

**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 20, 2023**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, June 26, 2023**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416.**

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve the minutes of the June 12, 2023 meeting. – Enclosure A

**Recognitions –**

Raelynn Mayle - Golden Horseshoe winner

**Discussion –**

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

**Delegation(s) –**

**Reports –**

May 2023 Financial Report – Enclosure B

**AGENDA**  
**June 26, 2023**

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve budget adjustments. – Enclosure D
3. Recommendation: Approve payment of bills for the period of June 6, 2023, through June 19, 2023, at a total expenditure of \$311,265.68. – Enclosure E
4. Recommendation: Authorize June 28, 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 E)
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 E)
6. Recommendation: Approve the final total of June 15, 2023, payroll check, and federal withholdings in the amount of \$406,324.72. – Enclosure F
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$19,054.03. – Enclosure G
8. Recommendation: Approve Travelers Insurance for FY2024 Workers' Compensation Insurance effective July 1, 2023 to June 30, 2024. – Enclosure H

**Curriculum & Instruction –**

**Facilities & Maintenance –**

9. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure I
  - A. Philip Barbour High School
    1. on June 15, 2023, through July 31, 2023 – requested by Emily Denison for Private volleyball lessons

**Food Service –**

**Policies –**

10. Recommendation: Adopt new policy 8320, Freedom of Speech and the Press in School-Sponsored Media, on third reading. – Enclosure J  
(<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>)
11. Recommendation: Review revised policy 4200, Wellness, on first reading. – Enclosure K  
(<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>)

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**Student Support –**

**Transportation –**

**Travel –**

**Vocational –**

**Personnel –**

12. Recommendation: Accept the resignation of Teresa Williamson as a School Counselor effective on June 8, 2023. – Enclosure L
13. Recommendation: Accept the resignation of Trevor Mouser as Head Baseball Coach at Belington Middle School effective on June 8, 2023. – Enclosure M
14. Recommendation: Accept the resignation/retirement of Sandra Wilmoth as a Teacher at Philippi Elementary School effective July 31, 2023. – Enclosure N
15. Recommendation: Re-employ substitute service personnel for the 2023/2024 school year. – Enclosure O
16. Recommendation: Re-employ substitute teachers for the 2023/2024 school year. – Enclosure P
17. Recommendation: Re-employ substitute administrators for the 2023/2024 school year. – Enclosure Q
18. Recommendation: Re-employ substitute school nurse/RN’s for the 2023/2024 school year. – Enclosure R
19. 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 S

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	KEMS	Job 2492: Mathematics/Social Studies Instructor
	PMS	Job 2493: Counselor (Itinerant)
Shawn Burner	PMS	Job 2494: Science Instructor
	KEMS	Job 2495: Preschool/preschool special Needs Instructor
Wendy Moats	PES	Job 2490: 1 <sup>st</sup> Grade Instructional Aide/Supervisory Aide
Brenda Riffle	PES	Job 2491: 1 <sup>st</sup> Grade Instructional Aide/Supervisory Aide

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Rachael Blackburn	BES	Job 2555: Early Childhood Classroom Assistant Teacher/ PreK-PreK Special Needs Aide/ Supervisory Aide/ Transportation Aide
	Philippi Middle School	JobID: 3067 Language Arts Instructor
	Philip Barbour High School	JobID: 3068 Counselor
Willis Freeman	Belington Middle School	JobID: 3069 Head Baseball Coach
	Belington Middle School	JobID: 3070 Mathematics/Social Studies Instructor
Alexa Forbes	Philippi Middle School	JobID: 3071 Social Studies Instructor
	Philippi Middle School	JobID: 3072 Elementary Education Instructor
	Philippi Middle School	JobID: 3073 Custodian
Joyce Barbe	Belington Middle School	JobID: 3101 Secretary
	Philippi Middle School	JobID: 3103 Secretary
Kelsey Linn	Kasson Elementary & Middle School	JobID: 3105 Itinerant Special Needs Aide/Supervisory Aide/Transportation Aide
Cynthia Lawson	Philippi Elementary School	JobID: 3110 Cook
Myranda McDaniel	Kasson Elementary & Middle School	JobID: 3113 Early Childhood Classroom Assistant Teacher/PreK-PreK Special Needs Aide/SupervisoryAide/Transportation Aide
	Kasson Elementary & Middle School	JobID: 3116 LPN/ECCAT/Kindergarten Aide/Supervisory Aide/Transportation Aide
Tiffany Davis	Belington Middle School	JobID: 3118 Itinerant Special Needs Aide/SupervisoryAide/Transportation Aide
Rick Daugherty	Belington Middle School	JobID: 3122 Assistant Principal -
	Philippi Middle School	JobID: 3124 Head Softball Coach
	Philip Barbour High School	JobID: 3129 Counselor

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	Philippi Elementary School	JobID: 3132 Elementary Education Instructor
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<b>Extra-Curricular Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BMS	Job 2496: Head Cheerleading Coach
Trina Alt	KEMS	Job 2497: Head Cheerleading Coach
	PBHS	Job 2524: Assistant Cheerleading Coach
	PMS	Job 2525: Head Cross Country Coach
Brissa Marshall	PMS	Job 2526: Head Volleyball Coach
	PBHS	Job 2527: Athletic Trainer (Winter Sports)
	PBHS	Job 2528: Athletic Trainer (Fall Sports)
Lesley Fumich	KEMS	Job 2452: Volunteer Assistant Volleyball Coach
Lesley Fumich	KEMS	Job 2453: Volunteer Assistant Girls Basketball Coach
	Philip Barbour High School	JobID: 3173 Limited Sports Trainer

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

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

1. 2023-2024 School year Board meeting dates – Enclosure T
2. Other

Next board meetings:

July 10, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Business & Finance –**

- 21. Recommendation: Approve a revised contract with the Southern Regional Education Board for Mathematics Professional Development and Coaching at Philippi Elementary School (August 14, 2023-July 31, 2024) in the amount of \$88,000.00. – Enclosure #1
- 22. Recommendation: Approve the consultant agreement with Ronda’s Assistant Services for the 2023/2024 school year. – Enclosure #2
- 23. Recommendation: Approve agreement with Samantha Heflin to provide planning, spending, and monitoring of ESSERF funding and set-up and training of SoftDocs, assistance with accounts payable and payroll during the 2023/2024 school year. – Enclosure #3

**Personnel –**

- 24. Recommendation: Re-employ Brett Mick as an Energy Manager/Facility Inspector (extra-curricular/duty) for the 2023/2024 school year.
- 25. 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 #4

Substitute Employee Assignments 2023-24		
Name of Person	Location	Job ID: Position
	County	Job 2535: Substitute Custodian(s)
	County	Job 2536: Substitute LPN/Aide(s)
Tammy Ross	County	Job 2537: Substitute School Nurse RN(S)
	County	Job 2538: Substitute Cook(s)
	County	Job 2539: Substitute Bus Operator(s)
Connie Mundy	County	Job 2540: Substitute Teachers
	County	Job 2542: Substitute Secretary(S)
	Barbour Board Office	JobID: 3143 Substitute Aide(s)