



# MINERAL COUNTY SCHOOLS

36 BAKER PLACE  
KEYSER, WV 26726

TROY RAVENSCROFT—SUPERINTENDENT

PHONE: 304-788-4200  
FAX: 304-788-4204  
BOE.MINE.K12.WV.US

**April 21, 2026**

**Meeting #25**

A regular meeting of the Board of Education of Mineral County will be held on Tuesday, April 21, 2026, at 5:00 p.m. in the Administrative Office at 36 Baker Place, Keyser, West Virginia.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the County School System's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item Public Comments.

Livestream: <https://www.youtube.com/@MCSBOE/streams>

## AGENDA

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1. **PLEDGE OF ALLEGIANCE**

2. **CALL TO ORDER**

3. **ROLL CALL:**

Members

|       |                          |              |
|-------|--------------------------|--------------|
| _____ | Baniak, President        | (06-30-2026) |
| _____ | Courrier, Vice-President | (06-30-2026) |
| _____ | Ashby                    | (06-30-2028) |
| _____ | Denne                    | (06-30-2028) |
| _____ | Puffinburger             | (06-30-2026) |

4. **APPROVAL OF AGENDA**

5. **COMMUNICATIONS – Board/Superintendent:**

A. Board Comments:

B. Superintendent's Update:

➤ Academic Achievement:

**6. PUBLIC COMMENTS:**

- A. Agenda Items:
- B. Non-Agenda Items:

**7. APPROVAL OF MINUTES:**

- A. Regular Meeting      April 1, 2026    #24

**DISCUSSION:**

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**1. FINANCE/BUDGET:**

- A. Treasurer’s Report for the Month Ended March 31, 2026 – ITEM
- B. Treasurer’s Statement of Investments Outstanding as of March 31, 2026 – ITEM
- C. Zoom WV Monthly Financial Report for the Month Ended March 31, 2026 – ITEM

**2. PROPERTY:**

- A. Request to Name Keyser High School Sports Facility: Tennis Courts

**3. MISCELLANEOUS:**

- A. Middle School Athletics Sanctioning

**ACTION AGENDA**

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**OTHER ACTION**

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**1. PROGRAM PLANNING:**

- A. Approval of Policy Updates

The Superintendent recommends approval of the following policy revisions to have accurate policies which reflect the current state of the law. The proposed revisions have been reviewed for consistency with Federal and State law.

(Proposed policy revisions are available for review on the county website.)

- 1. Policy Updates – Volume 18, Number 1 – **ITEM**
  - a. Policy 3139.01 Suspension
  - b. Policy 4139.01 Suspension

- B. Recommend Approval of Panhandle 8 Cooperative Purchasing Agreement - ITEM

**2. PERSONNEL:**

*NOTE: The Superintendent's nominees to fill posted vacancies are subject to change upon withdrawal of a nominee after this agenda was prepared and prior to the board meeting. In such case, the name of any new nominee will be announced in public at the meeting, prior to the Board's action to fill the vacancy.*

- A. Retirements (names may be provided at meeting)
- B. Resignations (names may be provided at meeting)
- C. Placements/Transfers – Professional Personnel, Effective With the 2026-2027 Employment Term (names may be provided at meeting)
1. Teacher, Alternative Education, Mineral County Alternative School
  2. Teacher, Art, Keyser Middle School
  3. Teacher, Art, Keyser High School
  4. Teacher, Computer Technology/Project Lead the Way, Mineral County Technical Center
  5. Teacher, Driver Education, Keyser High School
  6. Teacher, Grade Four, New Creek Primary School
  7. Teacher, Grade Five, Frankfort Middle School
  8. Teacher, Grade Five/Six and Mathematics Grades 5-8, Keyser Middle School
  9. Teacher, Hospitality/ProStart, Mineral County Technical Center, 210 Days
  10. LPN Instructor, Mineral County Technical Center, 240 Days
  11. Teacher, Mathematics, Keyser High School
  12. Teacher, Mathematics, Keyser High School
  13. Teacher, Music, Keyser Primary School
  14. Social Worker, Countywide – Frankfort District
  15. Itinerant Physical Therapist, Countywide
  16. Resource/Media Specialist, Frankfort Elementary School
  17. Teacher, Special Education, Frankfort Middle School
  18. Teacher, Special Education, Keyser Middle School
  19. Teacher, Special Education, Keyser High School
  20. Teacher, Special Education, Keyser High School
- D. Placements/Transfers – Service Personnel, Effective With the 2025-2026 Employment Term (names may be provided at meeting)
1. Custodian III, Frankfort Elementary School, 235 Days
  2. Custodian III, Keyser High School, 235 Days
  3. Custodian III, Keyser Primary School and Keyser Middle School, 220 Days
  4. School Bus Operator, #64-19, Bus Garage/Transportation, serving students attending Frankfort Elementary School, Frankfort Middle School, and Frankfort High School, covering but not limited to Waxler Rd., (North Side), Knobley Rd., Rt. 956, and Rt. 28

