# BARBOUR COUNTY SCHOOLS PHILIPPI WV 26416

### **MEMORANDUM -**

TO: BOARD MEMBERS

David Everson Joanne McConnell Jared Nestor Adam Starks Ron Phillips

FROM: JEFF WOOFTER, SUPERINTENDENT

**DATE:** March 7, 2023

RE: REVISED - BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at 5:00 p.m. on Monday, March 13, 2023, at the Philip Barbour High School Complex, 99 Horseshoe Street, Philippi, WV 26416.

Call to Order

Pledge to Flag

Invocation

Minutes -

Approve the minutes of the February 27, 2023 meeting. – Enclosure A

Recognitions -

Discussion -

School performance, student outcomes, academics -

Philip Barbour High School Presentation – Enclosure B

Delegation(s) -

Judy Larry/Philippi Library – regarding library funding

Reports -

# **Superintendents Recommendations –**

### Attendance –

# **Business & Finance –**

- 1. Recommendation: Approve payment of bills for the period of February 22, 2023, through March 7, 2023, at a total expenditure of \$198,890.05. Enclosure C
- 2. Recommendation: Authorize March 15, 2023, 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 C)
- 3. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$60,000.00. (Refer to Enclosure C)
- 4. Recommendation: Approve the final total of February 28, 2023, payroll check, and federal withholdings in the amount of \$497,275.01. Enclosure D
- 5. Recommendation: Approve the final total of utility/copier bills in the amount of \$26,869.51. Enclosure E
- 6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) Enclosure F

Junior Elementary School (Strawberry) – projected revenue - \$300.00 Kasson Elementary/Middle School (Yearbook) – projected revenue - \$500.00 Philip Barbour High School (Girls Basketball) – projected revenue - \$1,000.00, \$500.00; (FBLA) - \$1,000.00; (Class of 2024) - \$500.00, \$500.00

- 7. Recommendation: Approve contract with IXL Learning for IXL site license in the amount of \$9,975.00. Enclosure G
- 8. Recommendation: Approve an agreement with District by Design for Capturing Kids' Hearts in the amount of \$137,200.00 for the 2023/2024 school year. Enclosure H
- 9. Recommendation: Approve contract with the Southern Regional Education Board for School Improvement in the amount of \$61,600.00. Enclosure I
- 10. Recommendation: Approve the Annual Memorandum of Agreement with West Virginia University Cooperative Extension Service in the amount of \$21,000.00 for FY '24. Enclosure J
- 11. Recommendation: Support the creation of a non-profit foundation called "The Philip Barbour Football Foundation".

# **Curriculum & Instruction –**

- 12. Recommendation: Approve/Confirm curricular trips. Enclosure K
  - Junior Elementary School (3<sup>rd</sup> & 4<sup>th</sup> Grades) to Trampoline Park on May 23, 2023; (1<sup>st</sup> & 2<sup>nd</sup> Grades) to Prikett's Fort on April 27, 2023; (4<sup>th</sup> Grade) to Elkins on May 19, 2023
  - Kasson Elementary/Middle School (2-4<sup>th</sup> Grades) to Deep Creek Fun Zone on May 11, 2023
  - Philippi Elementary School (1<sup>st</sup> Grade) to Cartoon Head Quarters on March 22, 2023; (4<sup>th</sup> Grade) to Smoke Hole Caverns on May 4, 2023; (3<sup>rd</sup> Grade) to Alley 304 on May 18, 2023
  - Philippi Middle School (Responsible Student) to The Bridge Sports Complex on April 13 & 18, 2023; (Responsible Student) to Bowling Alley on March 20-21, 2023
- 13. Recommendation: Adopt the Calendar for the 2023/2024 school year. Enclosure L

# Facilities & Maintenance -

14. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure M

Kasson Elementary/Middle School on select days in March, April, and May – requested by Cody and Olivia Bolyard for Off Season Basketball practice

Philippi Elementary School on April 30, 2023 – requested by Morgan Stuart for Birthday

Philippi Elementary School on April 30, 2023 – requested by Morgan Stuart for Birthday Party

Food Service –

Policies –

Student Support –

Transportation –

Travel -

15. Recommendation: Approve/Confirm requests for professional leave. – Enclosure N

Vocational -

#### Personnel -

- 16. Recommendation: Accept the resignation of Karen Leach as a Long term substitute Kindergarten Aide at Belington Elementary School, effective March 14, 2023. Enclosure O
- 17. Recommendation: Accept the resignation of Abby Barnes as a substitute secretary, effective March 1, 2023. Enclosure P

- 18. Recommendation: Accept the resignation of Christine Weese as a substitute teacher, effective February 28, 2023. Enclosure Q
- 19. Recommendation: Employ the following personnel for the 2022/2023 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 R

