore
  
- 7. Cook III, Keyser Primary School (Funding Source: ARP)
  - a. Amy Riggleman
  - b. Lana Kephart
  - c. Brittny Bowman
  
- 8. Cook III, Frankfort Middle School (Funding Source: ARP)
  - a. Sherri Hesse
  - b. Regina Lewis
  - c. Brenda Braithwaite
  
- 9. George Rhodes, Custodian, Keyser Primary School (Funding Source: ARP), effective outside of regular employment ending/beginning contract dates
  
- 10. School Bus Operators
  - a. Gary Bradshaw (Funding Source: ARP)
  - b. David Riggleman
  - c. Hannah Pyles
  - d. Kevin Hoalcraft
  - e. Joseph Alkire, Jr.
  - f. Ralph Brady
  - g. Allen McCoy
  - h. Roy S. Twigg
  
- 11. Jessica Andrews, Parent Coordinator, Frankfort Middle School (Funding Source: Title I)

**G. Placements – Extracurricular Coaching**

- 1. Ethan Whitlock, Boys/Girls Track Auxiliary Coach, Keyser High School, effective date to be determined, pending completion of employment requirements

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

- 1. Hannah Ackerman
- 2. Forrest Grady Jr.
- 3. Eli Kesner
- 4. Makayla Whelan
- 5. Paden Yonker

I. Placements – Substitute Aides, effective pending completion of employment requirements

1. Matthew Dinovi
2. Fatima Minhas
3. Carleigh Lupton
4. Alexys Paulk

J. Effective Start Date Determined

1. Megan Hoover, Teacher Blind/Visually Impaired, Countywide, with initial placement at Elk Garden Primary School, 200 days, effective with the 2024-2025 employment term

K. Mutual Agreement

1. Randy Cirillo, from Baseball Co-Auxiliary Coach to Baseball Auxiliary Coach, Keyser High School, effective with the 2023-2024 Season of Sport

L. Request to Create and Post Position

1. Itinerant Aide/Transportation Aide/Early Childhood Classroom Assistant Teacher – Prekindergarten/HeadStart, Countywide/Transportation, with initial placement at Elk Garden Primary School (Funding Source: ARP)
2. School Bus Operator - Midday Run, transporting Elk Garden Student from Keyser Primary School to Elk Garden (Funding Source: General)

M. Request to Post Positions

1. Sixth Grade Outdoor School 2024 (Funding Source: Outdoor School)
  - a. Directors (4 positions)
  - b. Assistant Directors (4 positions)
  - c. Staff
  - d. College Staff
  - e. Cooks (4 positions)
  - f. High School Interns

N. Volunteers

1. Elizabeth Dixon, Frankfort Middle School
2. Keyser Primary School
  - a. Jeffery Garris
  - b. Julia Leverone
  - c. Charles Massie

**3. FINANCE/BUDGET:**

- A. FY24 Budget Revision Supplements and Transfers – *(Item to be provided at meeting)*
- B. Invoices Paid January 11, 2024–January 31, 2024 in the Amount of \$ 619,158.19 for Checks 149094-149243 – ITEM
- C. In-Lieu of Transportation – **ITEM**

**4. PROPERTY:**

- A. Request Items to be Declared Surplus Property
  - 1. 33 Cafeteria Tables/116 Chairs (KHS)

**5. MISCELLANEOUS:**

- A. Leave of Absence Requests – **ITEM**
- B. Building Access for Non-Employees – **ITEM**
- C. Student Transfer Request – **ITEM**
- D. Student Disciplinary Case #24-08

Date and Time of Next Meeting: \_\_\_\_\_

**ADJOURNMENT.**