

**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: May 3, 2022**

**RE: REVISED - BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, May 9, 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 April 19, 2022, and April 25, 2022 meetings. – Enclosure A

**Recognitions –**

County Golden Horseshoe Winners

**Delegation(s) –**

Andy Cocina/Wendel – Measurement and Verification report – Enclosure B

**FY 2023 Budget Hearing**

**Reports –**

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**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve payment of bills for the period of April 20 2022, through May 3, 2022, at a total expenditure of \$251,582.60. – Enclosure C
2. Recommendation: Authorize May 13, 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 C)
3. 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 C)
4. Recommendation: Approve the final total of April 28, 2022, payroll check, and federal withholdings in the amount of \$476,472.69. – Enclosure D
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$28,566.85. – Enclosure E
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Kasson Elementary School (Student Council) – projected revenue - \$250.00  
Philip Barbour High School (Football) – projected revenue - \$2,000.00, \$1,000.00,  
\$5,000.00, \$500.00

**Curriculum & Instruction –**

7. Recommendation: Approve/Confirm curricular trips. – Enclosure G
  - Belington Elementary School (3<sup>rd</sup>/4<sup>th</sup> Grades) – to Pittsburg Zoo on May 31, 2022
  - Belington Middle School (Band) – to Kennywood on May 14, 2022; (Incentive Trip) – to Alderson Broaddus University on May 26, 2022
  - Junior Elementary School (3<sup>rd</sup>/4<sup>th</sup> Grades) – to River in front of School on May 24, 2022; (3<sup>rd</sup>/4<sup>th</sup> Grades) – to River in front of School on May 20, 2022
  - Kasson Elementary/Middle School (2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Grades) – to Deep Creek Fun Zone on May 19, 2022
  - Philippi Middle School (PBIS) – to Blackwater Falls on May 20, 2022
8. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure H
9. Recommendation: Approve graduation exercises for the Class of 2022. – Enclosure I
  - Commencement Exercises – Friday, May 20, 2022, 7:00 p.m. at the Barbour County Fairgrounds

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**Facilities & Maintenance –**

10. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure J
- Kasson Elementary/Middle School on May 14, 2022 – requested by Jeff Bartlett for Virtual Training; on May 1, 2022 – requested by Terry Pancake for Birthday Party  
Philip Barbour High School on June 6-24, 2022 – requested by Carol Malcolm-Parsons for Minecraft Summer Program; on July 23, 2022 – requested by Bruce Short for Class of 1967 Reunion; on August 26-27, 2022 – requested by Vickie Thomas for Miss Barbour Co. Pageant

**Food Service –**

11. Recommendation: Accept bid from United Dairy to provide milk and juice products for the 2022-2023 school year. – Enclosure K
12. Recommendation: Accept bid from ACE Exterminator Inc./JC Ehrlich for pest management services through June 30, 2023. – Enclosure L
13. Recommendation: Accept bid from Mister Vend Inc. to provide snack items for the 2022-2023 school year. – Enclosure M
14. Recommendation: Extend current contract with Pepsico to provide beverage products for vending machines through June 30, 2023. – Enclosure N
15. Recommendation: Extend current contract with Nickles Bakery to provide bread items for the 2022-2023 school year. – Enclosure O
16. Recommendation: Extend current contract with Snouffer's Fire and Safety to provide services for fire safety needs through June 30, 2023. – Enclosure P

**Policies –**

**Student Support –**

**Transportation –**

**Travel –**

17. Recommendation: Approve/Confirm requests for professional leave. – Enclosure Q

**Vocational –**

**Personnel –**

18. Recommendation: Accept the resignation of Lindsey Mick as a Elementary Education Instructor at Philippi Middle School and as Head Cheerleading Coach at Philippi Middle School effective June 30, 2022 – Enclosure R

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19. Recommendation: Accept the resignation of Samuel Propst as a Title I Instructor at Philippi Elementary School effective at the end of the 2021/2022 school year. – Enclosure S
20. Recommendation: Accept the resignation of Stephanie Henthorne as a Multi-Categorical w/Autism Instructor at Philippi Middle School effective at the end of the 2021/2022 school year. – Enclosure T
21. Recommendation: Accept the resignation/retirement of Lisa Heinbaugh as Principal at Philippi Middle School effective June 30, 2022. – Enclosure U
22. Recommendation: Accept the resignation of Selena Strong as a Social Studies Instructor at Philippi Middle School effective at the end of the 2021/2022 school year. – Enclosure V
23. Recommendation: Accept the resignation/retirement of Kenneth Phillips as a Bus Operator effective at the end of the day on June 7, 2022. – Enclosure W
24. 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 X

