

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, May 8, 2023, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Ron Phillips, Jared Nestor, Adam Starks, Joanne McConnell, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Brian L. Moats, Lela Miller, Bonnie DeRouchie, Linda Adams, Rusty Clingerman, Braydon Clingerman, Connie Mundy, Tracey Vincent, Abbie Vincent, Greyson Shepherd, Cadence Vincent, Riley Vincent, Annette Hughart, Sharon Wamsley, Carol Malcolm-Parson, Shelby Dettinger, Paulette Rowan, Traci Malcolm-Rexrode, Kent Rowan, David Rowan, Greg Stalnaker, Kendra Stalnaker, Angela Stalnaker, Jennifer D. Morral, Marija Ilic, Eddie Vincent, David Neff, Hunter B. Mullens, Debbie Moore, Mike Moore, Michelle Fleming, and Julie Bibey.

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

Mr. Everson led the pledge to the flag.

Invocation by Mr. Everson

A motion was made by Mr. Everson to approve the minutes of April 24, 2023 meeting. The motion was seconded by Mr. Everson. After discussion, the motion passed five (5) to zero (0).

A motion was made by Mr. Nestor to approve contract with Clarence E. Vincent as Superintendent of Schools beginning July 1, 2023 and ending June 30, 2025. The motion was seconded by Mr. Phillips. After discussion, the motion passed five (5) to zero (0).

The board recognized the following:

Land Judging finishing 3<sup>rd</sup> and Homesite finishing 5<sup>th</sup>  
Golden Horseshoe Winners

The board recessed from 6:12 p.m. to 6:25 p.m.

The following delegations addressed the board:

Shelby Dettinger/World Vision – regarding KidREACH Grant

The FY 2024 Budget Hearing was conducted by the board.

**Superintendents Recommendations –**

1. Recommendation: Approve payment of bills for the period of April 19, 2023, through May 2, 2023, at a total expenditure of \$\_\_\_\_\_.
2. Recommendation: Authorize May 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 \$70,000.00.
4. Recommendation: Approve the final total of April 28, 2023, payroll check, and federal withholdings in the amount of \$\_\_\_\_\_.
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$\_\_\_\_\_.
6. Recommendation: Approve Memorandum of Understanding with Harrison County Schools for WVEIS Specialist Services for the 2023/2024 school year.
7. Recommendation: Approve copier agreement with Hart Office Solutions.
8. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
  - A. Belington Middle School
    1. (Student Council) - \$250.00
    2. (School wide) - \$2,000.00
  - B. Philip Barbour High School
    1. (Band) - \$2,000.00
    2. (Band) - \$3,000.00
    3. (Class of 2024) - \$500.00

4. (Class of 2024) - \$500.00
  5. (Class of 2024) - \$500.00
  6. (Girls & Boys Soccer) - \$1,500.00
  7. (Girls & Boys Soccer) - \$400.00
- C. Philippi Elementary School
1. (3<sup>rd</sup> Grade) - \$1,000.00
  2. (3<sup>rd</sup> Grade) - \$300.00
  3. (PTO) - \$5,000.00
  4. (PTO) - \$100.00

9. Recommendation: Approve/Confirm curricular trips.

- Belington Middle School (Band) – to Kennywood on May 20, 2023; (5<sup>th</sup> Grade) – to Morgantown on May 19, 2023
- Philip Barbour High School (FBLA) – to Philippi on May 12, 2023
- Philippi Elementary School (Kindergarten-4<sup>th</sup> Grades) – to Tygart Valley Cinemas on May 12, 2023 and May 15, 2023
- Philippi Middle School (Responsible Student) – to Splash Zone on May 31, 2023; (5<sup>th</sup> Grade) – to Smoke Hole Caverns on May 17, 2023

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

- A. Philip Barbour High School
1. on May 20, 2023 – requested by Ray Freeman for FFA Banquet
  2. on June 10, 2023 – requested by Nick Mayle for Barbour County Football Coaches Clinic

11. Recommendation: Approve building/ground modifications.

- Belington Middle School (Softball Field area) – install GaGa Ball Pit, install Volleyball post, install 9 square court
- Kasson Elementary/Middle School (Cafeteria) – mount soundbar

12. Recommendation: Extend the current contracts with the following vendors for the 2023/2024 school year:

- Ehrlich – for Pest Management services
- United Dairy – for milk and juice products
- Mister Vend Inc. – for products supplied per WVDE Policy 4321 for vending machines
- Snuffers Fire and Safety – for fire inspection and services
- Pepsi Beverages Company – for water, juice, and soft drinks per WVDE Policy 4321 for vending machines

13. Recommendation: Approve/Confirm requests for professional leave.

14. Recommendation: Accept the resignation of Jamie McGee as a Science Teacher at Philippi Middle School effective June 7, 2023.

