

OFFICIAL MINUTES

1. Mountaineer Mathematics Master Teachers, Amy Cowgill and Sarah Malone, presented an overview of the M3T program.

C. Board Comments:

Ms. Baniak, along with the other Board members, congratulated Mrs. Bruno on being selected as the West Virginia Executive Secretary of the Year. Ms. Baniak reported on the WVSBA conference she had recently attended, and mentioned a “safety app” that had been discussed. She mentioned she had attended a WVU Cooperative Extension Service meeting where they are doing great things with 4-H and the Energy Express program. She stated they spoke of a vaping educational program and that they would like to partner with our schools and provide this to students.

Mr. Denne saluted the Transportation Department, specifically Mr. Liller and Mr. Droppleman, for their efforts in managing student transportation with a shortage of bus operators.

Mr. Puffinburger thanked Mrs. Cowgill and Ms. Malone for their informative presentation.

Mr. Ashby inquired about a meeting with DHHR. He asked if the pricing for security updates included cameras or if our current cameras were sufficient. He also spoke of the efforts of our delegates regarding the various bills that are in the legislature.

Mrs. Courier wished the basketball and wrestling teams “good luck” as they head toward sectional competitions.

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 February 6, 2024, as presented.

DISCUSSION:

1. FINANCE/BUDGET:

A. Treasurer’s Report for the Month Ended January 31, 2024

B. Treasurer’s Statement of Investments Outstanding as of January 31, 2024

The Superintendent reviewed the Treasurer’s Report for the month ended January 31, 2024, and the Treasurer’s Statement of Investments Outstanding as of January 31, 2024, as presented. (See attached.)

ACTION AGENDA

OTHER ACTION

1. PERSONNEL:**A. 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**

No recommendation was made for personnel item A1.

1. Itinerant Aide/Transportation Aide – Special Education, Countywide/Transportation, with initial placement at Frankfort Elementary School

B. Placements in Extracurricular 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 extracurricular placements, as presented:

1. Summer Remediation Teachers, Keyser Primary School (shared positions)
 - a. Mary Hardy
 - b. Megan Helman
 - c. Vicki Ross
 - d. Ashley Steckman
 - e. Brandi Suess
 - f. Hannah Wingler
2. Summer Remediation Teachers, Frankfort Middle School (shared positions)
 - a. Robin Swandol
 - b. Brandy Shoemaker
 - c. Pamela Thompson
3. Credit Recovery Teachers, Keyser High School (shared positions)
 - a. Tina Stephen
 - b. Amy Driver

C. Placements in Coaching Vacancies as Previously Approved and Advertised**D. Substitutes Professional and/or Service Personnel****E. Retirements – Professional/and/or Service Personnel**

No recommendations were made for personnel items C, D, or E.

F. Resignation – Professional Personnel

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

to approve the following professional personnel resignation, as presented:

1. Shelley Flaughner, School Counselor, Keyser Middle School, 210 days, effective February 16, 2024
– **Hold Position**

2. FINANCE/BUDGET:**A. Approval to Purchase Two (2) Storage Buildings for Frankfort Elementary School**

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

to approve two (2) storage buildings for Frankfort Elementary School, as presented. (See attached.)

B. Approval of Change Order Number 003: S & S Electric, Inc. – Frankfort Elementary School

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

to approve Change Order Number 003: S & S Electric, Inc. – Frankfort Elementary School in the amount of \$6,300.88, as presented. (Note: actual cost should be lower due to tax adjustment.)

C. Funding Request for Student Travel to International DECA Competition and Career Development Conference

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

to approve the funding request for student travel to the International DECA Competition and Career Development Conference, as presented. (See attached.)

3. 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 Mr. Ashby passed unanimously

to approve Mineral County Pre-K Head Start Policy Council Minutes and Financial Reports from the January 29, 2024, meeting, as presented.

