

Minutes

The Barbour County Board of Education met in regular session at 5:00 p.m. on Monday, March 13, 2023, at the Philip Barbour High School Complex, 99 Horseshoe Drive, Philippi, WV 26416.

David Everson, Adam Starks, Ron Phillips, Jared Nestor, Joanne McConnell, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Michelle Fleming, Connie Mundy, Julie Bibey, David Neff, Brandon Antion and Judy Buckner Larry.

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

Mrs. McConnell led the pledge to the flag.

Invocation by Mrs. McConnell

A motion was made by Mr. Everson to approve the minutes of the February 27, 2023 meeting. The motion was seconded by Mr. Starks. After discussion, the motion failed zero (0) to five (5).

The board recognized the following:

PB Girls Basketball 2<sup>nd</sup> in the State  
Leo Roe

**Discussion –**

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

Philip Barbour High School Presentation

The following delegations address the board:

Judy Buckner Larry – regarding library funding

The board recessed from 7:07 p.m. to 7:14 p.m.

**Reports –**

January 2023 Financial Report

**Superintendents Recommendations –**

1. Recommendation: Approve payment of bills for the period of February 22, 2023, through March 7, 2023, at a total expenditure of \$198,890.05.
2. Recommendation: Authorize March 15, 2023, payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law.
3. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$60,000.00.
4. Recommendation: Approve the final total of February 28, 2023, payroll check, and federal withholdings in the amount of \$497,275.01.
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$26,869.51.
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)  
  
Junior Elementary School (Strawberry) – projected revenue - \$300.00  
Kasson Elementary/Middle School (Yearbook) – projected revenue - \$500.00  
Philip Barbour High School (Girls Basketball) – projected revenue - \$1,000.00, \$500.00; (FBLA) - \$1,000.00; (Class of 2024) - \$500.00, \$500.00
7. Recommendation: Approve contract with IXL Learning for IXL site license in the amount of \$9,975.00.
8. Recommendation: Approve an agreement with District by Design for Capturing Kids' Hearts in the amount of \$137,200.00 for the 2023/2024 school year.
9. Recommendation: Approve contract with the Southern Regional Education Board for School Improvement in the amount of \$61,600.00.

10. Recommendation: Approve the Annual Memorandum of Agreement with West Virginia University Cooperative Extension Service in the amount of \$21,000.00 for FY '24.
11. Recommendation: Support the creation of a non-profit foundation called "The Philip Barbour Football Foundation".
12. Recommendation: Approve/Confirm curricular trips.
  - Junior Elementary School (3<sup>rd</sup> & 4<sup>th</sup> Grades) – to Trampoline Park on May 23, 2023; (1<sup>st</sup> & 2<sup>nd</sup> Grades) – to Prikett's Fort on April 27, 2023; (4<sup>th</sup> Grade) – to Elkins on May 19, 2023
  - Kasson Elementary/Middle School (2-4<sup>th</sup> Grades) – to Deep Creek Fun Zone on May 11, 2023
  - Philippi Elementary School (1<sup>st</sup> Grade) – to Cartoon Head Quarters on March 22, 2023; (4<sup>th</sup> Grade) – to Smoke Hole Caverns on May 4, 2023; (3<sup>rd</sup> Grade) – to Alley 304 on May 18, 2023
  - Philippi Middle School (Responsible Student) – to The Bridge Sports Complex on April 13 & 18, 2023; (Responsible Student) – to Bowling Alley on March 20-21, 2023
13. Recommendation: Adopt the Calendar for the 2023/2024 school year.

