

**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: June 7, 2022**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, June 13, 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 23, 2022 meeting. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve payment of bills for the period of May 18, 2022, through June 7, 2022, at a total expenditure of \$378,351.26. – Enclosure B

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2. Recommendation: Authorize June 15, 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 B)
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 B)
4. Recommendation: Approve the final total of May 27, 2022, payroll check, and federal withholdings in the amount of \$474,171.06. – Enclosure C
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$57,112.48. – Enclosure D
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure E

Philip Barbour High School (Volleyball) – projected revenue - \$500.00, \$500.00; (Class of 2025) - \$2,500.00; (Athletics) - \$5,000.00; (Football) - \$1,000.00

7. Recommendation: Approve Memorandum of Understanding with Harrison County Schools for WVEIS Specialist Services for the 2022/2023 school year. – Enclosure F

**Curriculum & Instruction –**

8. Recommendation: Approve Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program for the 2022/2023 school year. – Enclosure G

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

Belington Elementary School (3<sup>rd</sup> Grade) – to Barbour County Fair Grounds on August 31, 2022

Junior Elementary School (3<sup>rd</sup> Grade) – to Barbour County Fair Grounds on August 31, 2022

Philip Barbour High School Complex (Band) – to Walt Disney World on March 29, 2023 through April 4, 2023; (FBLA) – to Chicago, Illinois on June 28, 2022 through July 3, 2022

**Facilities & Maintenance –**

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

Kasson Elementary/Middle School on May 20, 2023 – requested by Teresa Marsh for Graduation Party

**Food Service –**

**Policies –**

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**Student Support –**

11. Recommendation: Approve a contract with Kimberly Moss to provide Psychological Services for the 2022/2023 school year. – Enclosure J
12. Recommendation: Approve a contract for medical and behavioral health services with Belington Community Medical Services Association, Inc. for the 2022/2023 school year. – Enclosure K
13. Recommendation: Approve contract for Hearing and Speech Services with DePaul School for the Hearing and Speech for the 2022/2023 school year. – Enclosure L

**Transportation –**

**Travel –**

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

**Vocational –**

**Personnel –**

15. Recommendation: Re-employ Brett Mick as an Energy Manager (extra-curricular/duty) for the 2022/2023 school year.
16. Recommendation: Accept the resignation of Amanda Shoulders as an Extended Year Elementary ELA/Math tutor at Philippi Elementary School effective May 19, 2022. – Enclosure N
17. Recommendation: Approve 5 additional days of supplemental employment for all custodians to be used between June 14-16, 2022, and June 27-30, 2022, and an additional 5 days of supplemental employment for all custodians to be used between July 11, 2022, and August 9, 2022.
18. Recommendation: Accept the resignation of Kathryn Adkins as a Title I Reading/Math Instructor at Philippi Elementary School effective June 1, 2022. – Enclosure O
19. Recommendation: Accept the resignation of Melanie Gribble as a Multi-Categorical Instructor w/Autism at Belington Middle School effective at the end of the 2021-2022 school year. – Enclosure P
20. Recommendation: Accept the resignation of Austin Sparks as a Physical Education/Health Instructor at Kasson Elementary/Middle School effective at the end of the 2021/2022 school year, as Head Football Coach at Philippi Middle School effective June 3, 2022, and the Head Boys Basketball Coach at Belington Middle School effective June 3, 2022. – Enclosure Q
21. Recommendation: Accept the resignation of Ralph Walker as a Mathematics Instructor at Philip Barbour High School Complex effective at the end of the 2021/2022 school year. – Enclosure R

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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 S**

<b>Extra-Curricular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Markita Poe	PES	Job 3730: (7) Extended Year Elementary ELA/Math Tutor(s) (Extra-Curricular)
Deloris Phillips	County	Job 3819: Cook – Summer Work Camp
Kevin Snider	County	Job 3820: Custodian - Summer Work Camp

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 S)**

<b>Regular Employee Assignments 2022-23 (FY23)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	KEMS, Itinerant	Job 3778: Hearing Impaired/Multi-Categorical Instructor
	PBHS	Job 3779: Counselor
Jamie Kittle	PBHS	Job 3781: Language Arts Instructor
	PES, Itinerant	Job 3782: PreK/Prek Special Needs Instructor (half-time)
	PES, Itinerant	Job 3783: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
Lisa Young	PMS, Itinerant	Job 3784: Multi-Categorical w/Autism Instructor
	PMS, Itinerant	Job 3785: Visually Impaired/Multi-Categorical Instructor
	PMS, Itinerant	Job 3786: Gifted/Multi-Categorical Instructor (half-time)
	County	Job 3807: Bus Operator, Rt. 23
	PBHS	Job 3808: Mathematics Instructor
	PES, Itinerant	Job 3809: Multi-Categorical w/Autism Instructor

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	PBHS, Itinerant	Job 3810: Multi-Categorical w/Autism Instructor
Heather Bowen	PBHS	Job 3811: Business Education Instructor
	PBHS, Itinerant	Job 3812: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	PMS, Itinerant	Job 3815: Multi-Categorical w/Autism Instructor
Tyler Scott	PMS	Job 3806: Assistant Principal
	KEMS	Job 3818: Mathematics/Social Studies Instructor
	PMS, Itinerant	Job 3822: Physical Education/Health Instructor
Leah Moss	PES	Job 3823: Elementary Education Instructor
Allyson Stewart	PES	Job 3824: Elementary Education Instructor

**Substitute Employee Assignments 2022-23**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Lisa Heinbaugh	County	Job 3802: Substitute Administrator(s)
	County	Job 3792: Substitute Custodian(s)
	County	Job 3793: Substitute LPN/Aide(s)
	County	Job 3794: Substitute School Nurse RN(s)
	County	Job 3795: Substitute Secretary(s)
Cynthia Lawson	County	Job 3796: Substitute Cook(s)
	County	Job 3797: Substitute Bus Operator(s)
Lisa Heinbaugh	County	Job 3798: Substitute Teacher(s)

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Extra-Curricular Employee Assignments 2022-23		
Name of Person	Location	Job ID: Position
	BMS	Job 3787: Head Cheerleading Coach
	BMS	Job 3788: Volunteer Assistant Volleyball Coach
	KEMS	Job 3789: Head Cheerleading Coach
	PMS	Job 3790: Volunteer Assistant Softball Coach
	PMS	Job 3791: Head Cross Country Coach
	BMS	Job 3818: Assistant Boys Basketball Coach
Shannon Dewitt	PMS	Job 3814: Head Cheerleading Coach
	PBHS	Job 3799: Assistant Boys Basketball Coach
	PBHS	Job 3821: Volunteer Assistant Volleyball Coach

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

Kenneth Hickman \_\_\_\_\_

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

1. Discussion of Policy 2300 – Enclosure T
2. Student Handbook for Junior Elementary School for the 2022/2023 School Year – Enclosure U
3. Student Handbook for Kasson Elementary/Middle School for the 2022/2023 School Year – Enclosure V
4. Student Handbook for Philippi Middle School for the 2022/2023 School Year – Enclosure W
5. Other

Next board meetings:

June 27, 2022, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Facilities & Maintenance –**

25. Recommendation: Approve the Project Development agreement for the HVAC and windows replacement project with Wendel Energy Services, LLC. – Enclosure #1
26. Recommendation: Award the Mowing contract to Travis Mayle for the 2022/2023 school year. – Enclosure #2
27. Recommendation: Extend the current contract with Brewer & Company to provide sprinkler system inspections and back-flow inspections for the 2022/2023 school year. – Enclosure #3