

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, August 8, 2022, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

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

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 July 25, 2022 meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed five (5) to zero (0).

The board recognized the following:

Central Office Directors and Maintenance Department

Superintendents Recommendations –

1. Recommendation: Approve payment of bills for the period of July 20, 2022, through August 2, 2022, at a total expenditure of \$439,750.57.
2. Recommendation: Authorize August 15, 2022, 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 July 28, 2022, payroll check, and federal withholdings in the amount of \$120,101.89.
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$8,565.14.
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

Belington Middle School (Whole school/Office) – projected revenue - \$1,000.00; (Soccer) - \$800.00, \$1,000.00

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

Philippi Elementary School (PTO) – projected revenue - \$200.00, \$300.00, \$5,000.00

7. Recommendation: Adopt revised policy 6350, Vacation and Holidays, on second 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
245	9.5
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.

8. Recommendation: Approve/Confirm requests for professional leave.
9. Recommendation: Accept the resignation of Twila Smith as a substitute teacher effective July 27, 2022.
10. Recommendation: Accept the resignation of Miranda Smith as a substitute teacher effective July 31, 2022.
11. Recommendation: Approve Memorandum of Standing with Alderson Broaddus University concerning teacher candidates and student teachers for the 2022/2023 School year.
12. Recommendation: Approve student teachers from Alderson Broaddus University for the 2022/2023 School year.
13. 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
	County	Job 3920: Bus Operator, Rt. 31
George Nace	BES	Job 3922: Elementary Education Instructor
	PES	Job 3961: Elementary Education Instructor
	PMS	Job 3962: Custodian
Lora McElroy	PES	Job 3963: Cook (half-time)
	KEMS	Job 3964: Science Instructor
Larry Kittle	County	Job 3965: Chief Mechanic/Bus Operator

Substitute Employee Assignments 2022-23		
Name of Person	Location	Job ID: Position
Shannon Goshert	PMS	Job 3969: Long Term Substitute Language Arts Instructor
Doris Skinner	PBHS, Itinerant	Job 3924: Long Term Substitute Multi-Categorical w/Autism Instructor
	PES, Itinerant	Job 3926: Long Term Substitute Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PBHS, Itinerant	Job 3928: Long Term Substitute Multi-Categorical w/Autism Instructor
Mason Fox	PMS, Itinerant	Job 3930: Long Term Substitute Physical Education/Health Instructor
Wendy Moats	PES, Itinerant	Job 3937: Long Term Substitute Multi-Categorical w/Autism Instructor
	PBHS	Job 3943: Long Term Substitute Mathematics Instructor
Carla Boylen	PMS, Itinerant	Job 3947: Long Term Substitute Multi-Categorical w/Autism Instructor
Shelby Collins	County	Job 3954: Substitute Teacher(s)
	PBHS	Job 3956: Long Term Substitute Mathematics Instructor
	PES	Job 3958: Long Term Substitute Title I Reading/Math Instructor
Terri Riffle	BMS, Itinerant	Job 3960: Long Term Substitute Multi-Categorical w/Autism Instructor
Everett Propst	County	Job 3953: Substitute Bus Operator(s)
	KEMS	Job 3978: Long Term Substitute Mathematics/Social Studies Instructor

Abby Barnes, Julie Loftin	County	Job 3907: Substitute Secretary(s)
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Extra-Curricular Employee Assignments 2022-23		
Name of Person	Location	Job ID: Position
	PBHS	Job 3882: Athletic Trainer (Winter Sports)
	PBHS	Job 3883: Athletic Trainer (Fall Sports)
	PBHS	Job 3885L Volunteer Assistant Volleyball Coach
Gina Wolfe	BMS	Job 3921: Head Girls Basketball Coach
Trevor Mouser	BMS	Job 3966: Head Baseball Coach
Jaiden Morris	PBHS	Job 3967: Head Cheerleading Coach
Jean Irvine, Jason Stutler, Danielle Rush, James Poling Cheryl Hawkins	County	Job 3979: (5-10) Mentor Teacher(s) (Extra-Curricular)

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

A motion was made by Mr. Starks to approve agenda items 1-14 as recommended. The motion was seconded by Mr. Nestor. After discussion, the motion passed four (4) to one (1) with Mr. Nestor voting Nay.

Mrs. McConnell made a motion to adjourn into executive session at 6:44 p.m. to discuss personnel issues. The motion was seconded by Mr. Nestor and passed five (5) to zero (0).

The board returned to open session at 7:15 p.m. (No votes or decisions were made in executive session).

The board acted upon or discussed the following items:

1. Other
 - Volunteers in school
 - Electronic emergency cards

Next board meetings:

August 22, 2022, at 6:00 p.m. at the Board of Education Office (Regular Session)

The meeting adjourned at 7:38 p.m.

_____ **President** _____ **Secretary**