

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, August 9, 2021, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Adam Starks, Jared Nestor, Joanne McConnell, and Ron Phillips, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Michelle Fleming, James Poling, David Neff, Annette Hughart, Michael Ferguson and Connie Mundy.

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

Mr. Starks led the pledge to the flag.

Invocation by Mr. Starks

A motion was made by Mr. Everson to approve the minutes of the July 26, 2021, meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed five (5) to zero (0).

**Superintendents Recommendations –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for the school year 2021/2022 contingent upon compliance with pupil-teacher ratio.
2. Recommendation: Approve payment of bills for the period of July 21, 2021, through August 3, 2021, at a total expenditure of \$386,204.82.
3. Recommendation: Authorize August 13, 2021, payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law.
4. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$50,000.00.
5. Recommendation: Approve the final total of July 28, 2021, payroll check, and federal withholdings in the amount of \$125,019.70.
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$19,387.30.
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

Belington Elementary School (Special Needs Dept.) – projected revenue - \$100  
Philip Barbour High School (Band) – projected revenue - \$750.00, \$1,000.00, \$1,500.00,  
\$2,000.00, \$1,500.00, \$750.00, \$2,000.00, \$1,500.00, \$4,000.00; (Girls Basketball)  
- \$2,000.00  
Philippi Middle school (Cheer) – projected revenue - \$400.00

8. Recommendation: Approve educational leave request for a student at Belington Elementary School.
9. Recommendation: Approve/Confirm the use of buildings and/or grounds.

Philippi Middle School on August 2-4, 2021 – requested by Selena Strong for Cheer Clinic

10. Recommendation: Review revised policy 7300: Requirements for Graduation, for first reading. – Enclosure I
- 1.0 Purpose** Barbour County Schools provides students the 21<sup>st</sup> century knowledge, skills, and capabilities needed for adulthood.
  - 1.1** Adolescent education at the high school level provides a rigorous course of academic study to enable students to achieve high levels of competence so that they can complete graduation requirements and be prepared to successfully enter and compete in the work place and post-secondary education.
- 2.0 Responsibility** To graduate from high school, a student must earn a minimum of twenty-two (22) credits, including the successful completion of course requirements as specified in WV Policy 2510.

- 2.1 A non-credit Senior Project (experiential learning) is required of all graduating students.
- 2.2 In order to graduate, students will complete 6 hours of approved experiential learning.
- 2.3 Credits for courses will be awarded based upon demonstration of mastery of the WV Content Standards and Objectives/College and Career Readiness Standards. Students demonstrating mastery of WV Content Standards and Objectives/College and Career Readiness Standards in the subjects will be provided the opportunity to advance to the next grade level objectives.
- 2.4 All students shall be scheduled for a full instructional day during each of the four high school years. Students may apply and earn dual credit college courses according to procedures. The principal will make all final determinations regarding student's graduation or credit status at the school level.

**3.0 Transfer of Credits – (WV 18-8-1A(e) enacted 2021)**

- 3.1 Credits will be awarded or accepted from a home school program with appropriate transcript or other credential.
- 3.2 Credit from public schools, private schools, and Hope Scholarship Program will be accepted with appropriate transcript or other credential..

**4.0 Participation in Graduation Exercises –**

- 4.1 Only those students who have successfully completed all of the requirements for graduation prior to the date set for commencement exercises shall be permitted to participate in the graduation ceremonies. All fees, fines, and charges will be paid before a student is allowed to participate in graduation exercises.

**5.0 Personalized Education Plan–** In accordance with West Virginia Department of Education requirements, a Personalized Education Plan (PEP) shall be prepared and periodically reviewed and updated for each secondary student in grades 8-12. Students will follow a multi-faceted approach such as career investigation and self-discovery activities (interest, work values, inventories), as part of the plan which will guide selection of coursework.

