

**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: November 2, 2021**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, November 8, 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 October 25, 2021, meeting. – Enclosure A

**Recognitions –**

**Delegation(s) –**

**Reports –**

Attendance/Enrollment Report – Enclosure B

**Superintendents Recommendations –**

**Attendance –**

**AGENDA**  
**November 8, 2021**

**Business & Finance –**

1. Recommendation: Approve payment of bills for the period of October 20, 2021, through November 2, 2021, at a total expenditure of \$126,593.09. – Enclosure C
2. Recommendation: Authorize November 15, 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 C)
3. 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 C)
4. Recommendation: Approve the final total of October 28, 2021, payroll check, and federal withholdings in the amount of \$509,319.19. – Enclosure D
5. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure E

Belington Elementary School (Office) – projected revenue - \$500.00

Junior Elementary School (School) – projected revenue - \$200.00; (Office/4<sup>th</sup> Grade/Honor Roll) - \$300.00; (1<sup>st</sup> Grade) - \$300.00; (Strawberry Fund) - \$1,000.00

Philip Barbour High School (ProStart) – projected revenue - \$500.00, \$500.00; (FFA) - \$500.00; (FBLA) - \$400.00

Philippi Middle School (Leadership Team) – projected revenue - \$500.00

6. Recommendation: Approve the following school support organizations for the 2021-2022 school year. – Enclosure F

Belington Elementary

PTA

Belington Middle

Band Boosters

Junior Elementary

None

Kasson Elem/Middle

PTO

Philip Barbour High

Athletic Boosters

Band Boosters

Philippi Elementary

PTO

Philippi Middle

Athletic Boosters

Band Boosters

PTO

**AGENDA**  
**November 8, 2021**

**Curriculum & Instruction –**

7. Recommendation: Approve educational leave request for a student at Philip Barbour High School. – Enclosure G
8. Recommendation: Approve/Confirm curricular trips. – Enclosure H

Belington Elementary School/Belington Middle School (Special Needs Students) – to Elkins on November 15, 2021

**Facilities & Maintenance –**

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

Philip Barbour High School on November 30, 2021 – requested by Christina Waybright for Paint Night Fundraiser; on December 4-5, 2021 – requested by Christina Holbrook for School Fundraiser; on November 20, 2021 – requested by Kelli Emfinger for Fundraiser
10. Recommendation: Approve contract with Wendel Energy Services, LLC regarding the HVAC Air Improvement installation and bus garage construction. – Enclosure J
11. Recommendation: Approve the purchase and installation of new bleachers at Philippi Middle School, Belington Middle School, and Kasson Elementary/Middle School through Davis Athletics, LLC. – Enclosure K

**Food Service –**

**Policies –**

12. Recommendation: Adopt revised policy 8210: Attendance, for third reading. – Enclosure L
13. Recommendation: Review revised policy 3500: Food Service Collection, for first reading. – Enclosure M

**Student Support –**

**Transportation –**

14. Recommendation: Approve contract with Transfinder for the Routefinder Plus software system. – Enclosure N

**Travel –**

15. Recommendation: Approve/Confirm requests for professional leave. – Enclosure O

**Vocational –**

**AGENDA**  
**November 8, 2021**

**Personnel –**

16. Recommendation; Approve leave of absence for a service employee at Junior Elementary School beginning approximately January 3, 2022 through approximately March 28, 2022. – Enclosure P
17. Recommendation: Approve leave of absence for a service employee at Belington Elementary School beginning November 2, 2021 for approximately 8 to 12 weeks. – Enclosure Q
18. Recommendation: Accept the resignation of Tina Shriver as a Volunteer Assistant Volleyball Coach at Belington Middle School effective at the end of the 2021 season. – Enclosure R
19. Recommendation: Accept the resignation of Casey Mayle as Head Cheer Coach at Kasson Elementary/Middle School effective October 9, 2021. – Enclosure S
20. Recommendation: Approve a Student Teacher Letter of Agreement with Western Governors University. – Enclosure T
21. Recommendation: Approval of the Superintendent Evaluation Instrument. – Enclosure U
22. 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 V

<b>Regular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Stephanie Hickman (will assume next school year)	BES	Job 3502: Elementary Education Instructor
	KEMS	Job 3503: Multi-Categorical w/Autism Instructor
	BMS	Job 3504: Language Arts Instructor
	PES	Job 3505: Title I Reading/Math Instructor
	PBHS	Job 3506: Language Arts Instructor
	PBHS	Job 3508: Mathematics Instructor
	KEMS, Itinerant	Job 3509: Hearing Impaired/Multi-Categorical Instructor
	PMS, Itinerant	Job 3511: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
Michelle Hedrick	PBHS	Job 3523: Health Occupations Instructor
Allyson Green (01/03/22 start date)	PES	Job 3470: Elementary Education Instructor
Zachariah Wilson	County	Job 3549: Bus Operator, Rt. 20

**AGENDA**  
**November 8, 2021**

<b>Substitute Employee Assignments 2021-22</b>		
	PBHS	Job 3510: Long Term Substitute Mathematics Instructor

<b>Extra-Curricular Employee Assignments 2021-22</b>		
	BMS	Job 3507: Head Cheerleading Coach
	PBHS	Job 3544: Volunteer Assistant Softball Coach
Brian Moats	County	Job 3550: Homebound Instructor
	KEMS	Job 3559: Head Cheerleading Coach

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

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**AGENDA**  
**November 8, 2021**

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

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

Next board meetings:

November 17, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)

December 13, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)

December 20, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)

**Adjournment**

**AGENDA**  
**November 8, 2021**

**ADDENDUM**

**Facilities & Maintenance –**

24. Recommendation: Approve the purchase of field lights for the softball at Philip Barbour High School.