

Philippi WV 26416

January 11, 2016

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, January 11, 2016 at the Board of Education Office, 45 School Street, Philippi, WV 26416.

Dana Stemple, Joanne McConnell, Ron Phillips, Eric Ruf, David Everson, Members, and Jeff Woofter, Secretary, were present. Also in attendance were: Glenn Sweet, Teresa Childers, Julie Scott, Brian Moats, Allison Pugh, Nathan Travis, Samuel Marotta, Thomas Herbold and Michael Ferguson.

Mr. Ruf called the meeting to order at 6:09 p.m.

The following delegations addressed the board:

Samuel Marotta/Thomas Herbold – regarding needs project

**Reports**

Attendance Report  
Facilities Report

A motion was made by Mr. Everson to approve the minutes of the December 14, 2015 and December 21, 2015 meetings as presented. The motion was seconded by Mrs. McConnell. After discussion the motion passed five (5) to zero (0).

**Superintendents Recommendations –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county to in-county attendance for school year 2015-2016 contingent upon compliance with pupil-teacher ratio.
2. Recommendation: Approve payment of bills for the period of December 15, 2015 through January 5, 2016 at a total expenditure of \$128,203.73.
3. Recommendation: Authorize the January 15, 2016 payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law.
4. Recommendation: Authorize the payment of utility bills and copier bills due before next board meeting not to exceed \$150,000.00.
5. Recommendation: Approve the final total of the December 28, 2015 payroll check and federal withholdings in the amount of \$539,176.62.
6. Recommendation: Approve final total of utility/copier bills in the amount of \$21,674.02.
7. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours)

Belington Middle School (All Class Accounts) – projected revenue \$4,000.00; (Band) - \$1,000.00  
Kasson Elementary/Middle School (PTO) – projected revenue \$0.00  
Philip Barbour High School (Cheerleading) - projected revenue - \$1,000.00, \$500.00  
Philippi Middle School (8<sup>th</sup> Grade) – projected revenue - \$1,000.00; (Band) - \$200.00, \$600.00

8. Recommendation: Approve educational leave request for a student at Philippi Middle School.
9. Recommendation: Approve/Confirm use of buildings and/or grounds.

Belington Middle School on January 29, 2016 – requested by D.J. Stout for Lock-In; on February 19, 2016 – requested by Sarah Harris for school dance  
Philip Barbour High School beginning January 2016 through the summer of 2016 – requested by William King for Youth Baseball and Softball; on January 2016 through June 30, 2016 – requested by Robert J. Simon for Barbour County Softball

10. Recommendation: Approve building/ground modifications.

Kasson Elementary/Middle School (fence and benches in front of school) – remove fence and benches  
Philippi Middle School (Gymnasium) – remove the bleachers that are on the left side

11. Recommendation: Review revised policy 3390 (Also: 6620), Transportation Travel Allowance, for second reading.
12. Recommendation: Adopt revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage Policy, on second reading.

**1.0 Purpose.**

The purpose of this policy is to provide for the employment of retired teachers as substitutes in areas of critical need and shortage beyond the post-retirement employment limitations established by the Consolidated Public Retirement Board.

**2.0 Definitions.**

2.1 “Area of and shortage for substitute teacher” means an area of certification and training in which the number of available substitute teachers in the county who hold certification and training in that area and are not retired is insufficient to meet the projected need for substitute teachers. Guidance counselors cannot be designated as areas of critical need and shortage.

**3.0** The Barbour County Board of Education hereby finds and determines that:

- 3.1 there presently exists within Barbour County, West Virginia, a critical need for substitute teachers in the areas of English, Language Arts, Speech, Journalism, Reading, Social Studies, Driver’s Education, Physical Education, Health, Librarian, Art, French, Spanish, Latin, German, Science (Chemistry, General Physics and Biology), Mathematics, Home Economics, Industrial Arts, Elementary Education, Business, Vocational and Technical, Special Education (all areas) and Music;
- 3.2 there is also a shortage of available certified substitutes teachers who are not retired available to cover these areas of critical need; and
- 3.3 the Superintendent has recommended the Board adopt a policy permitting retired teachers to substitute for an unlimited numbers of days in order to help alleviate these critical needs shortages.

**4.0 Policy.**

The Barbour County Board of Education hereby adopts a policy to permit retired teachers to substitute for an unlimited number of days during the 2015-2016 school year, without affecting such retiree’s monthly retirement benefit, in order to alleviate the critical needs and shortages identified above, all in accordance with the provisions of W.Va. Code 18A-2-3. The retired teachers may be employed as a substitute teacher in areas of critical need and shortage on an expanded basis only when no other teacher who holds a certification and training the area and who is not retired is available and accepts the substitute assignment. As per House Bill 2139, a retired teacher may substitute in excess of the 140 limit until June 30, 2017.