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Instructional Days	Total Employment Days																																																																																																	
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10/24/2023	Last day of second month	02/18/2024	4th Meeting	04/08/2024	5th Meeting	04/08/2024	5th Meeting	04/08/2024	5th Meeting																																																																																																																																		
12/22/2023	Last day first semester	02/18/2024	4th Meeting	05/28/2024	6th Meeting	05/28/2024	6th Meeting	05/28/2024	6th Meeting																																																																																																																																		
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September 4, Labor Day	September 10, Veteran's Day	November 23, Thanksgiving Day	December 25, Christmas Day	January 1, New Year's Day	January 15, Martin Luther King Jr's Birthday	May 14, Election Day	May 27, Memorial Day	(West Virginia Code §18A.6.2)																																																																																																																																			
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18. Recommendation: Accept the resignation of Christine Weese as a substitute teacher, effective February 28, 2023.
19. Recommendation: Employ the following personnel for the 2022/2023 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 2022-23 (FY23)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Jaime Kittle	PMS	Job 4250: Language Arts Instructor
	KEMS	Job 4251: Mathematics/Social Studies Instructor
	PBHS, Itinerant	Job 4255: Educational Interpreter/Sign Language Specialist /Supervisory Aide/Transportation Aide
	PES, Itinerant	Job 4256: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PMS, Itinerant	Job 4257: Physical Education/Health Instructor
	PBHS, Itinerant	Job 4258: Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	PBHS	Job 4259: Counselor
	PES, Itinerant	Job 4260: PreK/Prek Special Needs Instructor (half-time)
	PMS, Itinerant	Job 4261: Gifted/Multi-Categorical Instructor (half-time)
	PBHS	Job 4262: Mathematics Instructor
	PBHS	Job 4269: Mathematics Instructor
	PES	Job 4270: Title I Reading/Math Instructor
	BMS, Itinerant	Job 4271: Multi-Categorical w/Autism Instructor
Allyson Stewart	PES	Job 4272: Title I Reading/Math Instructor

<b>Substitute Employee Assignments 2022-23</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Brittini Johnson	County	Job 4252: Restricted Short-Term Substitute Teacher(s)
	KEMS	Job 4253: Long Term Substitute Mathematics/Social Studies Instructor
	PES, Itinerant	Job 4254: Long Term Substitute Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	County	Job 4263: Substitute Custodian(s)
	County	Job 4264: Substitute LPN/Aide(s)
	County	Job 4265: Substitute School Nurse RN(s)
	County	Job 4266: Substitute Cook(s)
Daniel Propst	County	Job 4267: Substitute Bus Operator(s)
Jill Taylor-Phillips	County	Job 4268: Substitute Teacher(s)
	County	Job 4247: Substitute Aide(s)

<b>Extra-Curricular Employee Assignments 2022-23</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Nathan Baldwin	PBHS	Job 4304: Volunteer Assistant Baseball Coach

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

21. Recommendation: Reduce in Force and terminate the contracts of the following list of professional employees and subsequently place them on the PREFERRED RECALL list for the 2023-2024 school year.

Employee	Current Position
Boyd Mayle	Technology – PBHS/County

22. Recommendation: Eliminate the following professional positions for the 2023-2024 school year.

Position	Location	Funding Source	FTE
Special Education	PES	County	1
Special Education	PMS	County	1
Special Education	PMS	County	1
Technology Systems Specialist	PBHS/County	County	1
Elementary Classroom Teacher – 2 <sup>nd</sup> grade	PES	County	1
Elementary Classroom Teacher – 4 <sup>th</sup> grade	PES	County	1
Elementary Classroom Teacher – 2 <sup>nd</sup> grade	BES	County	1
Elementary Classroom Teacher – Kindergarten	BES	County	1
English Language Arts	PBHS	County	1
Title I Interventionist	PES	Federal	1
Title I Interventionist	PES	Federal	1
Virtual Facilitator (.5)	County	ESSERF ARP	.5

23. Recommendation: Terminate the employment of the following long-term substitute employees at the end of the 2022-2023 school year and eliminate the long-term substitute positions for the 2023-2024 school year.

