

**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: December 5, 2023**

**RE: BOARD MEETING AGENDA**

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

**Recognitions –**

Philippi Middle School Student Council

**Discussion –**

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

**Delegation(s) –**

**Reports –**

Child Nutrition Update – Enclosure B

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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 C
  - A. Kasson Elementary/Middle School
    1. (Girls Basketball) - \$200.00
  - B. Philip Barbour High School
    1. (Girls Basketball) - \$2,000.00
    2. (Model UN) - \$300.00
    3. (Swim Team) - \$1,200.00
2. Recommendation: Approve regular payroll in the amount of \$423,312.36. – Enclosure D
3. Recommendation: Approve regular payroll in the amount of \$538,387.16. – Enclosure E
4. Recommendation: Approve payment of bills in the amount of \$33,932.98. – Enclosure F
5. Recommendation: Approve payment of bills in the amount of \$186,931.75. – Enclosure G
6. Recommendation: Approve payment of bills in the amount of \$49,614.03. – Enclosure H
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$20,189.23. – Enclosure I
8. Recommendation: Approve the final total of utility/copier bills in the amount of \$12,747.34. – Enclosure J
9. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$4,076.26. – Enclosure K

**Curriculum & Instruction -**

10. Recommendation: Approve/Confirm curricular trips. – Enclosure L
  - A. Philip Barbour High School
    1. (World Vision Afterschool REACH U) – to D&E College on December 12, 2023
  - B. Philippi Elementary School
    1. (1<sup>st</sup>-4<sup>th</sup> Grade) – to WVU Coliseum on December 18, 2023

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**Facilities & Maintenance –**

11. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure M
- A. Kasson Elementary/Middle School
    - 1. From January 10, 2024, to May 22, 2024 – requested by Jeff Bartlett for JAKE
  - B. Philip Barbour High School
    - 1. From December 3, 2023, to January 5, 2024 – requested by Emily Denison for Private, One-on-One Volleyball lessons

**Food Service –**

**Policies –**

12. Recommendation: Adopt revised policy 2200: Lateral Transfer on second reading. (<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>) – Enclosure N

**Student Support –**

**Transportation –**

**Travel –**

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

**Vocational –**

**Personnel –**

14. Recommendation: Ratify the two (2) day suspension (without pay) of a service employee at the Bus Garage.
15. Recommendation: Accept the resignation of Raquel Freeman as a Long Term Substitute Multi-Categorical Instructor at Philip Barbour High School effective at the end of the day on December 8, 2023. – Enclosure P
16. 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 Q

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Barbour Board Office	JobID: 11780 Bus Operator, Route 24
	Belington Elementary School	JobID: 12654 Elementary Education Instructor

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	Philippi Middle School	JobID: 12656 Mathematics Instructor
	Philippi Middle School	JobID: 12854 - Mathematics Instructor
Anna Marsh	Philip Barbour High School	JobID: 13752 Secretary
	Philippi Middle School	JobID: 13755 Special Needs Aide/Supervisory Aide/Transportation Aide
Jessica Jurick	Philippi Elementary School	JobID: 13758 Itinerant Multi-Categorical w/Autism 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**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Lisa Hamilton	Philippi Middle School	JobID: 12652 Long Term Substitute Mathematics Instructor
	Philippi Elementary School	JobID: 13843 Long Term Substitute Itinerant Preschool/Preschool Special Needs Instructor (half-time)

**Extra-Curricular Employee Assignments 2023-24**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Miles Croston	Philippi Middle School	JobID: 12851 - Assistant Girls Basketball Coach
Emily Starks	Philip Barbour High School	JobID: 12852 - Volunteer Assistant Swim Coach
Trista Dalton	Belington Middle School	JobID: 13238 - After School Math Enrichment Club Sponsor (Extra-Curricular)
	Philip Barbour High School	JobID: 13243 - Volunteer Assistant Track Coach
Milford Row	Philippi Middle School	JobID: 13750 Volunteer Assistant Boys Basketball Coach
	Belington Elementary School	JobID: 13768 (1) After School Tutor (Extra-curricular)

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	Belington Middle School	JobID: 13782 After School STEM/Minecraft Enrichment Club Sponsor (Extra-Curricular)
Shanda Ross	Belington Middle School	JobID: 13802 After School Newspaper/Journalism Enrichment Club Sponsor (Extra- Curricular)
Christina Sterck	Belington Middle School	JobID: 13803 After School Yearbook Enrichment Club Sponsor(Extra-Curricular)
Elizabeth Rebrook	Philippi Middle School	JobID: 13810 After School Theatre/Literature Club (Extra- Curricular)

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

Shawnae McLean \_\_\_\_\_

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

1. Executive Session
2. Other

Next board meetings:

December 18, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)  
(Philip Barbour High School Presentation)

**Adjournment**

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**ADDENDUM**

**Business & Finance –**

18. Recommendation: Approve Frontier to provide leased Ethernet services for Barbour County Schools July 1, 2024-June 30, 2027 with two optional one-year renewals - Enclosure #1

**Personnel –**

19. Recommendation: Accept the resignation/retirement of Debra Carey as a Cafeteria Manager/Cook at Philippi Middle School effective December 31, 2023. – Enclosure #2