

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, July 24, 2023, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Ron Phillips, Joanne McConnell, Members, and Eddie Vincent, Secretary, were present. Jared Nestor, Adam Starks, Members, were absent. Also in attendance were: James Poling, Mary B. Hovatter, David Neff, Bonnie DeRouchie, Lela Miller, Terry Suder, and Linda Adams.

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

Mr. Phillips led the pledge to the flag.

Invocation by Mr. Phillips

A motion was made by Mr. Everson to approve the minutes of July 10, 2023 meeting. The motion was seconded by Mr. Phillips. After discussion, the motion passed three (3) to zero (0).

The board recognized the following:

Mrs. McConnell – recognized the Philip Barbour High School Band for helping the World Association of Marching Show Bands that took place in Buckhannon  
Chris Derico – named president of the School Nutrition Association

The following delegations addressed the board:

Bonnie DeRouchie – regarding library books

**Reports –**

Wellness/Child Nutrition  
Facilities

**Superintendents Recommendations –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for the school year 2023/2024 contingent upon compliance with pupil-teacher ratio.
2. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
  - A. Philip Barbour High School, Belington Middle School, Kasson School, and Philippi Middle School
    1. (Athletics) - \$4,000.00
  - B. Philip Barbour High School
    1. (Athletics) - \$10,000.00
    2. (Band) - \$1,000.00
    3. (Band) - \$1,500.00
3. Recommendation: Approve the final total of June 28, 2023, payroll check, and federal withholdings in the amount of \$542,341.17.
4. Recommendation: Approve the final total of July 14, 2023, summer payroll check and federal withholdings in the amount of \$280,673.92.
5. Recommendation: Approve the final total of July 14, 2023, regular payroll check, and federal withholdings in the amount of \$67,759.92.
6. Recommendation: Approve the final total of the July 28, 2023 summer payroll check and federal withholdings in the amount of \$333,205.05.
7. Recommendation: Approve the final total of the August 15, 2023 summer payroll check and federal withholdings in the amount of \$280,732.34.
8. Recommendation: Approve the final total of the August 28, 2023 summer payroll check and federal withholdings in the amount of \$333,205.04.
9. Recommendation: Approve/Confirm curricular trips.

Philip Barbour High School (Football) – to Barbour County 4-H Camp on July 30-August 3, 2023

10. Recommendation: Approve building/ground modifications.
  - A. Philippi Elementary School
    1. (Teacher’s Lounge) – replace cabinets
    2. (Room 113 & Office area) – create new administrator office and install Mantrap
11. Recommendation: Award the Mowing contract to Mayles tree trimming & Lawn care for the 2023/2024 school year.
12. Recommendation: Review revised policy 4200, Wellness, on third reading.

## 1.0 Purpose

The Barbour County Board of Education supports the notion that student health and physical well-being is an essential part of their overall development. Poor nutritional choices and lack of physical activity can lead to obesity and other diseases later in life. The Barbour County Board of Education is aware that proper choices by our children today will allow them to become productive adults leading healthy, physically active lives.

It is the objective of the Barbour County Board of Education to provide leadership, training and support for schools and their communities designed to improve collaboration and ensure the health and educational achievement of children in a safe, nurturing and disciplined environment by establishing goals in the following areas:

1. Nutrition Education
2. Physical Activity
3. Nutrition Standards for all Foods/Beverages
4. Celebrations/parties
5. Other School-Based Activities Designed to Promote Student Wellness
6. Measurements and Evaluation

## 2.0 Nutrition Education Goals

The primary goal of nutrition education is to influence students’ eating behaviors. Building of nutrition knowledge and skills helps children make healthier eating and physical activity choices. To make a difference, Barbour County Schools will provide nutrition education that is appropriate for students’ ages; that reflects students’ cultures; that is integrated into subjects such as math, reading and other curriculum areas; and provide opportunities for students to practice the skills they learn. Barbour County Schools has also chosen a nutrition education curricula that is easy to teach and foster lifelong healthy eating.