**6.0 Testing Out of Required or Prerequisite Offerings –** A student may “test out” of a required or prerequisite course by taking an approved examination to demonstrate mastery in the WV Content Standards and Objectives/College and Career Readiness Standards for the content area as per the requirements of WVDE Policy 2510.

- 6.1. The student's records will indicate that completion of the area of study occurred through the exam process.
- 6.2 The criteria for approval of the testing out of a high school course will follow the county's guidelines.

**7.0 Early Graduation -** Early graduation is defined as graduation from high school one full year prior to the class the student entered the ninth grade with.

- 7.1 In order to be eligible for early graduation, a student must petition the Barbour County Board of Education one semester in advance of the junior year.
- 7.2 The petition for early graduation must be supported by three letters of recommendation from teachers and a letter of recommendation from the principal.
- 7.3 The petition must also have a letter of pending acceptance from a post-secondary school.
- 7.4 Petitions will be decided upon by the Board of Education on an individual basis.
- 7.5 For classification purposes, early graduation students remain a member of their original cohort. For example, students will participate in school activities as a junior not a senior such as General Summative Assessment, class tournaments, prom, class trips, senior privileges, etc...
- 7.6 Students will not be ranked for recognition purposes.

**8.0 Graduation Honors System -** All students in a class, except foreign exchange students, shall be included in the determination of rank-in-class. The **final class rank** will be determined at the completion of the end of the seventh semester of the graduation class.

- 8.1 At the end of the seventh semester of the graduation class, students will be ranked in the following classifications:
  - Summa Cum Laude: 4.0+
  - Magna Cum Laude: 3.75 – 3.99
  - Cum Laude: 3.5 – 3.749
- 8.2 Grade point averages will not be rounded.
- 8.3 For “top” graduate recognition purposes, students must have achieved Summa Cum Laude status.

11. Recommendation: Review revised policy 7610: Distance Learning and Virtual School Courses, for second reading.

## **1.0 Purpose:**

- 1.1 Barbour County Schools provides opportunities for distance learning and virtual school courses (courses via the Internet) through WV Virtual School for students in grades K-12 and a blended program (both virtual and traditional for students in grades 6 -12. These courses will be available for high school credit for students in grades 9-12 and for students in eighth grade enrolled in a foreign language or Algebra 1.
- 1.2 The school district recognizes that the preferred delivery system for coursework might be under direct teacher instruction; however, there are some circumstances in which alternative delivery is necessary.

## **2.0 Definitions:**

**2.1 Virtual program** - a formal online education program in which a student learns:

- 2.1.1 Through an online instructional platform, with some element of student control over time, place, path or pace;
- 2.1.2 In a setting outside the traditional classroom; and
- 2.1.3 In such a way that the modalities of each student's learning path within a course or subject are connected to provide an integrated learning experience.

**2.2 Eligible student** - a student eligible for attendance in public schools in a school district that provides a virtual instruction program.

**2.3 EL** – English learner

**2.4 IEP** – Individualized Education Program

**2.5 Virtual course** - any virtual pathway course offered by WV Virtual School that meets the specified state approved standards for that course.

**2.6 Virtual instruction program** – WV Virtual School as administered by the West Virginia Department of Education.

## **3.0 Student Eligibility and Requirements.**

- 3.1 Eligible students are required to enroll in Barbour County Schools.
- 3.2 Barbour County Schools public school students enrolled and attending full time.
- 3.3 Homeschooled students, if they reenroll in Barbour County Schools, are eligible to enroll in one or more virtual courses per semester. Participation in extracurricular activities such as athletics and band is based on WVSSAC rules and guidelines.
- 3.4 Homebound students may use virtual school as a supplement to extend homebound.
- 3.5 Private School/Home School students are eligible to enroll in one or more virtual courses per semester. Private school/Home School students will be charged for the cost of tuition for each course they enroll in.
- 3.6 All virtual school students will be enrolled as a student in the local school in which they reside, as outlined in Barbour County Board of Education Policy 8200.
- 3.7 Course offerings available through WV Virtual School.
- 3.8 Parents and students must successfully complete a district defined virtual education orientation course.
- 3.9 Meet school system and/or state enrollment requirements for the course(s) in question including adhering to program/curriculum sequences.
- 3.10 It is recommended that a minimum grade of a 70 (per grading period) on a numerical grade scale in virtual courses taken during the previous semester have been maintained in the core math, Ela, science and social studies. Students with grades below the 70% standard require school approval through the student assistance team (SAT) to participate.
- 3.11 Have access to reliable internet.
- 3.12 Participants are required to complete and sign Technology Acceptable Use Policy 7600.
- 3.13 Maintain a minimum of weekly communication with the facilitator or instructor.

