

BARBOUR COUNTY SCHOOLS

PHILIPPI WV 26416

MEMORANDUM -

TO: BOARD MEMBERS

David Everson
Joanne McConnell
Jared Nestor
Adam Starks
Ron Phillips

FROM: EDDIE VINCENT, SUPERINTENDENT

DATE: August 8, 2023

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, August 14, 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 July 24, 2023 and August 1, 2023 meeting. – Enclosure A

Recognitions –

Discussion –

School performance, student outcomes, academics –

Delegation(s) –

Reports –

Facilities

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Superintendents Recommendations –

Attendance –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for the school year 2023/2024 contingent upon compliance with pupil-teacher ratio. – Enclosure B

Business & Finance –

2. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure C
 - A. Belington Middle School
 1. (Boys and Girls Soccer) - \$800.00
 - B. Philip Barbour High School
 1. (Cheer) - \$1,000.00
 2. (Cheer) - \$300.00
 3. (Cheer) - \$1,000.00
4. Recommendation: Approve the final total of the July 28, 2023, regular payroll check, and federal withholdings in the amount of \$166,646.18. – Enclosure D
5. Recommendation: Approve the payment of bills at a total expenditure of \$91,375.53. – Enclosure E
6. Recommendation: Approve the payment of bills at a total expenditure of \$739,699.00. – Enclosure F
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$8,932.21. – Enclosure G
8. Recommendation: Approve the final total of utility/copier bills in the amount of \$16,212.58. – Enclosure H
9. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$3,327.84. – Enclosure I
10. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$2,652.27. – Enclosure J
11. Recommendation: Approve the lease agreement with FP Mailing Solutions for a postage machine at Philip Barbour High School. – Enclosure K

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Curriculum & Instruction –

12. Recommendation: Approve a Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program for the 2023/2024 school year. – Enclosure L
13. Recommendation: Approve a Memorandum of Understanding with Fairmont State University – Dual-credit Program for the 2023/2024 school year. – Enclosure M
14. Recommendation: Approve/Confirm curricular trips. – Enclosure N
 - Belington Elementary School (3rd Grade) – to Barbour County Fairgrounds on August 30, 2023
 - Junior Elementary School (3rd Grade) – to Barbour County Fairgrounds on August 30, 2023
 - Kasson Elementary/Middle School (3rd Grade) – to Barbour County Fairgrounds on August 30, 2023
 - Philippi Elementary School (3rd Grade) – to Barbour County Fairgrounds on August 30, 2023
15. Recommendation: Approve an educational leave request for a student at Philippi Elementary School. – Enclosure O
16. Recommendation: Approve an educational leave request for a student at Philippi Elementary School. – Enclosure P

Facilities & Maintenance –

Food Service –

Policies –

17. Recommendation: Adopt revised policy 4200, Wellness, on fourth reading. – Enclosure Q (<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>)
18. Recommendation: Adopt revised policy 6710 Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage, on first reading. – Enclosure R (<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>)

Student Support –

Transportation –

Travel –

19. Recommendation: Approve/Confirm requests for professional leave. – Enclosure S

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Vocational –

Personnel –

20. Recommendation: Approve an agreement with Davis & Elkins College for student teachers for the 2023/2024 school year. – Enclosure T
21. Recommendation: Accept the resignation of Mary Fox as a substitute cook effective August 8, 2023. – Enclosure U
22. Recommendation: Accept the resignation of Lisa Hart as an Itinerant School Nurse effective August 7, 2023. – Enclosure V
23. Recommendation: Approve leave of absence for a service employee at Belington Elementary School beginning August 8, 2023 for approximately 6 weeks. – Enclosure W
24. Recommendation: Approve leave of absence for a professional employee at Belington Middle School beginning approximately September 18, 2023 for approximately 12 weeks. – Enclosure X
25. Recommendation: Approve leave of absence for a professional employee at Philippi Elementary School beginning August 10, 2023 through August 31, 2023. – Enclosure Y
26. Recommendation: Accept the resignation of Joshua Gain as a Custodian at Philippi Middle School effective August 2, 2023. – Enclosure Z
27. Recommendation: Accept the resignation of Allyson Stewart as a Teacher at Philippi Elementary School effective August 13, 2023. – Enclosure AA
28. Recommendation: Accept the resignation/retirement of Connie Mayle as a First Grade Instructional aide at Philippi Elementary School effective August 8, 2023. – Enclosure BB
29. Recommendation: Accept the resignation of Kenneth Isner as a substitute custodian effective August 4, 2023. – Enclosure CC
30. Recommendation: Approve the following new position 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 DD