- 2.1 In order for this goal to be obtained key components need to be involved in the process.
  - 2.1.1 All Barbour County Schools shall become Team Nutrition Schools by the end of the 2<sup>nd</sup> month of school in order to promote good nutrition knowledge. They shall conduct nutrition education activities that involve parents, students and the community. (Team Nutrition is an integrated, behavior-based, comprehensive plan for promoting the nutrition health of the Nation’s school children. The US Department of Agriculture – Food and Nutrition Service -- developed Team Nutrition in response to the need to improve the nutritional quality of meals served in schools. Team Nutrition develops messages and materials that can be used consistently throughout the country. It promotes support and training at the State and local levels through infrastructure developed by the Nutrition Education and Training Program as well as new Team Nutrition partnerships.)
  - 2.1.2 Students will receive nutritional messages consistent with this policy that shall be provided in schools, classrooms, cafeterias, homes, communities and media by Barbour County Schools Child Nutritionist. Messages shall be gathered from WVDE, USDA and other resources.
  - 2.1.3 Students in grades PreK-12 shall receive the nutrition education needed for them to adopt healthy eating behaviors as deemed appropriate by the WVDE policy 2510, Barbour County Schools Nutritionist, Principal, or other health related professional.
  - 2.1.4 Students in grades 6-12 shall be taught health education that includes the importance of healthy eating and physical activity per WVDE policy 2520.
  - 2.1.5 Nutrition education shall be integrated into health education and other core curriculum as determined by the school health committee.
  - 2.1.6 Faculty who provide nutrition education shall have the appropriate and up-to-date training.
  - 2.1.7 Tips to increase awareness of healthy lifestyles shall be sent home to parents in school newsletters.

## 3.0 Physical Activity Goals

The primary goals for physical activity components in schools are: to provide opportunities for every student to develop the knowledge and skills for specific physical activities; to maintain students’ physical fitness; to ensure students’ regular participation in physical activity, and; to teach students short-and long-term benefits of a physical active and healthful lifestyle.

- 3.1 Definition

- 3.1.1 Physical activity is defined as any bodily movement produced by skeletal muscles that result in energy expenditure.
- 3.2 In order for this goal to be obtained, key components need to be involved in the process:
  - 3.2.1 Physical education requirements shall include those outlined in WVDE Policy 2510.
  - 3.2.2 Students shall be given opportunities for physical activity during the school day through physical education classes, daily recess periods for elementary students, and before/after school activities.
  - 3.2.3 Students shall be given opportunities for physical activity through a combination of before and/or after school programs including, but not limited to intramurals, interscholastic athletics and physical activity clubs.
  - 3.2.4 Schools shall encourage parents and guardians to support their children's participation in physical activity, to be physically active role models and include physical activities in family events.
  - 3.2.5 Students shall annually undergo a nationally accepted fitness testing program in grades 4th through 12th grades.
  - 3.2.6 Barbour County Schools Child Nutritionist will provide schools with updated ideas and resources for integrating physical activities into the instructional day.

#### **4.0 Nutrition Standards for all Food/Beverages**

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. To ensure that reimbursable school meals meet program requirements nutrition standards and guidelines shall be established to address all foods and beverages sold or served to students, including those available outside of the school meal programs. To encourage students to develop good eating habits and to provide for the nutritional needs of all students in attendance, only *healthy beverages* shall be made available to students during the *school day*.

- 4.1 Definition
  - 4.1.1 *healthy beverage* is defined as water, one hundred percent fruit and vegetable juice and low fat fluid milk.
  - 4.1.2 *school day* is defined as the period of time between the arrival of the first student at the school building and the end of the last instructional period.
- 4.2 In accordance to West Virginia State Board of Education Policy 4320, Section 2.2.2, non-nutritious foods, namely candy, soft drinks, chewing gum and flavored ice bars, shall not be sold during the school day (i.e., that period of time between the arrival of the first child at school and the end of the last scheduled instructional period) except that, county boards may permit the sale of soft drinks in county high schools except during breakfast and lunch periods.
  - 4.2.1 The sale of such soft drinks shall be in compliance with the rules of the National School Lunch Program and the School Breakfast Program of the State Board and the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA).
  - 4.2.2 Seventy-five percent of the profits from the sale of soft drinks shall be allocated by a majority vote of the faculty senate of each school and twenty-five percent of the profits from the sale of soft drinks shall be allocated to the purchase of necessary supplies by the principal of the schools within Barbour County Schools.
  - 4.2.3 Section 121.1 states 'Food or beverage items sold or served during the school day must meet the requirements of *Standards for School Nutrition*':
    - 4.2.3.1 Schools shall refrain from using foods of minimal nutritional value as rewards for student achievement;
    - 4.2.3.2 Barbour County Schools will encourage school organizations, including boosters groups, to use creative means of fundraising that does not include selling foods and/or drinks of minimal nutritional value;
    - 4.2.3.3 Schools shall educate parents, guardians and staff annually on the standards and procedures for serving outside nutritional items at celebrations/parties and other school based-activities;
    - 4.2.3.4 All employees involved in nutrition and food service programs shall be properly trained.

#### **5.0 Celebrations/parties**

- 5.1 Snacks provided to students during the school day will meet standards set by the county in accordance with local wellness policies.
- 5.2 Outside foods and beverages that are determined to be acceptable will be permitted for the general student population as long as they meet nutrition and safety standards for classroom snacks and celebrations/parties.

