

**Minutes**

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, January 22, 2024, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Ron Phillips, Jared Nestor, Joanne McConnell, Adam Starks, Members, and Eddie Vincent, Secretary, were present. Also in attendance were: David Neff, Gabrielle Rhodes, Julie Bibey, Ben Shew, Sarah Newcome, Michelle Fleming, Annette Hughart, and Mary Beth Hovatter.

Mrs. McConnell called the meeting to order at 6:00 p.m.

Mr. Nestor led the pledge to the flag.

Invocation by Mr. Nestor

A motion was made by Mr. Everson to approve the minutes of the January 8, 2024 board meeting. The motion was seconded by Mr. Nestor. After discussion, the motion passed five (5) to zero (0).

The board discussed the following items:

**School performance, student outcomes, academics:**

Belington Middle School Presentation  
Truancy Diversion

The board conducted a hearing regarding Policy 7600: Educational Purpose and Acceptable Use Of Electronic Resources, Technologies and the Internet.

**Reports –**

December 2023 Financial Report

**Superintendents Recommendations –**

1. Recommendation: Approved budget adjustments.

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
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	MONTH - DECEMBER NUMBER - 12100	ENTRY DATE 12/06/23	
	11.00083 - MEDICAID		
0001	11.00083.04221.009.000.0000.0000.00		130.63
0002	11.00083.11111.111.000.0000.0000.00	130.63	
0003	BUDGET SUPPLEMENT FOR MEDICAID; SEE		
0004	ATTACHMENTS TO JOURNAL ENTRY FOR		
0005	DOCUMENTATION.		
	* J/E TOTALS	130.63	130.63
	MONTH - DECEMBER NUMBER - 12102	ENTRY DATE 12/07/23	
	11.00000 - RETIREMENT ALLOCATION		
0001	11.00000.03911.009.000.0000.0000.00		1,899.00
0002	11.00000.76321.842.000.0000.0000.00	1,899.00	
0003	BUDGET SUPPLEMENT FOR FINAL RETIREMENT		
0004	ALLOCATION COMPS CHANGE; SEE ATTACHMENTS		
0005	TO JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	1,899.00	1,899.00
	MONTH - DECEMBER NUMBER - 12103	ENTRY DATE 12/07/23	
	61.88310 - CHILD NUTRITION		
0001	61.88310.13121.733.000.0000.0000.00	5,930.26	
0002	61.88310.76191.911.000.0000.0000.00	46,773.31	
0003	61.88310.05211.009.000.0000.0000.00		52,703.57
0004	BUDGET TRANSFER TO CLOSE OUT FY23 CHILD		
0005	NUTRITION GRANT; THIS ENTRY IS ONLY FOR		
0006	THE FUND 61 PORTION OF THE ENTRY; SEE		
0007	ATTACHMENTS TO JOURNAL ENTRY FOR		
0008	DOCUMENTATION.		
	* J/E TOTALS	52,703.57	52,703.57
	MONTH - DECEMBER NUMBER - 12104	ENTRY DATE 12/11/23	
	11.00083 - MEDICAID		
0001	11.00083.04221.009.000.0000.0000.00		4,210.43
0002	11.00083.11111.111.000.0000.0000.00	4,210.43	
0003	BUDGET SUPPLEMENT FOR MEDICAID; SEE		
0004	ATTACHMENTS TO JOURNAL ENTRY FOR		
0005	DOCUMENTATION.		
	* J/E TOTALS	4,210.43	4,210.43
	MONTH - DECEMBER NUMBER - 12105	ENTRY DATE 12/20/23	
	61.41410 - TITLE I		
0001	61.41410.04511.009.000.0000.0000.00		8,987.77
0002	61.41410.11111.111.201.0000.0000.00	.06	
0003	61.41410.11111.111.202.0000.0000.00	771.00	
0004	61.41410.11111.111.204.0000.0000.00	1,051.00	
0005	61.41410.11111.111.303.0000.0000.00		112.70
0006	61.41410.11111.112.101.0000.0000.00	22,900.24	
0007	61.41410.11111.112.204.0000.0000.00	49,658.15	
0008	61.41410.11111.211.201.0000.0000.00	2.00	
0009	61.41410.11111.211.202.0000.0000.00	1.00	
0010	61.41410.11111.211.204.0000.0000.00		1,076.00
0011	61.41410.11111.211.302.0000.0000.00	1.00	
0012	61.41410.11111.211.303.0000.0000.00	1.00	
0013	61.41410.11111.218.204.0000.0000.00	552.00	
0014	61.41410.11111.221.201.0000.0000.00	1,225.00	

0015	61.41410.11111.221.204.0000.0000.00	412.65	
0016	61.41410.11111.221.302.0000.0000.00	204.00	
0017	61.41410.11111.221.303.0000.0000.00		2,616.00
0018	61.41410.11111.233.201.0000.0000.00	1.00	
0019	61.41410.11111.233.202.0000.0000.00	1.00	
0020	61.41410.11111.233.204.0000.0000.00	91.92	
0021	61.41410.11111.233.302.0000.0000.00	2.00	
0022	61.41410.11111.233.303.0000.0000.00	1.00	
0023	61.41410.11111.262.201.0000.0000.00	1.00	
0024	61.41410.11111.262.204.0000.0000.00	25.28	
0025	61.41410.11111.262.302.0000.0000.00	2.00	
0026	61.41410.11111.262.303.0000.0000.00	1.00	
0027	61.41410.11111.321.101.0000.0000.00	499.95	
0028	61.41410.11111.611.001.0000.0000.00		376,877.00
0029	61.41410.11111.611.101.0000.0000.00	13,037.46	
0030	61.41410.11111.611.201.0000.0000.00	5,422.50	
0031	61.41410.11111.611.202.0000.0000.00	600.00	
0032	61.41410.11111.611.204.0000.0000.00	1,000.00	
0033	61.41410.11111.611.302.0000.0000.00	4,700.00	
0034	61.41410.11111.611.303.0000.0000.00	66,380.28	
0035	61.41410.11111.643.101.0000.0000.00	3,329.00	
0036	61.41410.11119.112.201.0000.0000.00	21,274.88	
0037	61.41410.12110.611.001.0000.0000.00	2,000.00	
0038	61.41410.12170.611.001.0000.0000.00	1,064.58	
0039	61.41410.12170.611.101.0000.0000.00	8,989.45	
0040	61.41410.12170.611.201.0000.0000.00	8,702.45	
0041	61.41410.12170.611.202.0000.0000.00	2,142.51	
0042	61.41410.12170.611.204.0000.0000.00	13,902.48	
0043	61.41410.12170.611.302.0000.0000.00	4,113.77	
0044	61.41410.12170.611.303.0000.0000.00	24,780.50	
0045	61.41410.12211.111.001.0000.0000.00	4,918.00	
0046	61.41410.12211.211.001.0000.0000.00	2,605.20	
0047	61.41410.12211.221.001.0000.0000.00	11,120.00	
0048	61.41410.12211.232.001.0000.0000.00		1,382.00
0049	61.41410.12211.233.001.0000.0000.00	1,465.00	
0050	61.41410.12211.262.001.0000.0000.00	3.00	
0051	61.41410.12213.114.201.0000.0000.00	2,400.00	
0052	61.41410.12213.114.202.0000.0000.00	1,810.00	
0053	61.41410.12213.114.204.0000.0000.00	11,000.00	
0054	61.41410.12213.114.303.0000.0000.00	16,652.92	
0055	61.41410.12213.131.101.0000.0000.00 NEW	599.99	
0056	61.41410.12213.131.204.0000.0000.00	599.01	
0057	61.41410.12213.321.101.0000.0000.00	300.00	
0058	61.41410.12213.321.201.0000.0000.00	3,000.00	
0059	61.41410.12213.321.202.0000.0000.00	300.00	
0060	61.41410.12213.321.204.0000.0000.00	24,900.00	
0061	61.41410.12213.321.302.0000.0000.00	588.00	
0062	61.41410.12213.321.303.0000.0000.00	18,200.00	
0063	61.41410.12213.581.001.0000.0000.00	1,200.00	
0064	61.41410.12213.582.001.0000.0000.00	8,895.70	
0065	61.41410.12213.582.101.0000.0000.00	5,000.00	
0066	61.41410.12213.582.201.0000.0000.00	4,516.11	
0067	61.41410.12213.582.204.0000.0000.00	5,400.00	
0068	61.41410.12213.582.303.0000.0000.00	1,500.00	
0069	61.41410.12213.611.204.0000.0000.00	3,500.00	
0070	61.41410.12213.642.001.0000.0000.00	1,199.00	
0071	61.41410.12213.642.101.0000.0000.00	200.00	
0072	61.41410.76191.911.001.0000.0000.00	334.43	

0073	BUDGET SUPPLEMENT FY24 TITLE I; SEE		
0074	ATTACHMENTS TO JOURNAL ENTRY FOR		
0075	DOCUMENTATION.		
	* J/E TOTALS	391,051.47	391,051.47
	MONTH - DECEMBER	NUMBER - 12106	ENTRY DATE 12/20/23
	61.40410 - TITLE II		
0001	61.40410.04511.009.000.0000.0000.00	12,143.30	
0002	61.40410.11111.611.000.0000.0000.00		124,057.71
0003	61.40410.12213.114.000.0000.0000.00	13,882.67	
0004	61.40410.12213.131.000.0000.0000.00	5,000.00	
0005	61.40410.12213.221.000.0000.0000.00	2,192.35	
0006	61.40410.12213.231.000.0000.0000.00 NEW	5,000.00	
0007	61.40410.12213.233.000.0000.0000.00		7.50
0008	61.40410.12213.262.000.0000.0000.00	224.86	
0009	61.40410.12213.331.000.0000.0000.00	61,420.25	
0010	61.40410.12213.581.000.0000.0000.00	5,000.00	
0011	61.40410.12213.582.000.0000.0000.00	13,025.51	
0012	61.40410.12213.611.000.0000.0000.00	6,627.51	
0013	61.40410.76191.911.000.0000.0000.00		451.24
0014	NEGATIVE BUDGET SUPPLEMENT FOR TITLE II		
0015	SEE ATTACHMENTS TO JOURNAL ENTRY FOR		
0016	DOCUMENTATION.		
	* J/E TOTALS	124,516.45	124,516.45
	MONTH - DECEMBER	NUMBER - 12107	ENTRY DATE 12/20/23
	61.42410 - TITLE 4		
0001	61.42410.04511.009.000.0000.0000.00	.05	
0002	61.42410.11111.131.000.0000.0000.00	6,000.00	
0003	61.42410.11111.611.000.0000.0000.00		36,529.93
0004	61.42410.12170.653.000.0000.0000.00	4,500.00	
0005	61.42410.12211.657.000.0000.0000.00	7,000.00	
0006	61.42410.12213.136.000.0000.0000.00 NEW	19,030.00	
0007	61.42410.76191.911.000.0000.0000.00		.12
0008	NEGATIVE BUDGET SUPPLEMENT FOR FY24		
0009	TITLE 4; SEE ATTACHMENTS TO JOURNAL		
0010	ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	36,530.05	36,530.05
	MONTH - DECEMBER	NUMBER - 12108	ENTRY DATE 12/20/23
	61.59400 - TITLE V		
0001	61.59400.04511.009.000.0000.0000.00		3,392.52
0002	61.59400.11111.114.000.0000.0000.00	60,717.82	
0003	61.59400.11111.611.000.0000.0000.00		859.13
0004	61.59400.12120.341.000.0000.0000.00		56,591.87
0005	61.59400.76191.911.000.0000.0000.00	125.70	
0006	BUDGET SUPPLEMENT FOR TITLE V; SEE		
0007	ATTACHMENTS TO JOURNAL ENTRY FOR		
0008	DOCUMENTATION.		
	* J/E TOTALS	60,843.52	60,843.52
	MONTH - DECEMBER	NUMBER - 12109	ENTRY DATE 12/31/23
	11.00000 - MISCELLANEOUS REVENUE		
0001	11.00000.01511.009.000.0000.0000.00		51,540.95
0002	11.00000.01914.009.000.0000.0000.00		441.98
0003	11.00000.01915.009.501.0000.0000.00		50.00
0004	11.00000.01986.009.000.0000.0000.00		68.00
0005	11.00000.76321.842.000.0000.0000.00	52,100.93	
0006	11.00201.01989.009.000.0000.0000.00		156.78
0007	11.00201.12711.122.000.0000.0000.00	156.78	
0008	11.00501.01989.009.000.0000.0000.00		1,982.24
0009	11.00501.05263.009.501.0000.0000.00		880.34

