

REGULAR MEETING #5

OFFICIAL MINUTES

The Mineral County Board of Education met in regular session at 5:00 p.m., Tuesday, September 3, 2024, in the Administrative Office at 36 Baker Place, Keyser, WV, with the following in attendance:

Board Members: Mary J. Baniak, President (06-30-2026)
Lara L. Courier, Vice-President (06-30-2026)
Donald C. Ashby, Jr. (06-30-2028)
Thomas C. Denne (06-30-2028)
Terry G. Puffinburger (06-30-2026)

Administration: Troy L. Ravenscroft, Superintendent
Kelli Wilson, Assistant Superintendent, Director of Special Education
Rhonda Martin, CSBO/Treasurer
Scott Staley, Director of Administrative Services
Barbara Grayson, Director of Curriculum & Instruction (Elementary)
Kara Kasekamp, Administrative Assistant

Other: Blake Mangold, Rick Hillenbrand, Linda Liller, Gordon Brubaker, Liz Beavers

Pledge of Allegiance – led by Blake Mangold

APPROVAL OF THE AGENDA

The following changes were noted:

- Remove Consent Agenda, 2. Finance/Budget, Item A
- Change Action Agenda, 1. Personnel, Item C2 (Should be Keyser Middle School, not FMS)
- Remove Student Disciplinary Case C. #25-03

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

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

The Superintendent:

- Thanked all the staff for a good school opening and commended the staff/students/parents in the Frankfort District for their patience in working through the “hiccups”.
- Reminded of the Ribbon Cutting Ceremony set to take place at Frankfort Elementary School on September 6th @ 10 a.m.
- Academic Achievement: The Superintendent asked Kelli Wilson to speak on the new statewide Reading initiative and how students/teachers are responding to it. She also spoke about the Numeracy program which is currently in the beginning stages.

B. Board Comments:

Mr. Ashby disclosed that the meetings were now being livestreamed.

Dr. Baniak commented that she was proud of everyone coming together for the opening of Frankfort Elementary School and she is looking forward to the Ribbon Cutting Ceremony this Friday.

Dr. Denne spoke about participating in the KHS celebration of the senior class for their SAT scores and what a wonderful event it was.

PUBLIC COMMENTS**A. Agenda Items** – none**B. Non-Agenda Items**

Mr. Hillenbrand promoted the Legislative Page Program (second Wednesday in February). He commented that it is open to 6th-12th graders and is a great opportunity for students.

APPROVAL OF MINUTES

The motion of Dr. Denne and second of Mr. Ashby passed unanimously
to approve the minutes of the regular meeting held on August 20, 2024, as presented.

DISCUSSION:

1. MISCELLANEOUS:**A. Superintendent Goals**

The county board and superintendent established written, measurable, and timely goals or objectives for the superintendent to accomplish.

ACTION AGENDA**OTHER ACTION****1. PERSONNEL:****A. Retirements – Administrative, Professional, and/or Service Personnel**

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

to approve the following retirement, as presented:

1. Robin McDowell, Assistant Director, Curriculum and Instruction, County Office, effective September 30, 2024

-Hold Advertisement

The Superintendent wishes to thank Mrs. McDowell for her 28 years of service to Mineral County Schools

Mrs. McDowell requests to be placed on the substitute teacher list upon her retirement.

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

to approve the following retirement, as presented:

2. Robin Owens, Kindergarten Teacher, Frankfort Elementary School, effective at the end of the workday on September 3, 2024

-Advertise Position

The Superintendent wishes to thank Ms. Owens for her 30 years of service to Mineral County Schools.

B. Resignations – Administrative, Professional, and/or Service Personnel

No recommendations were made for personnel item B.

C. Placements/Transfers Professional Personnel

No recommendations were made for personnel items C1-C3.

