

REGULAR MEETING #20

OFFICIAL MINUTES

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The Mineral County Board of Education met in regular session at 5:00 p.m., Tuesday, March 19, 2024, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Lara L. Courier, President *(via telephone)* (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: Troy L. Ravenscroft, Superintendent  
Kelli Wilson, Assistant Superintendent, Director of Special Education  
Rhonda Martin, CSBO/Treasurer  
Robin McDowell, Assistant Director of Curriculum and Instruction  
Scott Staley, Director of Administrative Services  
Denise Bruno, Administrative Assistant

Other: Gordon Brubaker, Shawna Escobar, Ezaya Escobar, Sandra Eichelberger, Margie Bucklew, Troy Bucklew, Damien Bucklew, Jeff Logsdon, Ena Logsdon, Maddix Duckworth, Robin Lyons, Kenny Lyons, Michael Duckworth, Alanda Puffinburger, Betty Thorne, Georgia Thorne, Leigh Thorne, Matthew Swisher, Greg Lynch, Rick Hillenbrand, Meredith Haines, Julie Cryser, Charleen Cryser, Tonya Mongold, Walter Kephart, Kyle Duckworth, John Helman, Megan Helman, Evelyn Helman, Logan Helman, Kara Lyons, Keith Collins, Dutch Staggs

**Pledge of Allegiance** – led by Dutch Staggs

**APPROVAL OF THE AGENDA**

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

**COMMUNICATION – Superintendent/Board**

**A. Superintendent’s Update:**

The Superintendent:

- Reviewed results from the 24-25 school calendar survey.
- Stated legislative updates would be discussed at a future meeting.
- Wished everyone a safe spring break.

**B. Recognition:**

The following students were recognized and presented plaques:

1. 2024 Young Writers Contest Winners
  - ❖ Evelyn Helman – Burlington Primary School
  - ❖ Damian Bucklew – Elk Garden Primary School
  - ❖ Ezaya Escobar – Keyser Middle School
  - ❖ Alanda Puffinburger – Keyser Middle School
  - ❖ Charleen Cryser – Keyser High School
  - ❖ Maddix Duckworth – Keyser High School

**C. Board Comments:**

Mr. Ashby said he had attended the celebration at Keyser High School for State Wrestling Champion Jackson Swingle. He also remarked about absenteeism on early release days.

Mr. Denne saluted the staff at Keyser Primary School for their treatment of a severely handicapped student. The young man was being celebrated and staff was letting him know they were all happy to see him. As a bulletin board in the hallway said, "Plant seeds of kindness and see what grows."

Ms. Baniak commended the bus operators and transportation staff for their efforts during a shortage of drivers.

**PUBLIC COMMENTS**

**A. Agenda Items** – none

**B. Non-Agenda Items**

1. County Commissioner Dutch Staggs spoke concerning the potential for Frankfort Intermediate School to be used as a Youth Community Center.
2. Delegate Rick Hillenbrand spoke about the experience for students being pages during the legislative session and is hopeful students would participate next year.

**PUBLIC HEARING:**

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No one presented to speak regarding 2024-2025 School Calendar options.

**SCHOOL IMPROVEMENT COUNCIL:**

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The Mineral County Board of Education met with the following School Improvement Council, as required by WV Code §18-5-14.

**1. KEYSER MIDDLE SCHOOL IMPROVEMENT COUNCIL**

Dr. Collins, Principal, Ms. Lyons, Assistant Principal, teachers John Leonard, Robert Moore, Amanda Renick, and Alex Spittler, along with students Bella Haines, Khloe Hamilton, Cole Holland, Evan Key, Tavery Lyons, and Michael Mongold gave a multi-media presentation to the Board from the Keyser Middle School Improvement Council. The KMS chorus and band also performed the school song.

**APPROVAL OF MINUTES**

The motion of Mr. Ashby and second of Mr. Denne passed unanimously to approve the minutes of the regular meeting held on March 5, 2024, as presented.

**DISCUSSION:**

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**1. FINANCE/BUDGET:****A. Treasurer's Report for the Month Ended February 29, 2024****B. Treasurer's Statement of Investments Outstanding as of February 29, 2024**

The Superintendent reviewed the Treasurer's Report for the month ended February 29, 2024, and the Treasurer's Statement of Investments Outstanding as of February 29, 2024. (See attached.)

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PERSONNEL:****A. Retirements****B. Resignations**

No recommendations were made for personnel items A – B.

**C. Placement – Service Personnel**

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

**to approve the following service personnel placement, as presented:**

1. Randy Dante, **placement**, School Bus Operator, Bus Garage/Transportation, serving students with disabilities and/or students with specialized medical needs in all Keyser Area, and Countywide, as needed, based upon students' needs, including a mid-day run transporting special needs students, subject to change based upon student's needs, effective March 21, 2024, 51 days, to the end of the 2023-2024 employment term only

**D. Placements in Extracurricular Vacancies as Previously Approved and Advertised**

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

**to approve the following extracurricular placement, as presented:**

1. Darrin Holland, General Maintenance/Groundsman, Summer 2024

**E. Placements in Coaching Vacancies as Previously Approved and Advertised**

No recommendation was made for personnel item E.