0010	11.00501.12711.122.000.0000.0000.00	411.28	
0011	11.00501.12711.123.000.0000.0000.00	813.14	
0012	11.00501.12711.221.000.0000.0000.00	39.16	
0013	11.00501.12711.233.000.0000.0000.00	38.38	
0014	11.00501.12711.263.000.0000.0000.00	6.77	
0015	11.00501.31371.122.000.0000.0000.00 NEW	187.94	
0016	11.00501.31371.221.000.0000.0000.00	14.38	
0017	11.00501.31371.233.000.0000.0000.00 NEW	14.09	
0018	11.00501.31371.262.000.0000.0000.00	.25	
0019	11.00501.91910.122.000.0000.0000.00	614.18	
0020	11.00501.91910.123.000.0000.0000.00	723.01	
0021	BUDGET SUPPLEMENT FOR DEC 2023		
0022	MISCELLANEOUS REVENUE; SEE ATTACHMENTS		
0023	TO JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	55,120.29	55,120.29
	MONTH - DECEMBER	NUMBER - 12110	ENTRY DATE 12/31/23
	61.88450 - CHILD/ADULT CARE		
0001	61.88450.04656.009.000.0000.0000.00		8,879.94
0002	61.88450.13121.122.000.0000.0000.00	1,348.16	
0003	61.88450.13121.123.000.0000.0000.00 NEW	3,919.85	
0004	61.88450.13121.221.000.0000.0000.00	385.60	
0005	61.88450.13121.233.000.0000.0000.00	375.61	
0006	61.88450.13121.264.000.0000.0000.00	77.08	
0007	61.88450.13121.634.000.0000.0000.00	1,529.73	
0008	61.88450.13121.636.000.0000.0000.00 NEW	174.16	
0009	61.88450.13121.122.000.0000.0000.00	1,069.75	
0010	BUDGET SUPPLEMENT FOR FY24 CHILD/ADULT		
0011	CARE; SEE ATTACHMENTS TO JOURNAL ENTRY		
0012	FOR DOCUMENTATION.		
	* J/E TOTALS	8,879.94	8,879.94
	MONTH - DECEMBER	NUMBER - 12200	ENTRY DATE 12/12/23
	61.08170 - TEACHER LEADERSHIP INDUCTION		
0001	61.08170.12213.582.000.0000.0000.00 NEW	1,790.67	
0002	61.08170.12213.331.000.0000.0000.00		1,790.67
0003	BUDGET TRANSFER WITHIN FY21 TEACHER		
0004	LEADERSHIP INDUCTION TO REDISTRIBUTE		
0005	BUDGET; SEE ATTACHMENTS TO JOURNAL		
0006	ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	1,790.67	1,790.67
	MONTH - DECEMBER	NUMBER - 12201	ENTRY DATE 12/12/23
	61.28310 - TEACHER OF THE YEAR		
0001	61.28310.11111.643.000.0000.0000.00 NEW	150.55	
0002	61.28310.11111.651.000.0000.0000.00 NEW	22.49	
0003	61.28310.11111.611.000.0000.0000.00		173.04
0004	BUDGET TRANSFER WITHIN FY23 TEACHER OF		
0005	THE YEAR TO REDISTRIBUTE BUDGET; SEE		
0006	ATTACHMENTS TO JOURNAL ENTRY FOR		
0007	DOCUMENTATION.		
	* J/E TOTALS	173.04	173.04
	MONTH - DECEMBER	NUMBER - 12202	ENTRY DATE 12/12/23
	61.28312 - INVEST CONFERENCE		
0001	61.28312.12213.136.000.0000.0000.00 NEW	807.74	
0002	61.28312.12213.221.000.0000.0000.00	61.80	
0003	61.28312.12213.262.000.0000.0000.00	1.05	
0004	61.28312.12213.582.000.0000.0000.00		870.59
0005	BUDGET TRANSFER WITHIN FY23 INVEST		
0006	CONFERENCE TO REDISTRIBUTE BUDGET; SEE		
0007	ATTACHMENTS TO JOURNAL ENTRY FOR		

0008	DOCUMENTATION.		
	* J/E TOTALS	870.59	870.59
	MONTH - DECEMBER NUMBER - 12203	ENTRY DATE 12/12/23	
	61.40310 - TITLE II		
0001	61.40310.12213.233.000.0000.0000.00	4,475.56	
0002	61.40310.12213.331.000.0000.0000.00		4,475.56
0003	BUDGET TRANSFER WITHIN FY23 TITLE II TO		
0004	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0005	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	4,475.56	4,475.56
	MONTH - DECEMBER NUMBER - 12204	ENTRY DATE 12/12/23	
	61.40410 - TITLE II		
0001	61.40410.12213.611.000.0000.0000.00	115.29	
0002	61.40410.11111.611.000.0000.0000.00		115.29
0003	BUDGET TRANSFER WITHIN FY24 TITLE II TO		
0004	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0005	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	115.29	115.29
	MONTH - DECEMBER NUMBER - 12205	ENTRY DATE 12/12/23	
	61.59300 - TITLE V		
0001	61.59300.11111.611.000.0000.0000.00	17.32	
0002	61.59300.11119.561.000.0000.0000.00	10,350.00	
0003	61.59300.12213.582.000.0000.0000.00 NEW	121.84	
0004	61.59300.11111.114.000.0000.0000.00		10,489.16
0005	BUDGET TRANSFER WITHIN FY23 TITLE V TO		
0006	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0007	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	10,489.16	10,489.16
	MONTH - DECEMBER NUMBER - 12206	ENTRY DATE 12/12/23	
	61.59400 - TITLE V		
0001	61.59400.11111.611.000.0000.0000.00	859.13	
0002	61.59400.12120.341.000.0000.0000.00	56,591.87	
0003	61.59400.12213.611.000.0000.0000.00		57,451.00
0004	BUDGET TRANSFER WITHIN FY24 TITLE V TO		
0005	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0006	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	57,451.00	57,451.00
	MONTH - DECEMBER NUMBER - 12207	ENTRY DATE 12/12/23	
	61.08410 - PROF STAFF DEVELOPMENT		
0001	61.08410.12213.582.000.0000.0000.00	569.91	
0002	61.08410.12213.611.000.0000.0000.00		569.91
0003	BUDGET TRANSFER WITHIN FY24 PROFESSIONAL		
0004	STAFF DEVELOPMENT TO REDISTRIBUTE BUDGET		
0005	SEE ATTACHMENTS TO JOURNAL ENTRY FOR		
0006	DOCUMENTATION.		
	* J/E TOTALS	569.91	569.91
	MONTH - DECEMBER NUMBER - 12208	ENTRY DATE 12/21/23	
	61.43410 - IDEA PART B		
0001	61.43410.21210.111.000.0000.0000.00	51,964.56	
0002	61.43410.21210.134.000.0000.0000.00 NEW	633.04	
0003	61.43410.21210.141.000.0000.0000.00 NEW	4.40	
0004	61.43410.21210.144.000.0000.0000.00 NEW	1,014.43	
0005	61.43410.21210.145.000.0000.0000.00 NEW	501.35	
0006	61.43410.21210.191.000.0000.0000.00 NEW	4,024.33	
0007	61.43410.21210.211.000.0000.0000.00	14,603.74	
0008	61.43410.21210.221.000.0000.0000.00	4,507.87	
0009	61.43410.21210.231.000.0000.0000.00 NEW	22.50	
0010	61.43410.21210.233.000.0000.0000.00	4,116.13	

0011	61.43410.21210.262.000.0000.0000.00	79.91	
0012	61.43410.21210.542.000.0000.0000.00	150.00	
0013	61.43410.21215.134.000.0000.0000.00 NEW	39.76	
0014	61.43410.21215.135.000.0000.0000.00 NEW	39.00	
0015	61.43410.22130.121.000.0000.0000.00	62,866.68	
0016	61.43410.22130.144.000.0000.0000.00	268.50	
0017	61.43410.22130.145.000.0000.0000.00 NEW	123.80	
0018	61.43410.22130.211.000.0000.0000.00	13,738.56	
0019	61.43410.22130.221.000.0000.0000.00	4,648.01	
0020	61.43410.22130.231.000.0000.0000.00	4,880.30	
0021	61.43410.22130.233.000.0000.0000.00	2,274.79	
0022	61.43410.22130.262.000.0000.0000.00	82.23	
0023	61.43410.22130.341.000.0000.0000.00 NEW	70,000.00	
0024	61.43410.22140.535.000.0000.0000.00	3,724.05	
0025	61.43410.22150.341.000.0000.0000.00	9,122.00	
0026	61.43410.22152.611.000.0000.0000.00 NEW	1,430.97	
0027	61.43410.22170.121.000.0000.0000.00	2,808.00	
0028	61.43410.22170.221.000.0000.0000.00	214.78	
0029	61.43410.22170.262.000.0000.0000.00	3.64	
0030	61.43410.22211.211.000.0000.0000.00	321.10	
0031	61.43410.22213.112.000.0000.0000.00 NEW	190.62	
0032	61.43410.22213.221.000.0000.0000.00 NEW	17.25	
0033	61.43410.22213.233.000.0000.0000.00 NEW	9.14	
0034	61.43410.22213.262.000.0000.0000.00 NEW	.29	
0035	61.43410.22213.331.000.0000.0000.00	1,344.00	
0036	61.43410.21210.131.000.0000.0000.00		15,000.00
0037	61.43410.22131.121.000.0000.0000.00		60,000.00
0038	61.43410.21210.124.000.0000.0000.00		5,000.00
0039	61.43410.21210.611.000.0000.0000.00		20,000.00
0040	61.43410.21210.733.000.0000.0000.00		8,000.00
0041	61.43410.22134.341.000.0000.0000.00		60,000.00
0042	61.43410.22140.111.000.0000.0000.00		10,000.00
0043	61.43410.22213.114.000.0000.0000.00		15,000.00
0044	61.43410.21210.591.000.0000.0000.00		2,000.00
0045	61.43410.21210.651.000.0000.0000.00		2,428.00
0046	61.43410.21210.652.000.0000.0000.00		5,000.00
0047	61.43410.21219.111.000.0000.0000.00		12,000.00
0048	61.43410.21210.331.000.0000.0000.00		9,000.00
0049	61.43410.22131.211.000.0000.0000.00		10,846.80
0050	61.43410.22140.341.000.0000.0000.00		8,000.00
0051	61.43410.22140.611.000.0000.0000.00		2,000.00
0052	61.43410.22140.657.000.0000.0000.00		2,000.00
0053	61.43410.22150.591.000.0000.0000.00		5,000.00
0054	61.43410.22170.111.000.0000.0000.00		8,494.93
0055	BUDGET TRANSFER WITHIN FY24 IDEA PART B		
0056	TO REDISTRIBUTE BUDGET; PER JULIE BIBEY,		
0057	12/20/23; SEE ATTACHMENTS TO JOURNAL		
0058	ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	259,769.73	259,769.73
	MONTH - DECEMBER	NUMBER - 12209	ENTRY DATE 12/21/23
	61.43420 - IDEA PRESCHOOL		
0001	61.43420.21282.161.000.0000.0000.00 NEW	7,014.96	
0002	61.43420.21282.111.000.0000.0000.00		7,014.96
0003	BUDGET TRANSFER WITHIN FY24 IDEA		
0004	PRESCHOOL TO REDISTRIBUTE BUDGET; PER		
0005	JULIE BIBEY, 12/20/23; SEE ATTACHMENTS		
0006	TO JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	7,014.96	7,014.96

