

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, April 24, 2017 at the Board of Education Office, 45 School Street, Philippi, WV 26416.

Ron Phillips, Adam Starks, Eric, Ruf, David Everson, Joanne McConnell, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Jeff Kittle, James Poling, Bayli Helmick, Annette Hughart, Connie Mundy, David Neff and Marija Ilic.

Mr. Ruf called the meeting to order at 6:00 p.m.

Mrs. McConnell led the pledge to flag

Invocation by Mrs. McConnell

A motion was made by Mr. Everson to approve the minutes of the April 10, 2017 meeting. The motion was seconded by Mr. Starks. After discussion the motion passed five (5) to zero (0).

Reports:

March 2017 Financial Report

Monthly Attendance – Enrollment Report for Month ending: March 31, 2017

Superintendents Recommendations –

1. Recommendation: Approve payment of bills for the period of April 5, 2017 through April 18, 2017 at a total expenditure of \$590,063.20.
2. Recommendation: Authorize the April 28, 2017 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 next board meeting not to exceed \$30,000.00.
4. Recommendation: Approve the final total of the April 15, 2017 payroll check and federal withholdings in the amount of \$348,781.98.
5. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours)

Belington Middle School (Boys Basketball) – projected revenue \$2,500.00

Junior Elementary School (4th Grade) – projected revenue - \$300.00

Kasson Elem/Middle School (Athletics) - \$1,000.00

Philip Barbour High School (Boys Basketball) – projected revenue - \$800.00, \$800.00;
(Soccer) - \$1,200.00

Philippi Middle School (Physical Education Dept.) – projected revenue - \$800.00

6. Recommendation: Approve/Confirm curricular trips.

Belington Elementary Schools (Attendance Incentive) – to Barbour Lanes on April 18, 2017 and May 23, 2017; (Honor Roll) – to Elkins on May 24, 2017

Junior Elementary School (Kid Reach) – to Green Bank on May 5, 2017

Mount Vernon Elementary School (Kid Reach) – to Morgantown on April 28, 2017

Philip Barbour High School (Post-Secondary Transition Junior and Seniors) – to Buckhannon on May 8, 2017

Philippi Elementary School (3rd/4th Grades) – to AB Pool on May 19, 2017

7. Recommendation: Approve chaperones for Philippi Middle Schools 8th Grade trip to Washington D.C. on April 21, 2017.

Jaime Short, Lisa Harper, Karen Jones, Julie Wise, Heather Bowen, Cindy Francis

8. Recommendation: Approve Prevention Resource Officer Memorandum of Understanding for the 2017-2018 school year.
9. Recommendation: Approve Prevention Resource Officer Agreement for the 2017-2018 school year.
10. Recommendation: Continue agreement with NewTech Network for Philip Barbour High School's New Tech School for the 2017-2018 school year.

11. Recommendation: Approve educational leave request for a student at Belington Middle School.
12. Recommendation: Approve educational leave request for a student at Belington Middle School.
13. Recommendation: Revise Calendar for the 2017/2018 school year.

To comply with the new law, the Faculty Senate that was originally scheduled for May 14, 2018 has been moved to April 27, 2018. The other Faculty Senate dates already fell in the appropriate months. The other counties served by the Fred Eberle Technical Center will also make this change thus allowing us to maximize the instructional days for the students who attend this school. May 14, 2018 will now be a regular instructional day.

14. Recommendation: Approve building/ground modifications.

Kasson Elem/Middle School (Mrs. Bolyard's Room) – install smartboard and projector; (Mrs. Gray's Room) – install smartboard and projector; (Mr. Taylor's Room) – install smartboard and projector; (Mrs. Taylor's Room) – install smartboard and projector; (PreK Classroom) – install smartboard and projector
 Philippi Elementary School (Room 107) – install 2 additional computer drops and 2 additional electrical outlets

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

Philip Barbour High School on July 1, 2017 – requested by Haley Stewart for Volleyball Tournament; on May 13, 2017 – requested by Jan Woodard for Training for Natural Helpers; on June 5-11, 2017 – requested by Tina Shriver for Basketball Tournament

