

**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: April 5, 2022**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, April 25, 2022**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416**.

**Call to Order**

**Pledge to Flag**

**Invocation**

**Philippi Middle School - Presentation**

**Minutes –**

Approve the minutes of the March 21, 2022, and April 11, 2022 meetings. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

Attendance/Enrollment Report – Enclosure B  
March 2022 Financial Reports – Enclosure C

**AGENDA**  
**April 25, 2022**

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure D
2. Recommendation: Approve payment of bills for the period of April 6, 2022, through April 19, 2022, at a total expenditure of \$1,316,133.06. – Enclosure E
3. Recommendation: Authorize April 28, 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 E)
4. 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 E)
5. Recommendation: Approve the final total of April 15, 2022, payroll check, and federal withholdings in the amount of \$395,874.09. – Enclosure F
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$23,236.85. – Enclosure G

**Curriculum & Instruction –**

7. Recommendation: Approve/Confirm curricular trips. – Enclosure H  

Kasson Elementary/Middle School (5<sup>th</sup>-8<sup>th</sup> Grades) – to Morgantown on May 4, 2022  
Philippi Middle School (School) – to Barbour Lanes on April 12, 2022
8. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure I

**Facilities & Maintenance –**

9. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure J  

Kasson Elementary/Middle School on April 23, 2022 – requested by Michelle Fumich for Birthday Party  
Philippi Middle School on April 30, 2022 – requested by Gregory Parker for Philippi Elementary School’s Carnival Coronation

**Food Service –**

10. Recommendation: Approve service agreement with SchoolCafe. - Enclosure K

**Policies –**

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**Student Support –**

11. Recommendation: Approve K&K Insurance Group to provide student accident insurance for the 2022/2023 school year. – Enclosure L

**Transportation –**

**Travel –**

12. Recommendation: Approve/Confirm requests for professional leave. – Enclosure M

**Vocational –**

**Personnel –**

13. Recommendation: Approve a Clinical Teacher of Record Partnership agreement with West Virginia Wesleyan College. – Enclosure N
14. Recommendation: Accept the resignation of Karen Boone as a substitute teacher effective April 8, 2022. – Enclosure O
15. Recommendation: Accept the resignation of Evan Chitester as a Custodian at Philip Barbour High School effective April 12, 2022. – Enclosure P
16. Recommendation: Accept the resignation of Gerald Furby as an Assistant Cross Country Coach at Philip Barbour High School and as an Assistant Boys Basketball Coach at Philip Barbour High School effective April 5, 2022. – Enclosure Q
17. Recommendation: Accept the resignation of Allison Byrne as a Multi-Categorical Instructor at Philip Barbour High School effective at the end of the 2021/2022 school year. – Enclosure R
18. Recommendation: Accept the resignation of Christina Waybright as a Business Education Instructor at Philip Barbour High School effective July 8, 2022. – Enclosure S
19. Recommendation: Accept the resignation of Abigail Layman as an Educational Interpreter/Sign Language Specialist/Supervisory aide at Philippi Middle School effective at the end of the 2021/2022 school year. – Enclosure T
20. Recommendation: Accept the resignation of Tyler Rogers as a Physical Education/Health/Wellness Instructor at Philippi Middle School effective June 7, 2022. – Enclosure U
21. Recommendation: Accept the resignation of Christopher Halterman as an Assistant Boys Basketball Coach at Belington Middle School effective April 19, 2022. – Enclosure V

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- 22. Recommendation: Rescind the hiring of Alexis McKeown for Job 3690: Multi-Categorical w/Autism Instructor at Philippi Elementary. That took place at the April 11, 2022 board meeting. – Enclosure W
- 23. Recommendation: Approve leave of absence for a service employee at Belington Elementary School beginning April 13, 2022, through June 8, 2022. – Enclosure X
- 24. Recommendation: Approve leave of absence for a professional employee at Philippi Middle School beginning April 11, 2022, through the end of the 2021/2022 school year. – Enclosure Y
- 25. 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 Z

| Substitute Employee Assignments 2021-22 |          |                                 |
|---|----------|---------------------------------|
| Name of Person                          | Location | Job ID: Position                |
|   | County   | Job 3719: Substitute Teacher(s) |

- 26. 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)** – (Refer to Enclosure Z)

| Regular Employee Assignments 2022-23 (FY23) |          |   |
|---|----------|---|
| Name of Person                              | Location | Job ID: Position                          |
|   | BMS      | Job 3680: Language Arts Instructor        |
|   | PES      | Job 3691: Title I Reading/Math Instructor |
|   | PMS      | Job 3693: Science Instructor              |
|   | PMS      | Job 3694: Language Arts Instructor        |
|   | BMS      | Job 3698: Assistant Principal             |
|   | PBHS     | Job 3733: Mathematics Instructor          |
|   | KEMS     | Job 3734: Language Arts/Art Instructor    |

| Substitute Employee Assignments 2022-23 |          |                                 |
|---|----------|---------------------------------|
| Name of Person                          | Location | Job ID: Position                |
| Megan Cullinane                         | County   | Job 3717: Substitute Teacher(s) |

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| <b>Extra-Curricular Employee Assignments 2022-23</b> |                    |   |
|--|--------------------|---|
| <b>Name of Person</b>                                | <b>Location</b>    | <b>Job ID: Position</b>   |
|  | PBHS,<br>Itinerant | Job 3727: English Language Learner Instructor (Extra-Curricular)                            |
|  | BES                | Job 3728: (8) Extended Year Elementary ELA/Math Tutor(s) (Extra-Curricular)                 |
|  | KEMS               | Job 3729: (2) Extended Year Elementary ELA/Math Tutor(s) (Extra-Curricular)                 |
|  | PES                | Job 3730: (7) Extended Year Elementary ELA/Math Tutor(s) (Extra-Curricular)                 |
|  | PBHS               | Job 3731; (1) Cook (half-time) (Extra-Curricular)   |
|  | County             | Job 3732: Special Education Teacher for School Age Students - Home Based (Extra-Curricular) |

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

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

1. FY21 School Audits and corrective action plans – Enclosure AA
2. Other

Next board meetings:

May 9, 2022, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Curriculum & Instruction –**

28. Recommendation: Authorize Philip Barbour High School to host their prom off-site at the M&M Venue, near Newburg, WV on Saturday, May 7, 2022, from 7:00 p.m. to 11:00 p.m. – Enclosure 1