		MONTH - DECEMBER	NUMBER - 12210	ENTRY DATE 12/31/23	
		61.88410 - CHILD NUTRITION			
0001	61.88410.01621.009.000.0000.0000.00				589.63
0002	61.88410.05263.009.000.0000.0000.00			572.95	
0003	61.88410.05263.009.101.0000.0000.00				739.20
0004	61.88410.05263.009.202.0000.0000.00				325.50
0005	61.88410.05263.009.204.0000.0000.00				27.30
0006	61.88410.05263.009.501.0000.0000.00				17.50
0007	61.88410.04653.009.000.0000.0000.00			1,126.18	
0008	BUDGET TRANSFER WITHIN FY24 CHILD				
0009	NUTRITION TO REDISTRIBUTE BUDGET; SEE				
0010	ATTACHMENTS TO JOURNAL ENTRY FOR				
0011	DOCUMENTATION.				
		* J/E TOTALS		1,699.13	1,699.13
		MONTH - DECEMBER	NUMBER - 12211	ENTRY DATE 12/31/23	
		51.25033 - BUS GARAGE/CTC			
0001	51.25033.14711.451.000.0000.0000.00 NEW			1,957,000.00	
0002	51.25033.14711.541.000.0000.0000.00 NEW			100.65	
0003	51.25033.14511.451.000.0000.0000.00				1,957,100.65
0004	BUDGET TRANSFER WITHIN 51.25033 - BUS				
0005	GARAGE/CTC TO REDISTRIBUTE BUDGET; SEE				
0006	ATTACHMENTS TO JOURNAL ENTRY FOR				
0007	DOCUMENTATION.				
		* J/E TOTALS		1,957,100.65	1,957,100.65
		MONTH - DECEMBER	NUMBER - 12212	ENTRY DATE 12/31/23	
		51.25410 - SBA/ CTC ADDITION			
0001	51.25410.14711.451.000.0000.0000.00			2,008.65	
0002	51.25410.12621.613.000.0000.0000.00				1,908.00
0003	51.25410.14711.541.000.0000.0000.00				100.65
0004	BUDGET TRANSFER WITHIN 51.25410 - SBA/				
0005	CTC ADDITION TO REDISTRIBUTE BUDGET; SEE				
0006	ATTACHMENTS TO JOURNAL ENTRY FOR				
0007	DOCUMENTATION.				
		* J/E TOTALS		2,008.65	2,008.65
		MONTH - DECEMBER	NUMBER - 12213	ENTRY DATE 12/31/23	
		51.25411 - MAN TRAP			
0001	51.25411.12621.122.000.0000.0000.00			1,191.30	
0002	51.25411.12621.221.000.0000.0000.00			91.13	
0003	51.25411.12621.233.000.0000.0000.00			89.35	
0004	51.25411.12621.264.000.0000.0000.00			18.23	
0005	51.25411.12621.613.000.0000.0000.00				1,390.01
0006	BUDGET TRANSFER WITHIN 51.25411 - MAN				
0007	TRAP TO REDISTRIBUTE BUDGET; SEE				
0008	ATTACHMENTS TO JOURNAL ENTRY FOR				
0009	DOCUMENTATION.				
		* J/E TOTALS		1,390.01	1,390.01
		MONTH - DECEMBER	NUMBER - 12214	ENTRY DATE 12/31/23	
		61.17410 - ALTERNATIVE EDUCATION			
0001	61.17410.41421.122.000.0000.0000.00 NEW			16.76	
0002	61.17410.41421.161.000.0000.0000.00 NEW			80.27	
0003	61.17410.41421.211.000.0000.0000.00				97.03
0004	BUDGET TRANSFER WITHIN FY24 ALTERNATIVE				
0005	EDUCATION TO REDISTRIBUTE BUDGET; SEE				
0006	ATTACHMENTS TO JOURNAL ENTRY FOR				
0007	DOCUMENTATION.				
		* J/E TOTALS		97.03	97.03
		MONTH - DECEMBER	NUMBER - 12215	ENTRY DATE 12/31/23	
		71.52160 - ESSERF			



0001	71.52160.11111.112.000.0000.0000.00	31.87	
0002	71.52160.11111.134.000.0000.0000.00	311.96	
0003	71.52160.11111.135.000.0000.0000.00	155.98	
0004	71.52160.11111.211.000.0000.0000.00	611.98	
0005	71.52160.11111.221.000.0000.0000.00	888.42	
0006	71.52160.11111.233.000.0000.0000.00	31.98	
0007	71.52160.11111.262.000.0000.0000.00	15.18	
0008	71.52160.11119.112.000.0000.0000.00	1,018.75	
0009	71.52160.12239.111.000.0000.0000.00	.02	
0010	71.52160.12239.233.000.0000.0000.00	.01	
0011	71.52160.12411.121.000.0000.0000.00	.01	
0012	71.52160.12411.141.000.0000.0000.00	9.55	
0013	71.52160.12411.144.000.0000.0000.00	189.48	
0014	71.52160.12411.149.000.0000.0000.00 NEW	175.59	
0015	71.52160.12411.221.000.0000.0000.00	17.96	
0016	71.52160.12411.262.000.0000.0000.00	.53	
0017	71.52160.12411.264.000.0000.0000.00 NEW	.89	
0018	71.52160.12510.141.000.0000.0000.00	1.05	
0019	71.52160.12510.144.000.0000.0000.00	21.06	
0020	71.52160.12510.149.000.0000.0000.00 NEW	19.51	
0021	71.52160.12510.221.000.0000.0000.00	3.80	
0022	71.52160.12510.262.000.0000.0000.00	.08	
0023	71.52160.12510.264.000.0000.0000.00 NEW	.10	
0024	71.52160.13121.144.000.0000.0000.00	120.65	
0025	71.52160.13121.221.000.0000.0000.00	9.17	
0026	71.52160.13121.264.000.0000.0000.00	1.87	
0027	71.52160.21210.144.000.0000.0000.00	179.00	
0028	71.52160.21210.221.000.0000.0000.00	13.72	
0029	71.52160.21210.262.000.0000.0000.00	.27	
0030	71.52160.11111.111.000.0000.0000.00		3,830.44
0031	BUDGET TRANSFER WITHIN FY21 ESSERF TO		
0032	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0033	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	3,830.44	3,830.44
	MONTH - DECEMBER	NUMBER - 12300	ENTRY DATE 12/07/23
	61.88310 - CHILD NUTRITION		
0001	11.00000.76161.911.000.0000.0000.00	52,703.57	
0002	11.00000.76321.842.000.0000.0000.00		52,703.57
0003	BUDGET TRANSFER TO CLOSE OUT FY23 CHILD		
0004	NUTRITION GRANT; THIS ENTRY IS ONLY FOR		
0005	THE FUND 11 PORTION OF THE ENTRY; SEE		
0006	ATTACHMENTS TO JOURNAL ENTRY FOR		
0007	DOCUMENTATION.		
	* J/E TOTALS	52,703.57	52,703.57
	MONTH - DECEMBER	NUMBER - 12301	ENTRY DATE 12/12/23
	11.01001 - STEP 7		
0001	11.01001.12239.221.000.0000.0000.00	.02	
0002	11.01001.12239.262.000.0000.0000.00	.01	
0003	11.01001.32411.211.000.0000.0000.00	.01	
0004	11.01001.32411.262.000.0000.0000.00	.04	
0005	11.01001.32411.221.000.0000.0000.00		.08
0006	BUDGET SUPPLEMENT WITHIN STEP 7 TO		
0007	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0008	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	.08	.08
	MONTH - DECEMBER	NUMBER - 12302	ENTRY DATE 12/12/23
	11.01005 - STEP 7		
0001	11.01005.12211.581.000.0000.0000.00	5,189.00	

0002	11.01005.11111.581.000.0000.0000.00		5,189.00
0003	BUDGET TRANSFER WITHIN STEP 7 TO		
0004	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0005	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	5,189.00	5,189.00
	MONTH - DECEMBER NUMBER - 12303	ENTRY DATE	12/12/23
	11.01008 - STEP 7		
0001	11.01008.11111.112.000.0000.0000.00	291.30	
0002	11.01008.11111.221.000.0000.0000.00	22.31	
0003	11.01008.11111.233.000.0000.0000.00	19.60	
0004	11.01008.11111.262.000.0000.0000.00	.39	
0005	11.01008.11111.611.000.0000.0000.00	7.55	
0006	11.01008.12213.221.000.0000.0000.00	12.17	
0007	11.01008.12213.262.000.0000.0000.00	.21	
0008	11.01008.11111.641.000.0000.0000.00		353.53
0009	BUDGET SUPPLEMENT WITHIN STEP 7 TO		
0010	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0011	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	353.53	353.53
	MONTH - DECEMBER NUMBER - 12304	ENTRY DATE	12/31/23
	11.00000 - PROPERTY TAXES		
0001	11.00000.01113.009.000.0000.0000.00		4,584.72
0002	11.00000.01121.009.000.0000.0000.00		3,180.10
0003	11.00000.01141.009.000.0000.0000.00		646.77
0004	11.00000.01142.009.000.0000.0000.00		459.75
0005	11.00000.01115.009.000.0000.0000.00	8,871.34	
0006	BUDGET TRANSFER WITHIN PROPERTY TAXES TO		
0007	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0008	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	8,871.34	8,871.34
	MONTH - DECEMBER NUMBER - 12305	ENTRY DATE	12/31/23
	11.00000 - PAYROLL ACCOUNTS		
0001	11.00000.12211.123.000.0000.0000.00 NEW	52.56	
0002	11.00000.12411.123.000.0000.0000.00	52.90	
0003	11.00000.12510.123.000.0000.0000.00	2,373.72	
0004	11.00000.12711.123.000.0000.0000.00	855.32	
0005	11.00000.12731.123.000.0000.0000.00	764.94	
0006	11.00000.22721.123.000.0000.0000.00	2,053.67	
0007	11.00000.11111.111.000.0000.0000.00		6,153.11
0008	OVERTIME		
0009			
0010	11.00000.11111.134.000.0000.0000.00	3,691.89	
0011	11.00000.11111.135.000.0000.0000.00	623.92	
0012	11.00000.11111.136.000.0000.0000.00	1,616.44	
0013	11.00000.11111.138.000.0000.0000.00	3,698.08	
0014	11.00000.11111.141.000.0000.0000.00	11.00	
0015	11.00000.11111.144.000.0000.0000.00	1,773.90	
0016	11.00000.11111.145.000.0000.0000.00	179.00	
0017	11.00000.11111.161.000.0000.0000.00	10,700.21	
0018	11.00000.11111.191.000.0000.0000.00	2,061.34	
0019	11.00000.11121.134.000.0000.0000.00	138.90	
0020	11.00000.11121.141.000.0000.0000.00	19.08	
0021	11.00000.11121.144.000.0000.0000.00	180.15	
0022	11.00000.11121.145.000.0000.0000.00	156.63	
0023	11.00000.11121.161.000.0000.0000.00	1,319.21	
0024	11.00000.11121.191.000.0000.0000.00	679.22	
0025	11.00000.12120.161.000.0000.0000.00	516.54	
0026	11.00000.12220.134.000.0000.0000.00	67.07	

0027	11.00000.12411.141.000.0000.0000.00	1.96	
0028	11.00000.12411.144.000.0000.0000.00	219.14	
0029	11.00000.12411.145.000.0000.0000.00	168.12	
0030	11.00000.12510.141.000.0000.0000.00	4.71	
0031	11.00000.12510.144.000.0000.0000.00	412.55	
0032	11.00000.12510.145.000.0000.0000.00	226.65	
0033	11.00000.12510.191.000.0000.0000.00	390.20	
0034	11.00000.12611.141.000.0000.0000.00	22.83	
0035	11.00000.12611.144.000.0000.0000.00	1,211.86	
0036	11.00000.12611.145.000.0000.0000.00	580.20	
0037	11.00000.12611.148.000.0000.0000.00	166.30	
0038	11.00000.12711.144.000.0000.0000.00	424.89	
0039	11.00000.12711.145.000.0000.0000.00	189.68	
0040	11.00000.21210.134.000.0000.0000.00	487.18	
0041	11.00000.21210.135.000.0000.0000.00	159.02	
0042	11.00000.21210.138.000.0000.0000.00	159.02	
0043	11.00000.21210.141.000.0000.0000.00	14.30	
0044	11.00000.21210.145.000.0000.0000.00	123.80	
0045	11.00000.21210.148.000.0000.0000.00	1,530.95	
0046	11.00000.21210.161.000.0000.0000.00	3,252.30	
0047	11.00000.21210.191.000.0000.0000.00	1,794.55	
0048	11.00000.21282.134.000.0000.0000.00	28.22	
0049	11.00000.21282.141.000.0000.0000.00	9.52	
0050	11.00000.21282.144.000.0000.0000.00	122.66	
0051	11.00000.21282.145.000.0000.0000.00	22.38	
0052	11.00000.21282.161.000.0000.0000.00	600.61	
0053	11.00000.21282.191.000.0000.0000.00	388.80	
0054	11.00000.22711.144.000.0000.0000.00	17.70	
0055	11.00000.31311.134.000.0000.0000.00	155.98	
0056	11.00000.31311.135.000.0000.0000.00	155.98	
0057	11.00000.32411.141.000.0000.0000.00	3.96	
0058	11.00000.32411.144.000.0000.0000.00	174.72	
0059	11.00000.32411.145.000.0000.0000.00	58.53	
0060	11.00000.32411.191.000.0000.0000.00 NEW	585.30	
0061	11.00000.11111.131.000.0000.0000.00		41,297.15
0062	SUBSTITUTES		
0063			
0064	11.00000.11111.215.000.0000.0000.00	447.33	
0065	11.00000.11121.211.000.0000.0000.00	.03	
0066	11.00000.12120.215.000.0000.0000.00	56.00	
0067	11.00000.12130.211.000.0000.0000.00	.03	
0068	11.00000.12211.211.000.0000.0000.00	11,384.82	
0069	11.00000.12220.211.000.0000.0000.00		.02
0070	11.00000.12411.211.000.0000.0000.00	2.60	
0071	11.00000.12411.215.000.0000.0000.00	246.24	
0072	11.00000.12510.211.000.0000.0000.00		254.26
0073	11.00000.12611.211.000.0000.0000.00	.03	
0074	11.00000.12621.211.000.0000.0000.00	.01	
0075	11.00000.12621.215.000.0000.0000.00	1,086.28	
0076	11.00000.12711.211.000.0000.0000.00		.01
0077	11.00000.12711.215.000.0000.0000.00	173.12	
0078	11.00000.12731.211.000.0000.0000.00	.01	
0079	11.00000.21210.211.000.0000.0000.00		9,975.81
0080	11.00000.21221.211.000.0000.0000.00	538.90	
0081	11.00000.21223.211.000.0000.0000.00	1,001.00	
0082	11.00000.21282.211.000.0000.0000.00		.01
0083	11.00000.21282.215.000.0000.0000.00	187.50	
0084	11.00000.31345.211.000.0000.0000.00	.01	

