

Minutes

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

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

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

Mr. Phillips led the pledge to flag.

Invocation by Mr. Phillips

The Superintendent pulled the review of Superintendent's Goal's and Evaluation off the agenda.

A motion was made by Mr. Everson to approve the minutes of the July 14, 2017 meeting. The motion was seconded by Mr. Starks. After discussion the motion passed four (4) to zero (0).

Superintendents Recommendations –

1. Recommendation: Approve payment of bills for the period of July 5, 2017 through July 17, 2017 at a total expenditure of \$133,628.50.
2. Recommendation: Authorize the July 27, 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 July 15, 2017 payroll check and federal withholdings in the amount of \$48,523.69.
5. Recommendation: Approve final total of utility/copier bills in the amount of \$1,493.91.
6. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours)
 - Philippi Middle School (Band) – projected revenue - \$1,000.00, \$1,000.00, \$300.00, \$800.00, \$800.00
 - Philip Barbour High School (Football & Basketball) – projected revenue - \$12,000.00
7. Recommendation: Approve contract with Solution Tree to provide Onsite Professional Development at Junior Elementary School.
8. Recommendation: Approve the following contracts for contracted positions through RESA 7.
 - Orientation and Mobility Specialty Services
 - Audiological Services
9. Recommendation: Approve/Confirm curricular trips.
 - Philip Barbour High School (FFA) – to Ripley, West Virginia on July 12-14, 2017
10. Recommendation: Approve/Confirm use of buildings and/or grounds.
 - Philippi Middle School on August 13, 2017 – requested by Carla Knotts for Baby Shower
11. Recommendation: Accept bid from Tate Communications to upgrade the door software and access readers at each school.
12. Recommendation: Review revised policy 6350, Vacation and Holidays for first reading.

Purpose: Vacations are viewed as an important element in maintaining vigor while at work as well as reward for services performed. Extended contract (more than 200 days) employees are; therefore, expected to annually make use of the time granted for that purpose.

Responsibility: It will be the responsibility of the Board, Superintendent and immediate supervisors to administer this policy. The following are guidelines for the administration of this policy.

Section 1. Vacations:

This rule is applicable to employees on extended year (more than 200 days) contracts only.

1.1 Annual vacation days shall be granted to employees on extended contracts as follows:

<u>Contract Days</u>	<u>Annual Vacation Days</u>
203	1
205	2
210	3
215	4
220	5
225	6
230	7
235	8
240	9
247	10
260	20

- 1.2 The Superintendent’s contract adjudicates his/her vacation accrual, usage and allowable carryover.
- 1.3 Vacation shall not be taken prior to accrual (earning it).
- 1.4 Payment of salary in lieu of taking vacation is not permitted.
- 1.5 Employees will be given their choice of vacation time insofar as possible, subject to the approval of their immediate supervisor and the Superintendent. However, the Superintendent shall coordinate the vacation schedule in such a way as to minimize any interruption of normal operation of the schools and administrative offices.
 - 1.5.1 Vacation periods lasting three or more consecutive days (inclusive of weekends) must be requested at least two weeks in advance to ensure proper scheduling/staffing.
 - 1.5.2 One or two days of vacation must be requested at least 24 hours in advance.
- 1.6 Vacation time should regularly be utilized each year. Accumulation and carryover of vacation days from one year to the next shall not exceed 20 cumulative days. At the end of business on June 30th any days in excess of 20 will convert to sick/personal leave.
- 1.7 If an employee terminates service with the Board, he/she may take as terminal leave any accrued vacation not to exceed 20 days to be used prior to the effective date of their resignation. As of the date of the resignation, any unused vacation days will convert to sick leave.
- 1.8 Accumulated (unused) vacation accruals earned may follow an employee who transfers to another extended contract position.

Section 2. Holidays:

2.1 The following shall be considered as paid holidays (observed) for all employees.

Labor Day	Veterans Day
Thanksgiving Day	Christmas Day
New Years Day	Martin Luther King Day*
Memorial Day	
Primary Election Day	General Election Day

*The Board will observe the Monday that is deemed as Martin Luther King Day as a holiday. However, any public employee may observe this day on his actual birthday (January 15th) in accordance with law. If an employee elects to be off on Martin Luther King’s actual birthday, then that time will be charged against the employee’s accrued vacation time or personal leave (no-cause) days.

2.2 Extended contract employees normally scheduled to work the months of June and July shall have the above paid holidays plus the following days normally observed outside the school calendar.

West Virginia Day	Independence Day
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Vacation Accrual in Excess of Levels Permitted by Policy 6350: The Board is satisfied that the limitations upon the carryover of accrued vacation; proscription against the payment of salary in lieu of vacation; and, the provision relating to the use of accrued vacation as terminal leave, may not have been communicated to affected employees. This Board is also satisfied that as a result of this lack of information, certain employees have labored under the misapprehension that no limit existed upon the accrual of vacation leave and that all

accrued vacation could be converted to a lump sum payment upon termination of employment (through resignation or retirement). Such employees may have mistakenly relied upon this mistaken notion to their detriment in terms of personal financial planning.