1. Teacher, Alternative Education, Mineral County Alternative School

2. Teacher, Art, Keyser Middle School

3. Teacher, Business Education, Frankfort Middle School

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

to approve the following Professional Personnel placement, as presented:

4. Alaina Dixon-McDonough, **placement**, Teacher, Grade Three/Four, Frankfort Elementary School, effective date to be determined, pending issuance of appropriate credentials for Early Childhood K-4 or Elementary Education K-6

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

to approve the following professional personnel placement, as presented:

5. Brooke Detrick, **placement**, Teacher, Grade Four, Frankfort Elementary School, effective date to be determined

No recommendations were made for Personnel Items C6-C15.

6. Itinerant Physical Therapist, Student Services/Countywide
7. Teacher, Social Studies/English, Keyser Middle School
8. Teacher, Special Education, Frankfort Elementary School
9. Teacher, Special Education, Frankfort Elementary School
10. Teacher, Special Education, Frankfort Middle School
11. Teacher, Special Education, Keyser Middle School
12. Teacher, Special Education, Keyser Middle School
13. Teacher, Special Education, Keyser Middle School
14. Teacher, Special Education, Keyser High School
15. Teacher, Special Education, Keyser High School

D. Placements/Transfers Service Personnel

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

to approve the following Service Personnel, as presented:

1. Kaitlyn Hicks, **placement**, Itinerant Aide/Early Childhood Classroom Assistant Teacher, Prekindergarten/HeadStart, Countywide/Transportation, effective date to be determined and pending issuance of appropriate credentials for Early Childhood Classroom Assistant Teacher

No recommendation was made for Personnel Item D2.

2. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Frankfort Middle School

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

to approve the following Service Personnel, as presented:

3. Jessica Heare, **placement**, Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Keyser Primary School, effective date to be determined

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

to approve the following Service Personnel, as presented:

4. Mary Stahlman, **placement**, tinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Keyser Primary School, effective date to be determined

No recommendations were made for personnel item D5.

5. Custodian III, Frankfort Elementary School

E. Placements in Extracurricular Vacancies as Previously Approved and Advertised

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

to approve the following Extracurricular Placements, as presented:

1. Jill Blacka, Department Head – Special Services, Keyser High School
2. Ticket Takers, Keyser High School, effective pending completion of employment requirements
 - a. Christopher Altobello
 - b. Donna Collette
 - c. Meredith Idleman
 - d. Bethany Seifert
 - e. Kalei Tysinger
 - f. Melissa Weisenmiller
3. Athletic Supervisors, Keyser High School, effective pending completion of employment requirements
 - a. Christopher Altobello
 - b. Joseph Altobello
 - c. Matthew Dinovi
 - d. Brian Kesner
 - e. Bethany Seifert
 - f. Kalei Tysinger

F. Placements in Coaching Vacancies as Previously Approved and Advertised, effective date to be determined pending completion of employment requirements

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

to approve the following Coaching Placements, as presented:

1. Andrew Herndon, Girls' Soccer Auxiliary Coach, Keyser High School
2. Tori Cassidy, Cheer Auxiliary Coach, Frankfort High School
3. Grant Clayton, Girls' Basketball Assistant Coach, Frankfort High School

G. Placements – Substitutes

No recommendations were made for Personnel Item G.

CONSENT AGENDA

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

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

1. PERSONNEL:

A. Extracurricular Assignment Agreement

1. Lisa Linn, FHS RAZE Advisor, 2024-2025
2. Darrin Holland, SKILLS Advisor, 2024-2025

B. Placements/Transfers – Service Personnel

1. Jeanette Barnes, **transfer from**, Custodian III, Frankfort High School, 235 days **to** Custodian III, Frankfort Elementary School, 235 days, effective date to be determined
-Advertise Position
2. Justin Kenney, **placement**, Custodian III, Frankfort Elementary School, 235 days (199 days for the 2024-2025 employment term), effective September 5, 2024

Mr. Kenney was the most senior substitute custodian to apply for this position.