16. Recommendation: Adopt revised policy 9100, Parent Involvement on second reading.

1. GENERAL EXPECTATIONS

1.1 Barbour County Schools agrees to implement the following statutory requirements:

- 1.1.a. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned, scheduled, and implemented with flexibility to provide meaningful consultation with parents of participating children.
- 1.1.b. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- 1.1.c. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- 1.1.d. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- 1.1.e. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- 1.1.f. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- 1.1.g. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- A. that parents play an integral role in assisting their child's learning;*
- B. that parents are encouraged to be actively involved in their child's education at school;*
- C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- D. the carrying out of other activities, such as those described in section 1118 of the ESEA.*

2. DESCRIPTION OF HOW BARBOUR COUNTY SCHOOLS WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- 2.1. BARBOUR COUNTY SCHOOLS will take the following actions to involve parents in the joint development of its district wide parental involvement plan under sections 1112 and 1114 of the ESEA:

Parents of participating children are included on the district's Five Year Plan Committee that is responsible for reviewing school performance and making plans to correct deficiencies.

- 2.2. BARBOUR COUNTY SCHOOLS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Parents of participating children are included on the district's Five Year Plan Committee that is responsible for reviewing school performance and making plans to correct deficiencies.

- 2.3. BARBOUR COUNTY SCHOOLS will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Our district will provide staff development for schools in programs designed to increase, enhance, and promote meaningful parental involvement in schools. Steps will be taken to monitor schools to ensure high levels of parent involvement. Each school will provide a detailed plan of parental involvement activities.

- 2.4. BARBOUR COUNTY SCHOOLS will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs such as: Head Start, Family Resource Network, Birth to Three, DHHR, and the Barbour County Parent Center by:

The Preschool Committee for the county consists of representatives from WVDE preschools, Head Start, DHHR, Title 1 teachers, community organizations and parents of participating children. This committee develops and implements a parent involvement plan to ensure high levels of parent involvement in the preschool program.

- 2.5. BARBOUR COUNTY SCHOOLS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The Title 1 Director will annually survey parents in each Title 1 school to assess the quality of the Title 1 program. The steering committee for each school will be notified of the results and modifications to the school's program will be made. The county's Five Year Plan Committee will also analyze the results of the survey to look for barriers to parent participation and to assess the quality of the LEA program.

2.6 BARBOUR COUNTY SCHOOLS will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- the curriculum and useful websites to access textbooks and resources,
- how to monitor their child's progress, and
- how to work with educators:

Each school will name the above bulleted items in their family-school compact and parent involvement plan. Each school will conduct a workshop designed for parents to inform them of the requirements of the content standards, achievement standards, academic measures, Title 1 requirements, how to work with teachers, and how to monitor their child's progress.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement and provide an opportunity to make suggestions, by:

Each school will hold a workshop for parents on how to support their children in developing their literacy skills, technology skills as well as their numeracy skills.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Annually, the Title 1 Director will hold a workshop for all personnel in the county to educate them on how to reach out to, communicate with, and include parents as valuable partners in the educational process. The Title 1 Director will also monitor each school to ensure parent programs are being implemented.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Barbour County Schools has established a Preschool Committee that includes Head Start, WVDE preschool programs, DHHR, and other community organizations. One of the purposes of this committee is to ensure effective parental involvement and parent education opportunities

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

The LEP Coordinator for the county will be given any and all necessary documents related to school programs to be translated into the parent's native language.

3. **ADOPTION**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by BARBOUR COUNTY SCHOOLS' FIVE YEAR PLAN COMMITTEE.

This policy was adopted by BARBOUR COUNTY SCHOOLS on April 22, 2013 and will be in effect for the period of one year beginning July 1, 2013. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 1, 2013.