15. Recommendation: Accept the resignation of Ashley Workman as Principal/Teacher at Junior Elementary School effective June 30, 2023.

16. Recommendation: Accept the resignation of Ashley Poling as an English Language Arts Teacher at Belington Middle School effective at the end of the 2022/2023 school year.

17. Recommendation: Accept the resignation of Kurt Humphreys as an Assistant Boys Basketball Coach at Philippi Middle School effective April 19, 2023.

18. Recommendation: Accept the resignation/retirement of Paulette Bailey as a cook at Belington Elementary School effective June 7, 2023.

19. Recommendation: Accept the resignation/retirement of Cheryl Hawkins as a Prek Teacher at Kasson Elementary/Middle School effective June 30, 2023.

20. 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)**

Regular Employee Assignments 2022-23 (FY23)		
Name of Person	Location	Job ID: Position
Pennie Roueche	Board Office	Job 915: Coordinator of Accounts Payable/Accounts Payable Supervisor/Auditor

Extra-Curricular Employee Assignments 2022-23		
Name of Person	Location	Job ID: Position
James Poling	PBHS	Job 1088: Credit Recovery Instructor (Extra-Curricular) -Posting
Kevin Snider	PBHS	Job 1091: Custodian (half-time) (Extra-Curricular)
	PBHS	Job 1092: Cook (half-time) (Extra-Curricular)
	County	Job 1147: Homebound Instructor (Extra-Curricular)
	County	Job 1148: Homebound Instructor (Extra-Curricular)

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

22. 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)**

Regular Employee Assignments 2023-24 (FY24)		
Name of Person	Location	Job ID: Position
	PMS	Job 735: Mathematics Instructor
	PMS	Job 736: Language Arts Instructor
	PMS	Job 737: Mathematics Instructor
	PMS	Job 738: Itinerant LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	KEMS	Job 739: Itinerant Multi-Categorical w/Autism Instructor
Lori Woods	Board Office	Job 740: 2023 School Nutrition Director (half-time)
	PBHS	Job 1094: Itinerant School Nurse - RN (half-time)
	JES	Job 1096: Music Instructor (half-time)
	PMS	Job 1097: Itinerant Physical Education/Health Instructor
	PBHS	Job 1098: Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
Teresa Williamson	PBHS	Job 1104: Counselor
Lori Woods	PES, Itinerant	Job 1109: Itinerant Preschool/Preschool Special Needs Instructor (half-time)
	PMS	Job 1111: Itinerant Gifted/Multi-Categorical Instructor (half-time)
	PBHS	Job 1112: Mathematics Instructor
	PBHS	Job 1114: Mathematics Instructor
	BMS, Itinerant	Job 1115: Itinerant Multi-Categorical w/Autism Instructor
	PES, Itinerant	Job 1117: Itinerant Multi-Categorical w/Autism Instructor

Substitute Employee Assignments 2023-24		
Name of Person	Location	Job ID: Position
	County	Job 1118: Substitute Custodian(s)
	County	Job 1121: Substitute LPN/Aide(s)
	County	Job 1124: Substitute School Nurse RN(s)
	County	Job 1125: Substitute Cook(s)

	County	Job 1126: Substitute Bus Operator(s)
	County	Job 1128: Substitute Teacher(s)
	County	Job 1130: Substitute Secretary(s)

23. Recommendation: Approve/Confirm curricular trips.

Belington Elementary School (Student reward) – to The Edge on May 24, 2023

Kasson Elementary/Middle School (5<sup>th</sup>-8<sup>th</sup> Grades) – to Mylan Aquatic Center/Coopers Rock on May 15, 2023

Philip Barbour High School (PLTW Students) – to Extreme Endeavors on May 19, 2023

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

A. Kasson Elementary/Middle School

1. on May 12, 2023 – requested by Terry Pancake for Birthday Party

25. Recommendation: Accept the resignation of Leah Propst Morehead as a Second Grade Teacher at Philippi Elementary School effective June 6, 2023.

