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

Board Members: Lara L. Courrier, 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)

Absent: Terry G. Puffinburger (06-30-2026)

Administration: Kelli Wilson, Assistant Superintendent, Director of Special Education

Jacqueline Beverlin, Coordinator of Instructional Technology

Rhonda Martin, CSBO/Treasurer

Scott Staley, Director of Administrative Services

Denise Bruno, Administrative Assistant

Other: Gordon Brubaker, Liz Beavers

Pledge of Allegiance – led by Mr. Denne

### **APPROVAL OF THE AGENDA**

Consent Agenda, Personnel Item A1 was removed from agenda.

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

#### **COMMUNICATION - Superintendent/Board**

# A. <u>Superintendent's Update</u>:

Mrs. Beverlin announced receipt of \$10,000 from The GIANT Company – Martins Food Market for the pantry program. Mrs. Beverlin thanked Mrs. Schneider, Director of Child Nutrition for her efforts in obtaining this donation.

Ms. Wilson stated the Superintendent was in Charleston in support of the Keyser High School Girls Basketball Team. He will also be attending WVASA meetings in Charleston this week.

# B. **Board Comments**:

Mr. Denne spoke of the show of school spirit at Keyser Primary School and Keyser Middle School in wishing the Keyser High School Girls Basketball Team good luck as they left for Charleston on Monday morning.

Mr. Ashby also congratulated Keyser High School freshman, Jackson Swingle, on winning the state championship in wrestling and the KHS Girls Basketball Team for making it to the state playoffs. Lastly, he voiced his displeasure with the Legislature on the matter of charter schools.

Mrs. Courrier stated she was very proud of the students that made it to state tournaments and congratulated them on their success.

## **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 February 20, 2024; and of the special meeting held on February 27, 2024, as presented.

#### **ACTION AGENDA**

#### **OTHER ACTION**

#### 1. PERSONNEL:

A. Retirements – Administrative, Professional, and/or Service Personnel, effective at the end of the 2023-2024 employment term – Hold Advertisements, unless otherwise noted

As recommended by the Superintendent, the motion of Mr. Ashby and second of Ms. Baniak passed unanimously

to approve the following administrative, professional, and service personnel retirements, effective at the end of the 2023-2024 employment term:

#### PROFESSIONAL PERSONNEL

1. Sue Alkire, Grade Four Teacher, Frankfort Intermediate School, effective at the end of the 2023-2024 employment term **–Abolish Position** 

The superintendent wishes to thank Ms. Alkire for her 24 years of service to Mineral County Schools.

Ms. Alkire requests to be placed on the substitute teacher list effective with the 2024-2025 school year.

2. Denise Bruno, Administrative Assistant, County Office, effective at the end of the work day on June 30, 2024

The superintendent wishes to thank Mrs. Bruno for her 22+ years of service to Mineral County Schools.

3. Barbara Coffman, Kindergarten Teacher, Keyser Primary School, effective at the end of the 2023-2024 employment term

The superintendent wishes to thank Ms. Coffman for her 34 years of service to Mineral County Schools.

Ms. Coffman requests to be placed on the substitute teacher list effective with the 2024-2025 school year.

4. Mary Racey, Assistant Principal, Keyser Primary School, effective at the end of the 2023-2024 employment term

The Superintendent wishes to thank Mrs. Racey for her 22 years of service to Mineral County Schools.

Mrs. Racey requests to be placed on the substitute teacher list effective with the 2024-2025 school year.

5. Carol Webb, Agriculture Teacher, Mineral County Technical Center, effective at the end of the 2023-2024 employment term

The superintendent wishes to thank Ms. Webb for her 34 years of service to Mineral County Schools.

Mrs. Webb requests to be placed on the substitute teacher list effective with the 2024-2025 school year.

# **SERVICE PERSONNEL**

1. Sonya Aldridge, Cook III, Fort Ashby Primary School, effective at the end of the 2023-2024 employment term

The superintendent wishes to thank Ms. Aldridge for her 25 years of service to Mineral County Schools.

Ms. Aldridge requests to be placed on the substitute cook list effective with the 2024-2025 school year.

2. Connie Adams, Cafeteria Manager, Burlington Primary School, effective at the end of the 2023-2024 employment term

The superintendent wishes to thank Mrs. Adams for her 25 years of service to Mineral County Schools.

3. Karen Bowman, Cook III, Burlington Primary School, effective at the end of the 2023-2024 employment term

The superintendent wishes to thank Mrs. Bowman for her 25 years of service to Mineral County Schools.

### **B.** Retirements

No recommendations were made for personnel item B.

# C. Resignation

As recommended by the Superintendent, the motion of Mr. Ashby and second of Mr. Denne passed unanimously

to approve the following service personnel resignation, as presented:

- 1. Regina Lewis, Cafeteria Manager, Fort Ashby Primary School, effective March 4, 2024

  -Abolish Position at the end of the 2023-2024 employment term
- D. Placements in Extracurricular Vacancies as Previously Approved and Advertised
- E. Placements in Coaching Vacancies as Previously Approved and Advertised

No recommendations were made for personnel items D or E.