Position	Location	Funding Source	FTE
Cook	Itinerant, home-based Philip Barbour High School	State Aid/County	1

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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) – Enclosure EE**

Regular Employee Assignments 2023-24 (FY24)		
Name of Person	Location	Job ID: Position
	Junior Elementary School	JobID: 4803 Music Instructor (half-time)
	Philip Barbour High School	JobID: 4805 Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	Philippi Middle School	JobID: 4809 Itinerant Gifted/Multi-Categorical Instructor (half-time)
	Kasson Elementary & Middle School	JobID: 4826 Itinerant Multi-Categorical w/Autism Instructor
	Barbour Board Office	JobID: 4830 School Psychologist
	Philippi Middle School	JobID: 4831 Mathematics Instructor
	Philippi Middle School	JobID: 4833 Language Arts Instructor
	Philippi Middle School	JobID: 4835 Mathematics Instructor
	Kasson Elementary & Middle School	JobID: 4843 Mathematics/Social Studies Instructor
	Kasson Elementary & Middle School	JobID: 4845 Preschool/Preschool Special Needs Instructor
	Philippi Elementary School	JobID: 4857 Elementary Education Instructor
	Philip Barbour High School	JobID: 4859 Mathematics Instructor
	Philip Barbour High School	JobID: 4861 Mathematics Instructor
	Belington Middle School	JobID: 4863 Mathematics/Social Studies Instructor
	Philippi Middle School	JobID: 4865 Elementary Education Instructor
	Belington Elementary School	JobID: 4867 Elementary Education Instructor
Kelsey Linn	Belington Middle School	JobID: 6535 Itinerant Special Needs Aide/Supervisory Aide/Transportation Aide

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	Philip Barbour High School	JobID: 6536 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 6537 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 6538 Mathematics Instructor
	Philippi Middle School	JobID: 6539 Elementary Education Instructor
	Belington Elementary School	JobID: 6560 Elementary Education Instructor
	Kasson Elementary & Middle School	JobID: 6567 LPN/ECCAT/Kindergarten Aide/Supervisory Aide/Transportation Aide
	Philip Barbour High School	JobID: 6583 Counselor
	Philip Barbour High School	JobID: 6585 Counselor
	Philippi Middle School	JobID: 6587 Counselor (Itinerant)
Gerald Furby	Philip Barbour High School	JobID: 6591 Dean of Students
Paula Daniels	Philip Barbour High School	JobID: 6600 Communities In Schools Coordinator
Chase Byrne	Philippi Middle School	JobID: 6613 Communities In Schools Coordinator
Sabrina Holbert	Kasson Elementary & Middle School	JobID: 6614 Communities In Schools Coordinator
David Ice	Philippi Middle School	JobID: 7110 Custodian
	Philip Barbour High School	JobID: 7111 Itinerant Cook
Myranda McDaniel	Kasson Elementary & Middle School	JobID: 7119 ECCAT/Kindergarten Aide/Supervisory Aide/Transportation Aide
	Belington Middle School	JobID: 7120 Itinerant Multi-Categorical w/Autism Instructor

Substitute Employee Assignments 2023-24		
Name of Person	Location	Job ID: Position
Brianna Park, Alyssa Hackney	Barbour Board Office	JobID: 4800 Restricted Short-Term Substitute Teacher(s)
Joy Poe	Barbour Board Office	JobID: 4810 Substitute Custodian(s)