3.14 Have reliable transportation, when needed.

3.15 All students must be enrolled for a full schedule and meet the requirements of WVDE Policy 2510. Homeschool and private school students may participate up to 50% of a school day without being enrolled as a full-time student.

3.16 Students in Grades 6-12 may be enrolled in a blended (both traditional and virtual) program.

3.17 Guidelines for taking a virtual course if student is attending school in the traditional manner:

3.17.1 Students taking additional courses must be enrolled at their local school, as outlined in Barbour County Board of Education Policy 8200- School Attendance Areas.

3.17.2 The school offers the course, but the student is unable to take it due to an unavoidable scheduling conflict, as determined by the principal.

3.17.3 The district has expelled the student from the regular school setting, but education services are to be continued.

3.17.4 The school administration, the student's teachers, and the student's parents/guardians (Student Assistant Team) determine if the student requires a differentiated or accelerated learning environment.

3.17.5 The course will serve as a supplement to extend homebound instruction.

3.17.6 Any other specific condition which may warrant the use of virtual coursework for the student and is approved by the building principal.

3.18 A student must complete all requirements as outlined in Barbour County Schools Policy 7300 to be eligible to graduate.

3.19 Students with disabilities:

3.19.1 Prior to enrollment of a student with a disability into one or more virtual education courses, the student's IEP/504 team must meet and consider whether or not an online instructional delivery method is appropriate for the student to receive a free appropriate public education in the least restrictive environment.

3.19.2 The IEP/504 team will also determine whether or not the student's accommodations can be provided in a virtual learning environment. Due to the unique design of virtual learning, accommodations which are conducive to the virtual environment should be clearly described within the student's plan.

3.19.3 School staff shall also ensure confidentiality of student information pursuant to FERPA and IDEA.

**4.0 Course Registration Process:** The Virtual School Facilitator and building principal shall review each student's virtual school schedule to ensure the student is compliant with WVDE Policy 2510 for their grade level or course of study. This registration process must be completed prior to the end of the semester previous to the semester in which the student intends to take the virtual school course.

**5.0 Course Approval:** Only virtual courses on the West Virginia Virtual School approved list will be offered for Barbour County high school credit. Students who want to take a virtual course for credit must be fully enrolled in and attend a Barbour County public school. It is recommended that this process begin at least a month prior to the end of the semester prior to the start of the new semester in which the student desires to attend a WV Virtual School course(s). It is the responsibility of the student to ensure that the WV Virtual School Course(s) meet NCAA Eligibility Guidelines.

**6.0 Facilitation:** A facilitator will be assigned to meet with the students who are taking virtual courses. Mandatory sessions will be required for the purposes of progress monitoring and testing. Students who fail to attend these sessions may be denied credit. Course delivery and instruction are the responsibility of the course provider for WV Virtual School. Barbour County Schools and the school facilitator are not responsible for content or communication between the provider and the student.

**7.0 Grading:** Grades provided to the virtual facilitator by the vendor for WV Virtual School will be recorded according to the grade percentages approved in Barbour County Schools grading policy, which will count towards the student's GPA.

**8.0 Funding and Course Materials:** Barbour County Schools will assume the associated costs for a Virtual School Course when this option is offered as an alternative to a traditional school setting, at the decision of the school system.