0085	11.00000.31371.211.000.0000.0000.00		.01
0086	11.00000.32411.211.000.0000.0000.00		367.19
0087	11.00000.41421.211.000.0000.0000.00		.01
0088	11.00000.11111.211.000.0000.0000.00		4,526.59
0089	HEALTH INSURANCE		
0090			
0091	11.00000.11111.112.000.0000.0000.00	5,944.56	
0092	11.00000.11111.115.000.0000.0000.00	4,511.51	
0093	11.00000.11111.221.000.0000.0000.00	6,191.78	
0094	11.00000.11111.231.000.0000.0000.00	173.59	
0095	11.00000.11111.232.000.0000.0000.00		.01
0096	11.00000.11111.233.000.0000.0000.00	483.88	
0097	11.00000.11111.262.000.0000.0000.00	102.87	
0098	11.00000.11111.264.000.0000.0000.00 NEW	3.80	
0099	11.00000.11121.112.000.0000.0000.00	51.65	
0100	11.00000.11121.121.000.0000.0000.00	11,109.62	
0101	11.00000.11121.221.000.0000.0000.00	1,031.57	
0102	11.00000.11121.233.000.0000.0000.00	837.14	
0103	11.00000.11121.262.000.0000.0000.00	17.65	
0104	11.00000.11121.264.000.0000.0000.00 NEW	.36	
0105	11.00000.12110.111.000.0000.0000.00	.01	
0106	11.00000.12110.221.000.0000.0000.00		.04
0107	11.00000.12110.233.000.0000.0000.00	.01	
0108	11.00000.12120.221.000.0000.0000.00	37.74	
0109	11.00000.12120.233.000.0000.0000.00		.03
0110	11.00000.12120.262.000.0000.0000.00	.67	
0111	11.00000.12130.111.000.0000.0000.00		.01
0112	11.00000.12130.221.000.0000.0000.00		.01
0113	11.00000.12130.233.000.0000.0000.00	.01	
0114	11.00000.12211.111.000.0000.0000.00		.01
0115	11.00000.12211.121.000.0000.0000.00	23,301.60	
0116	11.00000.12211.122.000.0000.0000.00 NEW	70.08	
0117	11.00000.12211.221.000.0000.0000.00	1,504.67	
0118	11.00000.12211.232.000.0000.0000.00	.02	
0119	11.00000.12211.233.000.0000.0000.00	1,756.78	
0120	11.00000.12211.262.000.0000.0000.00	30.40	
0121	11.00000.12212.111.000.0000.0000.00		.03
0122	11.00000.12212.262.000.0000.0000.00	.02	
0123	11.00000.12220.111.000.0000.0000.00	.01	
0124	11.00000.12220.221.000.0000.0000.00	5.07	
0125	11.00000.12220.231.000.0000.0000.00		.01
0126	11.00000.12220.233.000.0000.0000.00		.01
0127	11.00000.12220.262.000.0000.0000.00	.09	
0128	11.00000.12311.221.000.0000.0000.00	122.40	
0129	11.00000.12311.262.000.0000.0000.00	2.10	
0130	11.00000.12321.121.000.0000.0000.00	.02	
0131	11.00000.12321.233.000.0000.0000.00	.02	
0132	11.00000.12331.122.000.0000.0000.00	263.91	
0133	11.00000.12331.221.000.0000.0000.00	20.19	
0134	11.00000.12331.233.000.0000.0000.00	19.79	
0135	11.00000.12331.264.000.0000.0000.00	4.04	
0136	11.00000.12411.121.000.0000.0000.00	.02	
0137	11.00000.12411.122.000.0000.0000.00	26.45	
0138	11.00000.12411.221.000.0000.0000.00	25.79	
0139	11.00000.12411.232.000.0000.0000.00	.01	
0140	11.00000.12411.233.000.0000.0000.00	5.93	
0141	11.00000.12411.262.000.0000.0000.00	.50	
0142	11.00000.12411.264.000.0000.0000.00	1.37	

0143	11.00000.12510.121.000.0000.0000.00	6,693.51	
0144	11.00000.12510.122.000.0000.0000.00	425.83	
0145	11.00000.12510.221.000.0000.0000.00	787.28	
0146	11.00000.12510.232.000.0000.0000.00	.01	
0147	11.00000.12510.233.000.0000.0000.00	712.01	
0148	11.00000.12510.262.000.0000.0000.00	13.59	
0149	11.00000.12510.264.000.0000.0000.00	1.56	
0150	11.00000.12520.121.000.0000.0000.00		.05
0151	11.00000.12520.221.000.0000.0000.00		.22
0152	11.00000.12520.233.000.0000.0000.00	.02	
0153	11.00000.12520.264.000.0000.0000.00		.02
0154	11.00000.12560.221.000.0000.0000.00		.06
0155	11.00000.12560.233.000.0000.0000.00		.01
0156	11.00000.12570.121.000.0000.0000.00		.02
0157	11.00000.12570.221.000.0000.0000.00	.02	
0158	11.00000.12570.233.000.0000.0000.00	.01	
0159	11.00000.12570.262.000.0000.0000.00		.01
0160	11.00000.12571.221.000.0000.0000.00		.04
0161	11.00000.12571.231.000.0000.0000.00	.01	
0162	11.00000.12571.262.000.0000.0000.00	.02	
0163	11.00000.12611.121.000.0000.0000.00	3,670.20	
0164	11.00000.12611.122.000.0000.0000.00	7.32	
0165	11.00000.12611.221.000.0000.0000.00	428.38	
0166	11.00000.12611.233.000.0000.0000.00		8.74
0167	11.00000.12611.264.000.0000.0000.00	86.55	
0168	11.00000.12621.111.000.0000.0000.00		.02
0169	11.00000.12621.121.000.0000.0000.00	.03	
0170	11.00000.12621.122.000.0000.0000.00	137.75	
0171	11.00000.12621.221.000.0000.0000.00	8.75	
0172	11.00000.12621.233.000.0000.0000.00	10.36	
0173	11.00000.12621.262.000.0000.0000.00	.01	
0174	11.00000.12621.264.000.0000.0000.00	2.10	
0175	11.00000.12631.221.000.0000.0000.00	.01	
0176	11.00000.12671.221.000.0000.0000.00		.07
0177	11.00000.12671.262.000.0000.0000.00	.01	
0178	11.00000.12711.211.000.0000.0000.00		73.83
0179	11.00000.12711.122.000.0000.0000.00	1,874.90	
0180	11.00000.12711.221.000.0000.0000.00	227.12	
0181	11.00000.12711.232.000.0000.0000.00		.01
0182	11.00000.12711.233.000.0000.0000.00	199.34	
0183	11.00000.12711.262.000.0000.0000.00	.80	
0184	11.00000.12711.263.000.0000.0000.00	35.08	
0185	11.00000.12731.121.000.0000.0000.00		.02
0186	11.00000.12731.122.000.0000.0000.00	86.40	
0187	11.00000.12731.221.000.0000.0000.00	61.32	
0188	11.00000.12731.233.000.0000.0000.00	63.82	
0189	11.00000.12731.263.000.0000.0000.00	11.22	
0190	11.00000.21210.111.000.0000.0000.00	29,512.83	
0191	11.00000.21210.112.000.0000.0000.00	723.53	
0192	11.00000.21210.121.000.0000.0000.00		17,455.80
0193	11.00000.21210.221.000.0000.0000.00	1,491.59	
0194	11.00000.21210.233.000.0000.0000.00		1,404.30
0195	11.00000.21210.262.000.0000.0000.00	26.22	
0196	11.00000.21210.264.000.0000.0000.00 NEW	1.89	
0197	11.00000.21219.112.000.0000.0000.00	825.00	
0198	11.00000.21219.221.000.0000.0000.00	63.11	
0199	11.00000.21219.232.000.0000.0000.00	45.00	
0200	11.00000.21219.233.000.0000.0000.00	16.88	

0201	11.00000.21219.262.000.0000.0000.00	1.07	
0202	11.00000.21221.111.000.0000.0000.00	1,615.13	
0203	11.00000.21221.221.000.0000.0000.00	113.66	
0204	11.00000.21221.262.000.0000.0000.00	2.08	
0205	11.00000.21223.111.000.0000.0000.00	2,999.52	
0206	11.00000.21223.221.000.0000.0000.00	210.88	
0207	11.00000.21223.262.000.0000.0000.00	3.93	
0208	11.00000.21282.111.000.0000.0000.00	.01	
0209	11.00000.21282.112.000.0000.0000.00	12.12	
0210	11.00000.21282.121.000.0000.0000.00	5,553.89	
0211	11.00000.21282.221.000.0000.0000.00	511.36	
0212	11.00000.21282.233.000.0000.0000.00	417.53	
0213	11.00000.21282.262.000.0000.0000.00	8.67	
0214	11.00000.21282.264.000.0000.0000.00 NEW	1.53	
0215	11.00000.22130.221.000.0000.0000.00		1.12
0216	11.00000.22130.262.000.0000.0000.00	.01	
0217	11.00000.22150.111.000.0000.0000.00	.04	
0218	11.00000.22150.233.000.0000.0000.00	.03	
0219	11.00000.22150.262.000.0000.0000.00		.03
0220	11.00000.22211.262.000.0000.0000.00	.01	
0221	11.00000.22711.121.000.0000.0000.00		57.80
0222	11.00000.22711.221.000.0000.0000.00		3.13
0223	11.00000.22711.233.000.0000.0000.00		4.30
0224	11.00000.22711.262.000.0000.0000.00 NEW	.02	
0225	11.00000.22711.263.000.0000.0000.00		.78
0226	11.00000.22721.122.000.0000.0000.00	1,153.46	
0227	11.00000.22721.221.000.0000.0000.00	245.37	
0228	11.00000.22721.231.000.0000.0000.00	149.39	
0229	11.00000.22721.233.000.0000.0000.00	165.85	
0230	11.00000.22721.262.000.0000.0000.00	4.13	
0231	11.00000.31311.221.000.0000.0000.00	20.76	
0232	11.00000.31311.262.000.0000.0000.00	.42	
0233	11.00000.31331.112.000.0000.0000.00	138.45	
0234	11.00000.31331.221.000.0000.0000.00	10.59	
0235	11.00000.31331.233.000.0000.0000.00	10.38	
0236	11.00000.31331.262.000.0000.0000.00	.19	
0237	11.00000.31345.111.000.0000.0000.00	.02	
0238	11.00000.31345.221.000.0000.0000.00	.02	
0239	11.00000.31345.233.000.0000.0000.00		.04
0240	11.00000.31345.262.000.0000.0000.00		.02
0241	11.00000.31361.221.000.0000.0000.00		3.85
0242	11.00000.31361.233.000.0000.0000.00	.02	
0243	11.00000.31371.111.000.0000.0000.00		.02
0244	11.00000.31371.221.000.0000.0000.00		.02
0245	11.00000.31371.233.000.0000.0000.00		.02
0246	11.00000.31371.262.000.0000.0000.00	.01	
0247	11.00000.31391.112.000.0000.0000.00	227.14	
0248	11.00000.31391.221.000.0000.0000.00	17.35	
0249	11.00000.31391.233.000.0000.0000.00	15.19	
0250	11.00000.31391.262.000.0000.0000.00	.30	
0251	11.00000.32411.111.000.0000.0000.00	.02	
0252	11.00000.32411.121.000.0000.0000.00	10,040.28	
0253	11.00000.32411.221.000.0000.0000.00	831.99	
0254	11.00000.32411.233.000.0000.0000.00	753.04	
0255	11.00000.32411.262.000.0000.0000.00	14.11	
0256	11.00000.41421.111.000.0000.0000.00	.01	
0257	11.00000.41421.221.000.0000.0000.00	.01	
0258	11.00000.41421.233.000.0000.0000.00	.01	

