

**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 16, 2023**

**RE: REVISED - BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, May 22, 2023**, at the **Junior Elementary School, 49 West First Street, Junior, WV 26275.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve the minutes of the May 8, 2023 meeting. – Enclosure A

**Recognitions –**

Philip Barbour High School HSTA members winning at the Northern Regional HSTA Science Symposium

**Discussion –**

**School performance, student outcomes, academics –**

Junior Elementary School Presentation – Enclosure B  
Attendance-Enrollment Report – Enclosure C

**Delegation(s) –**

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**Reports –**

April 2023 Financial Report – Enclosure D

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve FY2024 Budget.- Enclosure E
2. Recommendation: Approve budget adjustments. – Enclosure F
3. Recommendation: Approve payment of bills for the period of April 19, 2023, through May 16, 2023, at a total expenditure of \$163,229.49. – Enclosure G
4. Recommendation: Authorize May 26, 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 G)
5. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$70,000.00. - (Refer to Enclosure G)
6. Recommendation: Approve the final total of April 28, 2023, payroll check, and federal withholdings in the amount of \$539,410.16. – Enclosure H
7. Recommendation: Approve the final total of May 15, 2023, payroll check, and federal withholdings in the amount of \$403,012.03. – Enclosure I
8. Recommendation: Approve the final total of utility/copier bills in the amount of \$14,910.14. – Enclosure J
9. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure K
  - A. Belington Middle School
    1. (School Office) - \$1,000.00
    2. (Volleyball) - \$2,000.00
  - B. Philip Barbour High School
    1. (Class of 2024) - \$500.00
    2. (Class of 2024) - \$500.00
    3. (Class of 2024) - \$1,000.00
    4. (FBLA) - \$500.00

**Curriculum & Instruction –**

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**Facilities & Maintenance –**

10. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure L
  - A. Belington Middle School
    1. on June 3, 2023 – requested by Kevin Snider for Birthday Party
  - B. Philip Barbour High School
    1. on October 14, 2023 – requested by Sarah Harris for Middle School Volleyball Tournament
    2. on June 11-17, 2023 – requested by Rebecca Freeman (Heart & Hand) for Work Teams
  
11. Recommendation: Extend the current contract with Brewer & Company to provide sprinkler system inspections and back-flow inspections for the 2023-2024 school year. – Enclosure M

**Food Service –**

12. Recommendation: Approve the extension of an agreement between Barbour County Schools, as a member of the Mountaineer Highlands Cooperative, and HPS Purchasing Group for the 2023-2024 school year. – Enclosure N

**Policies –**

**Student Support –**

13. Recommendation: Approve a contract with Best Life Therapy to provide Audiological services for the 2023-2024 school year. – Enclosure O
14. Recommendation: Approve a contract with Best Life Therapy to provide Occupational Therapy services for the 2023-2024 school year. – Enclosure P
15. Recommendation: Approve a contract with Best Life Therapy to provide Physical Therapy services for the 2023-2024 school year. – Enclosure Q
16. Recommendation: Approve a contract with Best Life Therapy to provide Social Work services for the 2023-2024 school year. – Enclosure R
17. Recommendation: Approve a contract with Kimberly Moss to provide Psychological Services for the 2023-2024 school year. – Enclosure S
18. Recommendation: Approve a contract with Smithson Psychological Services PLLC to provide Psychological Services for the 2023-2024 school year. – Enclosure T
19. Recommendation: Approve K&K Insurance Group to provide student accident insurance for the 2023-2024 school year. – Enclosure U

**Transportation –**

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**Travel –**

20. Recommendation: Approve/Confirm requests for professional leave. – Enclosure V

**Vocational –**

**Personnel –**

21. Recommendation: Approve a Memorandum of Understanding with the M3T Project. – Enclosure W
22. Recommendation: Approve leave of absence for a professional employee assigned to Philippi Elementary School beginning April 25, 2023, through approximately May 31, 2023. – Enclosure X
23. Recommendation: Rescind the employment of Renee Howdershelt as a substitute teacher due to the lack of appropriate certification for the position. – Enclosure Y
24. Recommendation: Accept the resignation of Jeffrey Roy as a Volunteer Assistant Football Coach and as Head Strength Coach at Philip Barbour High School effective May 26, 2023. – Enclosure Z
25. Recommendation: Accept the resignation of William Nose as a Music Instructor at Philippi Middle School effective May 9, 2023. – Enclosure AA
26. Recommendation: Accept the resignation of George Collett as Director of Transportation/Manager of Maintenance and Safe Schools effective at the end of the day on June 30, 2023. – Enclosure BB
27. Recommendation: Accept the resignation of James Carpenter as an Assistant Boys Basketball Coach at Philip Barbour High School effective May 11, 2023. – Enclosure CC
28. Recommendation: Accept the resignation of Raymond Hicks as an Assistant Girl’s Basketball Coach at Philippi Middle School effective May 16, 2023. – Enclosure DD
29. 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 EE