**5.0 Limitations.**

- 5.1 Any person who retires and begins work as a substitute teacher within the same employment term shall lose those retirement benefits attributed to the annuity reserve, effective from the first day of employment a retiree substitute in that employment term and ending with the month following the date the retiree ceases to perform service as a substitute.
- 5.2 Retired teachers employed to perform expanded substitute service pursuant to this policy are considered day-to-day, temporary, part-time employees. The substitute is not eligible for additional pension or other benefits paid to regularly employed employees and shall not accrue seniority.
- 5.3 A retired teacher is eligible to be employed as a critical needs substitute to fill a vacant position only if the retired teacher’s retirement became effective at least 20 days before the beginning of the employment term during which he or she is employed as a substitute
- 5.4 When a retired teacher is employed as a critical needs substitute to fill a vacant position, the position shall be posted electronically and easily accessible to prospective employees.
- 5.5 When a retired teacher is employed as a critical needs substitute to fill a vacant position, the Barbour County Board of Education shall continue to post the vacant position until it is filled with a regularly employed teacher who is fully certified or permitted for the position.

**6.0 Effective Dates.**

This policy shall be effective for school year 2015-2016 and may be renewed annually by the Board through June 30, 2017.

**6.0 State Board Approval.**

The county Superintendent shall forward a copy of this policy to the West Virginia State Board of Education for its approval prior to employment of a retired teacher on an expanded basis as a substitute in an area of critical need and shortage.

**7.0 Affidavit.**

Prior to the employment of any retired teacher as a substitute beyond the post-retirement employment limitations established by the consolidated public retirement board, the Superintendent shall submit to the consolidated public retirement board and the West Virginia Board of Education an affidavit, in a form approved by said retirement board and the state board, stating the name of the county, the fact that the county board has adopted a policy to employ retired teachers as substitutes to address areas of critical need and shortage and the name(s) of the person(s) to be employed pursuant to this policy, the critical need and shortage area position filled by each person, the date the person gave notice to the county board of the person's intent to retire, and the effective date of the person's retirement. Upon verification of compliance with W.V.A. Code 18A-2-3 and the eligibility of the critical needs substitute teacher for employment beyond the post-retirement limit, the state board shall submit the affidavit to the Consolidated Public Retirement Board.

**8.0 Severability**

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

- 13. Recommendation: Approve transportation travel requests. – Enclosure L

<u>Date</u>	<u>Destination</u>	<u>No. Buses</u>
Kasson Elementary/Middle School (Basketball)		
01/14/16	Tygarts Valley	1
01/21/16	Tucker Co.	1
01/28/16	Central Preston	1
02/11/16	Harman	1

- 14. Recommendation: Approve/Confirm requests for professional leave.
- 15. Recommendation: Rescind the employment of Carl Kent Phillips as Bus Operator – Special Needs (Extra-Curricular) Job 923 which took place at the November 16, 2015 board meeting.
- 16. Recommendation: Employ Thomas Scott Kittle as Bus Operator – Special Needs (Extra-Curricular) Job 923.
- 17. Recommendation: Accept resignation of Melissa Kaiser as an assistant Cross Country Coach at Philip Barbour High School effective January 5, 2016.
- 18. Recommendation: Accept resignation/retirement of Patricia Cleavenger as a kindergarten teacher at Belington Elementary School effective at the end of the 2015-2016 school year.
- 19. Recommendation: Accept resignation/retirement of Rita Streets as a teacher at Volga-Century Elementary School effective January 31, 2016.
- 20. Recommendation: Employ Rita Streets as a substitute teacher for the 2015-2016 school year beginning February 1, 2016.
- 21. Recommendation: Approve leave of absence for Sarah Harris (Maternity) beginning approximately April 11, 2016 through the end of the 2015-2016 school year.
- 22. Recommendation: Employ the following personnel for the 2015-2016 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)**

<b>Regular Employee Assignments:</b>		
<b>Name</b>	<b>School/Location</b>	<b>Position</b>
	Itinerant home based at Kasson Elementary/Middle School	932-Gifted/Multi-Categorical .5 time (closes 1-5-16)
	Philippi Elementary School	933-Multi-Categorical with Autism (closes 1-5-16)
	Philippi Elementary School	934-Multi-Categorical with Autism and

