

REGULAR MEETING #16**OFFICIAL MINUTES**

The Mineral County Board of Education met in regular session at 5:00 p.m., Tuesday, February 6, 2024, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

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| 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) |

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

Other: Gordon Brubaker, Liz Beavers, Alyssa Dolly

Pledge of Allegiance – led by Mr. Ravenscroft

APPROVAL OF THE AGENDA

The Superintendent noted the following changes:

- Consent Agenda, Personnel Item C3 (Placements/Transfers – Service Personnel): change “Abolish Position at the end of the **2024-2025** school year” to “Abolish Position at the end of the **2023-2024** school year.”
- Remove Consent Agenda, Personnel Items D1 (Placements/Transfers – Service Personnel – Frankfort Elementary School) and F8b (Placements – Summer Programs 2024).

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:

- Welcomed Mrs. Beavers to the meeting and congratulated her on being honored at Mineral County Day at the Legislature.
- Reminded the Board we are headed into personnel season and to be careful to not “hear” an employee outside of a Board meeting.
- Gave an update on the progress of the Frankfort Elementary School project. Due to construction timelines and expediting manufacturing, he asked for a consensus of the Board to order two (2) storage buildings for the new school, with formal action to be taken at the next meeting.

B. Board Comments:

Mr. Ashby also congratulated Mrs. Beavers. He congratulated KHS Girls Basketball Coach Josh Blowe on getting 200 wins. He asked the Superintendent about the electric bus grant.

Mr. Denne commended and saluted the PreK/HeadStart Policy Council at how efficiently and effectively they run their meetings. He stated his agreement to get the storage buildings ordered for Frankfort Elementary School.

Mr. Puffinburger stated his agreement to get the storage buildings ordered for Frankfort Elementary School.

Ms. Baniak stated her agreement to get the storage buildings ordered for Frankfort Elementary School. She also spoke of the parent group that has started to fundraise for the Frankfort Elementary School Enrichment Fund and encouraged support for their efforts.

Mrs. Courier stated her agreement to get the storage buildings ordered for Frankfort Elementary School.

PUBLIC COMMENTS

A. Agenda Items – none

B. Non-Agenda Items – none

APPROVAL OF MINUTES

The motion of Mr. Ashby and second of Mr. Puffinburger passed unanimously
to approve the minutes of the regular meeting held on January 16, 2024, as presented.

ACTION AGENDA**OTHER ACTION****1. PROGRAM PLANNING:****A. Policy 2520 – Selection of Instructional Resources – Revision**

With the recommendation of the Superintendent, the motion of Mr. Denne and second of Mr. Ashby passed unanimously
to approve a revision to Policy 2520 – Selection of Instruction Resources, as presented. (See attached.)

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

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

to approve the following service personnel retirement, as presented:

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.

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

to approve the following service personnel retirement, as presented:

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

No recommendations were made for personnel items B1-B2.

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

No recommendation was made for personnel item C1.

1. Teacher, Special Education

D. Placements/Transfers – Service Personnel**E. Placements in Extracurricular Vacancies as Previously Approved and Advertised**

No recommendations were made for personnel items D or E.

F. Placements in Coaching Vacancies as Previously Approved and Advertised

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

to approve the following coaching placement, as presented:

1. Kimberly Root, Softball Head Coach, Frankfort High School, effective February 8, 2024
-Advertise Position, Softball Assistant Coach, Frankfort High School

G. Substitutes – Professional and/or Service Personnel

No recommendation was made for personnel item G.

H. Retirements – Professional and/or Service Personnel

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:

1. Kathryn Biser, Itinerant Aide/Transportation Aide – Special Education, Keyser Primary School/Bus Garage/Transportation, effective February 29, 2024
-Advertise Position

The Superintendent wishes to thank Mrs. Biser for her 29+ years of service to Mineral County Schools.

I. Resignations – Professional and/or Service Personnel

No recommendation was made for personnel item I.

3. FINANCE/BUDGET:**A. Approve/Award Bid for Five (5) HVAC Units for Keyser Middle School
(Funding: Permanent Improvement Fund)**

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

to approve/award the bid for five (5) HVAC units for Keyser Middle School, as presented. (See attached.)

**B. Approve/Award Bid for Three (3) HVAC Units for Keyser High School Gymnasium
(Funding: Permanent Improvement Fund)**

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

to approve/award the bid for five (3) HVAC units for Keyser High School, as presented. (See attached.)

C. Approve Contracted Special Education Speech Services SY24 (Funding: Special Education)

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

to approve contracted special education speech services for SY24, as presented. (See attached.)

CONSENT AGENDA

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

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

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
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 2023-2024 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 – 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

E. 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. Brittney Bowman
8. Cook III, Frankfort Middle School (Funding Source: ARP)
 - a. Sherri Hesse
 - b. 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 (Funding Source: ARP)

- a. Gary Bradshaw
- 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)

F. Placements – Extracurricular Coaching

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

G. 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

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

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

I. 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

J. 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

K. Request to Create and Post Positions

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)

L. 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

M. 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 Summary #13 for Supplements and Transfers (See attached.)
- B. Invoices Paid January 11, 2024–January 31, 2024 in the Amount of \$619,158.19 for Checks 149094-149243 (See attached.)
- C. In-Lieu of Transportation

4. PROPERTY:

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

5. MISCELLANEOUS:

- A. Leave of Absence Requests
- B. Building Access for Non-Employees
- C. Student Transfer Request

STUDENT DISCIPLINARY CASE:

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously
to enter executive session at 5:23 p.m. pursuant to WV Code §6-9A-4 (3) to consider the following student disciplinary case:

- D. Student Disciplinary Case #24-08

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously
to return to open session at 6:15 p.m.

Date and Time of Next Meeting: February 20, 2024 5:00 p.m.

ADJOURNMENT.

The meeting was adjourned at 6:15 p.m.

Board Approved February 20, 2024