CONSENT AGENDA

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. Student Observation

1. Brandi Hartman, LPN-RN Nursing Program, Allegany College of Maryland, Spring Semester, Four hours, Keyser Primary School

2. PERSONNEL:

A. Student Chaperons

1. Georganna Mansfield, DECA State Career Development Conference, Charleston, WV, March 2-4, 2024
2. Georganna Mansfield, DECA International Career Development, Anaheim, CA, April 25-May 2, 2024

B. Placements/Transfers – Service Personnel

1. Adam Braithwaite, **transfer 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 Rt. 46, Piedmont Area, Rt. 220, and the West End Area of Keyser, effective April 1, 2024
-Advertise Position
2. Charles Braithwaite, **transfer from** Custodian II, Keyser High School, 235 days **to** Custodian III, Keyser Primary School, 235 days, effective February 22, 2024
-Advertise Position

C. Placements – Extracurricular Service Personnel

- a. Adam Braithwaite, School Bus Operator, Summer Programs 2024
- b. Andrew Keplinger, School Bus Operator, Summer Programs 2024
- c. Allen McCoy, Mid-day Bus Run, effective April 1, 2024
- d. Adam Braithwaite, School Bus Operator – Keyser Area Supervisor, effective April 1, 2024

D. Three-Step Pay for Speech Pathologists, request to retroactively award three-step pay for Speech Pathologists for the 2022-2023 school year based on SB680 and State Superintendent recommendation (See attached.)

E. Mutual Consent Agreement to Change Assignment

1. Kayla Lyons, **from** Itinerant Aide, Special Education, half-day, Keyser High School **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher, Kindergarten – Special Education, half-day, Fountain Primary School, effective February 5, 2024

F. Resignation – Extracurricular Coaching

1. Ruda Parks, Limited Sports Trainer, Keyser High School, effective at the end of the 2023-2024 school year –**Advertise Position**

G. Removal Name – Substitute Teacher

1. Dakota Matthews, voluntary removal of name, effective February 8, 2024

H. Termination of Contract – Extracurricular Coaching

1. Grant Clayton, Girls' Basketball Auxiliary Coach, Frankfort High School, effective immediately due to failure to renew coaching authorization for the 2023-2024 employment term

I. Request to Post Positions

1. Handyman – Summer 2024
2. General Maintenance – Summer 2024 (up to six positions)
3. Extended School Year – Summer 2024 (Funding Source: Special Education)
 - a. Occupational Therapist/Certified Occupational Therapy Assistant
 - b. Speech Language Pathologist/Speech Assistant
 - c. Itinerant Aide – Classroom/Transportation, Frankfort District
 - d. Itinerant Aide – Classroom/Transportation, Keyser District
 - e. Itinerant Aide – Classroom/Transportation, Keyser District/Sheppard Pratt School
 - f. School Bus Operator, Keyser District/Sheppard Pratt School
 - g. Teacher, Special Education, Frankfort District
 - h. Teacher, Special Education, Keyser District

J. Volunteers

1. Pamela Rice, Frankfort High School
2. Tonya Mongold, Keyser Middle School

3. FINANCE/BUDGET:

- A. Invoices Paid February 1, 2024–February 14, 2024 in the Amount of \$308,401.32 for Checks 149244-149374 (See attached.)
- B. Invoices Paid with P-CARD for February 2024, in the amount of \$260,695.60, ACH Payments-Checks 2093-2137 (check numbers for tracking purposes only) (See attached.)

4. MISCELLANEOUS:

- A. Student Transfer Request
- B. Request for Home School Student to Attend Classes at Keyser High School/Mineral County Technical Center
- C. Leave of Absence Requests/Updates

STUDENT DISCIPLINARY CASES:

The motion of Mrs. Courier and second of Ms. Baniak passed unanimously **to enter executive session at 6:00 p.m. pursuant to WV Code §6-9A-4 (3) to consider the following student disciplinary cases:**

- A. **Student Disciplinary Case #24-09**
- B. **Student Disciplinary Case #24-10**
- C. **Student Disciplinary Case #24-11**

The motion of Mrs. Courier and second of Mr. Denne passed unanimously **to return to open session at 6:45 p.m.**

Date and Time of Next Meeting: February 27, 2024 5:00 p.m. Special Meeting – LSIC Presentations @MCTC

ADJOURNMENT.

The meeting was adjourned at 6:47 p.m.

Board Approved March 5, 2024