

**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: 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 –**

**AGENDA**  
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**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”.

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**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 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

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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, Itinerant	Job 4255: Educational 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, Itinerant	Job 4258: Hearing 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

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<b>Substitute Employee Assignments 2022-23</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
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)

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

20. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools. – (Refer to Enclosure R)
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21. Recommendation: Reduce in Force and terminate the contracts of the following list of professional employees and subsequently place them on the PREFERRED 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

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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

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

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**

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**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