<b>Regular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	County	Job 3718: Groundsman/Custodian III/General Maintenance/Sanitation Plant Operator

<b>Substitute Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	County	Job 3761: Substitute Bus Operator(s)

<b>Extra-Curricular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Melody Meyer	County	Job 3765: English Language Learner Instructor (Extra- Curricular)
Cynthia Fitzwater, Erin Fincham, Kayla Bouscher, Danielle Rush, Stephanie Moss, Samantha Boggess, Megan Cullinane	BES	Job 3728: (8) Extended Year Elementary ELA/Math Tutor(s) (Extra- Curricular)
Allyson Green, Jennifer Carpenter, Shelley Wolfe, Sandy Wilmoth, Paula Cross,	PES	Job 3730: (7) Extended Year Elementary ELA/Math Tutor(s) (Extra-

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Ellen Gould, Amanda Shoulders		Curricular)
Michelle Harris	County	Job 3732: Special Education Teacher for School Age Students - Home Based (Extra-Curricular)

25. 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 X)**

<b>Regular Employee Assignments 2022-23 (FY23)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Rochelle Nestor	BMS	Job 3735: Science Instructor
	KEMS, itinerant	Job 3736: Hearing Impaired/Multi-Categorical Instructor
	PBHS	Job 3737: Counselor
	PBHS, Itinerant	Job 3738: Multi-Categorical w/Autism Instructor
	PBHS	Job 3739: Language Arts Instructor
	PES, Itinerant	Job 3740: PreK/Prek Special Needs Instructor (half-time)
	PES, Itinerant	Job 3741: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 372: Multi-Categorical w/Autism Instructor
	PMS	Job 3743: Mathematics Instructor
	PMS	Job 3744: Science Instructor
	PMS	Job 3745: Multi-Categorical w/Autism Instructor
	PMS, Itinerant	Job 3746: Visually Impaired/Multi-Categorical Instructor
	PMS, Itinerant	Job 3747: Gifted/Multi-Categorical Instructor (half-time)
Benjamin Shew	BMS	Job 3760: Assistant Principal

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	PMS	Job 3762: Language Arts Instructor
Rick Daugherty	PMS	Job 3800: Principal
	PMS	Job 3801: Social Studies Instructor
	PBHS	Job 3767: Custodian
	PBHS	Job 3769: Multi-Categorical w/Autism Instructor
	PBHS	Job 3770: Business Education Instructor
	PBHS, Itinerant	Job 3771: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	PMS	Job 3772: Physical Education/Health Instructor
	PMS	Job 3774: Elementary Education Instructor
	PMS, Itinerant	Job 3777: Multi-Categorical w/Autism Instructor
	PBHS, Itinerant	Job 3780: Multi-Categorical w/Autism Instructor
	PES	Job 3776: Title I Reading/Math Instructor

**Substitute Employee Assignments 2022-23**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	County	Job 3753: Substitute Custodian(s)
	County	Job 3754: Substitute LPN/Aide(s)
	County	Job 3755: Substitute School Nurse RN(s)
	County	Job 3756: Substitute Secretary(s)
	County	Job 3757: Substitute Cook(s)
	County	Job 3758: Substitute Bus Operator(s)
	County	Job 3759: Substitute Teacher(s)
	County	Job 3802: Substitute Administrator(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>
	BMS	Job 3748: Head Cheerleading Coach
	BMS	Job 3749: Volunteer Assistant Volleyball Coach
	KEMS	Job 3750: Head Cheerleading Coach
	PMS	Job 3751: Volunteer Assistant Softball Coach
	PMS	Job 3752: Head Cross Country Coach
	PBHS	Job 3799: Assistant Boys Basketball Coach
	PBHS	Job 3768: Assistant Cross Country Coach
	BMS	Job 3773: Assistant Boys Basketball Coach
	PMS	Job 3775: Head Cheerleading Coach

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

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

1. Kasson Elementary/Middle School Newsletter – Enclosure Y
2. Other

Next board meetings:

May 23, 2022, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**