		Severely Profoundly Impaired Instructor (closes 1-5-16)
	Philip Barbour High School Complex	935-Health Instructor (closes 1-5-16)
	Philippi Middle School	937-Music Instructor .5 (closes 1-5-16)
	Itinerant home based at Philippi Elementary School	938-Multi-Categorical Instructor with Autism (closes 1-5-16)
	Philip Barbour High School Complex	939-Multi-Categorical with Autism Instructor (closes 1-5-16)
	Philip Barbour High School Complex	941-Multi-Categorical/Severely Profoundly Impaired Instructor with Autism (closes 1-5-16)
	Belington Middle School	942-Multi-Categorical/Severe Profound Instructor with Autism (closes 1-5-16)
	Philippi Elementary School	948-Multi-Categorical with Autism Instructor (closes 1-5-16)
Darla Streets	Philippi Middle School	949-Elementary Education Instructor (closes 1-5-16)
	Itinerant home based at Belington Middle School	951-Educational Interpreter/Sign Language Specialist/Aide/Transportation Aide (closes 1-5-16)
	Belington Middle School	954-Title 1 Instructor (closes 1-5-16)
	Itinerant home based at Belington Elementary School	955-Multi-Categorical with Autism Instructor (closes 1-5-16)
	Belington Elementary School	956-Multi-Categorical with Autism Instructor (closes 1-5-16)
Aaron Grose	Kasson Elementary Middle School	960-Media Aide/Supervisory Aide/Transportation Aide .5 time (closes 1-7-16)
	Philip Barbour High School Complex	961-Language Arts Instructor (closes 1-8-16)
Sharon Nuzum	Volga-Century Elementary School	975-Elementary Instructor (closes January 11, 2016)

23. Recommendation: Employ the following personnel for the 2015-2016 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)**

<b>Substitute Assignments:</b>		
<b>Name</b>	<b>School/Location</b>	<b>Position</b>
	Philip Barbour High School Complex	940-Long-term Substitute Multi-Categorical with Autism (closes 1-5-16)
	Itinerant home based at Belington Middle School	944-Long-term Substitute Hearing Impaired/Multi-Categorical Instructor (closes 1-5-16)
	Itinerant home based at Kasson Elementary/Middle School	945-Long-term Substitute Gifted/Multi-Categorical Instructor .5 time (closes 1-5-16)
	Philippi Middle School	947-Long-term Substitute Music Instructor .5 time (closes 1-5-16)
	Philip Barbour High School Complex	952-Long-term Substitute Multi-Categorical with Autism and Severely Profoundly Instructor (closes 1-5-16)
	Belington Middle School	953-Long-term Substitute Multi-Categorical/Severely and Profoundly Instructor with Autism (closes 1-5-16)
	Philippi Elementary School	958-Long-term Substitute Multi-Categorical with Autism and Severely Profoundly Impaired Instructor (closes 1-5-16)
	Itinerant home based at Belington Elementary School	971-Long-term Substitute Multi-Categorical with Autism Instructor (closes 1-8-16)
	Belington Elementary School	972-Long-term Substitute Multi-Categorical with Autism Instructor (closes

		1-8-16)
	County	973-Substitute Teacher (closes 1-8-16)
	County	974-Substitute Custodian (closes 1-8-16)

24. Recommendation: Employ the following personnel for the 2015-2016 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)**

<b>Extra-Curricular Assignments:</b>		
<b>Name</b>	<b>School/Location</b>	<b>Position</b>
Matt Edge	Itinerant	959-Sanitation Plant Operator (closes 1-7-16)
	Mount Vernon Elementary School	976-Head Teacher
Anna Davis	Volga-Century Elementary School	977-Head Teacher

25. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools.
26. Recommendation: Approve Project Development Agreement with Wendel Energy for the Energy Conservation Project pending board attorney approval.

A motion was made by Mrs. McConnell to approve agenda item 1-14 as recommended. The motion was seconded by Mr. Everson. After discussion the motion passed five (5) to zero (0).

Mr. Stemple made a motion to adjourn into executive session at 6:32 p.m. to discuss personnel. The motion was seconded by Mr. Everson and passed five (5) to zero (0).

The board returned to open session at 7:10 p.m. (No votes or decisions were made in executive session).

A motion was made by Mr. Everson to approve agenda item 15-25 as recommended. The motion was seconded by Mr. Phillips. After discussion the motion passed five (5) to zero (0).

A motion was made by Mr. Stemple to approve agenda item 26 as recommended. The motion was seconded by Mr. Phillips. After discussion the motion passed five (5) to zero (0).

The board acted upon or discussed the following items:

1. School Newsletters
2. Other
  - Math Field Day Tuesday January 19<sup>th</sup> at 6:00 p.m.
  -

Next board meeting:

January 25, 2016 meeting at 6:00 p.m. at Board of Education Office (Regular Session)

A motion was made by Mrs. McConnell, seconded by Mr. Stemple and passed five (5) to zero (0) to adjourn.

The meeting adjourned at 7:11 p.m.

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President

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Secretary