

**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 17, 2022**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, May 23, 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 May 3, 2022 and May 9, 2022 meetings. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

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

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
**May 23, 2022**

**Business & Finance –**

1. Recommendation: Approve FY2023 Budget.
2. Recommendation: Approve budget adjustments. – Enclosure D
3. Recommendation: Approve payment of bills for the period of May 4, 2022, through May 17, 2022, at a total expenditure of \$225,329.87. – Enclosure E
4. Recommendation: Authorize May 27, 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)
5. 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)
6. Recommendation: Approve the final total of May 13, 2022, payroll check, and federal withholdings in the amount of \$379,194.83. – Enclosure F
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$32,307.72. – Enclosure G
8. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure H

Philip Barbour High School (FBLA) – projected revenue - \$800.00

**Curriculum & Instruction –**

9. Recommendation: Approve/Confirm curricular trips. – Enclosure I

Philip Barbour High School (Robotic and Engineering Students) – to Charleston, WV on May 24, 2022; (Band) – to Grafton, WV on May 30, 2022; (Band) – to Cowen, WV on July 24, 2022

**Facilities & Maintenance –**

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

Belington Middle School on June 30, 2022 through July 15, 2022 – requested by Mary Beth Hovatter for Gym Floor Maintenance and drying time  
Philippi Middle School on June 12, 2022 through June 18, 2022 – requested by Heart and Hand House, Inc. for work teams

11. Recommendation: Approve a Memorandum of Understanding with Fred W. Eberle Technical Center to construct a 20 x 40 storage shed. – Enclosure K
12. Recommendation: Approve contract with Schindler Elevator Corporation to provide preventative maintenance service for the elevator at Philip Barbour High School. – Enclosure L

**AGENDA**  
**May 23, 2022**

**Food Service –**

**Policies –**

**Student Support –**

13. Recommendation: Approve contract with Best LifeTherapy, LLC to provide mental and behavioral health services for the 2022/2023 school year. – Enclosure M
14. Recommendation: Approve contract with Best Life Therapy, LLC to provide Audiological services for the 2022/2023 school year. – Enclosure N
15. Recommendation: Approve contract with Best LifeTherapy, LLC to provide physical therapy services for the 2022/2023 school year. – Enclosure O
16. Recommendation: Approve contract with Best LifeTherapy, LLC to provide occupational therapy services for the 2022/2023 school year. – Enclosure P
17. Recommendation: Approve contract with Best LifeTherapy, LLC to provide speech therapy services for the 2022/2023 school year. – Enclosure Q

**Transportation –**

**Travel –**

18. Recommendation: Approve/Confirm requests for professional leave. – Enclosure R

**Vocational –**

**Personnel –**

19. Recommendation: Accept the resignation of Megan Stell as an Elementary Education Instructor at Philippi Elementary School effective at the end of the 2021/2022 school year. – Enclosure S
20. Recommendation: Accept the resignation/retirement of Robert Stafford as a Bus Operator effective at the end of the day on June 7, 2022. – Enclosure T
21. Recommendation: Accept the resignation/retirement of Barbara Harvey as a Bus Operator effective August 1, 2022. – Enclosure U

**AGENDA**  
**May 23, 2022**

22. 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 V**

<b>Extra-Curricular Employee Assignments 2021-22</b>		
Sheila Wilson	PBHS	Job 3766: (1) Cook (half-time) (Extra-Curricular)
<b>Substitute Employee Assignments 2021-22</b>		
Penny Mayle	County	Job 3761: Substitute Bus Operator(s)

23. 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 V)**

<b>Regular Employee Assignments 2022-23 (FY23)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Rachel Skubis	PMS	Job 3762: Language Arts Instructor
Crystal Bible	PMS	Job 3801: Social Studies Instructor
Chris Halterman	PMS	Job 3772: Physical Education/Health Instructor
Brissa Marshall	PMS	Job 3774: Elementary Education Instructor
Casey Puffenbarger	PES	Job 3776: Title I Reading/Math Instructor
Steven Graber	PBHS	Job 3804: Custodian
	KEMS	Job 3805: Mathematics/Social Studies Instructor
	PMS	Job 3806: Assistant Principal

<b>Substitute Employee Assignments 2022-23</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Courtney Crites	County	Job 3803: Substitute Aide(s)

**AGENDA**  
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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>
Melody Murphy	PBHS	Job 3768: Assistant Cross Country Coach
Paula Townsend	County	Job 3816: (1) Speech-Language Pathologist (Extra-Curricular)
Stephanie Moss	County	Job 3817: Preschool Special Needs/Special Education Teacher for School Age Students - Home Based (Extra-Curricular)

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

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**AGENDA**  
**May 23, 2022**

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

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

Next board meetings:

June 13, 2022, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**