26. Recommendation: Accept the resignation/retirement of Joe Freeman as a Bus Operator effective June 30, 2023.

The Superintendent pulled agenda items 1-5 off the agenda.

A motion was made by Mr. Starks to approve agenda item 6, & items 8-26 as recommended. The motion was seconded by Mr. Everson. After discussion, the motion passed five (5) to zero (0).

A motion was made by Mr. Everson to approve agenda item 7 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed five (5) to zero (0).

The board acted upon or discussed the following items:

1. Approve contract with Clarence E. Vincent as Superintendent of Schools beginning July 1, 2023 and ending June 30, 2025.

THIS CONTRACT OF EMPLOYMENT is made and entered into this 8<sup>th</sup> day of May 2023, by and between the **Board of Education of the County of Barbour**, State of West Virginia (hereinafter called the Board), and **Clarence E. Vincent**, of 233 Evergreen Drive, Buckhannon, WV 26201, (hereinafter called the Superintendent). The Board approved the employment of said Superintendent at its lawful meeting held April 18, 2023 and made such action a part of its minute record.

This contract is a two-year term commencing on the first day of July, 2023 and ending June 30, 2025, and is subject to the following mutually agreed upon terms and conditions:

1. In consideration of an annual salary of \$105,000.00 to be paid on a monthly basis, said Superintendent agrees to serve as Secretary of the Board and to perform the duties of Superintendent of Schools as set out by the laws of the State of West Virginia and the policies, rules, and regulations of the West Virginia Board of Education and the Board of Education of said County.

2. This contract shall be subject to any and all existing state laws. West Virginia Board of Education policies. County Board of Education policies, and such laws, policies, rules, and regulations as may hereinafter be enacted or adopted.

3. In the event of an intervention into the operation of a county school system by the West Virginia Board of Education pursuant to WV Code § 18-2E-5, the State Superintendent may declare the office of County Superintendent vacant, thereby voiding any existing employment contract between the County Board and the County Superintendent.

4. The Board shall provide the Superintendent with all reasonable and necessary travel expenses actually incurred in the performance of official duties during employment under this contract.

5. The Superintendent shall attend appropriate professional meetings at the local, state, and national level, the necessary expenses of said attendance to be incurred by the Board as a part of the Superintendent's travel expense allocation.

6. The board shall provide for the payment of dues for membership in professional trade associations at

the State and National level and the cost for subscriptions (digital or print) to professional trade magazines or newsletters.

7. The Superintendent, by agreement with the Board, may undertake consultative work, speaking engagements, writing, lecturing, and other professional duties and obligations.

8. The Superintendent shall receive annually twenty vacation days exclusive of legal holidays, and shall be entitled to one-and-one-half days per month personal leave for illness and other causes as provided by state law and Board policy. At the conclusion of each fiscal year, any unused vacation days may be either converted to personal leave days or exchanged for compensation at the Superintendent daily rate based on the salary outlined in condition 1. The choice of how to convert unused vacation days will be at the sole discretion of the Superintendent.

9. The Board shall provide the following additional benefits, subject to limitations of the School Laws of West Virginia:

The Superintendent shall receive all benefits that are available to regular full-time employees of the Barbour County Board of Education, upon the same terms as such benefits are available so such employees, including: health insurance, life insurance, dental insurance and optical insurance, and participation in the Barbour County teachers retirement plan, and participation in the West Virginia State Teachers Retirement Plan.

10. This contract may be terminated by the Board at any time for just cause pursuant to the West Virginia Code § 18A-4-3 or by mutual consent of the parties.

WITNESS the following signatures:

_____	_____	_____	_____
Clarence E. Vincent, Superintendent	Date	Joanne McConnell, President	Date

2. Other

Next board meetings:

May 22, 2023, at 6:00 p.m. at the Junior Elementary School – (JES Presentation) (Regular Session)

The meeting adjourned at 7:54 p.m.

_____	_____
<b>President</b>	<b>Secretary</b>