**9.0 Technology Access:** Students taking virtual courses off campus must have adequate access to the internet

at home; however, student access maybe authorized at other equipped locations such as libraries, community learning centers and homes.

#### **10.0 Registration Deadlines:**

10.1 First Semester: Prior to the first day of the semester.

10.2 Second Semester: Prior to the first day of the semester.

#### **11.0 Attendance:**

11.1 Public school students participating in the virtual education option will be considered as being in attendance if the students are successfully progressing in the virtual education coursework. Successful progression will mean completing courses to graduate with one's four-year cohort. Students must be progressing successfully in the coursework and communicating as required with the course teacher and facilitator. Students are required to submit assignments and interact on a weekly basis with the instructor or facilitator, or as determined by the course syllabus. Failure to participate in a timely manner will result in a referral to the Student Assistance Team for determination of appropriateness of virtual school participation.

11.2 The school system reserves the right to set specific attendance requirements for each virtual course. The superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, provided that students in such programs are given notice of the attendance requirements at enrollment. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class.

11.3 A student will not be permitted to enroll in virtual school the following school year if they have not met all state testing and WVDE accountability requirements the previous year. Students participating in virtual courses are required to participate annually in the West Virginia General Summative Assessment.

11.4 Students who do not login to courses within the first five days of a class will be removed from WV Virtual School and return to brick and mortar instruction at their designated school.

11.5 Students failing to login and participate in a class for a 10 day period will be referred to the Student Assistance Team for consideration of removal from WV Virtual School.

**12.0 Course Progression:** Students are required to progress through online courses at a rate comparable to the progression of a traditional class. Student performance will be monitored and reported on regular intervals consistent with a traditional day program by the facilitator.

**13.0 Instructor Responsibility:** Instructors will be responsible to provide:

- a. Syllabus,
- b. Rigorous curriculum,
- c. Be Accessible electronically,
- d. Progress monitoring,
- e. Timely Coursework Feedback,
- f. Final Grade.

**14.0 Parents/Guardian Responsibility:** Parents play a vital role in their child's education. Parents need to ensure there is access to the necessary technology. They need to monitor their child's progress and grades with the virtual courses. Parents need to provide support and encouragement as students are working on their online courses. It is important that parents provide a structure and guidance when helping their child to complete the course-work. Parents also need to be a liaison between the student and the teacher as needed. Parents should attend scheduled parent-teacher conferences or other meetings as arranged by the instructor. Parents should utilize the parent grade reporting portal and the student portal to monitor progress.

**15.0 Extracurricular Activities:** Fully enrolled students are considered a Barbour County student and are eligible for all extracurricular activities at their home school. Homeschooled students enrolled as at least half-time are eligible to participate in extracurricular activities in the school in which they are enrolled according to attendance zone. All students must meet WVSSAC requirements for eligibility to participate in extracurricular activities.

**16.0 Dropping Online Course/Transition Back to Traditional Course:** Students may drop a virtual course within 5 days of commencement of the course without penalty and reenroll in a traditional class at school. Course drops must be requested in writing and submitted to the school principal. Beginning with the sixth day of the commencement of a WV Virtual School course and beyond, the student may not drop the virtual school course and return to regular school and is not eligible for reimbursement of tuition fees, if any were charged to the student for the cost of the course(s).

**17.0 Assessment, Grading, Diploma:** Any virtual program course taken for high school credit, regardless of the grade in which the course was taken, will be entered onto the student transcript at the semester

and calculated in Grade Point Averages, etc., this will affect sports eligibility and GPA. Barbour County's dual credit policy applies to identified virtual programs, as they become available. Course grades assigned to a student's transcript must follow the WV Uniform Grading Scale found in Barbour County School's Policy 7200.