- 5.2.1 Each school may schedule up to four (4) celebrations/parties during the school year that include outside foods and caffeine free beverages brought in for consumption by the general student population.
  - 5.2.1.1 The school principal will oversee the scheduling and content of the celebrations/parties.
  - 5.2.1.2 The four (4) celebration windows may include: Fall (e.g. Halloween); Winter (e.g. Christmas); Spring (e.g. Easter) and a fourth of the school's choosing (e.g. Valentine's Day).
- 5.2.2 These outside foods and caffeine free beverages must be commercially prepared and sealed prior to their use during the school event. (For example, store-bought packaged cupcakes would be acceptable while parent-baked cupcakes would not; sealed store-bought jugs of flavored drinks would be acceptable while drink powders mixed with water at school would not.)
- 5.2.3 The acceptable foods and caffeine free beverages shall be approved by the school principal for classroom snacks and celebrations and shall be communicated to parents and guardians.
- 5.2.4 Questions or comments regarding this section of policy shall be directed to the school principal.

### 5.3 Students with Special Dietary Needs and Food Allergies

- 5.3.1 Students with special dietary needs and food allergies must be considered at all times when outside foods and beverages are provided in a general setting. Schools will operate with utmost care and caution when allowing outside foods and beverages to be provided to students.
  - 5.3.1.1 Because Barbour County Schools allows outside foods and caffeine free beverages to be brought in for consumption by the general student population for celebrations or other special events, county schools will accommodate students with special dietary needs or food allergies. Such accommodations will be made based upon the individual needs and restrictions of such students as identified by a physician's Special Dietary Needs Medical Statement, according to the Barbour County Wellness Policy and USDA Regulation 7, CFR Part 15b. These carefully considered procedures will help to ensure the health, safety and well-being of all
  - 5.3.1.2 The school principal, with input from the school health team, shall oversee all such accommodations.

### 5.4 Definition

- 5.4.1 *snacks* in this section refers to outside foods and caffeine free beverages to be brought in for consumption by the general student population.
- 5.4.2 *celebrations/parties* in this section refers to school wide or classroom wide celebrations/parties or special events that include outside foods and caffeine free beverages brought in for consumption by the general student population. **This statement is not meant to override the standards set forth by Smart Snacks guidelines or the West Virginia policy for foods and beverages sold to students**

## 6.0 Other School-Based Activities Designed to Promote Student Wellness

- 6.1 The goal in promoting student wellness is to create a total school environment that is conducive to healthy eating and being physically active.
- 6.2 In order for this goal to be obtained key components need to be involved in the process:
  - 6.2.1 Barbour County Schools will provide clean, safe meal environments with enough space per WVDE policy 6200 to ensure all students have access to school meals with minimum wait time per WVDE policy 4321;
  - 6.2.2 Drinking water will be made available in all schools through water coolers and/or fountains;
  - 6.2.3 Barbour County Board of Education shall establish a school health committee which shall meet annually that will help coordinate physical activities, nutrition information, student health topics and staff wellness. The committee may be composed of a nurse, physical education/health teacher, cook, LSIC member, child nutrition director, a board of education member, a school principal, a student, and a parent.

## 7.0 Measurement and Evaluation Goals

- 7.1 The WVDE shall annually administer the evaluation/assessment component. It shall be conducted in sixth, eighth and all high school wellness/health classes.
- 7.2 The health committee and other county school officials shall determine the effectiveness of this policy by reviewing the results of the evaluation /assessment component.

7.3 If deemed necessary by this committee, following the review of their assessment, the committee can forward recommended revisions to this policy to the Superintendent for review and the approval of the Barbour County Board of Education.

13. Recommendation: Approve/Confirm requests for professional leave.
14. Recommendation: Approve an Agreement with the West Virginia Department of Education for Communities In Schools.
15. Recommendation: Approve an agreement with Glenville State University for student teachers for the 2023/2024 school year.
16. Recommendation: Accept the resignation of Colton Weese as a Mathematics Teacher at Philip Barbour High School effective July 1, 2023.
17. Recommendation: Accept the resignation of Brissa Marshall as a 5<sup>th</sup> Grade Teacher at Philippi Middle School effective July 11, 2023.
18. Recommendation: Accept the resignation of Brissa Marshall as Head Volleyball Coach at Philippi Middle School effective July 12, 2023.
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
Classroom Teacher – Kindergarten	Belington Elementary	State Aid/County	1
Community in School Coordinator	Philip Barbour	Community in Schools State Grant	1
Community in School Coordinator	Philippi Middle School	Community in Schools State Grant	1
Community in School Coordinator	Kasson Elementary and Middle School	Community in Schools State Grant	1
Dean of Students	Philip Barbour High School	County Funds	1

