

**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 19, 2023**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 25, 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 September 11, 2023 meeting. – Enclosure A

**Recognitions –**

**Discussion –**

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

Jeff Walters – PRO Officer Update

**Delegation(s) –**

**Reports –**

August 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. (Preschool) - \$1,000.00
2. (PTA) - \$500.00
3. (PTA) - \$500.00
4. (PTA) - \$300.00
5. (PTA) - \$200.00
6. (PTA) - \$500.00
7. (PTA) - \$1,000.00
8. (2<sup>nd</sup> Grade) - \$500.00

B. Belington Middle School

1. (Science) - \$500.00
2. (Office/Incentive Fund) - \$200.00

C. Kasson Elementary/Middle School

1. (School) - \$0.00

D. Philip Barbour High School

1. (Band) - \$1,500.00
2. (Class of 2026) - \$1,000.00
3. (FBLA) - \$300.00
4. (FBLA) - \$500.00
5. (FBLA) - \$500.00
6. (Football) - \$200.00
7. (Football) - \$200.00

E. Philippi Elementary School

1. (1<sup>st</sup> Grade) - \$1,000.00
2. (Media) - \$2,000.00

3. Recommendation: Approve regular payroll in the amount of \$425,732.21. – Enclosure E
4. Recommendation: Approve payment of bills in the amount of \$15,694.55. – Enclosure F
5. Recommendation: Approve payment of bills in the amount of \$70,209.10. - Enclosure G
6. Recommendation: Approve payment of bills in the amount of \$176,889.65. - Enclosure H

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7. Recommendation: Approve the final total of utility/copier bills in the amount of \$21,625.35. – Enclosure I
8. Recommendation: Approve the final total of utility/copier bills in the amount of \$9,451.71. – Enclosure J
9. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$1,727.27. – Enclosure K
10. Recommendation: Approve the FY2023 financial statements.
11. Recommendation: Approve managed services agreement with Softdocs in the amount of \$21,900.00. – Enclosure L
12. Recommendation: Award County-wide student photo bid to LifeTouch Photography for the 2023/2024 School year. – Enclosure M

**Curriculum & Instruction -**

13. Recommendation: Approve/Confirm curricular trips. – Enclosure N
  - A. Belington Middle School
    1. (Band) – to Kingwood on September 28, 2023
  - B. Junior Elementary School
    1. (4<sup>th</sup> Grade) – to Stuart Park on September 28, 2023

**Facilities & Maintenance –**

14. Recommendation: Complete the installation of the Athletic Storage Building at Philip Barbour High School by using \_\_\_\_\_ . – Enclosure O
15. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure P
  - A. Belington Elementary School
    1. on December 9, 2023 – requested by Stephanie Moss for Christmas Craft Show
  - B. Belington Middle School
    1. on September 25, 2023, through May 20, 2024 – requested by Carol Malcolm-Parsons for World Vision KidREACH
    2. on October 1, 2023 – requested by Tina Shriver for Birthday Party
  - C. Kasson Elementary/Middle School
    1. on October 21, 2023 – requested by Francesa Hinchman for Birthday Party
  - D. Philip Barbour High School
    1. On January 13, 2024 – requested by Heather Bowen for FBLA LockIn

**Food Service –**

**Policies –**

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**Student Support –**

16. Recommendation: Approve a Memorandum of Agreement with Marshall University Research Corporation for the Mental Health Service Professional Demonstration Grant Program. – Enclosure Q

**Transportation –**

**Travel –**

17. Recommendation: Approve/Confirm requests for professional leave. – Enclosure R

**Vocational –**

**Personnel –**

18. Recommendation: Accept the resignation of Christina McGee as a substitute cook effective September 11, 2023. – Enclosure S
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 T

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Belington Elementary School	JobID: 8206 Elementary Education Instructor
	Junior Elementary School	JobID: 8105 Music Instructor (half-time)
	Philip Barbour High School	JobID: 8106 Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	Philippi Middle School	JobID: 8113 Language Arts Instructor
	Kasson Elementary & Middle School	JobID: 8115 Itinerant Multi-Categorical w/Autism Instructor
	Barbour Board Office	JobID: 8116 School Psychologist
	Philippi Middle School	JobID: 8117 Mathematics Instructor
	Philippi Middle School	JobID: 8118 Language Arts Instructor
	Philippi Middle School	JobID: 8119 Mathematics Instructor
	Kasson Elementary & Middle School	JobID: 8121 Mathematics/Social Studies Instructor
	Kasson Elementary & Middle School	JobID: 8121 Preschool/Preschool Special Needs Instructor

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	Philippi Elementary School	JobID: 8126 Elementary Education Instructor
	Philip Barbour High School	JobID: 8127 Mathematics Instructor
	Philip Barbour High School	JobID: 8128 Mathematics Instructor
	Belington Middle School	JobID: 8129 Mathematics/Social Studies Instructor
	Philippi Middle School	JobID: 8130 Elementary Education Instructor
	Belington Elementary School	JobID: 8131 Elementary Education Instructor
	Philippi Middle School	JobID: 8132 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 8134 Mathematics Instructor
	Philippi Middle School	JobID: 8136 Elementary Education Instructor
	Philip Barbour High School	JobID: 8142 Counselor
	Philip Barbour High School	JobID: 8143 Counselor
	Philip Barbour High School	JobID: 8417 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 10124 Itinerant Physical Education/Health/Parenting Instructor
Kelsey Linn (Will stay in place until replaced)	Kasson Elementary & Middle School	JobID: 10126 Early Childhood Classroom Assistant Teacher/PreK-PreK Special Needs Aide/Supervisory Aide/Transportation Aide
	Barbour Board Office	JobID: 10128 Bus Operator, Route 24
Alyssa Hackney	Belington Middle School	JobID: 10131 Itinerant Special Needs Aide/Supervisory Aide/Transportation Aide
McKenzie Moss	Belington Elementary School	JobID: 10132 Early Childhood Classroom Assistant Teacher/PreK-PreK Special Needs Aide/Special Needs Aide/Supervisory Aide/Transportation Aide
	Kasson Elementary & Middle School	JobID: 10134 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 10140 Itinerant School Nurse - RN

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<b>Substitute Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Barbour Board Office	JobID: 8415 Substitute Teacher(s)
	Barbour Board Office	JobID: 8416 Restricted Short-Term Substitute Teacher(s)
Lynn Barcus	Barbour Board Office	JobID: 9269 Substitute Cook(s)
Terri Riffle	Belington Middle School	JobID: 9265 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
	Kasson Elementary & Middle School	JobID: 10148 Long Term Substitute Preschool/Preschool SpecialNeeds Instructor
	Philippi Middle School	JobID: 10164 Long Term Substitute Mathematics Instructor
Brodon Carpenter	Philippi Middle School	JobID: 10165 Long Term Substitute Mathematics Instructor
Genia Delauder, Joseph Maxson, Joy Poe	Barbour Board Office	JobID: 10168 Substitute Custodian(s)
	Barbour Board Office	JobID: 10169 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 10171 Substitute School Nurse RN(s)
Genia Delauder	Barbour Board Office	JobID: 10172 Substitute Cook(s)
	Barbour Board Office	JobID: 10174 Substitute Bus Operator(s)
Anna Marsh	Barbour Board Office	JobID: 10175 Substitute Secretary(s)
Joe Poe, Debra Bolyard, Anna Marsh	Barbour Board Office	JobID: 10404 Substitute Aide(s)
	Barbour Board Office	JobID: 10432 Substitute Teacher(s)
	Barbour Board Office	JobID: 10433 Restricted Short-Term Substitute Teacher(s)
Casey Edmond	Philippi Middle School	JobID: 10145 Long Term Substitute Elementary Education Instructor
<b>Extra-Curricular Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Philip Barbour High School	JobID: 8124 Athletic Trainer (Winter Sports)
	Philip Barbour High School	JobID: 8125 Athletic Trainer (Fall Sports)
Willis Freeman	Kasson Elementary & Middle School	JobID: 9280 Head Boys Basketball Coach

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James Poling	Philip Barbour High School	JobID: 9302 (1)After School Targeted/Credit Recovery Tutor(Extra-Curricular)
	Philip Barbour High School	JobID: 10176 After School English Language Arts Tutor (Extra-Curricular)
	Philip Barbour High School	JobID: 10178 (1) After School Social Studies/English Language Arts Tutor (Extra-Curricular)
Krystal Cantrell	Philip Barbour High School	JobID: 10180 (1) After School Mathematics Tutor (Extra-Curricular)
	Philip Barbour High School	JobID: 10181 (1) After School Science/Mathematics Tutor (Extra-Curricular)
	Philippi Middle School	JobID: 10182 Volunteer Assistant Football Coach
Danielle Rush, Samantha Boggess, Erin Fincham, Odie Haddix	Belington Elementary School	JobID: 10188 (5) After School Tutor(s) (Extra-curricular)
Amanda Sweet	Junior Elementary School	JobID: 10195 (3) After School Tutor(s) (Extra-curricular)
Felicia Fordyce, Crystal Sanders, Wyatt Burton	Kasson Elementary & Middle School	JobID: 10198 (3) After School Tutor(s) (Extra-curricular)
Mahaley Demastes, Pam Smith, Carol Smiley	Philippi Elementary School	JobID: 10203 (4)Tutor(s) (Extra-curricular)
	Philippi Middle School	JobID:10405 (1)Supervisory Employee prior to/after School (Extra-Curricular)

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

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

1. Executive Session
2. Other

Next board meetings:

October 9, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**