**18.0 Removal:** Students may be removed from virtual to a traditional day program or returned to the traditional school setting for the following reasons:

- 18.1 Not maintaining a 70 percent, per grading period, in each core virtual course (math, Ela, science, social studies.)
- 18.2 Failure to start coursework within first 5 days.
- 18.3 Failure to participate for 10 days. SAT referral/recommendation to remove.
- 18.4 SAT recommendation to remove from WV Virtual based on poor participation and/or performance.
- 18.5 Cheating, falsifying information, plagiarizing.
- 18.6 School system policies, procedures, rules or regulations are violated, including rules governing the use of technology.

**19.0 Student Support:** Barbour County Schools is committed to provide all students with an equal opportunity to participate in and benefit from its virtual education program. We provide students with accessibility and supports through resources tailored to each student's individual abilities and needs. Barbour County Schools ensures that all students, including students with disabilities, have available to them a free appropriate public education.

- 19.1 Instructor/Facilitator availability will be arranged.
- 19.2 Students who require accommodations, based upon their respective IEP or SAT plans, may receive supports such as assistive technologies, individualized support, or other accommodations conducive to the virtual environment. Such accommodations should be specified on the student's IEP/504, or SAT plan. It is the responsibility of the student's case manager to communicate, coordinate, implement and monitor the provision and effectiveness of the accommodations.
- 19.3 English Language Learner (ELL) committee will meet to determine the most reasonable accommodations for virtual programs.

**20.0 Student Responsibilities:** Students should spend the first 5 days making sure they are comfortable with the technology of online learning and capable of mastering the content. Computer/internet problems, on the part of the student, will not be accepted as reasons for delays or in meeting deadlines. Only through regular communication and consistent work can students be successful in an online course. It is essential that students maintain regular contact with their facilitator or instructor and submit assignments on time. Once enrolled, students are on a probationary period for five days. If any student has not begun the course after five days from the enrollment date, the student will be automatically removed and their local school will be notified.

**21.0 Internet:** Reliable home internet access is the responsibility of the family.

12. Recommendation: Approve/Confirm requests for professional leave.
13. Recommendation: Ratify the suspension without pay for Herbert Croston a service employee assigned to the Maintenance department.
14. Recommendation: Terminate the employment of Herber Croston a service employee assigned to the Maintenance department.
15. Recommendation: Accept the resignation/retirement of Tammy Phillips as an Itinerant Heard of Hearing Instructor, effective July 31, 2021.
16. Recommendation: Accept the resignation of Angel Stull as Head Cross County Coach at Philippi Middle School effective July 23, 2021.
17. Recommendation: Accept the resignation of Traci Hoffman as Head Cheerleading Coach at Philip Barbour High School effective July 23, 2021.
18. Recommendation: Accept the resignation of Lauren Celender as a 3<sup>rd</sup> Grade Teacher at Belington Elementary School effect August 1, 2021.

19. Recommendation: Accept the resignation of Zachariah Wilson as a Bus Operator effective August 2, 2021.
20. Recommendation: Accept the resignation of Abbigail Blosser as a Mathematics Instructor at Philip Barbour High School effective August 10, 2021.
21. Recommendation: Accept the resignation of David Taylor as Head Boys Basketball Coach at Kasson Elementary/Middle School effective July 29, 2021.
22. Recommendation: Approve Memorandum of Standing with Alderson Broaddus University concerning teacher candidates and student teachers for the 2021/2022 School year.
23. Recommendation: Approve leave of absence (FMLA) for Jennifer Phipps a service employee at Philippi Elementary School beginning August 12, 2021, through August 27, 2021.
24. Recommendation: Accept the resignation of Seneca Manko as a Language Arts Instructor at Philip Barbour High School effective August 3, 2021.
25. Recommendation: Employ the following personnel for the 2021/2022 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 2021-22		
Name of Person	Location	Job ID: Position
	PBHS, Itinerant	Job 3283: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	PMS, Itinerant	Job 3284: Visually Impaired/Multi-Categorical Instructor
	PES, itinerant	Job 3296: Multi-Categorical w/Autism Instructor
	PES, Itinerant	Job 3297: PreK/Prek Special Needs Instructor (half-time)
	PMS, Itinerant	Job 3298: Gifted/Multi-Categorical Instructor (half-time)
	PES, Itinerant	Job 3299: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PMS	Job 3300: Mathematics Instructor
	PBHS, Itinerant	Job 3301: School Nurse - RN (half-time)
	PBHS	Job 3320: Mathematics Instructor
Joseph Bowen	PBHS	Job 3321: Associate Principal
	KEMS, Itinerant	Job 3322: Hearing Impaired/Multi-Categorical Instructor
Larry Kittle	County	Job 3341: Bus Operator, Rt. 13
	BES	Job 3365: Elementary Education Instructor