In recognition of the above-described circumstance, that may not be attributed to the fault of the affected employees, the Board had determined to permit a one-time voluntary election of the part of employees who believe they have accrued vacation leave beyond the limits established by Policy 6350 to convert such excess vacation leave to personal leave. As a condition to exercising this election, employees must: execute an affidavit asserting they were unaware of the terms of Policy 6350 and mistakenly believed that vacation leave could be accrued without limitation and be used to obtain a lump sum payment upon termination of employment; and, execute a release relinquishing any and all claims arising from the accumulation of vacation leave in excess of the carryover limits established by Policy 6350 and arising from their voluntary election to convert accrued vacation leave to personal leave. The deadline for exercising this election is April 13, 2007.

Affected employees who do not exercise this election shall be subject to the application of the terms of Policy 6350 and will not have the benefit of vacation leave accrued in excess of the limits set forth in the policy.

Should any part of the policy be determined to be invalid by a court of competent jurisdiction any remaining provisions shall remain valid and enforceable.

13. Recommendation: Approve contract with Amy Cox-Honce, PT, LLC to provide Physical Therapy Services for the 2017/2018 school year. – Enclosure L
14. Recommendation: Approve/Confirm requests for professional leave.
15. Recommendation: Accept resignation of Rochelle Price as an Elementary Education Instructor at Philippi Elementary School effective July 18, 2017.
16. Recommendation: Accept resignation of Brent Jones as a Chemistry/Physics Instructor at Philip Barbour High School effective July 14, 2017.
17. Recommendation: Accept resignation of Debra Conover as Principal at Philippi Middle School effective July 17, 2017.
18. Recommendation: Accept resignation of Michael Hackett as a French Instructor at Philip Barbour High School effective July 18, 2017.
19. Recommendation: Accept resignation/retirement of Sandra Haller as an Itinerant School Nurse home based at Philippi Elementary School effective August 1, 2017.
20. 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	Job ID	Position
	Itinerant, Home based at Philippi Elementary School	1564	PreK/Prek Special Needs Instructor (half-time)
	Itinerant, home based at Kasson Elem/Middle School	1565	Multi-Categorical w/Autism Instructor (half-time)
	Itinerant, home based at Belington Elementary School	1566	Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
Pam Otto	Itinerant home based at Philippi Elementary School	1576	Academic/Data Coach
Daniel Mouser	PES	1585	Custodian
	County	1586	Bus Operator, Rt. 34/Mechanic Assistant
	PES	1588	Title I Reading/Math Instructor (half-time)
	PBHS	1590	Chemistry/Physics Instructor
Lisa Heinbaugh	Philippi Middle	1594	Principal
Susan Mitchell	Itinerant, home based at Philippi Elementary School	1595	School Nurse - RN

Substitute Employee Assignments			
Name of Person	Location	Job ID	Position
Kathryn Rinehart	County	1557	Substitute Teacher(s)

	County	1557	Substitute Teacher(s)
	County	1587	Substitute Teacher(s)
Sandra Haller	County	1592	Substitute School Nurse RN(s)

Extra-Curricular Employee Assignments			
Name of Person	Location	Job ID	Position
Apolonio Gonzales	PBHS	1573	Volunteer Assistant Football Coach
James Carpenter	PBHS	1574	Volunteer Assistant Football Coach
Frank Kyle	PBHS	1575	Volunteer Assistant Football Coach
William Gregory	PBHS	1559	Assistant Girls Soccer Coach
William Gregory	PBHS	1560	Volunteer Assistant Boys Soccer Coach
Crystal Gray	Kasson Elementary & Middle School	1567	Head Cross Country Coach
	Kasson Elementary & Middle School	1580	Head Cheerleading Coach
Angel Stull	Philippi Middle School	1570	Head Cross Country Coach
John Bolton	Belington Middle	1581	Volunteer Assistant Football Coach
Jeffrey Bartlett	Belington Middle	1582	Volunteer Assistant Football Coach
Clayton Poling	Belington Middle	1583	Volunteer Assistant Football Coach
	Belington Middle	1584	Volunteer Assistant Football Coach
Melinda Karlen	PBHS	1589	Cook (1/2 time) - Summer Athletics
Stephanie Hickman	County	1593	(1-10) Mentor Teacher(s)
Sandra Lantz	County	1593	(1-10) Mentor Teacher(s)
Sandra Wilmoth	County	1593	(1-10) Mentor Teacher(s)
Debra Daugherty	County	1593	(1-10) Mentor Teacher(s)
Jason Stutler	County	1593	(1-10) Mentor Teacher(s)
	County	1593	(1-10) Mentor Teacher(s)
	County	1593	(1-10) Mentor Teacher(s)
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	County	1593	(1-10) Mentor Teacher(s)

A motion was made by Mr. Phillips to approve agenda items 1-20 as recommended. The motion was seconded by Mr. Everson. After discussion the motion passed four (4) to zero (0).

The board acted upon or discussed the following items:

1. Administrative Attendance Transfers
2. Other

Next board meetings:

August 14, 2017 at 6:00 p.m. at Board of Education Office (Regular Session)

The meeting adjourned at 6:35 p.m.

President

Secretary