

**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 22, 2023**

**RE: REVISED - BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, August 28, 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 August 14, 2023, and August 21, 2023 meetings. – Enclosure A

**Recognitions –**

**Discussion –**

**School performance, student outcomes, academics –**  
Attendance report, gradebook update, and enrollment overview.

**Delegation(s) –**

Bill Cunningham – regarding the PEIA rate increase  
Karita Flippo – regarding a school bus issue

**Reports –**

July 2023 Financial Report – Enclosure B

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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 C

**Business & Finance –**

2. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure D
  - A. Belington Elementary School
    1. (Office) - \$200.00
    2. (Special Needs) - \$100.00
    3. (Blue & Gray 5K Committee) - \$2,000.00
    4. (First Grade) - \$500.00
  - B. Belington Middle School
    1. (Student Council) - \$3,000.00
    2. (Office/Incentive Fund) - \$3,000.00
  - C. Kasson Elementary/Middle School
    1. (PTO) - \$200.00
    2. (PTO) - \$500.00
    3. (PTO) - \$250.00
    4. (PTO) - \$200.00
    5. (PTO) - \$100.00
    6. (PTO) - \$500.00
    7. (PTO) - \$0.00
    8. (PTO) - \$8,000.00
    9. (PTO) - \$650.00
    10. (PTO) - \$300.00
  - D. Philip Barbour High School
    1. (Athletics) - \$2,000.00
    2. (Athletics) - \$2,000.00
    3. (Athletics) - \$2,000.00
    4. (Athletics) - \$1,000.00
    5. (Football) - \$0.00
    6. (Cheer) - \$1,000.00
    7. (Student Council) - \$1,000.00
3. Recommendation: Approve the payment of bills at a total expenditure of \$509,180.94. – Enclosure E
4. Recommendation: Approve the payment of bills at a total expenditure of \$17,332.99. – Enclosure F

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5. Recommendation: Approve the payment of bills at a total expenditure of \$8,157.25. – Enclosure G
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$26,430.11. – Enclosure H
7. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$3,503.17. – Enclosure I

**Curriculum & Instruction -**

8. Recommendation: Approve chaperones for Philip Barbour High School Band for the 2023/2024 school year. – Enclosure J

**Facilities & Maintenance –**

9. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure K

Belington Middle School on October 21, 2023 – requested by Samantha Miller for Fall Festival

Philip Barbour High School on September 18-19, 2023 – requested by Carol Malcolm-Parsons for World Vision Afterschool Program Staff meeting

**Food Service –**

**Policies –**

**Student Support –**

**Transportation –**

**Travel –**

10. Recommendation: Approve/Confirm requests for professional leave. – Enclosure L

**Vocational –**

**Personnel –**

11. Recommendation: Accept the resignation of Briana Park as Secretary/Supervisory Aide at Junior Elementary School effective August 30, 2023. – Enclosure M
12. Recommendation: Accept the resignation of McKenzie Carpenter as a substitute teacher effective August 11, 2023. – Enclosure N
13. Recommendation: Approve leave of absence for a professional employee at Philip Barbour High School beginning August 14, 2023, through approximately December 31, 2023. – Enclosure O

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14. Recommendation: Rescind the employment of Kelsey Linn as an Itinerant Special Needs Aide/Supervisory Aide at Belington Middle School that was approved at the August 14, 2023 meeting and allow her to remain at Kasson Elementary/Middle School. – Enclosure P
15. Recommendation: Accept the resignation of Kayla McKinney as a substitute teacher effective August 16, 2023. – Enclosure Q
16. Recommendation: Accept the resignation of Jonathon Carpenter as Head Boys Basketball Coach at Kasson Elementary/Middle School effective August 17, 2023. – Enclosure R
17. Recommendation: Accept the resignation of Everett Propst as a Bus Operator effective at the end of the day on August 29, 2023. – Enclosure S
18. Recommendation: Accept the resignation of Betty McVicker as a substitute cook effective August 17, 2023. – Enclosure T
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 U

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Penny Mayle	Barbour Board Office	JobID: 8217 Bus Operator, Route 31
Latosha Dumire	Kasson Elementary & Middle School	JobID: 8146 Early Childhood Classroom Assistant Teacher/PreK-PreK Special Needs Aide/Supervisory Aide/Transportation Aide
Perry Chase	Philip Barbour High School	JobID: 8147 Social Studies Instructor
	Philip Barbour High School	JobID: 8148 Itinerant Groundsman/Custodian III/General Maintenance
Johnna Upton	Junior Elementary School	JobID: 8149 Secretary/Media Aide/Supervisory Aide
Nick Mayle (will move at a later date)	Philip Barbour High School	JobID: 8186 2023Itinerant Alternative Learning Center Instructor/Virtual School Facilitator

<b>Substitute Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Laura Shelton	Belington Elementary School	JobID: 8216 Long Term Substitute Elementary Education Instructor
	Barbour Board Office	JobID: 8107 Substitute Custodian(s)

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	Barbour Board Office	JobID: 8108 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 8109 Substitute School Nurse RN(s)
Joy Poe, Amy Tacy, Christina McGee	Barbour Board Office	JobID: 8110 Substitute Cook(s)
	Barbour Board Office	JobID: 8111 Substitute Bus Operator(s)
	Barbour Board Office	JobID: 8112 Substitute Secretary(s)
Lisa Hamilton	Philippi Middle School	JobID: 8114 Long Term Substitute Language Arts Instructor
	Kasson Elementary & Middle School	JobID: 8123 Long Term Substitute Preschool/Preschool SpecialNeeds Instructor
Carla Boylen	Philippi Middle School	JobID: 8133 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
Trenten Schubert	Philip Barbour High School	JobID: 8135 Long Term Substitute Mathematics Instructor
	Philippi Middle School	JobID: 8137 Long Term Substitute Elementary Education Instructor
	Philippi Middle School	JobID: 8138 Long Term Substitute Mathematics Instructor
	Philippi Middle School	JobID: 8139 Long Term Substitute Mathematics Instructor
	Philippi Elementary School	JobID: 8140 Long Term Substitute Elementary Education Instructor
	Philippi Middle School	JobID: 8141 Long Term Substitute Elementary Education Instructor
	Junior Elementary School	JobID: 8145 Long Term Substitute Music Instructor (half-time)
Kim Fetter	Belington Elementary School	JobID: 8188 Long Term Substitute Elementary Education Instructor
Philip Bowers	Barbour Board Office	JobID: 8415 Substitute Teacher(s)
	Barbour Board Office	JobID: 8416 Restricted Short-Term Substitute Teacher(s)

**Extra-Curricular Employee Assignments 2023-24**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Nick Allen	Barbour Board Office	JobID: 8120 Homebound Instructor (Extra-Curricular)

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

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

1. Other

Next board meetings:

September 11, 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/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) – Enclosure #1
- A. Kasson Elementary/Middle School
    - 1. (Athletics) - \$300.00
    - 2. (Girls Volleyball) - \$1,000.00
    - 3. (Girls Volleyball) - \$200.00
    - 4. (Girls Volleyball) - \$500.00
  - B. Philip Barbour High School
    - 1. (Band) - \$1,500.00
    - 2. (FFA) - \$1,000.00
    - 3. (Girls Basketball) - \$1,000.00

**Facilities & Maintenance –**

22. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure #2

Philip Barbour High School on September 28, 2023 – requested by Dr. Lori Conklin for WVU School of Medicine Meet and Greet