Long Term Substitute Employee	Current Position
Rachael Blackburn	1.0 fte Sign Language Interp. - PBHS
Jacqueline Bell-Nichols	1.0 fte Multi-Categorical Instructor – PBHS
Carla Boylen	1.0 fte Multi-Categorical Instructor – PMS
Krystal Cantrell	1.0 fte Mathematics Instructor – PBHS
Shelby Collins	1.0 fte Mathematics Instructor – PBHS
Kimberly Fetter	1.0 fte Kindergarten Instructor – BES
Stanley Fitzwater	1.0 fte PE/Health Instructor – Itinerant PMS
Raquel Freeman	1.0 fte Multi-Categorical Instructor – PBHS
Shannon Goshert	1.0 fte Language Arts Instructor – PMS
Debra Johnson	1.0 fte 4 <sup>th</sup> Grade Instructor – JES
Gregory Kepner	1.0 fte Title I Reading/Math Instructor – PES
Karen Leach	1.0 fte Kindergarten Aide – BES
Amanda McDaniel	1.0 fte Mathematics Instructor – PBHS
Wendy Moats	1.0 fte Multi-Categorical Instructor – PES
Ashley Morrell	1.0 fte HI/VI/Multi-Categorical Instructor – Itinerant PBHS
Kimberly Neff	.5 fte Music Instructor – JES
Terri Riffle	1.0 fte Multi-Categorical Instructor – BMS
Norma Ware	1.0 fte Kindergarten Aide - BES

24. Recommendation: Eliminate the following service positions for the 2023-2024 school year.

Position	Location
Sign Language Interpreter	PBHS
Aide – Kindergarten	BES
Secretary (Special Education)	Board Office
Cook - .5	PBHS
Maintenance/Groundsman	County
Aide – Special Education	PMS
Aide – Special Education	BES

25. Recommendation: Approve the following list of new positions 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
Classroom Teacher - First Grade	BES	State Aid/County	1
Classroom Teacher – Third Grade	BES	State Aid/County	1
Classroom Teacher – First Grade	PES	State Aid/County	1
Aide – Special Education	BMS	State Aid/county	1
Lpn/Aide – Special Education	PMS	State Aid/ County	1
Virtual Facilitator/Dual Credit Coordinator	PBHS, Itinerant	County	1

26. Recommendation: Place the following professional employees on the transfer for specific assignment list and assign them directly to the listed position for the 2023-2024 school year.
27. Recommendation: Approve mutual agreements with the following employees who are to be placed on transfer into specific assignment for the 2023-2024 school year.

Employee	Assignment
Samantha Boggess	3 <sup>rd</sup> Grade - BES
Casey Puffenbarger	1 <sup>st</sup> Grade - PES

28. Recommendation: Approve proposed levy rates for FY '24 for submission to the State Auditor's Office and the WV Department of Education.

**SCHEDULE OF PROPOSED LEVY RATES  
BARBOUR COUNTY BOARD OF EDUCATION  
For the Fiscal Year Ended June 30, 2024**

The following is a true copy from the record of orders entered by BARBOUR COUNTY BOARD OF EDUCATION on the 13th day of March 2023:

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Current Expense Levy	
		Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$0.00	19.40	\$ -
Public Utilities	-		-
Total Class I	-		-
Class II			
Real Estate	\$291,796,320	38.80	1,132,170
Personal Property	4,150,388		16,104
Total Class II	295,946,708		1,148,274
Class III			
Real Estate	\$117,126,310	77.60	908,900
Personal Property	390,436,574		3,029,788
Public Utilities	44,937,316		348,714
Total Class III	552,500,200		4,287,402
Class IV			
Real Estate	\$48,009,900	77.60	372,557
Personal Property	34,369,807		266,710
Public Utilities	9,783,442		75,920
Total Class IV	92,163,149		715,187
<b>Total Assessed valuation and Projected Gross Tax Collections</b>	<b>\$ 940,610,057</b>		<b>\$ 6,150,863</b>
Less Allowance for Uncollectibles, Exonerations and Delinquencies		5.00%	(307,543)
Less Allowance for Tax Discounts		2.00%	(116,866)
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense tax levy only)			-
Net Projected Tax Collections, before allowance for Assessor's Valuation Fund			5,726,454
Less - Allowance for Assessor's Valuation Fund (Subtracted from regular current expense tax levy only)		2.00%	(114,529)
<b>Projected Net Taxes to be Collected</b>			<b>\$ 5,611,925</b>

Note: Copies of all approved excess and/or bond levy orders and certified copies of the canvass of votes must be on file with the State Auditor's Office and the State Department of Education before excess or bond levy rate can be approved.