0259	11.00000.91910.221.000.0000.0000.00		.02
0260	11.00000.91910.233.000.0000.0000.00		.02
0261	11.00000.91920.114.000.0000.0000.00	36,058.00	
0262	11.00000.91920.122.000.0000.0000.00	5,314.50	
0263	11.00000.91920.221.000.0000.0000.00	3,164.99	
0264	11.00000.91920.233.000.0000.0000.00	1,873.73	
0265	11.00000.91920.262.000.0000.0000.00	53.78	
0266	11.00000.11111.111.000.0000.0000.00		158,611.54
0267	ALL OTHER PAYROLL LINES		
0268			
0269	BUDGET TRANSFER WITHIN GENERAL FUND		
0270	PAYROLL LINES TO REDISTRIBUTE BUDGET;		
0271	SEE ATTACHMENTS TO JOURNAL ENTRY FOR		
0272	DOCUMENTATION.		
	* J/E TOTALS	240,200.26	240,200.26
	MONTH - DECEMBER NUMBER - 12306	ENTRY DATE 12/31/23	
	11.99902 - STEP 7C		
0001	11.99902.11111.643.000.0000.0000.00	800.39	
0002	11.99902.11111.611.000.0000.0000.00		800.39
0003	BUDGET TRANSFER WITHIN STEP 7C TO		
0004	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0005	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	800.39	800.39
	MONTH - DECEMBER NUMBER - 12307	ENTRY DATE 12/31/23	
	11.00000 - GENERAL FUND		
0001	11.00000.11111.611.000.0000.0000.00	35,986.64	
0002	11.00000.11111.662.000.0000.0000.00 NEW	25.00	
0003	11.00000.11111.819.000.0000.0000.00 NEW	420.00	
0004	11.00000.12130.611.000.0000.0000.00	374.00	
0005	11.00000.12211.819.000.0000.0000.00 NEW	300.00	
0006	11.00000.12510.341.000.0000.0000.00	375.00	
0007	11.00000.12510.611.000.0000.0000.00	5,018.30	
0008	11.00000.12517.341.000.0000.0000.00	800.00	
0009	11.00000.12531.431.000.0000.0000.00	5,580.17	
0010	11.00000.12560.611.000.0000.0000.00	400.51	
0011	11.00000.12572.657.000.0000.0000.00	4,856.86	
0012	11.00000.12586.532.000.0000.0000.00 NEW	5,670.65	
0013	11.00000.12531.611.000.0000.0000.00		43,585.44
0014	11.00000.12510.341.000.0000.0000.00		16,221.69
0015	11.00000.22911.341.000.0000.0000.00	9,788.00	
0016	11.00000.22150.341.000.0000.0000.00		9,788.00
0017	BUDGET TRANSFER WITHIN GENERAL FUND TO		
0018	REDISTRIBUTE BUDGET; SEE ATTACHMENTS TO		
0019	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	69,595.13	69,595.13
	** REPORT TOTALS	3,422,444.47	3,422,444.47

2. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
  - A. Belington Middle School
    1. (8<sup>th</sup> Grade) - \$2,000.00
  - B. Philip Barbour High School
    1. (Band) - \$3,000.00
    2. (Band) - \$1,000.00
    3. (Band) - \$500.00
    4. (Track) - \$1,500.00
    5. (Track) - \$1,000.00
    6. (Track) - \$700.00
3. Recommendation: Approve regular payroll in the amount of \$411,650.23.
4. Recommendation: Approve payment of bills in the amount of \$479,697.31.
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$38,899.01.
6. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$1,651.46.
7. Recommendation: Approve/Confirm curricular trips.
  - A. Belington Middle School
    1. (6<sup>th</sup> Grade Science) – to Erie, Pennsylvania on April 7-8, 2024
    2. (7<sup>th</sup>/8<sup>th</sup> Grade Science Bowl) – to Morgantown, West Virginia on February 2, 2024
    3. (8<sup>th</sup> Grade) – to Charleston, West Virginia on February 26-28, 2024
  - B. Junior Elementary School
    1. (Preschool and Kindergarten) – to Mylan Park Aquatic Center on April 18, 2024
    2. (Preschool and Kindergarten) – to Wildlife Reservation Center/Game Farm on May 16, 2024
    3. (Preschool and Kindergarten) – to Skate Zone on March 12, 2024
    4. (4<sup>th</sup> Grade) – to Canaan Valley Snow Tubing Area on February 15, 2024
  - C. Kasson Elementary/Middle School
    1. (School) – to Tygart Valley Cinemas on March 15, 2024
  - D. Philip Barbour High School
    1. (ProStart) – to Canaan Valley Resort on January 30, 2024
8. Recommendation: Approve/Confirm the use of buildings and/or grounds.
  - A. Philip Barbour High School
    1. On April 25, 2024 – requested by Ron Phillips for the Chamber of Commerce Banquet
9. Recommendation: Review policy 1100: Mission and Core Beliefs.

#### 1.0 Purpose.

Consistent with Barbour County Schools' philosophy of education and the state goals for public education adopted by the West Virginia State Board of Education, the Barbour County Board of Education recognizes the need to proactively plan and prepare for the current and future educational needs of the children of Barbour County.

Barbour County Schools will provide leadership for continuous school climate/culture improvement planning and implementation. The county responsibilities for school climate/culture improvement include:

- 1.1 Barbour County Schools Board policies will address and adhere to all applicable federal and state laws cited within policy 4373. County board policies and procedures include guidelines for school level implementation and safeguards to protect the safe and supportive environment of the school. These safeguards shall include but not be limited to:
  - 1.1.1 education, communication and enforcement provisions;
  - 1.1.2 identification, intervention and referral of students with behavioral and substance abuse issues;
  - 1.1.3 no advertisement of tobacco or alcohol products
  - 1.1.4 minimal marketing of other foods and beverages
  - 1.1.5 school facility use agreements; and
  - 1.1.6 public announcements regarding the policy for events during non-instructional time.
- 1.2 Partnership Development: form informal and formal partnerships with community agencies/organizations that can support safe and supportive school efforts within the county. Procedures will be developed to approve formal partnership agreements when partners will interact directly with students.
- 1.3 Policy Dissemination and Training: develop and implement an ongoing awareness campaign for all students, staff and parents/guardians.
  - 1.3.1 ensure that all schools provide appropriate policy training.
  - 1.3.2 review the policy at least bi-annually for compliance with federal and state law and WVBE



- policy.
- 1.3.3 Make the county policy readily available to the public (written or electronic).
- 1.4 Implementation Plan: address school climate/culture within the Student Support Goal of the county strategic plan with objectives for policy implementation that ensures each school incorporates the following:
  - 1.4.1 use of pro-active strategies to develop and support positive behavior;
  - 1.4.2 application of data-driven continuous school climate/culture improvement activities; and
  - 1.4.3 application of appropriate/consistent interventions for inappropriate behaviors.
- 1.5 Evaluation of Effectiveness: annually review data related to this policy including:
  - 1.5.1 summary data for incidents of inappropriate behavior and intervention responses to incidents;
  - 1.5.2 required LSIC reports;
  - 1.5.3 trend analysis from school climate/culture survey tools (as available);
  - 1.5.4 impact data related to school climate/culture improvement strategies within county and school strategic plans; and
  - 1.5.5 impact data from training and staff development offered by the county, and/or WVDE.

West Virginia Code Requirements for County Boards of Educations:

- §18-2C-1 et seq. Establish policy prohibiting harassment, intimidation or bullying §18-5A-2  
Review and file Local School Improvement Councils (LSIC) discipline reports
- §18-9F-1 et seq. Submit School Access Safety Plans to the School Building Authority
- §18-9F-9 Collect all school crises response plans by August 1, 2013
- §18A-5-1 Responsibility for the administration of proper discipline in the public schools
- §18A-5-1a Disciplinary action requirements and due process procedures for Safe Schools Act violations (possessing deadly weapons, possessing a controlled substance, assaults and batteries upon teachers or other school personnel; sale of narcotic)
- §61-7-11 a Authorization for the possession of deadly weapons on school property and reporting requirements for unauthorized possession of deadly weapons

2.0 Administrative Procedures.

- 2.1 During presidential election years, the Superintendent will present this policy to the BOE for its review. At that time, the BOE may determine the following:
  - 2.1.1 The policy is appropriate as written; maintain as is;
  - 2.1.2 The policy needs to be revised; request the Superintendent to get input from all appropriate community and educational system stakeholders; submit said input in writing to the BOE for their consideration; revise the policy as appropriate, following all set protocols for policy revision/adoption.

3.0 Mission Statement.

The mission of Barbour County Schools is to provide educational excellence with **commitment to learning for all** in preparation for the challenges of the 21<sup>st</sup> century.

4.0 Core Beliefs.

- 4.1 We believe . . .
  - 4.1.1 our highest priority should be to provide an accessible, clean, safe environment in which students can maximize their learning potential.
  - 4.1.2 our schools should embrace a positive school culture and should promote academic, professional and personal integrity.
  - 4.1.3 the education of our students is a partnership among community, schools, parents and students.
  - 4.1.4 clear communication is vital to the success of the system.

- 10. Recommendation: Review revised policy 7600: Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet for first reading.

**1.0 General.**

1.1. Scope. – W. Va. 126CSR41, West Virginia Board of Education (WVBE) Policy 2460, *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet*, is a policy name change and update to: 1) include the new federal regulations regarding issues of child safety and acceptable use of the Internet; 2) be in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines; 3) reinforce copyright compliance; and 4) align with other federal and state regulations.

1.2. The Barbour County Board of Education (BCBOE) supports the notion that to acquire 21st century skills, students and teachers must have access to technology tools and resources in order to access information, solve problems, communicate clearly, make informed decisions, acquire new knowledge, and construct products, reports and systems. The Board of Education also believes that teaching through the use of relevant real-world examples, applications and settings to frame academic content for students, enabling them to see the connection between their studies and the world in which they live is essential for the success of our students. Therefore, the Board of Education holds that students must be able to use technology to learn content and skills — so that they know how to learn, think critically, solve problems, use information, communicate, innovate and collaborate.

## 2.0 Purpose.

2.1. BCBOE Policy 7600 sets out regulations that apply to Barbour County Schools (BCS), ~~schools~~, students, educators, other school personnel, parents, guardians, the BCBOE, and other users.

2.2. These regulations will assist implementation of policies at the district and school levels to meet local, state, and federal statutes and regulations pertaining to safe and acceptable use of the Internet, various digital resources and technologies, compliance with E-rate guidelines, and reinforcement of copyright compliance.

## 3.0 Educational Purposes.

3.1. An effective public education system develops students who are globally aware, engaged with their communities, and capable of managing their lives and careers to succeed in a digital world.

3.2. Students of all ages and educators as lifelong learners require the necessary skills and access to technology tools to take responsibility for their own learning, to be actively involved in critical thinking and problem solving, to collaborate, cooperate, and to be productive citizens. West Virginia students must develop proficiency in 21<sup>st</sup> century content, technology tools, and learning skills to succeed and prosper in life, in school, and on the job.

3.3. Technology must be interwoven with educational improvements and personalized learning to accomplish educational goals, increase student achievement and educator efficacy, and provide increased opportunities for lifelong learning.

3.4. To promote student learning, teachers must be equipped to fully integrate technology to transform instructional practice and to support student acquisition of technology skills necessary to succeed, to continue learning throughout their lifetimes, and to attain self-sufficiency.

3.5. The BCS will use electronic resources as a powerful and compelling means for students to learn core and elective subjects and applied skills in relevant and rigorous ways to advance learning as referenced in W. Va. Code §18-2e-7 and several WVBE policies

3.6. Learning powered by technology should enable students to achieve at higher academic levels, master digital content and technologies, access and manage information, communicate effectively, think critically, solve problems, work productively as individuals and collaboratively as part of a team, acquire new knowledge, access online assessment systems, and demonstrate personal accountability, productivity, and other self-directional skills.

3.7. The use of instructional technology should provide greater student access to advanced and additional curricular offerings, including increasing student access to quality virtual courses and online distance educational tools, than could be provided efficiently through traditional on-site delivery formats.

3.8. Teachers should integrate technology resources to personalize learning, enhance instruction, implement multiple technology-based learning strategies, implement high quality digital content and assessments, and utilize digital resources, technologies, and the Internet in the classroom.

3.9. Technology will enable educators to participate in online professional development, access digital resources and platforms, utilize educational data, and deliver instruction through blended learning and other virtual options. The acceptable use of digital resources and devices is necessary to support a personalized learning landscape and other district and state educational policies.

3.10. The promotion of acceptable use in instruction and educational activities is intended to provide a safe digital environment, as well as meet Federal Communications Commission (FCC) guidelines and E-rate audits.

3.11. WVBE policy indicates that districts should adopt local policies which outline consequences for safety and acceptable use in alignment with federal and state laws, state and district policies, especially W. Va. 126CSR99, WVBE Policy 4373, Expected Behavior in Safe and Supportive Schools. BCBOE Policy 8400, Student Code of Conduct addresses this requirement.

3.11.1 Students downloading or uploading prohibited material or accessing prohibited web sites, attempting to/ or succeed in logging on as system administrator, using proxy servers or software to bypass state filtering, or partaking in any form of cyber bullying will be disciplined according to the Student Code of Conduct (BCBOE Policy 8400).

3.11.2 Any student who downloads or uploads prohibited material and distributes or places the information on another computer or other storage device shall receive a ten-day, out-of school suspension and possible board of education hearing for the first offense. Additional offenses shall result in an immediate ten-day, out-of-school suspension, and the principal shall request a board of education hearing, which may result in a longer suspension or expulsion from school for up to a calendar year. Internet privileges shall also be revoked for a minimum of 90 days.