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
1 <sup>st</sup> Grade Aide(s) - 1	JES	State Aid	1
1 <sup>st</sup> Grade Aide(s) - 3	BES	State Aid	3
1 <sup>st</sup> Grade Aide(s) - 4	PES	State Aid	4
1 <sup>st</sup> Grade Aide(s) - 1	KEMS	State Aid	1

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30. 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 FF**

<b>Extra-Curricular Employee Assignments 2022-23</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Suetta Durst	PBHS	Job 1707: Cook (half-time) (Extra-Curricular)
	BOE	Job 1709: Homebound Instructor (Extra- Curricular)
	BOE	Job 1713: Homebound Instructor (Extra- Curricular)
Deloris Phillips	PBHS	Job 1716: Cook - Summer Work Camp (Extra- Curricular)
Kevin Snider	PBHS	Job 1739: Custodian - Summer Work Camp (Extra-Curricular)
Paula Townsend	BOE	Job 1777: Speech- Language Pathologist - Extended School Year (Summer 2023) (Extra- Curricular)
Stephanie Moss	BOE	Job 1791: Preschool Special Needs/Special Education Teacher for School Age Students - Home Based – Extended School Year (Summer 2023) (Extra-Curricular)
Charla Reger	BOE	Job 1798: Special Education Specialist - Extended School Year (Summer 2023) (Extra- Curricular)
	BOE	Job 1806: Special Education Instructor for School Age Students- Home Based - Extended School Year (Summer2023) (Extra- Curricular)
Joseph Hymes	PBHS	Job 1811: Agricultural Education Instructor (Extra-Curricular) – Posting

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Heather Bowen	PBHS	Job 1816: Dual Credit Instructor (Extra-Curricular) - Posting
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31. Recommendation: Employ the following personnel for the 2023/2024 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 FF)**

<b>Substitute Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	County	Job 1149: Restricted Short-Term Substitute Teacher(s)
Jeffrey Woofter, Ashley Workman	County	Job 1834: Substitute Administrator(s)

<b>Extra-Curricular Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BMS	Job 1858: Head Cheerleading Coach
	KEMS	Job 1859: Head Cheerleading Coach
	PBHS	Job 1860: Assistant Cheerleading Coach
Gunnar Coontz	PBHS	Job 1861: Volunteer Assistant Football Coach
Noah Shaffer	PBHS	Job 1862: Volunteer Assistant Football Coach
Nick Mayle	PBHS	Job 1863: Head Strength Coach
	PMS	Job 1864: Head Cross Country Coach
	PMS	Job 1865: Head Volleyball Coach
Raymond Hicks	PMS	Job 1866: Assistant Boys Basketball Coach
	PBHS	Job 1867: Athletic Trainer (Winter Sports)
	PBHS	Job 1868: Athletic Trainer (Fall Sports)

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

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

1. Other

Next board meetings:

June 12, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

June 26, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Policies –**

33. Recommendation: Review new policy 8320, Freedom of Speech and the Press in School-Sponsored Media, for first reading. – Enclosure #1

**Personnel –**

34. Recommendation: Employ the following personnel for the 2023/2024 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 #2

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Crystal Collett	KEMS	Job 741: Custodian
	PBHS	Job 1137: Counselor
Allyson Stewart	PES	Job 1144: Elementary Education Instructor
	KEMS	Job 1146: Mathematics/Social Studies Instructor
	PMS	Job 1821: Counselor (Itinerant)
	BOE	Job 1822: Director of Transportation/Manager of Maintenance and Safe Schools
	PMS	Job 1823: Science Instructor
Leah Moss	JES	Job 1824: Principal (half-time)/Instructor (half-time)
Jaime Kittle	BMS	Job 1825: Language Arts Instructor
Tammy Austin	BES	Job 1827: Cook
	KEMS	Job 1828: Preschool/Preschool Special Needs Instructor
Casey Puffenbarger	PES	Job 1830: Elementary Education Instructor
Jeffery Kirkpatrick	BOE	Job 1831: Bus Operator, Route 11
	PMS	Job 1833: Music Instructor
	PMS	Job 1835: Itinerant LPN/Special Needs Aide/ Supervisory Aide/Transportation Aide



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35. Recommendation: Accept the resignation/retirement of Ronda Jones as Executive Secretary/Receptionist/Switchboard Operator/Food Services Supervisor at the Central Office effective at the end of the 2022-2023 school year. – Enclosure #3
  
36. Recommendation: Accept the resignation of Lori Woods as a half-time School Nutrition Director at the Central Office and as an Itinerant half-time PreSchool/PreSchool Special Needs Instructor effective May 18, 2023. – Enclosure #4