Regular Employee Assignments 2022-23 (FY23)		
Name of Person	Location	Job ID: Position
Jaime Kittle	PMS	Job 4250: Language Arts
		Instructor
	KEMS	Job 4251: Mathematics/Social
		Studies Instructor
	PBHS,	Job 4255: Educational
	Itinerant	Interpreter/Sign Language
		Specialist /Supervisory
		Aide/Transportation Aide
	PES, Itinerant	Job 4256: Multi-
		Categorical/Severely
		Profoundly Impaired
		Instructor w/Autism
	PMS, Itinerant	Job 4257: Physical
		Education/Health Instructor
	PBHS,	Job 4258: Hearing
	Itinerant	Impaired/Visually
		Impaired/Multi-Categorical
		Instructor
	PBHS	Job 4259: Counselor
	PES, Itinerant	Job 4260: PreK/Prek Special
		Needs Instructor (half-time)
	PMS, Itinerant	Job 4261: Gifted/Multi-
		Categorical Instructor (half-
		time)
	PBHS	Job 4262: Mathematics
		Instructor
	PBHS	Job 4269: Mathematics
		Instructor
	PES	Job 4270: Title I
		Reading/Math Instructor
	BMS, Itinerant	Job 4271: Multi-Categorical
		w/Autism Instructor
Allyson Stewart	PES	Job 4272: Title I
		Reading/Math Instructor

Substitute Employee Assignments 2022-23			
Name of Person	Location	Job ID: Position	
Brittini Johnson	County	Job 4252: Restricted Short-	
		Term Substitute Teacher(s)	
	KEMS	Job 4253: Long Term	
		Substitute	
		Mathematics/Social Studies	
		Instructor	
	PES, Itinerant	Job 4254: Long Term	
		Substitute Multi-	
		Categorical/Severely	
		Profoundly Impaired	
		Instructor w/Autism	
	County	Job 4263: Substitute	
		Custodian(s)	
	County	Job 4264: Substitute	
		LPN/Aide(s)	
	County	Job 4265: Substitute School	
		Nurse RN(s)	
	County	Job 4266: Substitute Cook(s)	
Daniel Propst	County	Job 4267: Substitute Bus	
		Operator(s)	
Jill Taylor-Phillips	County	Job 4268: Substitute	
		Teacher(s)	
	County	Job 4247: Substitute Aide(s)	

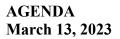
Extra-Curricular Employee Assignments 2022-23			
Name of Person	Location	Job ID: Position	
Nathan Baldwin	PBHS	Job 4304: Volunteer	
		Assistant Baseball Coach	

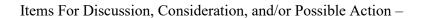
Recommendation: Approve listed persons to enter the bus operator training program for Barbour 20. County Schools. – (Refer to Enclosure R)

Recommendation: Reduce in Force and terminate the contracts of the following list of

- 21. professional employees and subsequently place them on the PREFERED RECALL list for the 2023-2024 school year. – Enclosure S
- 22. Recommendation: Eliminate the following professional positions for the 2023-2024 school year. - Enclosure T

- 23. Recommendation: Terminate the employment of the following long-term substitute employees at the end of the 2022-2023 school year and eliminate the long-term substitute positions for the 2023-2024 school year. Enclosure U
- 24. Recommendation: Eliminate the following service positions for the 2023-2024 school year. Enclosure V
- 25. Recommendation: Approve the following list of new positions to be created for the 2023-2024 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. Enclosure W
- 26. Recommendation: Place the following professional employees on the transfer for specific assignment list and assign them directly to the listed position for the 2023-2024 school year. Enclosure X
- 27. Recommendation: Approve mutual agreements with the following employees who are to be placed on transfer into specific assignment for the 2023-2024 school year. Enclosure Y





1. Other

Next board meetings:

March 27, 2023, at 6:00 p.m. at 6:00 p.m. at the Kasson Elementary/Middle School (KEMS Presentation) (Regular Session)

Recess the meeting until the 3rd Tuesday in April which is April 18, 2023

# **ADDENDUM**

# **Business & Finance –**

- 28. Recommendation: Approve proposed levy rates for FY '24 for submission to the State Auditor's Office and the WV Department of Education. Enclosure #1
- 29. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) Enclosure #2

Philip Barbour High School (Football) – projected revenue - \$1,000.00, \$1,000.00, \$2,000.00, \$3,000.00; (Athletics) - \$1,000.00

# Personnel -

- 30. Recommendation: Accept the resignation of Jessica Moreno as an English Language Arts Instructor at Philippi Middle School, effective at the end of the 2022-2023 school year. Enclosure #3
- 31. Recommendation: Accept the resignation/retirement of Jeffrey P. Woofter as Superintendent of Schools, effective July 31, 2023. Enclosure #4
- 32. Recommendation: Accept the resignation of Calvin Poston as a substitute bus operator effective March 8, 2023. Enclosure #5