

**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: September 5, 2023**

**RE: REVISED - BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 11, 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 28, 2023 meeting. – Enclosure A

**Recognitions –**

**Discussion –**

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

**Delegation(s) –**

**Reports –**

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
**September 11, 2023**

**Business & Finance –**

1. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure B
  - A. Belington Elementary School
    1. (Library/Media) - \$600.00
  - B. Belington Middle School
    1. (Office/Incentive Fund) - \$3,000.00
    2. (Athletics) - \$500.00
    3. (6<sup>th</sup> Grade Class) – \$200.00
    4. (6<sup>th</sup> Grade Class) - \$300.00
    5. (Science Department) - \$700.00
  - C. Kasson Elementary/Middle School
    1. (Girls Volleyball) - \$100.00
  - D. Philip Barbour High School
    1. (Baseball) - \$1,000.00
    2. (Baseball) - \$1,000.00
    3. (Baseball) - \$1,000.00
    4. (Baseball) - \$1,000.00
    5. (Baseball) - \$500.00
    6. (Baseball) - \$250.00
    7. (Prostart) - \$2,000.00
    8. (Prostart) - \$500.00
  - E. Philippi Middle School
    1. (PBIS) - \$500.00
2. Recommendation: Approve payroll in the amount of \$182,793.18. – Enclosure C
3. Recommendation: Approve regular payroll in the amount of \$41,149.40 – Enclosure D
4. Recommendation: Approve the final total of utility/copier bills in the amount of \$11,635.38. – Enclosure E
5. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$622.98. – Enclosure F

**Curriculum & Instruction -**

6. Recommendation: Approve/Confirm curricular trips. – Enclosure G
  - A. Philip Barbour High School
    1. (HSTA) – to Morgantown on October 6, 2023
    2. (Junior & Senior Classes) – to Wesleyan College on September 12, 2023

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**Facilities & Maintenance –**

7. Recommendation: Approve building/ground modifications. – Enclosure H
  - A. Belington Middle School
    1. (Front Lawn) – install handicapped sidewalk
  
8. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure I
  - A. Junior Elementary School
    1. on September 25, 2023, through May 20, 2024 – requested by Carol Malcolm-Parsons for World Vision KidREACH
  - B. Philip Barbour High School
    1. on September 23-24, 2023, September 30-October 1, 2023, and October 7-8, 2023 – requested by John Hawkins for Leer South EMT Class for the Mines
    2. on September 26, 2023, through May 20, 2024 – requested by Carol Malcolm-Parsons for World Vision KidREACH
  - C. Philippi Elementary School
    1. on September 25, 2023, through May 20, 2024 – requested by Carol Malcolm-Parsons for World Vision KidREACH

**Food Service –**

**Policies –**

9. Recommendation: Review policy 7200, Student Grading System. – Enclosure J  
(<http://www.wvschools.com/barbourcountyschools/policy/7200.pdf>)

**Student Support –**

**Transportation –**

**Travel –**

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

**Vocational –**

**Personnel –**

11. Recommendation: Accept the resignation of Laura Shelton as a Long Term Substitute Elementary Education Instructor at Belington Elementary School effective August 29, 2023. – Enclosure L
  
12. Recommendation: Accept the resignation of Daniel Propst as a substitute bus operator effective August 27, 2023. – Enclosure M

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13. 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 N

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
ECCAT/PK-Special Needs Aide/Special Needs Aide - Itinerant	BES	State Aid/County	1
Multi Cat/Special Education - Itinerant	KEMS	State Aid/County	1
Nurse RN – Itinerant	PBHS – County	State Aid/County	Add .5 to make a full time position

14. 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 O

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Matthew Upton	Philip Barbour High School	JobID: 8148 Itinerant Groundsman/Custodian III/General Maintenance
Phillis Tarley	Junior Elementary School	JobID: 8149 Secretary/Media Aide/Supervisory Aide
LaTosha Dumire	Belington Elementary School	JobID: 9257 1st Grade Instructional Aide/Supervisory Aide
Franklin Kyle	Barbour Board Office	JobID: 9258 Bus Operator, Route 23
Toby Poling (will remain in place until replaced)	Philip Barbour High School	JobID: 9261 Health Instructor