3. Andrea Lease-Watson, **transfer from** Itinerant Aide/Early Childhood Classroom Assistant Teacher, Prekindergarten, Special Needs **to** Itinerant Aide/Early Childhood Classroom Assistant Teacher, Prekindergarten, Frankfort Elementary School, effective date to be determined and pending issuance of appropriate credentials for Early Childhood Classroom Assistant Teacher
-Advertise Position
4. Cynthia Tichnell, **transfer from** School Bus Operator, Bus Garage/Transportation, 200 days **to** Custodian III, Split Shift, Fountain Primary School, 235 days, effective September 5, 2024
-Advertise Position

C. Placements – Employment Agreements, effective for the 2024-2025 employment term

1. Samantha Bosley, Parent Coordinator, Fountain Primary School
2. Kelly Haines, Principal Mentor, for Katherine Landen, Assistant Principal, Keyser Primary School

D. Placements – Extracurricular Professional, effective with the 2024-2025 employment term

1. Burlington Primary School – After School Tutoring Teachers
 - a. Julie Cryser
 - b. Teresa Welch
2. Elk Garden Primary School – After School Tutoring Teachers
 - a. Debra Novalis
 - b. Brandi Suess

3. Frankfort Middle School

a. After School Detention Teachers

1. Alexander Brant
2. Thelma Grogg
3. Andrew Johnson
4. Michelle Witt

b. After School Tutoring Teachers

1. Brian Bowers
2. Alexander Brant
3. Kimberly Eyler
4. Annette Flanigan
5. Makenna Foor
6. Thelma Grogg
7. Pamela Horevay
8. Amanda Jewell
9. Andrew Johnson
10. Jessica Johnson
11. Andrew Knotts
12. Elizabeth Knotts
13. Sara Malone
14. Hailee Owston
15. Joseph Rice
16. Angela Shanholtz
17. Tori Sheldon
18. Lisa Sidley
19. Molly Snoberger
20. William Snoberger

4. Frankfort High School

a. After School Tutoring Teachers

1. Susan Brady
2. Amy Cowgill
3. Shyanne Jacobs
4. Richard Kelleher

b. Credit Recovery Teachers

1. Susan Brady
2. Rebonica Davis
3. Lori Kenney
4. Gay Pernau
5. Melissa Skidmore

5. Keyser Primary School

- a. Vanessa Clontz, Game Changer Coach
- b. After School Tutoring
 - 1. Michelle Anderson
 - 2. Cari Healy
 - 3. Deanna Ludwick
 - 4. Angela Suesse

6. Keyser Middle School

- a. Sherri Blowe, Game Changer Coach
- b. Amy Rick, After School Tutoring Teacher, Mathematics
- c. Vicki Ross, After School Tutoring Teacher
- d. Carrie Wolford, After School Tutoring Teacher, English

7. Keyser High School

- a. Keith Mikula, After School Detention Teacher
- b. Eric Miller, Credit Recovery Teacher
- c. After School Tutoring Teachers
 - 1. Susan Gratto
 - 2. Keith Mikula
 - 3. Eric Miller
 - 4. Carrie Rotruck

8. Mineral County Alternative School

- a. Ashley Baker, Virtual School Administrator
- b. Tina Chantal-Cook, After School Detention Teacher
- c. Tina Chantal-Cook, After School Tutoring Teacher
- d. John Ellifritz, Evening School Teacher, Special Education
- e. John Ellifritz, Special Education Facilitator for Virtual School
- f. Diana Sutherland, Evening School Teacher
- g. Facilitators for Virtual School
 - 1. Melissa Detrick
 - 2. Shayanne Jacobs
 - 3. Brittany Stickley
 - 4. Diana Sutherland

E. Placements - Extracurricular Service Personnel, effective September 5, 2024

- 1. Stephanie Davis, Mid-Day Bus Run, serving students in the Keyser area, transporting to and from Mineral County Technical Center, pending students needs may also include the Development Center and Mineral County Alternative School