3.11.2.1 BCS understands that occasionally an inappropriate site can come up in a browser while doing an appropriate search or similar activity. The following steps are to be taken to document this occurrence so that this individual instance will not be held against the student IF THEY SELF REPORT;

3.11.2.1.1 The student will not turn off the machine, will turn off the monitor or close the lid of the laptop, and immediately report to their teacher. The student will then provide a

written account of what they were researching/processing/etc. that led them into the site and provide it their teacher.

3.11.2.1.2 The teacher will go to the computer, do a print screen of the display, close the site, reboot the computer. They will then do a memo to the school principal noting the student's name, date and time of the occurrence, and their explanation of what occurred. The memo along with the screen print and the student's written account of the occurrence will then be sent to the school principal.

3.11.2.1.3 The school principal will place the documentation into a comprehensive file of such incidents.

### 3.11.3 School Personnel Discipline/Penalties

3.11.3.1 The Barbour County Board of Education believes that accessing prohibited sites (as defined in Section I) by students is a serious problem and the act by students carries with it an unwholesome tenor. Therefore, while the school system has set a standard for students, it must hold school employees to a much higher standard. Where there is sufficient evidence that a school employee has accessed a prohibited site on the Internet for the purpose of copying, viewing, or distributing inappropriate material, the employee may be charged with immorality, suspended without pay and dismissed under 18A-2-8.

3.11.3.2 BCS understands that occasionally an inappropriate site can come up in a browser while doing an appropriate search or similar activity. The following steps are to be taken to document this occurrence so that this individual instance will not be held against the employee at a later date;

3.11.3.2.1 The employee will not turn off the machine, will turn off the monitor or close the lid of the laptop, and immediately report to their immediate supervisor. The employee will then provide a written account of what they were researching/processing/etc. that led them into the site and provide it their supervisor.

3.11.3.2.2 The supervisor will go to the computer, do a print screen of the display, close the site, reboot the computer. They will then do a memo to the county technology director noting the employee's name, date and time of the occurrence, and their explanation of what occurred. The memo along with the screen print and the employee's written account of the occurrence will then be sent to the technology director.

3.11.3.2.3 The county director will place the documentation into a comprehensive file of such incidents.

3.11.3.3 Employees who believe they need to access a web site to verify a student's activity on the Internet, and believe that the potential exists that one or more of the sites contain prohibited material, shall have prior authorization of the superintendent, county technology director, or building administrator before starting their investigation. If, for instructional purposes, an employee needs to access a web site that may contain prohibited material, that employee shall have prior authorization of the building administrator before accessing the web site.

## 4.0 Digital Citizenship.

4.1. The appropriate use of technology and digital resources promotes positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career.

4.2. All users need to be part of this digital citizenry to appropriately and safely learn, work, play, and live in today's global society.

4.3. Digital/Network Etiquette:

4.3.1 Users are expected to abide by the generally accepted rules of digital/network etiquette. These include, but are not limited to, the following:

4.3.1.1 Be polite. Do not write or send abusive messages to others.

4.3.1.2 Use proper English and appropriate language; avoid "Netspeak." Do not swear; do not use vulgarities or other inappropriate language.

4.3.1.3 Use extreme caution when revealing personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

4.3.1.4 Do not reveal, on any electronic medium, personal information about another individual.

4.3.1.5 Do not use the Internet in a way that would disrupt the use of the Internet by others (e.g., downloading huge files during prime time; sending mass e-mail messages; annoying other users).

4.3.1.6 Keep educational files and e-mail messages stored on servers to a minimum.  
(Also see section 5.6.22.)

4.3.1.7 Activate the appropriate automatic reply message and unsubscribe to listservs if account is to be unused for an extended period of time.

4.3.1.8 Only publish student pictures or names on class, school or district web sites that are part of the district/school directory information or when appropriate permission has been obtained. (Also see W. Va. 126CSR94, WVBE Policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data and BCBOE Policy 8900, Procedures for the Collection, Maintenance, and Disclosure of Student Data.)

4.3.1.9 Notify the appropriate school authority of any dangerous or inappropriate information or messages encountered.

#### 4.4. Digital Security:

4.4.1 Users who identify a security problem on the system must notify a system administrator.

4.4.2 Users must not demonstrate the problem to other users.

4.4.3 Users must not use another individual's account or give their passwords to others. Unauthorized attempts to log into the system as a system administrator will result in revocation of user privileges based on state, county or school policies.

4.4.4 Any user identified as a security risk or having a history of problems with other computer systems may be denied access by the appropriate disciplinary authority. (See also section 5.6.9.)

4.4.5 The WVDE is the proprietor of a class B license of Internet Protocol (IP) addresses. These addresses include 168.216.000.001 through 168.216.255.255. All addresses are assigned, maintained and managed by the WVDE. Any unauthorized use is strictly prohibited.

### 5.0 Accountability and Responsibility.

5.1. The acceptable and appropriate use of telecommunications and/or access to the Internet and digital resources is an extension of the educator's responsibility in his/her classroom. Educators occupy a position of trust and stand in the place of a parent or guardian while a student is in school. (W. Va. Code § 18A-5-1(a).) Therefore, it is the educator's responsibility to ensure classroom activities focus on appropriate and specific learning goals and objectives for personalized learning when using Internet-related technologies. Student use of Internet-related or web-based applications must be authorized by the educator and parent or guardian through a county-determined procedure. It is also the educator's responsibility not to use electronic technologies in a manner that risks placing him/her in a position to abuse that trust. Even though "educators" are the ones who come in daily classroom contact with students, acceptable/appropriate uses of online resources, technologies and the Internet is a responsibility of all educational staff and employees.

5.2. The following statements delineate the responsibilities of the WVBE, WVDE, the county board of education, individual schools, educators and other educational/service personnel for the appropriate and authorized use of technologies, digital resources and the Internet.

5.3. WVBE responsibilities, based on authority of W. Va. Code, will include approving policies advocating the following activities:

5.3.1. Students will be provided equitable access to technology.

5.3.2. Students will graduate from the public schools with proficiency in the skills and learning objectives delineated in instructional policies, especially in Policy 2520.14.

5.3.3. WVBE Policy 2520.14 content standards and objectives will be included as part of the instructional goals and objectives of all programs of study and at all grade levels.

5.3.4. The WVBE will collaborate with the higher education community to communicate complementary technology utilization initiatives and partnerships and readiness of student teachers in understanding the professional role of the educator and the position of trust.

5.3.5. Administrators and teachers will be provided professional development in the use and application of electronic resources, technologies and the Internet.

5.4. WVDE responsibilities will include carrying out the policies of the WVBE and include the following tasks/duties:

5.4.1. The WVDE provides the network system, e-mail accounts and Internet access as tools for education and administration in support of the WVBE's mission and goals.

5.4.2. The WVDE reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with networks, e-mail use and web-based tools.

5.4.3. The WVDE and approved service provider(s) can monitor only the e-mail accounts issued to the "k12.wv.us" server, which is administered by WVDE and approved provider(s).

5.4.4. The WVDE will review and process appropriate applications for domain names for local servers.

5.4.5. The WVDE reserves the right to disclose any electronic message, files, media, etc., to law enforcement officials or third parties as appropriate.

5.4.6. Based upon the acceptable use and safety guidelines outlined in this document, The State Superintendent of Schools, WVDE and provider(s) system administrators will determine what appropriate use is, and their decision is final.

5.4.7. The WVDE reserves the right to enter an employee's information system files whenever there is a business need to do so.

5.4.8. Electronic filtering will be installed by the WVDE at the two points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management. Providing this service at the state level enables districts/schools to meet Children's Internet Protection Act (CIPA) and E-Rate guideline requirements for filtering.

5.4.9. To avoid duplication of effort at the district/school levels, the WVDE will provide a method and instructional modules that allow districts/schools to certify compliance with the new FCC regulations regarding Internet safety policies. The policies must provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Instructional information regarding the WVDE method and curriculum content for certifying that students have been educated about appropriate online behavior can be found at <http://wvde.state.wv.us/technology/cipa-compliance.php>. This WVDE method will provide documentation that districts have met the annual E-rate compliance requirements of educating students regarding appropriate use. The districts and schools are encouraged to go beyond this basic compliance if so desired.

5.4.10. The state network will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the state's computer network or the Internet.

5.4.11. The WVDE makes no warranties of any kind, whether expressed or implied, for the service being provided. The WVDE will not be responsible for any damages, including loss of data or service interruptions. The use of any information obtained via the system is at the user's own risk. WVDE is not responsible for the accuracy and quality of information obtained through the system.

#### 5.5. The Barbour County Board of Education responsibilities:

5.5.1. The BCBOE shall have a county technology team and a comprehensive technology plan that is included as part of the Five-Year Online Strategic Plan. In addition to the county technology director/contact, the technology team should be representative of areas including instruction, finance, facilities, personnel and others as designated by the county.

5.5.2. WVBE Policy 2520.14, 21st Century Learning Skills and Technology Tools Content Standards and Objectives for West Virginia Schools, shall be included in all programs of study and at all grade levels.

5.5.3. The BCBOE shall, whenever possible, make available facilities and technology to accommodate distance learning and access to virtual courses provided through the West Virginia Virtual School and approved course providers.

5.5.4. The BCBOE, in cooperation with schools, shall, to the extent practicable and as funds and other resources are available, provide students (including those enrolled in adult basic education), teachers, parents and citizens access to technology, in the public schools during non-school hours and in accordance with E-rate guidelines.

5.5.5. The BCBOE shall provide professional development in the use of technology and its application in the teaching and learning process.

5.5.6. The BCBOE shall implement appropriate policies to help ensure the safety of students and acceptable use of electronic resources, technologies and the Internet and encourage each school to reinforce the BCBOE Policy 8400, Student Code of Conduct, to assure abidance of this acceptable use policy.

5.5.7. The BCBOE shall provide adequate technology personnel to implement appropriate policies and manage county/school networks to help ensure the safety of students and acceptable use of electronic resources, technologies and the Internet.

5.5.8. In accordance with W. Va. Code, school aid formula, and local funding opportunities, the BCBOE shall provide support for schools to employ Technology Integration Specialists (TIS) and Technology Systems Specialist (TSS). The role of the TIS is to implement and aid educators with technology integration and fluency. The role of the TSS is to manage/repair school local area networks and connected devices. It is highly

important to have adequate technology personnel at each school to ensure the safety of students and acceptable use of electronic resources, technologies, and the Internet. It is imperative to have adequate technology personnel at the school level to implement school policies through technology integration/fluency by the TIS and manage/repair school local area networks through TSS and to ensure the safety of students and acceptable use of electronic resources, technologies and the Internet.

5.5.9. The use and administration of a network server for Internet connection within a county or school is the responsibility of the designated/approved educator(s) and administrator(s) at the location of the server. It is their responsibility to ensure that all activities and/or functions of the server involve appropriate school activities. All administrative functions and/or file maintenance to the server are the responsibility of the designated/approved educator/administrator serving that location.

5.5.10. All remote access to servers located at a county or school building and connected to a wide area network and/or the Internet is the responsibility of the administrator(s) and/or educator(s) identified as responsible for the servers. Remote access of any kind is to be used only when specific educational goals have been identified and is not to be in direct competition with local Internet service providers. Additionally, all remotely accessed servers must not conflict with federal, state and local guidelines for appropriate Internet access.

5.5.11. Server administrators or technical contacts requesting domain names for local servers must apply to the WVDE through an application process. Those receiving a domain name must follow all guidelines detailed as part of the application process, including the adoption of a current safety and acceptable use policy.

5.5.12. The WVDE and approved service provider(s) can monitor only the e-mail accounts issued to the "k12.wv.us" server, which is administered by WVDE and approved provider(s). Non-"k12.wv.us" e-mail accounts should not be used for school/educational purposes. All liability for any non-"k12.wv.us" email accounts lies with the administrator(s) and/or educator(s) responsible for student utilization of alternative accounts or the administrator(s) and/or educator(s) identified as responsible for the server being used.

5.5.13. Only publish student pictures or names on class, school or district web sites that are part of the district/school directory information or when appropriate permission has been obtained. (See also WVBE Policy 4350 and BCBOE Policy 8900.)

5.5.14. Districts and schools are subject to CIPA and may not receive the E-rate discounts unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors.

5.5.15. Before adopting/revising an Internet safety policy, the BCBOE and schools will provide reasonable notice and hold at least one public hearing or meeting to address the acceptable use policy.

5.5.16. Barbour County Schools, being subject to CIPA, is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

5.5.17. BCS Internet safety policies include the monitoring and filtering of the online activities of students. Internet safety policies provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The WVDE provides a method and curriculum modules that allow BCS/schools to certify compliance with this FCC regulation.

