

**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: November 20, 2023**

**RE: BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, November 27, 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 November 13, 2023 meeting. – Enclosure A

**Recognitions –**

**Discussion –**

**School performance, student outcomes, academics –**  
Belington Elementary School Presentation – Enclosure B  
Attendance/Enrollment Report – Enclosure C

**Delegation(s) –**

**Reports –**

October 2023 Financial Report – Enclosure D  
Softdocs Usage – Enclosure E

**AGENDA**  
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**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F
  - A. Belington Middle School
    1. (7<sup>th</sup> Grade Team) - \$300.00
    2. (Basketball) - \$300.00
    3. (Science) - \$250.00
  - B. Philip Barbour High School
    1. (Boys Basketball) - \$500.00
2. Recommendation: Approve budget adjustments. – Enclosure G
3. Recommendation: Approve regular payroll in the amount of \$415,429.18. – Enclosure H
4. Recommendation: Approve payment of bills in the amount of \$717,207.41. – Enclosure I
5. Recommendation: Approve payment of bills in the amount of \$\_\_\_\_\_. – Enclosure J
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$51,196.79. – Enclosure K
7. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$4,002.37. – Enclosure L

**Curriculum & Instruction -**

8. Recommendation: Approve/Confirm curricular trips. – Enclosure M
  - A. Belington Elementary School
    1. (KidREACH afterschool program) – to WVU Coliseum on December 18, 2023
  - B. Junior Elementary School
    1. (Whole School) – to Elkins on December 19, 2023
  - C. Philippi Elementary School
    1. (Preschool-4<sup>th</sup> Grade) – to Tygart Valley Cinemas on December 18-19, 2023

**Facilities & Maintenance –**

9. Recommendation: Approve contract with Wendel Energy Services, LLC regarding the CTE Classroom SBA Grant. – Enclosure N

## **AGENDA**

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10. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure O
  - A. Belington Middle School
    1. On December 9, 2023 – requested by Kammy Peacock for Holiday Breakfast Fundraiser
  - B. Kasson Elementary/Middle School
    1. On February 11, 2023 – requested by Dannielle Summerfield for Birthday Party
  - C. Philip Barbour High School
    1. On December 12, 2023 – requested by Joseph Hymes for FFA Holiday Dinner
  - D. Philippi Middle School
    1. On December 28-30, 2023 – requested by Justin Carter for Basketball Tournament

### **Food Service –**

### **Policies –**

11. Recommendation: Review revised policy 2200: Lateral Transfer for first reading. (<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>) – Enclosure P
12. Recommendation: Review policy 2300: Racial, Sexual, Disability, Religious/Ethnic Harassment and Violence. (<http://www.wvschools.com/barbourcountyschools/policy/2300.pdf>) – Enclosure Q

### **Student Support –**

### **Transportation –**

### **Travel –**

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

### **Vocational –**

### **Personnel –**

14. Recommendation: Accept the resignation of Angela Harris as a Secretary/Auditor at Philip Barbour High School effective at the end of the day on December 1, 2023. – Enclosure S
15. Recommendation: Rescind the employment of Cassandra Pratt as an Itinerant Multi-Categorical Instructor w/Autism home based at Philip Barbour High School that took place at the November 13, 2023 meeting. – Enclosure T
16. Recommendation: Accept the resignation of Brian Moats as a homebound instructor (extra-curricular) effective November 15, 2023. – Enclosure U

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17. 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 V

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
Multi-Category Instructor with Autism (Professional)	Itinerant, Philippi Elementary Homebase	State Aid	1
Special Needs Aide/Supervisory Aide/Transportation Aide (Service)	Itinerant, Philippi Middle School Homebase	State Aid	1

18. Recommendation: Eliminate the following professional positions for the 2023-2024 school year. – Enclosure W

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
Head Teacher/ Interventionist	PES	State Aid	1