F. Placements – Extracurricular Coaching/Limited Sports Trainer, effective pending completion of employment requirements

- 1. Jordan Hayes, Limited Sports Trainer, Frankfort High School

G. Placements – Substitute Service Personnel

1. Jessica Pancake, Substitute Cook, pending completion of employment requirements
2. Joanna Zacari, Substitute Aide

H. Effective Start Date Determined

1. James Arnazzi, Custodian IV, Keyser High School, 261 days (215 days for the 2024-2025 employment term), effective September 3, 2024

I. Approval of Supervisory Aide Agreements and Specialized Health Agreements for the 2024-2025 Employment Term (see attached)

J. Approval of Three Step Pay Increase for Mathematic Teachers, Special Education Teachers, and Speech Pathologists for the 2024-2025 Employment Term (see attached)

K. Change of Funding Source from ARP Funding to County Funding, effective October 1, 2024, due to expiration of ARP Funding

1. Administrator for Virtual School, one position, hourly rate, up to 60 hours per month, as needed
2. Facilitator for Virtual School, up to five positions, \$30/hour, up to 40 hours per month, as needed
3. Special Education for Virtual School, one position, \$30/hour, up to 60 hours per month, as needed

L. Request to Post Positions

1. Athletic Supervisors, Frankfort High School (Funding Source: School Funds)

M. Request to Create and Post Positions

1. Aide/Early Childhood Classroom Assistant Teacher, Prekindergarten/HeadStart, Frankfort Elementary School (Funding Source: County)
2. Teacher, Prekindergarten/HeadStart, Frankfort Elementary School (Funding Source: County)
3. Parent Coordinator, Frankfort Elementary School (Funding Source: Title I)

N. Resignations – Professional Personnel

1. Jamie Hill, School Readiness Specialist, Countywide, effective at the end of the workday on September 10, 2024
-Advertise Position

Ms. Hill requests to be placed on the Substitute Teacher list upon her resignation.

O. Resignations – Extracurricular Professional Personnel

1. Chelsea McFarland, Team Leader Special Services, Keyser Primary School, effective August 14, 2024

P. Resignations – Extracurricular Service Personnel

1. Isaac Pancake, Mid-Day Bus Run, effective September 2, 2024

Q. Removal of Names – Substitute Teachers

1. Michelle Rodeheaver, voluntary removal of name, effective August 23, 2024
2. Debbie Smith, voluntary removal of name, effective August 16, 2024

R. Removal of Name – Substitute Service Personnel

1. Jeffrey Beavers, Substitute Custodian, due to failure to sign contract, effective immediately
2. Isaiah Knotts, Substitute School Bus Operator, due to failure to complete required number of runs and training requirements, effective immediately

S. Volunteers

1. Deidre Ahern, Fountain Primary School
2. Roy Whiteman, Frankfort High School
3. Stephanie Bland, Frankfort Middle School
4. Morgan Notel, Frankfort Middle School
5. Melissa Weisenmiller, Keyser High School
6. Martin Nester Jr., Keyser Primary School
7. Katie Dolechek, Keyser Primary School

2. FINANCE/BUDGET:

A. Invoices Paid August 15–August 27, 2024 in the Amount of \$848,954.53 for Checks 151068-151133 (see attached)

3. MISCELLANEOUS:

A. Leave of Absence Requests

STUDENT DISCIPLINARY CASE:

The motion of Dr. Denne and second of Dr. Baniak passed unanimously
to enter executive session at 5:36 p.m. pursuant to WV Code §6-9A-4(3) to consider the following student disciplinary cases.

A. Student Disciplinary Case #25-01

B. Student Disciplinary Case #25-02

The motion of Dr. Baniak and second of Mr. Ashby passed unanimously
to return to open session at 5:57 p.m.

Date and Time of Next Meeting: September 17, 2024 @ 5 p.m.

ADJOURNMENT.

The meeting was adjourned at 5:59 p.m.