<b>Substitute Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
William Klaus, John Hanna, John Hicks, Elizabeth Rebrook	Barbour Board Office	JobID: 8415 Substitute Teacher(s)
	Barbour Board Office	JobID: 8416 Restricted Short-Term Substitute Teacher(s)
Raquel Freeman	Philip Barbour High School	JobID: 8419 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
	Barbour Board Office	JobID: 8107 Substitute Custodian(s)
Kendall Campbell	Barbour Board Office	JobID: 8110 Substitute Cook(s)
Everett Propst	Barbour Board Office	JobID: 8111 Substitute Bus Operator(s)

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	Barbour Board Office	JobID: 8112 Substitute Secretary(s)
	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
Sally Hammack	Philippi Elementary School	JobID: 8140 Long Term Substitute Elementary Education Instructor
Elizabeth Rebrook	Philippi Middle School	JobID: 8141 Long Term Substitute Elementary Education Instructor
Nick Allen	Junior Elementary School	JobID: 8145 Long Term Substitute Music Instructor (half-time)
	Barbour Board Office	JobID: 8415 Substitute Teacher(s)
	Barbour Board Office	JobID: 8416 Restricted Short-Term Substitute Teacher(s)
	Belington Elementary School	JobID: 9259 Long Term Substitute Elementary Education Instructor
	Kasson Elementary & Middle School	JobID: 9260 Long Term Substitute Preschool/Preschool SpecialNeeds Instructor
	Philippi Middle School	JobID: 9262 Long Term Substitute Mathematics Instructor
	Philippi Middle School	JobID: 9263 Long Term Substitute Mathematics Instructor
	Belington Middle School	JobID: 9265 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
	Barbour Board Office	JobID: 9266 Substitute Custodian(s)
	Barbour Board Office	JobID: 9267 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 9268 Substitute School Nurse RN(s)
Lora McElroy	Barbour Board Office	JobID: 9269 Substitute Cook(s)
	Barbour Board Office	JobID: 9270 Substitute Bus Operator(s)
	Barbour Board Office	JobID: 9271 Substitute Secretary(s)

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Ashley Morrell	Philip Barbour High School	JobID: 9276 Long Term Substitute Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical 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>
	Barbour Board Office	JobID: 8120 Homebound Instructor (Extra-Curricular)
	Kasson Elementary & Middle School	JobID: 9280 Head Boys Basketball Coach
	Philip Barbour High School	JobID: 9284 (1)After School English Language Arts Tutor(Extra-Curricular)
	Philip Barbour High School	JobID: 9297 (1)After School Social Studies/English LanguageArts Tutor (Extra-Curricular)
	Philip Barbour High School	JobID: 9300 (1) After School Mathematics Tutor (Extra-Curricular)
	Philip Barbour High School	JobID: 9301 (1) After School Mathematics Tutor (Extra-Curricular)
	Philip Barbour High School	JobID: 9302 (1)After School Targeted/Credit Recovery Tutor(Extra-Curricular)

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

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

1. September 22, 2023, proclaimed as West Virginia School Service Personnel Day – Enclosure P
2. Kasson Elementary/Middle School Newsletter – Enclosure Q
3. Board goals
4. Other

Next board meetings:

September 25, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**

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**ADDENDUM**

**Business & Finance –**

16. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure #1
- A. Philip Barbour High School
    - 1. (Baseball) - \$1,000.00
    - 2. (Athletics) - \$4,000.00
    - 3. (Class of 2024) - \$500.00

**Curriculum & Instruction -**

17. Recommendation: Approve/Confirm curricular trips. – Enclosure #2
- A. Philip Barbour High School
    - 1. (FFA) – to Ripley, WV on September 20-21, 2023

**Facilities & Maintenance –**

18. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure #3
- A. Belington Elementary School
    - 1. on September 25, 2023, through May 20, 2024 – requested by Carol Malcolm-Parsons for World Vision KidREACH
  - B. Philippi Middle school
    - 1. on September 25, 2023, through May 20, 2024 – requested by Carol Malcolm-Parsons for World Vision KidREACH

**Personnel –**

19. Recommendation: Accept the resignation/retirement of Melody Faulkiner as an Elementary Education Instructor at Belington Elementary School effective December 31, 2023. – Enclosure #4
20. Recommendation: Approve a Memorandum of Understanding with Region 8 Planning & Development for the Foster Grandparent Program. – Enclosure #5