20. 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
Charles Johnson	Kasson Elementary & Middle School	JobID: 3928 Custodian
Joshua Gain	Philippi Middle School	JobID: 3960 Custodian
Kelsey Wilson	Kasson Elementary & Middle School	JobID: 3962 LPN/ECCAT/Kindergarten Aide/Supervisory Aide/Transportation Aide
	Philip Barbour High School	JobID: 4790 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 4793 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 4795 Mathematics Instructor
	Philippi Middle School	JobID: 4796 Elementary Education Instructor
Samantha Daugherty	Belington Elementary School	JobID: 4798 Early Childhood Classroom Assistant Teacher/Kindergarten Aide/Supervisory Aide/Transportation Aide
	Philippi Middle School	JobID: 4820 Language Arts Instructor
Tiffany Davis	Philippi Middle School	JobID: 4824 Special Needs Aide/Supervisory Aide/Transportation Aide
	Kasson Elementary & Middle School	JobID: 4828 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
	Belington Elementary School	JobID: 5077 Elementary Education Instructor

<b>Substitute Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Mary Fox	County	Job 2538: Substitute Cook(s)
	County	Job 2542: Substitute Secretary(S)
Carla Boylen	Philip Barbour High School	JobID: 4808 Long Term Substitute Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	Philippi Middle School	JobID: 4832 Long Term Substitute Mathematics Instructor
	Philippi Middle School	JobID: 4834 Long Term Substitute Language Arts Instructor
	Philippi Middle School	JobID: 4837 Long Term Substitute Mathematics Instructor
	Barbour Board Office	JobID: 4841 Substitute Aide(s)
	Kasson Elementary & Middle School	JobID: 4844 Long Term Substitute Mathematics/Social Studies Instructor
	Kasson Elementary & Middle School	JobID: 4846 Long Term Substitute Preschool/Preschool Special Needs Instructor
	Barbour Board Office	JobID: 4856 Substitute Teacher(s)
	Philippi Elementary School	JobID: 4858 Long Term Substitute Elementary Education Instructor
Amanda McDaniel	Philip Barbour High School	JobID: 4860 Long Term Substitute Mathematics Instructor
Krystal Cantrell	Philip Barbour High School	JobID: 4862 Long Term Substitute Mathematics Instructor
	Belington Middle School	JobID: 4864 Long Term Substitute Mathematics/Social Studies Instructor
	Philippi Middle School	JobID: 4866 Long Term Substitute Elementary Education Instructor
	Belington Elementary School	JobID: 4868 Long Term Substitute Elementary Education Instructor

<b>Extra-Curricular Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Morgan Poling	Philip Barbour High School	JobID: 3942 Limited Sports Trainer

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

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22. Recommendation: Approve payment of bills for the period of June 20, 2023, through July 20, 2023, at a total expenditure of \$199,456.69.
23. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$70,000.00.
24. Recommendation: Approve the final total of utility/copier bills in the amount of \$39,096.72.
25. Recommendation: Accept the resignation of Crystal Bible as a Multi-Categorical Teacher at Belington Middle School effective July 16, 2023.

A motion was made by Mr. Phillips to approve agenda items 1-13, and items 22-24 as recommended. The motion was seconded by Mr. Everson. After discussion, the motion passed three (3) to zero (0).

Mrs. McConnell made a motion to adjourn into executive session at 6:33 p.m. to discuss personnel and legal issues. The motion was seconded by Mr. Everson and passed three (3) to zero (0).

The board returned to open session at 7:14 p.m. (No votes or decisions were made in executive session).

A motion was made by Mr. Everson to approve agenda items 14-21 and item 25 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed three (3) to zero (0).

The board acted upon or discussed the following items:

1. Student Handbook for Belington Elementary School for the 2023/2024 School Year
2. Student Handbook for Belington Middle School for the 2023/2024 School Year
3. Student Handbook for Junior Elementary School for the 2023/2024 School Year
4. Student Handbook for Kasson Elementary/Middle School for the 2023/2024 School Year
5. Student Handbook for Philip Barbour High School for the 2023/2024 School Year
6. Student Handbook for Philippi Elementary School for the 2023/2024 School Year
7. Student Handbook for Philippi Middle School for the 2023/2024 School Year
8. Other

Next board meetings:

August 14, 2023, at 6:00 p.m. at the Board of Education Office (Regular Session)

The meeting adjourned at 7:34 p.m.

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**President**

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**Secretary**