**F. Substitute – Professional Personnel**

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

**to approve the following professional substitute, as presented:**

1. Madison Evix, Substitute Teacher, effective pending completion of employment requirements

**2. FINANCE/BUDGET:****A. \* Approve the Fiscal 2025 Schedule of Proposed Levy Rates for Publication, Submission to the State Auditor and the State Department of Education**

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

**to approve Fiscal 2025 Schedule of Proposed Levy Rates for publication, submission to the State Auditor and the State Department of Education, as presented. (See attached.)**

**\*This portion of the meeting stands recessed until the 3<sup>rd</sup> Tuesday in April.**

**B. Award Bid for Mineral County Technical Center Limited Use Lift**

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

**to approve/award the bid to the apparent low bidder for purchase/installation of a limited use lift at Mineral County Technical Center in the amount of \$58,899.50.**

**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 Ms. Baniak passed unanimously

**to approve the Mineral County Pre-K Head Start Policy Council minutes and financial reports from their February 26, 2024 meeting, as presented.**

**CONSENT AGENDA**

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

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

**1. PROGRAM PLANNING:****A. Approval of District Course: Historical Research Methods II****B. Student Observations**

1. Alexandra Wade, Frostburg State University, Licensed Practical Nurse-Registered Nurse Nursing Program, Spring 2024, 40 hours, K-4 Grade Level

**2. PERSONNEL:****A. Extracurricular Assignment Agreement**

1. Tommy Nester, Drama Production, Keyser High School, May 23, 2024

**B. Student Chaperones**

1. Darrin Holland, SKILLS USA Conference, Fairmont, WV, March 21-23, 2024
2. Lucas Spencer, SKILLS USA Conference, Fairmont, WV, March 28-30, 2024
3. Lucas Spencer, SKILLS USA Conference, Fairmont, WV, March 21-23, 2024

**C. Placements – Extracurricular Professional Personnel**

1. Jennifer Bray, Extended School Year, Special Education Teacher, Keyser District, Summer 2024

D. Placements – Extracurricular Service Personnel

1. Allen McCoy, Extended School Year, School Bus Operator – Sheppard Pratt, Keyser District, effective Summer 2024, this action will rescind his placement as Summer Program 2024, School Bus Operator  
**-Advertise Position – Summer Program 2024, School Bus Operator**
2. Jenifer Hay, Extended School Year, Itinerant Aide/Transportation Aide, Frankfort District, Summer 2024
3. Kalei Tysinger, Extended School Year, Itinerant Aide/Transportation Aide, Sheppard Pratt School, Keyser District, Summer 2024
4. Georgie Biser, Extended School Year, Itinerant Aide/Transportation Aide, Keyser District, Summer 2024

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

1. Matthew Dinovi
2. Brittany Knox
3. Mallery Latgis
4. Brianna Love
5. Henry Newby
6. Richard Schneider

F. Placement – Substitute Service Personnel

1. Susie J. Clark, Substitute School Bus Operator, effective pending completion of employment and training requirements

G. Contracted Service

1. Kara Kasekamp, for Insurance/Payroll Services, up to five days, as needed, for the 2023-2024 employment term, daily rate of pay

H. Resignation – Extracurricular Coaching

1. Chloe Puffinburger, Volleyball Assistant Coach, Frankfort High School, effective March 4, 2024  
**-Advertise Position**

I. Removal of Name – Substitute Teacher(s)

1. Lucas Taylor, effective immediately, due to failure to complete the employment process
2. Jared Kimble, effective immediately, due to failure to complete the employment process

J. Removal of Name – Substitute Service Personnel

1. Tambi Davey, Substitute Custodian, voluntary removal of name, effective February 23, 2024
2. Tambi Davey, Substitute Cook, voluntary removal of name, effective February 23, 2024

K. Request to Pay Retroactively – Mid-day Transportation

1. Marshall Stewart, 65 days for mid-day transportation services of a special education student. Position has been posted and filled.

L. Request to Post Positions

1. English Language Teacher, Frankfort Middle School, Summer 2024 (Funding Source: ARP)
2. After School Tutoring Teacher – Special Education, Keyser High School (Funding Source: ESSERF)

M. Volunteers

1. Amie Dawson, Frankfort High School
2. Heather Dolly, Frankfort Middle School
3. Rachel Hartman, Frankfort High School
4. Tracy Simpson, Keyser Middle School

**3. FINANCE/BUDGET:**

- A. FY24 Budget Revision Supplements and Transfers #15 in the Amount of \$99,282.00 (See attached.)
- B. Invoices Paid March 1 – 13, 2024 in the Amount of \$937,489.07 for Checks 149543-149699 (See attached.)

**4. MISCELLANEOUS:**

- A. Building Access for Non-Employee
- B. LOA Request

Date(s)/Time(s) of Meeting(s): Special Meeting – March 20, 2024 at 4:00 p.m. – Personnel Action  
Special Meeting – March 26, 2024 at 5:00 p.m. – LSIC presentations at WFPS  
Regular Meeting – April 16, 2024 at 5:00 p.m.

**ADJOURNMENT.**

The meeting was adjourned at 5:55 p.m.

*Board Approved April 16, 2024*