

**BARBOUR COUNTY SCHOOLS**

**PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Joanne McConnell  
Jared Nestor  
Adam Starks  
Ron Phillips

**FROM: JEFF WOOFER, SUPERINTENDENT**

**DATE: January 4, 2022**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, January 10, 2022**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve the minutes of the December 20, 2021, meeting. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

**Superintendents Recommendations –**

1. Recommendation: In school, masks will be optional if the county infection rate, as determined by the DHHR - COVID19 website, is either green or yellow. For all other colors of infection rate, we will require masks to be worn during school and at indoor school sponsored events held during or after school hours. We will continue to require masks to be worn on buses regardless of the color. We will revisit this recommendation at any time that the situation may warrant.

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**Attendance –**

**Business & Finance –**

2. Recommendation: Approve payment of bills for the period of December 15, 2021, through January 4, 2022, at a total expenditure of \$241,896.74. – Enclosure B
3. Recommendation: Authorize January 14, 2022, payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law. – (Refer to Enclosure B)
4. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$50,000.00. (Refer to Enclosure B)
5. Recommendation: Approve the final total of December 28, 2021, payroll check, and federal withholdings in the amount of \$510,095.61. – Enclosure C
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure D

Belington Middle School (Class Funds) - \$1,000.00  
Kasson Elementary/Middle School (Office) – projected revenue \$1,500.00, \$1,000.00  
Philip Barbour High School (Athletics) – projected revenue \$2,000.00; (The Whole Colt & Caboodle School store) - \$500.00; (FFA) - \$3,000.00

**Curriculum & Instruction –**

**Facilities & Maintenance –**

7. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure E  

Belington Middle School on February 25, 2022 – requested by Lacey Daugherty for Snowball Dance  
Kasson Elementary/Middle School on Wednesday’s through May 25, 2022 – requested by Jeff Bartlett for Snacks/bible lessons/games  
Philip Barbour High School on February 6, 2022 – requested by Doug Schiefelbein for Hall of Fame Fundraiser
8. Recommendation: Approve building/ground modifications. – Enclosure F  

Philippi Middle School (Outside doors & Large Windows) – install perforated window coverings

**Food Service –**

**Policies –**

9. Recommendation: Adopt new policy 5600, Management of Risk, on third reading. – Enclosure G

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- 10. Recommendation: Adopt new policy 6160, Notice of Privacy, on third reading. – Enclosure H
- 11. Recommendation: Adopt revised policy 1200, School Board Meetings, on fourth reading. – Enclosure I

**Student Support –**

**Transportation –**

- 12. Recommendation: Approve transportation travel requests. – Enclosure J

**Travel –**

- 13. Recommendation: Approve/Confirm requests for professional leave. – Enclosure K

**Vocational –**

**Personnel –**

- 14. Recommendation: Accept the resignation of Johnna Upton as a substitute secretary effective December 10, 2021. – Enclosure L
- 15. Recommendation: Accept the resignation of Barbara Anderson as a substitute secretary effective January 15, 2022. – Enclosure M
- 16. Recommendation: Accept the resignation of Noah Shaffer as an assistant football coach at Philip Barbour High School effective January 3, 2022. – Enclosure N
- 17. Recommendation: Accept the resignation of Lisa Hamilton as an After School Title I Kindergarten Tutor at Philippi Elementary School effective January 4, 2022. – Enclosure O
- 18. Recommendation: Employ the following personnel for the 2021/2022 school year. **Employment is contingent upon certification and clearance of criminal convictions as defined in WV Codes §18-5-15c(d) and §15-2-24(d)** – Enclosure P

<b>Regular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	Job 3562: 2021Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	PMS, Itinerant	Job 3563: Visually Impaired/Multi-Categorical Instructor
	PES, Itinerant	Job 3564: PreK/Prek Special Needs Instructor (half-time)
	PMS, Itinerant	Job 3565: Gifted/Multi-Categorical Instructor (half-time)
	PES, Itinerant	Job 3566: Multi-Categorical/Severely

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		Profoundly Impaired Instructor w/Autism
	PMS	Job 3567: Mathematics Instructor
	PES, Itinerant	Job 3568: Multi-Categorical w/Autism Instructor
	County	Job 3578: Groundsman/Custodian III/General Maintenance/Sanitation Plant Operator
	BMS	Job 3579: Language Arts Instructor
	PES	Job 3581: Title I Reading/Math Instructor
	PBHS	Job 3582: Language Arts Instructor
Ralph Walker	PBHS	Job 3583: Mathematics Instructor
	KEMS	Job 3584: Hearing Impaired/Multi-Categorical Instructor
	PMS, Itinerant	Job 3586: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
Jamie Short (Starts next school year 22-23)	JES	Job 3593: Early Childhood Classroom Assistant Teacher/Kindergarten Aide/Supervisory Aide/Transportation Aide
Royce Wrick	PBHS	Job 3594: Custodian
	BMS	Job 3605: Language Arts Instructor
	BES	Job 3606: Elementary Education Instructor

**Substitute Employee Assignments 2021-22**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	PBHS	Job 3585: Long Term Substitute Mathematics Instructor
	County	Job 3595: Substitute Aide(s)
	County	Job 3596: Substitute Custodian(s)
	County	Job 3597: Substitute LPN/Aide(s)
	County	Job 3598: Substitute School Nurse RN(s)
	County	Job 3599: Substitute Secretary(s)

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	County	Job 3600: Substitute Cook(s)
	County	Job 3601: Substitute Bus Operator(s)
	County	Job 3602: Substitute Teacher(s)
	JES	Job 3604: Long Term Substitute Secretary/Media Aide/Supervisory Aide

**Extra-Curricular Employee Assignments 2021-22**

	PBHS	Job 3603: Volunteer Assistant Softball Coach
	PBHS	Job 3607: Volunteer Assistant Swim Coach
Trevor Mouser	BMS	Job 3608: Volunteer Head Baseball Coach
Tina Shriver	BMS	Job 3609: Volunteer Assistant Baseball Coach
	PMS	Job 3610: Volunteer Head Softball Coach
	PMS	Job 3611: Volunteer Assistant Softball Coach
	BES	Job 3613: Cook (Extra-Curricular)
	BMS	Job 3614: Cook (Extra-Curricular)
	JES	Job 3615: Cook (Extra-Curricular)
Shelia Wilson	KEMS	Job 3616: Cook (Extra-Curricular)
Lora Phillips	PES	Job 3617: Cook (Extra-Curricular)
Suetta Durst	PMS	Job 3618: Cook (Extra-Curricular)

19. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools. – (Refer to Enclosure P)

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Items For Discussion, Consideration, and/or Possible Action –

1. Other

Next board meetings:

January 24, 2022, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**