SIGNED THIS 13th DAY OF MARCH, 2023, BY  
Jeffrey Woofert, SECRETARY OF THE BOARD OF

\_\_\_\_\_  
Signature

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

Philip Barbour High School (Football) – projected revenue - \$1,000.00, \$1,000.00, \$2,000.00, \$3,000.00; (Athletics) - \$1,000.00

30. Recommendation: Accept the resignation of Jessica Moreno as an English Language Arts Instructor at Philippi Middle School, effective at the end of the 2022-2023 school year.
31. Recommendation: Accept the resignation/retirement of Jeffrey P. Woofter as Superintendent of Schools, effective July 31, 2023.
32. Recommendation: Accept the resignation of Calvin Poston as a substitute bus operator effective March 8, 2023.

A motion was made by Mr. Everson to approve agenda items 1-6, items 9, 10, 12-32 as recommended. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to one (1) with Mr. Nestor voting Nay.

A motion was made by Mr. Nestor to approve agenda item 7 as recommended. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to one (1) with Mr. Nestor voting Nay.

A motion was made by Mr. Everson to approve agenda item 8 as recommended. The motion was seconded by Mr. Nestor. After discussion, the motion passed five (5) to zero (0).

A motion was made by Mr. Phillips to approve agenda item 11 as recommended. The motion was seconded by Mr. Nestor. After discussion, the motion failed one (1) to four (4) with Mr. Nestor voting Aye.

The board acted upon or discussed the following items:

1. Other

Next board meetings:

March 27, 2023, at 6:00 p.m. at the PKasson Elementary/Middle School (KEMS Presentation)  
(Regular Session)

The meeting recessed at 6:56 p.m.

The Barbour County Board of Education reconvened the recessed meeting of March 13, 2023 Board meeting session at 6:00 p.m. on Tuesday, April 18, 2023, at the Board of Education Office, 45 School Street Philippi, WV 26416.

Ron Phillips, Adam Starks, Joanne McConnell, David Everson, and Jared Nestor (via telephone), Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Brian Moats and Marija Ilic.

Mrs. McConnell called the reconvened March 13, 2023 meeting to order at 6:00 p.m.

A motion was made by Mrs. McConnell to approve the Levy Order and Rates Sheet for Fiscal Year Ending June 30, 2024. The motion was seconded by Mr. Everson. After discussion, the motion passed five (5) to zero (0).

**LEVY ORDER AND RATE SHEET  
BARBOUR COUNTY BOARD OF EDUCATION  
For the Fiscal Year Ended June 30, 2024**

The following is a true copy from the record of orders entered by BARBOUR COUNTY BOARD OF EDUCATION on the 18 day of April 2023:

	<b>Column E</b> Certificate of Valuation Assessed Value for Tax Purposes	<b>Current Expense Levy</b>	
		Levy Rate/\$100	Taxes Levied
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Personal Property	\$0.00	19.40	\$ -
Public Utilities	-		-
<b>Total Class I</b>	-		-
<b>Class II</b>			
Real Estate	\$291,796,320	38.80	1,132,170
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<b>Total Assessed Valuation and Projected Gross Tax Collections</b>	<b>\$ 940,610,057</b>		<b>\$ 6,150,863</b>
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Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense tax levy only)			-
Net Projected Tax Collections, before allowance for Assessor's Valuation Fund			5,726,454
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SIGNED THIS 18 DAY OF APRIL 2023, BY  
Jeffrey Woolter, SECRETARY OF THE BOARD OF

\_\_\_\_\_  
Signature

(Revised 3-10-15)

The meeting adjourned at 6:01 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary