

**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: December 7, 2021

RE: BOARD MEETING AGENDA

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, December 13, 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 November 22, 2021, meeting. – Enclosure A

Recognitions –

Delegation(s) –

Reports –

Attendance/Enrollment Report – Enclosure B

Superintendents Recommendations –

Attendance –

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Business & Finance –

1. Recommendation: Approve payment of bills for the period of November 17, 2021, through December 7, 2021, at a total expenditure of \$180,857.88. – Enclosure C
2. Recommendation: Authorize December 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 November 26, 2021, payroll check, and federal withholdings in the amount of \$512,675.93. – Enclosure D
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$27,791.41. – Enclosure E
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure F

Belington Middle School (Student Council) – projected revenue - \$500.00

Kasson Elementary/Middle School (Student Council) – projected revenue - \$100.00, \$25.00; (Office) - \$0.00, \$500.00

Philip Barbour High School (FBLA) – projected revenue - \$200.00; (Math) - \$300.00; (Boys & Girls Basketball) - \$1,500.00; (Football) - \$9,000.00; (Girls Basketball) - \$1,000.00

Philippi Middle School (Office) – projected revenue - \$1,000.00

7. Recommendation: Approve agreement with Samantha Heflin to provide planning, spending, and monitoring of ESSERF funding, assistance to accounts payable, and set-up of SoftDocs during the 2021/2022 school year. – Enclosure G

Curriculum & Instruction –

8. Recommendation: Approve/Confirm curricular trips. – Enclosure H

Junior Elementary School (PreK-4th Grade) – to Elkins on December 22, 2021; (Whole School) – to Good SAM on December 21, 2021

9. Recommendation: Approve educational leave request for a student at Philippi Middle School. – Enclosure I

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Facilities & Maintenance –

10. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure J

Philip Barbour High School on December 11, 2021 – requested by Alyciann Simons for Benefit Paint Party; on July 12-14, 2022 – requested by Michael Cvechko for Basketball Camp
11. Recommendation: Approve building/ground modifications. – Enclosure K

Philippi Middle School (Breaker Room – Internet Tower) – install 30 amp plug
12. Recommendation: Approve contract with Musco Lighting for field lights at the softball field. – Enclosure L

Food Service –

Policies –

13. Recommendation: Review new policy 5600, Management of Risk, for second reading. – Enclosure M
14. Recommendation: Review new policy 6160, Notice of Privacy, for second reading. – Enclosure N
15. Recommendation: Review revised policy 1200, School Board Meetings, for third reading. – Enclosure O

Student Support –

Transportation –

16. Recommendation: Approve transportation travel requests. – Enclosure P

Travel –

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

Vocational –

Personnel –

18. Recommendation: Authorize the creation of middle school baseball and softball teams for the spring of 2022.

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19. Recommendation: Terminate the employment of substitute service personnel for willful neglect of duty. – Enclosure R
- Tiffany Davis, Aide
William Winans, Bus Operator
20. Recommendation: Accept the resignation of Steven Kettler as a Social Studies Teacher, Strength Coach, and Volunteer Assistant Baseball Coach at Philip Barbour High School effective December 1, 2021. – Enclosure S
21. Recommendation: Accept the resignation/retirement of Olive Zinn as an Early Childhood Classroom Assistant Teacher/Kindergarten Aide at Junior Elementary School effective December 31, 2021. – Enclosure T
22. Recommendation: Accept the resignation of Christy Weese as a volunteer assistant swim coach at Philip Barbour High School effective November 18, 2021. – Enclosure U
23. Recommendation: Accept the resignation of Justin Suder-Grose as an English/Language Arts Instructor at Belington Middle School effective January 3, 2022. – Enclosure V
24. Recommendation: Approve leave of absence for a professional employee at Belington Elementary School beginning March 8, 2022, for approximately 6 weeks. – Enclosure W
25. 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

Regular Employee Assignments 2021-22

Name of Person	Location	Job ID: Position
Rachel Vannoy	PBHS	Job 3560: Custodian
	BMS	Job 3587: Language Arts Instructor

Substitute Employee Assignments 2021-22

Name of Person	Location	Job ID: Position
Olive Zinn	County	Job 3569: Substitute Aide(s)
	County	Job 3570: Substitute Custodian(s)
	County	Job 3571: Substitute LPN/Aide(s)
	County	Job 3572: Substitute School Nurse RN(s)
	County	Job 3573: Substitute Secretary(s)
Lana Norris	County	Job 3574: Substitute Cook(s)

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	County	Job 3575: Substitute Bus Operator(s)
Ryan Freeman, Rachel Short	County	Job 3576: Substitute Teacher(s)
	JES	Job 3588: Long Term Substitute Secretary/Media Aide/Supervisory Aide
	BES	Job 3589: Long Term Substitute Custodian

Extra-Curricular Employee Assignments 2021-22		
Courtney Boot	PBHS	Job 3561: Volunteer Assistant Track Coach
	PBHS	Job 3577: Assistant Wrestling Coach
	PBHS	Job 3580: Volunteer Assistant Softball Coach

26. 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:

December 20, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)
January 10, 2022, at 6:00 p.m. at Board of Education Office (Regular Session)

Adjournment

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ADDENDUM

Personnel –

27. Recommendation: Accept the resignation of Kenneth Hathaway as a substitute bus operator effective December 3, 2021. – Enclosure #1

28. Recommendation: Approve employee grievance settlement. – Enclosure #2