#### **CONSENT AGENDA**

As recommended by the Superintendent, the motion of Ms. Baniak and second of Mr. Denne passed unanimously

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

#### 1. PROGRAM PLANNING:

- A. Potomac State College BSN Program 2024 Fall Rotations
  - 1. Austin Bland, Frankfort High School with Kara Griffith
  - 2. Hayden Faulk, Frankfort Intermediate School with Mindy Liller
  - 3. Marilee Kitzmiller, Keyser Primary School with Bethany Evans
  - 4. Jacob Logsdon, Frankfort Middle School with Kara Griffith
- B. Request for Attendance/Participation in Meetings and/or Conferences
  - 1. Elevate Conference, Nashville, TN, June 28-July 3, 2024 (Funding: Title II)
    - a. Dana Ferguson
    - b. Sherry Jenkins
  - 2. SREB/HSTW Summer Conference, Nashville, TN, July 9 12, 2024 (See attached.)

#### 2. PERSONNEL:

### A. <u>Transfers/Placements – Service Personnel</u>

- Reuben Pancake, transfer from School Bus Operator, Bus Garage/Transportation, to School Bus Operator, Bus Garage/Transportation, serving students attending New Creek Primary School, Keyser Primary School, Keyser Middle School and Keyser High School, covering but not limited to Rt. 93, Rt. 50, Tanglewood Subdivision, Timberlake Subdivision, and New Creek Area, effective March 7, 2024, to the end of the 2023-2024 employment term only
  - -Advertise Position

#### B. <u>Placements – Extracurricular Service Personnel</u>

1. Philip Pancake, **placement**, Midday Bus Run, transporting a student from Keyser Primary School to Shaw Rd. in Elk Garden, effective March 7, 2024

# C. Resignations – Professional Personnel

- 1. DiAnna Liller, Professional Accountant, effective at the end of the work day on March 8, 2024

  —This position is being advertised February 28, 2024 through March 6, 2024
- Dorothy Malone, Preschool Special Needs Teacher, Keyser Primary School, effective at the end of the 2023-2024 employment term
   -Hold Posting
- D. Resignation Extracurricular Coaching
  - 1. Shelley Flaugher, Girls' Tennis Assistant Coach, Keyser High School, effective February 16, 2024

    -Advertise Position

## E. Rescind Placement - Extracurricular Coaching

1. Nicholas Graves, Football Auxiliary Coach, Keyser High School, due to failure to complete the employment and certification process

## F. Removal of Name – Substitute Teacher List

1. Elizabeth Dixon, unable to complete the employment process at this time, effective immediately

# G. Effective Date of Transfer Determined

1. Lesley Morgan, Itinerant Aide/Early Childhood Classroom Assistant Teacher, Grade One, Wiley Ford Primary School, effective date of transfer, February 12, 2024

- H. <u>Mutual Agreements, Title Change to Elementary Teacher from Elementary Grade Level Teacher,</u> effective with the 2024-2025 employment term
  - 1. Julia Bean
  - 2. Valerie Durr
  - 3. Debra Novallis
  - 4. Cortney Shillingburg
  - 5. Brandi Suess
  - 6. Aubrey Thomas

#### I. <u>Volunteers</u>

- 1. Frankfort High School
  - a. Bradley Mongold
  - b. Amy Ratke
- 2. Frankfort Middle School
  - a. Rebecca Merritt
  - b. Kecia Southerly
  - c. Christina Stallings
- 3. Seth Earnest, Keyser High School

#### 3. FINANCE/BUDGET:

- A. FY24 Budget Revision Supplements and Transfers #14 in the amount of (34,216.19) (See attached.)
- B. <u>Invoices Paid February 15–28, 2024, in the Amount of \$1,967,721.07 for Checks 149375–149542</u> (See attached.)
- C. Contracted Special Education Services (See attached.)

## 4. MISCELLANEOUS:

- A. Request for Home School Student to Attend Classes at Mineral County Technical Center
- B. <u>Leave of Absence Requests/Updates</u>
- C. Building Access for Non-Employee
- D. Student Educational Leave Request

# **STUDENT DISCIPLINARY CASE:**

The motion of Mrs. Courrier and second of Mr. Denne passed unanimously to enter executive session at 5:14 p.m. pursuant to WV Code §6-9A-4 (3) to consider the following student disciplinary case:

# A. Student Disciplinary Case #24-12

The motion of Mrs. Courrier and second of Ms. Baniak passed unanimously to return to open session at 6:18 p.m.

Date and Time of Next Meeting: March 19, 2024 5:00 p.m.

# **ADJOURNMENT**.

The meeting was adjourned at 6:19 p.m.

Board Approved March 19, 2024