- E. Placements/Transfers – Service Personnel, Effective With the 2026-2027 Employment Term (names may be provided at meeting)
1. Itinerant Aide/Early Childhood Classroom Assistant Teacher, Grades 1-3, Fountain Primary School
  2. Itinerant Aide/Early Childhood Classroom Assistant Teacher, Kindergarten, Frankfort Elementary School
  3. Itinerant Aide/Early Childhood Classroom Assistant Teacher, Grades 1-3, Frankfort Elementary School
  4. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placements at Elk Garden Primary School
  5. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Frankfort High School
  6. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Frankfort High School
  7. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Bus Garage/Transportation Bus # 21-27
  8. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Keyser Primary School
  9. Itinerant Aide/Transportation Aide, Special Education, Countywide/Transportation, with initial placement at Frankfort Elementary School
  10. Cook III, half-day, Burlington Primary School
  11. Custodian III, Frankfort Middle School and Frankfort High School, 235 Days
  12. Custodian III, Frankfort High School, 261 Days
  13. Custodian IV, Frankfort High School, 261 Days
  14. School Bus Operator, Bus Garage/Transportation, #69-21, serving students attending Elk Garden Primary School, Keyser Middle School, and Keyser High School, covering but not limited to Emoryville Rd., Hartmansville Rd., Northwestern Turnpike (Rt. 50), Feathers Rd., Elk Garden Highway (Rt. 42), and the town of Elk Garden
  15. School Bus Operator, Bus Garage/Transportation, #44-14, serving students attending Fountain Primary School, Keyser idle School, and Keyser High School, covering but not limited to Headsville Rd., Limestone Rd., Hollywood Rd., Armstrong St., and Water St.
- F. Placements in Extracurricular Vacancies as Previously Approved and Advertised (names may be provided at meeting)
- G. Placements in Coaching Vacancies as Previously Approved and Advertised (names may be provided at meeting)
- H. Placements – Substitutes (names may be provided at meeting)

### 3. FINANCE/BUDGET:

- A. FY26 Budget Revision Supplements and Transfers – (Item to be provided at meeting)
- B. Renewal of Student Accident Insurance SY27 – The Young Group, Inc. – ITEM
- C. WVSBA FY27 Membership Subscription Fees – ITEM
- D. Approval of Head Start Grant (Item to be provided at meeting)

**4. PROPERTY:**

- A. Lease Agreement Mineral County Parks & Recreation (*Item to be provided at meeting*)

**5. MISCELLANEOUS:**

- A. Adopt Proclamation – Mineral County Schools Employee Appreciation Week, May 4-8, 2026 – ITEM
- B. Approval of Mineral County Pre-K Head Start Policy Council Minutes (March 2026) – ITEM

**CONSENT AGENDA**

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The Superintendent recommends approval of the following matters on the **Consent Agenda**:

**1. PROGRAM PLANNING:**

- A. Approval of Policy Update(s) (Technical Corrections)
1. Policy 2111 – Parent and Family Engagement
  2. Policy 2275 – Mountaineer Challenge Academy
  3. Policy 6320 – Purchases
  4. Policy 8210 – School Calendar
  5. Policy 8453 – Control of Noncasual-Contact Communicable Diseases
- C. Observations Hours
1. Carlie DeSignore, WVU Division of Occupational Therapy, August 31, 2026, through November 20, 2026, Countywide
  2. Jodi Day, School Nurse, Frankfort District Schools
  3. Angel Harris, WV Wesleyan College Education Program, May 5, 2026, through May 22, 2026, Burlington Primary School
- D. Memorandum of Understanding Between Wesleyan College and Mineral County Board of Education – ITEM

**2. PERSONNEL:**

- A. Student Chaperones
1. Andrew Knotts, WV State History Bowl, Charleston, WV, April 29-30, 2026
  2. Alexander Brant, WV History Bowl, Charleston, WV, April 29-30, 2026
  3. Jennifer Jones, WV History Bowl, Charleston, WV, April 29-30, 2026
  4. Michael Orndorf, Baseball Tournament, Charleston, WV, April 16-18
  5. Matthew Miller, Baseball Tournament, Charlestown, WV, April 16-18, 2026

B. Placements/Transfers – Service Personnel

1. Jodi Day, Itinerant Aide/Licensed Practical Nurse, Countywide, effective date to be determined

C. Placements – School Bus Operators – Summer 2026

1. Ralph Brady
2. Marshall Stewart
3. Adam Pritts

D. Placements – Extracurricular Coaching

1. Kurtis Wildman, Girls Cross Country Head Coach, Keyser High School, effective Season of Sport
2. Michael Ryan, Golf Coach, Keyser Middle School, effective pending completion of employment requirements

E. Resignations – Service Personnel

1. Jeffrey Kuhn, Truck Driver/General Maintenance, Bus Garage/Maintenance, 220 days, effective June 30, 2026  
**-Advertise Position**

F. Resignations – Extracurricular Coaching

1. William Ack, Golf Auxiliary Coach, Keyser High School, effective April 14, 2026  
**-Advertise Position**
2. Joshua Blowe, Golf Head Coach, Keyser High School, effective April 14, 2026  
**-Advertise Position**

G. Request to Create and Post

1. Custodian, 2026 Outdoor School, Camp Minco, April 27, 2026, through May 1, 2026 (Funding Source: Outdoor School)
2. Custodian, 2026 Outdoor School, Camp Minco, May 4, 2026, through May 8, 2026 (Funding Source: Outdoor School)
3. Custodian, 2026 Outdoor School, Camp Minco, May 18, 2026, through May 22, 2026 (Funding Source: Outdoor School)
4. Middle School Golf Coach, Keyser Middle School (Funding Source: County)

H. Volunteers

1. Heather McCoy, New Creek Primary School

- 2. Frankfort Elementary School
  - a. Megan Alt
  - b. Lucinda Chaney
  - c. Kiana Heldibridle
  - d. Katrina Kenney
  - e. Tyler Lambert
  - f. Dylan Lee
  - g. Shayna Parsons
  - h. Carissa Rennix
  - i. Destiny Swandol
  - j. Janet Twigg
  - k. Britni Wilson
  
- 3. Melanie Hesse, Frankfort Middle School
  
- 4. Nikki Fehlberg, Frankfort High School
  
- 5. Keyser High School
  - a. Robert Montgomery
  - b. Cheyenne Spotts

**3. FINANCE/BUDGET:**

- A. AP Invoices Paid April 1 – April 13, 2026, in the Amount of \$469,501.46 for Checks 156238-156358 – ITEM

**4. MISCELLANEOUS:**

- A. Leave of Absence Requests - ITEM

**STUDENT DISCIPLINARY CASE(S):**

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Student Disciplinary Case numbers to be provided at meeting.

**OTHER ACTION:**

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**1. PERSONNEL:**

- A. Ratification of Employee Suspensions

Date and Time of Next Meeting: \_\_\_\_\_

**ADJOURNMENT.**