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 X

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Philip Barbour High School	Job 12536 Math Instructor
	Philip Barbour High School	Job 12537 Math Instructor
	Philip Barbour High School	Job 12538 Math Instructor
	Philip Barbour High School	Job 12539 Counselor
	Philip Barbour High School	Job 12540 Counselor
	Belington Middle School	Job 12547 Itinerant Multi-Cat w/ Autism Instructor
	Philippi Elementary School	Job 12548 Itinerant Preschool/Preschool Special Needs Instructor (half-time)
	Belington Elementary School	JobID: 12653 Elementary Education Instructor
Daniel Propst	Philippi Middle School	JobID: 11752 Language Arts Instructor
	Kasson Elementary & Middle School	JobID: 11753 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 11755 Language Arts Instructor

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	Philippi Middle School	JobID: 11762 Elementary Education Instructor
	Philippi Middle School	JobID: 11763 Itinerant Multi-Categorical w/Autism Instructor
Nicholas Casey (CTR from D&E for second semester)	Philippi Middle School	JobID: 11764 Elementary Education Instructor
	Philip Barbour High School	JobID: 11765 Counselor
	Philippi Middle School	JobID: 11768 Counselor (Itinerant)
	Philip Barbour High School	JobID: 11770 Itinerant Multi-Categorical w/Autism Instructor
	Barbour Board Office	JobID: 11780 Bus Operator, Route 24
	Philip Barbour High School	JobID: 11781 Itinerant School Nurse - RN

Substitute Employee Assignments 2023-24		
Name of Person	Location	Job ID: Position
	County	Job 12541 Substitute Custodian(s)
	County	Job 12542 Substitute LPN/Aide(s)
	County	Job 12543 Substitute School Nurse RN(s)
	County	Job 12544 Substitute Cook(s)
	County	Job 12545 Substitute Bus Operator(s)
	County	Job 12546 Substitute Secretary(s)
	Belington Elementary School	JobID: 12651 Long Term Substitute Elementary Education Instructor
	Barbour Board Office	JobID: 11133 Substitute Secretary(s)
	Barbour Board Office	JobID: 11134 Substitute Aide(s)
	Barbour Board Office	JobID: 11766 Substitute Teacher(s)
	Barbour Board Office	JobID: 11767 Restricted Short-Term Substitute Teacher(s)
	Barbour Board Office	JobID: 11783 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 11784 Substitute School Nurse RN(s)

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	Barbour Board Office	JobID: 11785 Substitute Bus Operator(s)
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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>
	Philip Barbour High School	JobID: 11758 Athletic Trainer (Winter Sports)
	Philip Barbour High School	JobID: 11759 Athletic Trainer (Fall Sports)
	Philippi Elementary School	JobID: 11773 (1)Tutor (Extra-curricular)
	Philippi Middle School	JobID: 11778 (1)Supervisory Employee prior to/after School(Extra-Curricular)
Melody Meyer	Philip Barbour High School	JobID: 12646 (Up to 5) Special Needs After School Tutor(s) (Extracurricular)
	BMS	Job ID 13226 After School STEM/Minecraft Enrichment Club Sponsor
	BMS	Job ID 13230 After School Newspaper/journalism Enrichment Club Sponsor
	Philippi Middle School	JobID: 13236 - After School Theatre/Literature Club (Extra-Curricular)
	Belington Middle	JobID: 13237 - After School Yearbook Enrichment Club Sponsor (Extra-Curricular)
	Belington Middle	JobID: 13238 - After School Math Enrichment Club Sponsor (Extra-Curricular)
	Philip Barbour High School	JobID: 13240 - Volunteer Assistant Cheerleading Coach
	Philip Barbour High School	JobID: 13241 - Volunteer Assistant Boys Basketball Coach
	Philippi Middle	JobID: 13242 - (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 X)

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**Tabled items from November 13, 2023 meeting**

**Business & Finance –**

21. Recommendation: Approve agreement with ClearGov Budget Cycle Management Suite. –  
Enclosure Y

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

1. Executive Session
2. Other

Next board meetings:

December 11, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**