5.5.18. BCS/school equipment that is used off site is subject to the same rules as when used on site.

5.5.19. Students and staff are expected to use BCS and school-owned technology in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the state, district, and school. The use of such technologies may be restricted or revoked for inappropriate behavior or use.

5.5.20. Students and staff are encouraged to use BCS and school equipment whenever possible. Unauthorized or unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These uses include, but are not limited to, the following:

5.5.20.1. Using personal devices to gain or give an advantage in a testing situation.

5.5.20.2. Using personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players, and laptops).

5.5.20.3. Downloading and installing BCS licensed software on personal devices unless specifically allowed by the licensing agreement.

5.5.20.4. Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology.

5.5.20.5. Using personal devices for violations related to cyber bullying and harassment.

5.5.21. BCS/schools will provide professional development and classroom teaching regarding the compliance of copyright laws.

5.5.22. Keep educational files and e-mail messages stored on servers to a minimum. Users should responsibly back up their data and files. BCS/schools may set individual storage limits per server.

#### 5.6. School Responsibilities:

5.6.1. Local school improvement councils shall include in the Five-Year Online Strategic Plan mechanisms to foster the use, to the extent practicable, and as funds and other resources are available, of school facilities for the purpose of accessing technology, by students, teachers, parents and citizens during non-school hours and in accordance with E-rate guidelines.

5.6.2. Every school shall have a school technology team and a comprehensive technology plan that is part of the Five-Year Online Strategic Plan. Schools may choose to have the local school improvement council or the faculty senate or the curriculum team serve as the technology team.

5.6.3. WVBE Policy 2520.14, 21st Century Learning Skills and Technology Tools Content Standards and Objectives for West Virginia Schools, shall be taught and utilized throughout all the programs of study and at all grade levels.

5.6.4. The Five-Year Online Strategic Plan will include necessary professional development to enable teachers to incorporate technology into the classroom.

5.6.5. With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to follow the acceptable use policies, as well as state and federal laws, so that access to telecommunication networks, computers and the Internet provided by the school, BCS, and WVDE educational systems is not abused.

5.6.6. Schools must enforce the use of filtering or electronic technical protection measures during any use of the computers/devices to access the Internet. Encryption of all wireless access points for E-rated Internet access provided via the K-12 network or otherwise is required.

5.6.7. Schools must follow the guidelines of CIPA and the Children's Online Privacy Protection Act federal statutes (COPPA).

5.6.8. See also school responsibilities that may be listed in association with county boards of education and district responsibilities (section 5.6) and educator, service personnel and staff responsibilities (section 5.8).

#### 5.7. Educator, Service Personnel and Staff Responsibilities:

5.7.1. Collaboration, resource sharing, and student/teacher, student/student, and teacher/parent dialogue can all be facilitated by the use of social media and other electronic communication. Such interactivity outside of the school walls can greatly enhance face-to-face classes. However, it is imperative that a clear line be drawn between personal social networking and professional/educational networking to protect the safety of the students and the integrity of educational professionals and service staff.

5.7.2. In order to assist educators in maintaining a professional relationship with students and to avoid situations that could lead to inappropriate relationships between school personnel and students, the following regulations apply to all school personnel. Failure to adhere to these regulations may result in disciplinary action and/or loss of licensure:

5.7.2.1. School personnel will maintain a professional relationship with all school students, both inside and outside the classroom and while using any form of social media and other electronic communication. Unethical conduct includes but is not limited to committing any act of harassment as defined by WVBE and/or BCBOE policy; committing or soliciting any sexual act from any minor or any student regardless of age; soliciting, encouraging, or consummating a romantic or inappropriate relationship with a student, regardless of the age of the student; using inappropriate language including, but not limited to, swearing and improper sexual comments; taking inappropriate pictures (digital, photographic or video) of students or exchanging any inappropriate pictures with students; or engaging in any other behaviour that constitutes a violation of district or county policy or that is detrimental to the health and welfare of students.

5.7.2.2. The viewing, storing, transmission or downloading of pornography or sexually suggestive or sexually explicit material or text on a work computer or other electronic storage or communication device, whether at home or at work, by school personnel or anyone else to whom the school personnel has made the computer or other electronic storage or communication device available, is prohibited. This same prohibition applies to a personal computer or other electronic storage or communication device while at school or a school activity. (Please refer to section 3.11.3 of this policy.)

5.7.2.3. All information stored within work computers or servers is the property of the

state, county, or school, and the personnel using such computers/servers/networks have no expectation of privacy with respect to its contents.

5.7.3. With appropriate professional development, educators will promote and model acceptable use, digital citizenship and online responsibility to support personalized learning and digital-age assessments to meet the educational learning policies, including Policy 2520.14, for all students.

5.7.4. Teachers, specialists, and other supervising adults will teach and discuss the appropriate use of electronic resources, technologies and the Internet with their students, monitor their use, and intervene if the uses are not acceptable.

5.7.5. School personnel who receive information via any electronic resource, including a social networking site, that falls under the mandatory reporting requirements of W. Va. Code § 49-6A-2, must report as indicated in W. Va. Code to their immediate supervisor.

5.7.6. Staff members should be careful not to use copyrighted material in a manner that violates copyright law.

5.7.7. School personnel are responsible for protecting their passwords associated with their computers and e-mail address and must not make them accessible to others.

## **6.0 Use of Electronic Resources, Technology and the Internet.**

### 6.1. Overview of Use:

6.1.1. Unauthorized or unacceptable use of the Internet or any safety violations as part of an educational program by students, educators or staff may result in suspension and/or revocation of such use.

6.1.2. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file at the county/school.

6.1.3. The WVDE provides the network system, e-mail accounts and Internet access as tools for education and administration in support of the WVBE's mission, including student mastery of rigorous subject matter content and acquisition of global skills. Therefore, users should have no expectation of privacy; and the WVDE reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of:

6.1.3.1. The network and system files;

6.1.3.2. User files and disk space utilization;

6.1.3.3. User applications and bandwidth utilization;

6.1.3.4. User document files, folders and electronic communications;

6.1.3.5. E-mail;

6.1.3.6. Internet access; and

6.1.3.7. Any and all information transmitted or received in connection with networks, e-mail use and web-based tools.

6.1.4. No student or staff user should have any expectation of privacy when using the BCS network. The WVDE reserves the right to disclose any electronic message, files, media, etc., to law enforcement officials or third parties as appropriate.

6.1.5. No temporary accounts will be issued, nor will a student use an Internet account not specifically created for him or her that allows anonymous posting. Based upon the acceptable use and safety guidelines outlined in this document, BCS administration, BCS Superintendent, WVDE, State Superintendent of Schools and provider(s) system administrators will determine what appropriate use is, and their decision is final.

6.1.6. The system administrator and/or local teachers may deny users access for inappropriate use. Additionally, violation of use policies could result in loss of access, personal payment of fees incurred, employment discipline, licensure revocation and/or prosecution. Other violations may also be found in BCBOE Policy 8400.

6.1.7. The WVDE's administrative information systems, including the West Virginia Education Information System (WVEIS), are to be used exclusively for the business of the respective state, BCS, and school organizations. All information system data are records of the respective organizations. The WVDE reserves the right to access and disclose all data sent over its information systems for any purposes. All staff must maintain the confidentiality of student data in accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

6.1.8. For reasons of privacy, employees may not attempt to gain access to another employee's files in the WVDE's information systems. However, BCS and WVDE reserves the right to enter an employee's



information system files whenever there is a business need to do so.

6.1.9. Any of these guidelines are to be cognizant of and superseded by FERPA and other appropriate federal and state laws.

## 6.2. **Acceptable Use:**

6.2.1. The use of the electronic resources, technologies and the Internet must be in support of education and consistent with the educational goals, objectives and priorities of the WVBE. Use of other networks or computing resources must comply with the rules appropriate for that network and for copyright compliance. Users must also be in compliance with the rules and regulations of the network provider(s) serving West Virginia counties and schools.

6.2.2. The use of telecommunications and/or access to the Internet is an extension of the students' responsibility in the classroom and must follow all federal and state laws as well as state and local policies.

6.2.3. State, district and school-owned technology is to be used to enhance learning and teaching as well as improve the operation of the district and school.

6.2.4. Safety measures must be enforced to carry out policies at the state, ~~RESA~~, county, and school to implement the intent of CIPA, COPPA, E-rate guidelines, FERPA, and any other applicable state and federal statute and policy. (See also BCBOE Policy 8400, WVBE Policy 4373, and W. Va. Code §18-2C-2.)

6.2.5. Acceptable network use by students and staff includes the following:

6.2.5.1. Creation of files, projects, videos, web pages and podcasts using network resources in support of student personalized academic learning and educational administration;

6.2.5.2. Appropriate participation in school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups;

6.2.5.3. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

6.2.5.4. Staff use of the network for incidental personal use in accordance with all district/school policies and guidelines.

6.2.6. At no time should a student be given administrative responsibilities for a server with a wide area network or Internet connection.

## 6.3. **Unacceptable Use:**

6.3.1. Inappropriate use or transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets.

6.3.2. Use for commercial activities by for-profit institutions is not acceptable.

6.3.3. Use for product advertisement or political lobbying is also prohibited.

6.3.4. Illegal activities and privacy and safety violations of COPPA, CIPA and FERPA are strictly prohibited.

6.3.5. Specific examples of unacceptable and/or unauthorized use include, but are not limited to:

6.3.5.1. Viewing, creating, accessing, uploading, downloading, storing, sending, or distributing obscene, pornographic, or sexually explicit material.

6.3.5.2. Downloading, uploading and/or executing viruses, worms, Trojan horses, time bombs, bots, malware, spyware, SPAM, etc., and changes to tools used to filter content or monitor hardware and software.

6.3.5.3. Using e-mail and other electronic user IDs/passwords other than one's own. Passwords are the first level of security for a user account. E-mail and system logins and accounts are to be used only by the authorized owner of the account, for authorized purposes. Students and staff are responsible for all activity on their account and must not share their account IDs and passwords.

6.3.5.4. Illegally accessing or attempting to access another person's data or personal system files or unauthorized access to other state/district/school computers, networks, and information systems.

6.3.5.5. Supplying your password and user information to any electronic request, or sharing them with others, via any other communications.

6.3.5.6. Storing passwords in a file without encryption.

- 6.3.5.7. Using the “remember password” feature of Internet browsers and e-mail clients.
- 6.3.5.8. Leaving the computer without locking the screen or logging off.
- 6.3.5.9. Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- 6.3.5.10. Requesting that inappropriate material be transferred.
- 6.3.5.11. Violating safety and/or security measures when using e-mail, chat rooms, blogs, wikis, social networking sites, Web 2.0 tools, and other forms of electronic communications.
- 6.3.5.12. Hacking, cracking, vandalizing, or any other unlawful online activities.
- 6.3.5.13. Disclosing, using, or disseminating personal information regarding students.
- 6.3.5.14. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, and other unauthorized uses as referenced in BCBOE and/or WVBE policies or other policies and laws.
- 6.3.5.15. Personal gain, commercial solicitation, and compensation of any kind.
- 6.3.5.16. Any activity which results in liability or cost incurred by the district.
- 6.3.5.17. Downloading, installing and/or executing non-educational gaming, audio files, video files, or other applications (including shareware or freeware) without permission or approval.
- 6.3.5.18. Support or opposition for ballot measures, candidates, and any other political activity.
- 6.3.5.19. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacture, etc.).
- 6.3.5.20. Plagiarism or reproducing/repurposing audio/video without permission/consent.
- 6.3.5.21. Attaching unauthorized equipment to the district or school networks. Any such equipment may be confiscated and turned over to law enforcement officers for a potential violation of W. Va. Code §61-3C-5, Unauthorized Access to Computer Services.
- 6.3.5.22. Attaching unauthorized equipment or making unauthorized changes to the state backbone network. Unauthorized equipment may be confiscated and may turned over to law enforcement officers for a potential violation of W. Va. Code § 61-3C-5, Unauthorized Access to Computer Services. Only WVDE network personnel may authorize changes which affect the state backbone network.
- 6.3.5.23. Vandalizing technology equipment or data. Vandalism is defined as any attempt to harm or destroy data of another user or to intentionally damage equipment or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading, or creating computer viruses. Vandalism will result in revocation of user privileges.
- 6.3.5.24. Uses related to or in support of illegal activities will be reported to authorities.
- 6.3.5.25. Any unauthorized use of electronic resources, technologies, and the Internet during instructional time.

#### 6.4 Commitment for Acceptable Use.

6.4.1 Signed agreements are required for all employees and for all students.

6.4.2 Employee supervisors shall annually review technology acceptable use with employees under their supervision and require each employee to sign the Employee Technology Acceptable Use Agreement whenever an employee is first assigned at a school. A new signed agreement is required whenever an employee transfers to a different school. The agreements are to be kept on file by the immediate supervisor.