Substitute Employee Assignments 2021-22		
Name of Person	Location	Job ID: Position
	County	Job 3278: Substitute Bus Operator(s)
	County	Job 3279: Substitute Custodian(s)
	County	Job 3280: Substitute LPN/Aide(s)
	County	Job 3281: Substitute School Nurse RN(s)
	County	Job 3282: Substitute Secretary(s) JobID: 3282
Lora McElroy	County	Job 3315: Substitute Cook(s)
Tara Gray, Sharon Nuzum	County	Job 3316: Substitute Teacher(s)

Kim Fetter	BES	Job 3327: Long Term Substitute 4th Grade Teacher
	KEMS	Job 3331: Long Term Substitute Multi-Categorical w/Autism Instructor
	BMS	Job 3333: Long Term Substitute Language Arts Instructor
	PES	Job 3335: Long Term Substitute 4th Grade Teacher
Miranda Ware	PMS	Job 3337: Science Instructor, Long Term Substitute
Mike Posten	County	Job 3343: Bus Operator, Rt. 5
	County	Job 3346: Substitute Bus Operator(s)
Wendy Moats	PES, Itinerant	Job 3354: Long Term Substitute Multi-Categorical w/Autism Instructor
Amanda McDaniel	PMS	Job 3359: Long Term Substitute Mathematics Instructor

**Extra-Curricular Employee Assignments 2021-22**

	PBHS	Job 3277: Assistant Wrestling Coach
	PBHS	Job 3302: Athletic Trainer (Fall Sports)
	KEMS	Job 3303: Head Girls Basketball Coach
	PMS	Job 3304: Assistant Girls Basketball Coach
Justin Carter	PMS	Job 3305: Head Girls Basketball Coach
	BMS	Job 3306: Assistant Boys Basketball Coach
Phillip Perkins	BMS	Job 3294: Head Boys Soccer Coach
	PMS	Job 3323: One (1) Supervisory Employee prior to/after School (Extra-Curricular)
Wesley Gray	PMS	Job 3324: Volunteer Assistant Football Coach
Ashley Warner	PBHS	Job 3325: Head Cheerleading Coach
Ashley Poling	County	Job 3339: (2-3) Mentor Teacher(s) (Extra-Curricular)
Lacey Daugherty	PMS	Job 3342: Head Cross Country Coach
	KEMS	Job 3344: Head Boys Basketball Coach

26. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools.
27. Recommendation: Accept the resignation Rex Freeman as a Substitute Bus Operator, effective July 26, 2021.
28. Recommendation: Employ the following personnel for the 2021/2022 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 2021-22**

Name of Person	Location	Job ID: Position
	PBHS	Job 3313: Custodian

A motion was made by Mr. Nestors to approve agenda items 1-28 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed five (5) to zero (0).



Mr. Phillips made a motion to adjourn into executive session at 6:25 p.m. to discuss legal issues. The motion was seconded by Mr. Nestor and passed five (5) to zero (0).

The board returned to open session at 7:35 p.m. (No votes or decisions were made in executive session).

The board acted upon or discussed the following items:

1. Other

Next board meetings:

August 10, 2021, at 7:00 p.m. at Philip Barbour High School (LGI Room) (Special Session)  
August 23, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)

The meeting adjourned at 7:36 p.m.

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**President**

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**Secretary**