

REGULAR MEETING #15**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 5:00 p.m., Tuesday, January 16, 2024, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members:	Lara L. Courier, President	(06-30-2026)
	Mary J. Baniak, Vice-President	(06-30-2026)
	Donald C. Ashby, Jr.	(06-30-2024)
	Thomas C. Denne	(06-30-2024)
	Terry G. Puffinburger	(06-30-2026)

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

Other: None.

Pledge of Allegiance – led by Mr. Ashby

APPROVAL OF THE AGENDA

The motion of Ms. Baniak and second of Mr. Ashby passed unanimously to approve the agenda as presented.

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

The Superintendent:

- Reported on Mineral County Days at the Capitol. He thanked Mr. Ashby for setting up meetings with various offices. He also thanked our local delegates for their support.
- Spoke about weather predictions and NTID (non-traditional instructional day) days that other counties are using. He asked for a consensus of the Board to be opportunistic with the use of the remaining Professional Learning days if it becomes necessary due to weather related closings.
- He informed the Board of a change order for Frankfort Elementary School with regard to re-routing sprinkler piping in the lobby.

B. Board Comments:

Mr. Denne paid tribute to Bob Miller, a former Special Education Director in Mineral County Schools.

Mr. Ashby also spoke about Mineral County Days, stating he had received a lot of positive feedback and that the meetings went well. He stated Liz Beavers and T.J. Coleman were presented citations in their honor, as well as the City of Keyser on its 150th anniversary.

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 January 2, 2024, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

- A. **Treasurer's Report for the Month Ended December 31, 2023**
- B. **Treasurer's Statement of Investments Outstanding as of December 31, 2023**

The Superintendent reviewed the Treasurer's Report for the month ended December 31, 2023, and the Treasurer's Statement of Investments Outstanding as of December 31, 2023. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. Retirements – Service Personnel**

With the recommendation of the Superintendent, the motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously
to approve the following service personnel retirement, as presented:

1. Marlene Pratt, Custodian IV, Keyser Primary School, 240 days, effective at the end of the work day on January 4, 2024 –**Advertise Position**

The superintendent wishes to thank Ms. Pratt for her 9+ years of service to Mineral County Schools.

Ms. Pratt requests to be placed on the substitute custodian list, effective upon her retirement.

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

to approve the following service personnel retirement, as presented:

2. Clifton Biser Jr., School Bus Operator, Bus Garage/Transportation, effective March 31, 2024
-Advertise Position

The superintendent wishes to thank Mr. Biser for his 29+ years of service to Mineral County Schools.

B. Placements/Transfers – Professional Personnel

No recommendations were made for personnel items B1 – B23.

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 Five/Six, Keyser Middle School
7. Teacher, Mathematics, Keyser High School
8. Teacher, Mathematics, Keyser High School
9. Itinerant Physical Therapist, Student Services/Countywide
10. Teacher, Prekindergarten, Keyser Primary School
11. Teacher, Preschool Special Needs, Frankfort Intermediate School
12. Teacher, Preschool Special Needs, Wiley Ford Primary School
13. School Instructional Specialist, Fort Ashby Primary School
14. School Psychologist, Student Services/Countywide, 220 days
15. Teacher, Special Education, Frankfort District
16. Teacher, Special Education, Keyser Primary School
17. Teacher, Special Education, Keyser Middle 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 High 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

No recommendations were made for personnel item C.

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

D. Placements/Transfers – Service Personnel

No recommendations were made for personnel item D.

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

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised**F. Placements in Coaching Vacancies as Previously Approved and Advertised****G. Substitutes – Professional and/or Service Personnel****H. Retirements – Professional and/or Service Personnel****I. Resignations – Professional and/or Service Personnel**

No recommendations were made for personnel items E – I.

2. MISCELLANEOUS:**A. Approval of West Virginia Attorney Representation Agreement**

With the recommendation of the Superintendent, the motion of Mr. Puffinburger and second of Ms. Baniak passed unanimously
to approve the retainage of Bailey & Glasser, LLP to represent Mineral County Schools in the *Opioid Mass Action Lawsuit*. This approval ratifies the consensus of the Board at their January 2, 2024, meeting to Opt-Out of the *McKinsey & Co., Inc., National Prescription Opiate Consultant Litigation*.

CONSENT AGENDA

The CSBO/Treasurer asked that FINANCE/BUDGET item FY24 Budget Revision Supplements and Transfers be removed from the Consent Agenda.

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

to approve the following matters on the Consent Agenda, as amended:

1. PERSONNEL:**A. Student Chaperones**

1. Sarah Malone, FHS Band Trip, New York City, NY, April 3-5, 2024

B. Placements/Transfers – Professional Personnel

1. Morgan LaRue, **placement**, Teacher, Grade Four, Keyser Primary School, effective date to be determined, pending issuance of appropriate credentials for Elementary Education

C. Resignation – Professional Personnel

1. Jennifer Bradfield, Teacher, Special Education, Keyser Middle School, effective at the end of the work day on January 4, 2024
-Advertise Position

D. Request to Create and Post Positions

1. Summer Remediation Teachers (K-4), up to two positions, Frankfort Middle School (Funding Source: ARP)
2. Summer Remediation Teachers (K-4), up to three positions, Keyser Primary School (Funding Source: ARP)
3. School Nurse – Summer Programs 2024, Countywide (Funding Source: ARP)

E. Request to Post Positions

1. Summer Programs
 - a. Summer SOLE Teacher, Keyser High School (Funding Source: ARP)
 - b. Summer SOLE Teacher, Frankfort High School (Funding Source: ARP)
 - c. Site Coordinator for Summer School Programs, Countywide (Funding Source: ARP)
 - d. Social Worker, Countywide (Funding Source: ARP)
 - e. Credit Recovery Teachers, Keyser High School, up to four positions (Funding Source: ARP)
 - f. Credit Recovery Teachers, Frankfort High School, up to four positions (Funding Source: ARP)
 - g. Cook III, Keyser Primary School, up to three positions (Funding Source: ARP)
 - h. Cook III, Frankfort Middle School, up to three positions (Funding Source: ARP)
 - i. Custodian, Keyser Primary School (Funding Source: ARP)
 - j. Custodian, Frankfort Middle School (Funding Source: ARP)
 - k. School Bus Operator, Bus Garage/Transportation, up to 10 positions (Funding Source: ARP)
 - l. Parent Coordinator, Frankfort Middle School (Funding Source: Title I)
 - m. Parent Coordinator, Keyser Primary School (Funding Source: Title I)

F. Volunteers

1. Gregory Moreland, Elk Garden Primary School
2. Destiny Secrist, Fountain Primary School
3. Sarah Royal, New Creek Primary School

2. FINANCE/BUDGET:

- A. Invoices Paid December 23, 2023–January 10, 2024 in the Amount of \$ 1,946,470.45 for Checks 148941-149093 (See attached.)
- B. Invoices Paid with P-CARD for January 2024, ACH Payment of \$307,961.31 (See attached.)

3. MISCELLANEOUS:

A. Leave of Absence

B. Building Access of Non-Employee

Date and Time of Next Meeting: February 6, 2024 5:00 p.m.

ADJOURNMENT.

The meeting was adjourned at 5:35 p.m.

Board Approved February 6, 2024