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	Barbour Board Office	JobID: 4811 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 4813 Substitute School Nurse RN(s)
	Barbour Board Office	JobID: 4814 Substitute Cook(s)
	Barbour Board Office	JobID: 4816 Substitute Bus Operator(s)
	Barbour Board Office	JobID: 4818 Substitute Secretary(s)
Kaya McKinney, Brodon Carpenter, Wyatt Burton, Samantha Venegas, Ian Tallman, Chase Byrne	Barbour Board Office	JobID:4856 Substitute Teacher(s)
Lisa Heinbaugh	Kasson Elementary & Middle School	JobID: 6543 Long Term Substitute Itinerant Multi-Categoricalw/Autism Instructor
	Philippi Middle School	JobID: 6544 Long Term Substitute Mathematics Instructor
	Philippi Middle School	JobID: 6545 Long Term Substitute Mathematics Instructor
Wyatt Burton	Kasson Elementary & Middle School	JobID: 6546 Long Term Substitute Mathematics/Social StudiesInstructor
	Kasson Elementary & Middle School	JobID: 6553 Long Term Substitute Preschool/Preschool SpecialNeeds Instructor
	Philippi Elementary School	JobID: 6556 Long Term Substitute Elementary EducationInstructor
	Philippi Middle School	JobID: 6557 Long Term Substitute Elementary EducationInstructor

Extra-Curricular Employee Assignments 2023-24		
Name of Person	Location	Job ID: Position
Angel Stull	Barbour Board Office	JobID: 4801 Homebound Instructor (Extra-Curricular)
	Philippi Middle School	JobID: 4821 Head Softball Coach
	Barbour Board Office	JobID: 4839 2023Homebound Instructor (Extra-Curricular)

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	Belington Middle School	JobID: 4847 Head Cheerleading Coach
	Philip Barbour High School	JobID: 4851 Assistant Cheerleading Coach
Racheal Krizner	Philippi Middle School	JobID: 4852 Head Cross Country Coach
	Philip Barbour High School	JobID: 4853 Athletic Trainer (Winter Sports)
	Philip Barbour High School	JobID: 4854 Athletic Trainer (Fall Sports)
	Philippi Middle School	JobID: 4855 Volunteer Assistant Football Coach
Lori McGee	Philippi Middle School	JobID: 6562 Head Volleyball Coach
	PBHS	Job 6565 Volunteer Assistant Boys Soccer Coach

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

Alexandra Price Jeffrey Tacy

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

1. Other

Next board meetings:

August 28, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Business & Finance –

33. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure #1
- A. Belington Elementary School
 - 1. (Office) - \$300.00
 - 2. (Office) - \$500.00
 - 3. (Office) - \$200.00
 - 4. (Office) - \$300.00
 - B. Kasson Elementary/Middle School
 - 1. (Office) - \$500.00
 - 2. (Office) - \$500.00
 - 3. (Office) - \$500.00
 - 4. (Office) - \$500.00
 - 5. (Office) - \$500.00
 - 6. (Office) - \$500.00
 - 7. (Office) - \$500.00
 - 8. (Office) - \$500.00
 - 9. (Office) - \$1,000.00
 - 10. (Office) - \$1,000.00
 - 11. (8th Grade Class) - \$5,000.00
 - 12. (8th Grade Class) - \$750.00
 - 13. (8th Grade Class) – \$1,000.00
 - C. Philippi Middle School
 - 1. (School) - \$9,000.00
 - D. Philip Barbour High School
 - 1. (Golf) - \$1,500.00

Facilities & Maintenance –

34. Recommendation: Accept quote from Brewer & Company of WV to complete the Fire Alarm System Replacement at Philip Barbour High School Career Tech Center. – Enclosure #2

Personnel –

35. Recommendation: Accept the resignation of Kelsey Wilson as an LPN/ECCAT/Kindergarten Aide at Kasson Elementary/Middle School effective July 27, 2023. – Enclosure #3
36. Recommendation: Accept the resignation of John Hickman as a substitute custodian effective August 3, 2023. – Enclosure #4
37. Recommendation: Accept the resignation of Allyson McNaboe as a Social Studies Teacher at Philip Barbour High School effective August 9, 2023. – Enclosure #5