6.4.3 Schools shall determine a procedure for ensuring annual review of technology acceptable use with all students annually. A Student Technology Acceptable Use Agreement must be signed by the student and parent/guardian whenever a student first enrolls at a school. A new signed agreement is required whenever a student transfers or is promoted to a different school.

6.4.4 All students and employees will be required to sign new forms whenever this policy is revised by the BCBOE.

## **7.0 Network.**

7.1. The statewide network, the county wide area networks (WANs), and school local area networks (LANs) include wired and wireless computers, peripheral equipment, routers, switches, servers, files, storage devices, e-mail, Internet content, digital tools (blogs, web sites, web mail, groups, wikis, etc.), and any other equipment which communicates via network connections. These components are utilized to provide access to electronic resources, technologies and the Internet.

7.2. The WVDE reserves the right to prioritize the use of and access to the statewide network. BCS may also prioritize local traffic within WANs and LANs consistent with WVDE guidelines.

7.3. All use of the network must support instructional and administrative purposes and be consistent with BCBOE policies, WVBE policies, WVDE guidelines, E-Rate regulations and state and federal laws.

7.4. WVDE, approved service provider, and other state agencies operate the statewide infrastructure to provide Internet access for all public schools under the jurisdiction of the WVBE. In accordance with state purchasing guidelines, filtering will be installed at the state network level at the two points of presence (POPs) for Internet access. This will provide filtering for all public schools in a cost effective manner and with efficient management. Providing this service at the state level enables BCS to meet CIPA and E-Rate guideline requirements for filtering.

7.5. BCS and/or schools may also add additional electronic filters at the local network levels. Other objectionable material may be filtered. The determination of what constitutes "other objectionable" material is a local decision.

7.6. Schools must enforce the use of the filtering or electronic technical protection measures during any use of the network and computers/devices to access the Internet.

7.7. To avoid duplication of effort at the district/school levels, the WVDE will provide a method and instructional modules that allow BCS/schools to certify compliance with the new FCC regulations regarding Internet safety policies. The policies must provide for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Instructional information regarding the WVDE method and curriculum content for certifying that students have been educated about appropriate online behavior can be found at <http://wvde.state.wv.us/technology/cipa-compliance.htm>. This WVDE method will provide documentation that districts have met the annual E-rate compliance requirements of educating students regarding appropriate use.

## **8.0 Filtering.**

8.1. Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

8.2. Any attempts to defeat or bypass the state's Internet filter or conceal Internet activity are prohibited. This includes, but is not limited to, proxies, https, special ports, modifications to state browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

8.3. E-mail inconsistent with the educational missions of the state, BCS, or school will be considered SPAM and blocked from entering e-mail boxes.

8.4. Appropriate adult supervision of Internet use must be provided. The first line of defense in controlling access by students to inappropriate material on the Internet is deliberate and consistent monitoring of student access and use of equipment.

8.5. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively in filtering and acceptable use issues.

8.6. Appropriate filtering must be maintained to meet E-rate guidelines. (See also section 7.5.)

## **9.0 Copyright.**

9.1. Copyright laws protect the rights of people who create intellectual property by providing the creator with exclusive rights to license, sell, or use the works. A creator owns the rights of reproduction, adaptation, distribution, public performance, public display, digital transmission and moral rights.

9.2. Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted if and when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, United States Code <http://copyright.gov/title17>) and content is cited appropriately.

9.3. The doctrine of fair use for education has developed through court decisions over the years. It has been codified in Section 107 of the United States Copyright Law (Title 17, United States Code), and lists four factors to be considered in determining whether or not a particular use is fair:

9.3.1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.

9.3.2. The nature of the copyrighted work.

9.3.3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.

9.3.4. The effect of the use upon the potential market for, or value of, the copyrighted work.

9.4. To discourage violation of copyright laws, the following compliance requirements are specified:

9.4.1. Employees and students are expected to adhere to the copyright laws.

9.4.2. Appropriate software licenses will be obtained for use in a network server system or other multi-access use.

9.4.3. Programs available through the statewide provisions of technology implementation must comply with stipulations of the various purchase agreements.

9.4.4. Illegal copies of copyrighted programs shall not be made or used on state, RESA, BCS, or school equipment. (See also section 9.2.)

9.4.5. Students are to be taught the ethical and practical problems and consequences of plagiarism and software/media piracy.

9.4.6. Employees will be provided yearly reminders of their responsibility through a county chosen procedure to adhere to and enforce the copyright laws and will be provided in-service if necessary.

9.4.7. Educators and students should perform due diligence by reviewing the Terms and Conditions, Terms of Use, End User License Agreements (EULA), Copyright, etc. prior to utilizing content from resources and software licenses to ensure that they are not violating the Terms and Conditions agreed to of said resource. While Fair Use (Section 107 of the United States Copyright Law, Title 17, United States Code) does allow for some utilization of content, Terms and Conditions may specify the use allowed that would not be defined under Fair Use. (e.g., YouTube does not permit the downloading of video content for use. While showing the video in the classroom could be claimed under Fair Use, the downloading would be prohibited under the terms and conditions and is not defined by Fair Use.)

9.5. Under federal law, employees violating the copyright laws may be subject to fines, confiscation of material, and other prosecution. Violations may also result in the employee's suspension and/or dismissal for insubordination under W. Va. Code §18A-2-8.

## **10.0 Web Publishing.**

10.1. BCS and the WVDE recognizes the educational benefits of publishing information on the Internet by school personnel and students. They also recognize the importance of guidelines that address content, overall responsibility, potential contributors, quality, technical standards, copyright laws, and student protection. In addressing these issues, BCS recommends that each school adopt local policies that are consistent with, but not limited to, the following web publishing guidelines:

10.1.1. "Official" BCS/school web site may be administered by the BCS/school designated authority.

10.1.2. Appropriate educational permission must be obtained for student web pages published within the West Virginia public K-12 intranet and from a public K-12 site to the Internet.

10.1.3. Helping a community organization develop a web site could be a learning experience/project for students. However, housing a community web site on a school/county server will take K-12 bandwidth is prohibited as it can violate E-rate or other regulations.

10.2. Web site content should:

10.2.1. Be appropriate, in good taste, and not harmful to any individual or group.

10.2.2. Be grammatically correct, accurately spelled, and have a pleasing appearance.

10.2.3. Follow FERPA, state, BCS, and school regulations when using student pictures and names. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last

names of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published.

10.2.4. Comply with BCBOE and WVBE policies and regulations.

10.2.5. Include information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

10.2.6. Remain current, be accurate, and navigation through the site should be easy and user friendly.

10.2.7. Restrict business/commercial links or the acknowledgment of a business on a school/BCS web site to business partners and/or materials that are educational, provide technical support, or are germane to the philosophy of the school/county. Advertising of commercial offerings is forbidden.

10.2.8. Comply with copyright, intellectual property, state, federal (specifically COPPA and CIPA), and international law.

10.2.9. Include the permission granted statement (who, time period, etc.) for all copyrighted materials.

10.3. Consult the World Wide Web Consortium (W3C) for additional web publishing standards at <http://www.w3.org/standards/webdesign>.

10.4. The W3C Web Accessibility Initiative (WAI) develops Web accessibility guidelines. More information is available at <http://www.w3.org/WAI/intro/components.php>.

## **11.0 Implementation.**

11.1. Barbour County Boards of Education:

11.1.1. The BCBOE will ensure implementation of this policy by adopting their own county/school policies regarding acceptable use of electronic resources, technologies and the Internet.

11.2. BCS:

11.2.1. BCS shall provide technical assistance to support schools in developing and implementing local use policies. BCS will also provide professional development support to schools in addressing acceptable use.

11.2.2. BCS shall assist schools with revisions of the Five-Year Online Strategic Plans associated with technology implementation Barbour County Technology Plan and the West Virginia State Technology Plan.

## **12.0 Incorporation by Reference.**

12.1 A copy of the Barbour County Schools Educational Technology Plan is incorporated by reference and may be reviewed at <http://www.wvschools.com/barbourcountyschools/Policies.html>

12.2 A copy of the West Virginia Educational Technology Plan is incorporated by reference and may be reviewed at <http://wvde.state.wv.us/policies/policy.php?p=2460>

12.3 E-rate Compliances. A list of E-rate compliances will be provided at <https://wvde.us/data-analysis-research/technology-administration/e-rate/>

12.4 Guidance procedures to address definitions, technological changes, best practices and FAQs. See: <https://wvde.us/data-analysis-research/technology-administration/>

## **13.0 Severability.**

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

11. Recommendation: Approve a contract with Best Life Therapy to provide deaf and hard of hearing services for the 2023-2024 school year.
12. Recommendation: Approve a Memorandum of Understanding with West Virginia University and its School of Medicine, Department of Ophthalmology and Visual Sciences for Orientation and Mobility services for the 2023-2024 school year.

13. Recommendation: Approve/Confirm requests for professional leave.
14. 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)**

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Brooke Davis	Belington Middle School	JobID: 14552 Itinerant Multi-Categorical w/Autism Instructor
	Belington Elementary School	JobID: 14553 Elementary Education Instructor
	Kasson Elementary & Middle School	JobID: 14556 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 14581 Mathematics Instructor
	Philip Barbour High School	JobID: 14584 Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	Kasson Elementary & Middle School	JobID: 14585 Mathematics/Social Studies Instructor
	Philippi Middle School	JobID: 14586 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 14606 Counselor
Courtney McKenzie	Belington Elementary School	JobID: 14608 Elementary Education Instructor
	Junior Elementary School	JobID: 14610 Music Instructor (half-time)
	Philippi Elementary School	JobID: 14611 Itinerant Preschool/Preschool Special Needs Instructor (half-time)
	Barbour Board Office	JobID: 15314 Bus Operator, Route 24
	Kasson Elementary & Middle School	JobID: 15315 Language Arts/Art Instructor/Virtual School Facilitator
	Philip Barbour High School	JobID: 15316 Itinerant Cook
	Philip Barbour High School	JobID: 15317 Itinerant Multi-Categorical w/Autism Instructor

<b>Substitute Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Christina Newman	Barbour Board Office	JobID: 13814 Substitute Cook(s)
Melinda Tharp	Barbour Board Office	JobID: 14587 Substitute Teacher(s)
	Barbour Board Office	JobID: 14589 Restricted Short-Term Substitute Teacher(s)
Shania Keene	Philip Barbour High School	JobID: 14591 Long Term Substitute Mathematics Instructor
	Barbour Board Office	JobID: 14600 Substitute Bus Operator(s)
	Belington Elementary School	JobID: 14607 Long Term Substitute Elementary Education Instructor

15. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools.

16. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

- A. Philip Barbour High School
  - 1. (Athletics) - \$2,000.00
  - 2. (Class of 2024) - \$100.00
  - 3. (FFA) - \$1,500.00

17. Recommendation: Approve/Confirm curricular trips.

- A. Belington Elementary School
  - 1. (3<sup>rd</sup> Grade) – to Elkins YMCA on May 16, 2024
- B. Kasson Elementary/Middle School
  - 1. (7<sup>th</sup>/8<sup>th</sup> Grade) – to Phil Gainer Center on January 24, 2024
- C. Philip Barbour High School
  - 1. (Outdoor Adventure Club) – to Canaan Valley Resort on February 15, 2024
  - 2. (FBLA) – to Camp Dawson, Kingwood West Virginia on March 7-8, 2024
- D. Philippi Middle School
  - 1. (7<sup>th</sup>/8<sup>th</sup> Grade) – to Phil Gainer Center on January 24, 2024

18. Recommendation: Approve/Confirm the use of buildings and/or grounds.

- A. Philip Barbour High School
  - 1. On January 21, 2024 through March 9, 2024 – requested by Doug Row for Barbour County Storm Youth Baseball Practice

19. 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.

Position	Location	Funding Source	FTE
LPN/Special Needs Aide/Supervisory Aide/Transportation Aide	KEMS	County	1

A motion was made by Mr. Starks to approve agenda items 1-13 and items 16-19 except item 7.A.1 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. Everson to approve agenda item 7.A.1 as recommended. The motion was seconded by Mr. Starks. After discussion, the motion failed zero (0) to zero (5).

Mr. Nestor made a motion to adjourn into executive session at 7:25 p.m. to discuss personnel. The motion was seconded by Mr. Starks and passed five (5) to zero (0).

The board returned to open session at 7:30 p.m. (No votes or decisions were made in executive session).

The Superintendent pulled the recommendation for JobID: 14587 in agenda item 14 off the agenda.

A motion was made by Mr. Phillips to approve agenda items 14-15 and item 19 as recommended. The motion was seconded by Mr. Stark. After discussion, the motion passed five (5) to zero (0).

The board acted upon or discussed the following items:

- 1. Executive Session
- 2. Other
  - BOE Scholarship

Next board meetings:

February 12, 2024, at 6:00 p.m. at the Board of Education Office (Regular Session)

The meeting adjourned at 7:45 p.m.

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**President**

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**Secretary**