17. Recommendation: Approve/Confirm requests for professional leave.
18. Recommendation: Accept resignation of Gerald Furby as Secretarial Trainer, effective April 5, 2017.
19. Recommendation: Accept resignation of John Jason Ward as an Assistant Boys Soccer Coach at Philip Barbour High School, effective April 7, 2017.
20. Recommendation: Accept resignation of Markita Prieto as Head Tennis Coach at Philip Barbour High School, effective at the end of the 2016-2017 school year.
21. Recommendation: Accept resignation of Janet Dudley as Child Nutrition Director, effective April 10, 2017.
22. Recommendation: Accept resignation/retirement of Deborah Walsh as an Instructor for the Visually Impaired, effective May 31, 2017.
23. Recommendation: Authorize the payment of Jessica Crites Assistant Cheerleading Coach coaching time sheet.
24. Recommendation: Employ the following personnel for the 2016-2017 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)**

Regular Employee Assignments 2016-2017		
Name of Person	Location	Position
Peter Starnes	PBHS	Job 1469 Chemistry/Physics Instructor

Substitute Employee Assignments 2016-2017		
Name of Person	Location	Position
	Philippi Elementary	Job 1417 Long Term Substitute PreK/Prek Special Needs Teacher
David Williams	PBHS	Job 1459 Long Term Substitute Custodian

Extra-Curricular Employee Assignments		
Name of Person	Location	Position
Cynthia Fizwater	Junior Elementary	1471 Literacy Camp Instructor
Sandy Wilmoth	Junior Elementary	1471 Literacy Camp Instructor

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

Mitch Stemler and Craig Cross

26. Recommendation: Employ the following personnel for the 2017-2018 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)**

Regular Employee Assignments 2017-18		
Name of Person	Location	Position
April Paugh	Itinerant (Home Based at Philippi Middle)	Job 1437 Special Education Aide/Supervisory Aide/Transportation Aide
Russ Collett	Itinerant/ PMS-BMS	Job 1438 Assistant Principal
Rachelle Wolfe	PES	Job 1439 Elementary Education Instructor
Amanda Eriksen	PES	Job 1440 Elementary Education Instructor
Anna Davis	Itinerant/PMS Home base	Job 1441 Multi-categorical W/Autism Instructor
	PES	Job 1442 Title I Reading/Math instructor (half-time)
Mikail Perrine	PES	Job 1445 Elementary Education Instructor
Rochelle Nestor	Kasson	Job 1446 Math/Social Studies Instructor
Sarah Hoxie	Kasson	Job 1447 Science Instructor
Toby Poling	Kasson	Job 1448 Physical Education/Health Instructor

Darla Streets	Itinerant/PBHS Home-based	Job 1449 Multi-cat w/Autism Instructor
Danielle Sanson	PES	Job 1450 Elementary Education Instructor
John Drubel	PBHS	Job 1451 Art Instructor
Kaela J. Harris	BES	Job 1452 Elementary Education Instructor
Debra Carey	PES	Job 1454 Cook
Stacey Triplett	PMS	Job 1456 Cook
	Kasson	Job 1457 Cook (Half-time)
Cynthia Mayle	PMS	Job 1458 LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	Itinerant/ Junior and PMS	Job 1472 Music Instructor (Half time)

27. Recommendation: Reduce in Force and terminate the contracts of the following list of service employees and subsequently place them on the Preferred Recall list for the 2017-2018 school year.

Employee	Current Position
Roger Barcus	Bus Driver/Mechanic Assistant

28. Recommendation: Eliminate the following service positions due to lack of need for the 2017-2018 school year.

Position	Location
Cook, FTE .5	Belington Elementary School

29. Recommendation: Approve the following list of new service positions to be created for the 2017-2018 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations.

Position	Location	Funding Source
Cook (half-time)	PBHS	1

A motion was made by Mrs. McConnell to approve agenda items 1-17 as recommended. The motion was seconded by Mr. Starks. After discussion the motion passed five (5) to zero (0).

Mr. Phillips made a motion to adjourn into executive session at 6:18 p.m. to discuss personnel issues. The motion was seconded by Mr. Starks and passed five (5) to zero (0).

The board returned to open session at 7:08 p.m. (No votes or decisions were made in executive session).

A motion was made by Mr. Everson to approve agenda items 18-29 as recommended. The motion was seconded by Mrs. McConnell. After discussion the motion passed five (5) to zero (0).

The board acted upon or discussed the following items:

1. Other

Next board meetings:

May 8, 2017 at 6:00 p.m. at Board of Education Office (Regular Session)

The meeting adjourned at 7:10 p.m.

President

Secretary