

**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: September 21, 2021**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, September 27, 2021**, 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 13, 2021, meeting. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

August 2021 Financial Report – Enclosure B

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
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**Business & Finance –**

1. Recommendation: Approve budget adjustments. – Enclosure C
2. Recommendation: Approve payment of bills for the period of September 8, 2021, through September 21, 2021, at a total expenditure of \$57,041.75. – Enclosure D
3. Recommendation: Authorize September 28, 2021, 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 D)
4. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$50,000.00. (Refer to Enclosure D)
5. Recommendation: Approve the final total of September 15, 2021, payroll check, and federal withholdings in the amount of \$375,740.82. – Enclosure E
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$27,271.20. – Enclosure F
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure G

Belington Elementary School (Library/Media) – projected revenue - \$1,100.00; (Chorus) - \$0.00  
Belington Middle School (“News” Class) – projected revenue - \$100.00; (Band Boosters) - \$2,000.00  
Junior Elementary School (Office/Honor Roll) – projected revenue - \$1,000.00  
Kasson Elementary/Middle School (Middle School Science) – projected revenue - \$500.00; (4<sup>th</sup> Grade) - \$300.00; (8<sup>th</sup> Grade Parents) - \$1,000.00, \$1,000.00, \$2,000.00, \$2,000.00, \$500.00; (PTO) - \$200.00  
Philip Barbour High School (Jr. Class) – projected revenue - \$1,000.00, \$800.00, \$4,500.00; (Softball) - \$1,000.00; (Football) - \$100.00, \$400.00; (HOSA/Future Health Professionals) - \$100.00, \$100.00, \$100.00, \$100.00, \$100.00, \$100.00  
Philippi Middle School (Yearbook Staff) – projected revenue - \$1,500.00; (School) - \$1,200.00, \$2,500.00

8. Recommendation: Approve agreement with Susan’s Solutions to provide monitoring of instructional practices and school improvement work for Philippi Middle School during the 2021/2022 school year. – Enclosure H

**Curriculum & Instruction –**

9. Recommendation: Approve Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program for the 2021-2022 school year. – Enclosure I

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10. Recommendation: Approve educational leave request for a student at Belington Middle School. – Enclosure J
11. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure K
12. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure L
13. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure M
14. Recommendation: Approve educational leave request for a student at Philippi Elementary School. – Enclosure N
15. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure O
16. Recommendation: Approve/Confirm curricular trips. – Enclosure P

Belington Elementary School (School) – to Rich’s Farm, Smithfield PA on October 13, 2021

Junior Elementary School (3<sup>rd</sup>&4<sup>th</sup> Grades) – to River Road on October 1, 2021; (PreSchool & Kindergarten) – to Hovatter’s Zoo on October 14, 2021

Philip Barbour High School (ProStart 1) – to Bridgeport on October 20, 2021; (Baking & Pastry Applications & ProStart 2) – to Morgantown on October 11, 2021; (ProStart) – to White Sulphur Springs on November 14-16, 2021; (HOSA/Future Health Professionals) – to Flatwoods on October 13, 2021

**Facilities & Maintenance –**

17. Recommendation: Approve building/ground modifications. – Enclosure Q

Philippi Elementary School (Nurses Office) – install scope

18. Recommendation: Award timber cutting bid to Mountaineer Logs & Lumber. – Enclosure R

**Food Service –**

**Policies –**

19. Recommendation: Review new policy 6920: Aspiring Administrator’s Tuition Reimbursement, for first reading. – Enclosure S
20. Recommendation: Review revised policy 1200: School Board Meetings, for first reading. – Enclosure T

**Student Support –**

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**Transportation –**

21. Recommendation: Approve transportation travel requests. – Enclosure U

**Travel –**

22. Recommendation: Approve/Confirm requests for professional leave. – Enclosure V

**Vocational –**

**Personnel –**

23. Recommendation: Accept the resignation of John “Jedd” Schola as an Assistant Softball Coach at Philip Barbour High School effective September 15, 2021. – Enclosure W
24. Recommendation: Employ the following personnel for the 2021/2022 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 X

<b>Regular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BES	Job 3387: Elementary Education Instructor
	KEMS, Itinerant	Job 3389: Multi-Categorical w/Autism Instructor
	BMS	Job 3390: Language Arts Instructor
David Hendershot (2022/2023 start date)	PMS	Job 3391; Science Instructor
	PES	Job 3392: Title I Reading/Math Instructor
	PBHS	Job 3429: Language Arts Instructor
	PBHS	Job 3431: Custodian
	PBHS	Job 3432: Mathematics Instructor
	KEMS, Itinerant	Job 3434: Hearing Impaired/Multi-Categorical Instructor
Samantha Boggess	BES	Job 3436: Elementary Education Instructor
	County	Job 3445: Groundsman/Custodian III/General Maintenance/Sanitation Plant Operator
Sarah Kelley	PBHS,	Job 3360: School Nurse - RN

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	Itinerant	(half-time)
Glenn Lockey	County	Job 3448: Bus Operator, Rt. 14
Lewis Hall	County	Job 3449: Virtual School Instructor (Extra-Curricular)
Kaitlyn Boot (2022/2023 start date)	PMS	Job 3473: Language Arts Instructor
	PMS, Itinerant	Job 3487: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
Billie Hunt	BES	Job 3492: Special Education Aide/Supervisory Aide/Transportation Aide

**Substitute Employee Assignments 2021-22**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Sara Poling	KEMS, Itinerant	Job 3435: Long Term Substitute Multi-Categorical w/Autism Instructor
	County	Job 3446: Substitute Aide(s)
	County	Job 3394: Substitute Bus Operator(s)
Lisa Hamilton	PES	Job 3471: Long Term Substitute Kindergarten Instructor
	County	Job 3472: Substitute Bus Operator(s)
	PBHS	Job 3486: Long Term Substitute Mathematics Instructor

**Extra-Curricular Employee Assignments 2021-22**

Austin Sparks	BMS	Job 3386: Head Boys Basketball Coach
	PBHS	Job 3388: Volunteer Assistant Girls Soccer Coach
	PBHS	Job 3428: Head Cheerleading Coach
Deloris Phillips	JES	Job 3450: Cook (Extra-Curricular) Fresh Fruit
Paulette Bailey, Kimberly Swick	BES	Job 3451: (2)Cooks (Extra-Curricular) Fresh Fruit
Shelia Wilson	KEMS	Job 3452: Cook (Extra-Curricular) Fresh Fruit
Lisa Hamilton	PES	Job 3474: (1) After School Title I Kindergarten Tutor

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		(Extra-Curricular)
Leah Morehead Propst, Sandra Wilmoth, Megan Stell	PES	Job 3475: (Up to 4) After School Title I 2nd Grade Tutor(s) (Extra-Curricular)
Brissa Marshall	PES	Job 3476: (Up to 3) After School Title I 4th Grade Tutor(s) (Extra-Curricular)
	KEMS	Job 3477: (1)After School Title I 6-8th Grades English/Language Arts Tutor(Extra-Curricular)
	KEMS	Job 3478: (1) After School Title I 5th Grade English/Language Arts Tutor (Extra-Curricular)
Joseph Ferguson	PMS	Job 3479: (Up to 2) After School Title I 5-8th Grades Math Tutor(s) (Extra-Curricular)
	PMS	Job 3480: (1)After School Title I 5-8th Grades English/Language Arts Tutor(Extra-Curricular)
Joseph Ferguson, Tamela Jack, Darla Streets, Allison Byrne	PMS	Job 3481: (4)Academic Afterschool Tutor's (Extra-Curricular)
	KEMS	Job 3482: (1) After School Title I Kindergarten Tutor (Extra-Curricular)
	KEMS	Job 3483: (1)After School Title I 1st Grade Tutor (Extra-Curricular)
	KEMS	Job 3484: (1)After School Title I 2nd Grade Tutor (Extra-Curricular)
	KEMS	Job 3485: (1)After School Title I 3rd Grade Tutor (Extra-Curricular)
	PBHS	Job 3488: (1)High School Math Support Teacher (Extra-Curricular)
	BMS	Job 3489: (1)English/Language Arts Support Teacher (Extra-Curricular)
	PMS	Job 3490: (1)English/Language Arts

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		Support Teacher (Extra-Curricular)
	County	Job 3494: Homebound Instructor
	County	Job 3495: Homebound Instructor
Steve Price	BMS	Job 3496: (1) Bus Operator for Belington Area Athletics (Extra-Curricular)
Donna Anglin	PMS	Job 3497: (1) Bus Operator for Philippi Area Athletics

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

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

1. Kasson Elementary/Middle School Newsletter – Enclosure Y
2. Other

Next board meetings:

October 11, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**