

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, August 10, 2020, at the Board of Education Office, 45 School Street, Philippi, WV 26416, and via Zoom.

David Everson, Joanne McConnell, Jared Nestor, Ron Phillips, and Adam Starks, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance and via Zoom were: Michael Ferguson.

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 27, 2020 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 out-of-county to in-county attendance for school year 2020/2021.
2. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2020/2021 contingent upon compliance with pupil-teacher ratio.
3. Recommendation: Approve payment of bills for the period of July 22, 2020, through August 4, 2020, at a total expenditure of \$269,091.63.
4. Recommendation: Authorize August 14, 2020, payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law.
5. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$50,000.00.
6. Recommendation: Approve the final total of July 28, 2020, payroll check, and federal withholdings in the amount of \$136,334.79.
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$8,191.91.
8. Recommendation: Approve school re-entry plan.

Dear Barbour County Students, Staff and Community Members,

We are truly living in an unprecedented time when it comes to making a decision about our annual return to school. We all recognize that we must do everything in our power to keep our students, staff and community safe while recognizing the importance of getting our children back into our schools and back into the learning mode.

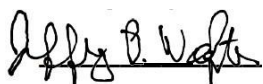
We have been tasked by the Governor and the State Superintendent of Schools with developing a re-entry plan that will open our schools on September 8th. Guidance for this plan was received from CDC guidance, the WV Governor's "Come Back Plan", and the West Virginia Department of Education's Schools Re-Entry & Recovery Guidance Toolkit. In fact, much of the information in this document was taken directly from the guidance documents.

The county plan that we have developed is based on a work session with our Board of Education, student input, Zoom meetings conducted with community members, meetings with our building principals and their school leadership teams, and through analysis of parent and employee surveys regarding their opinions on the return to school models.

I hope this re-entry plan document will help to answer any questions that you have and will help you to determine the learning model you want to choose going forward. Please keep in mind that the path of the virus that has put us into this situation is unpredictable and that the plan is subject to change at any time.

If you have any questions that aren't answered clearly in the attached document, please feel free to call me, other central office staff or your building principal for clarification.

Thanks,

A handwritten signature in black ink, appearing to read "Jeffrey P. Woofter". The signature is written in a cursive style and is positioned above a horizontal line.

Jeffrey P. Woofter
Superintendent, Barbour County Schools

BARBOUR COUNTY SCHOOLS RE-ENTRY PHASES

As of August 5th, we are planning to begin school on September 8th in Phase 2. However, with the COVID-19 virus, all plans are subject to change. We will continue to keep you updated if there are any changes to the schedule or any other information contained in this document.

GOVERNOR'S CLOSING OPTION - 100% REMOTE LEARNING

- 100% Remote Learning can only be enacted by the Governor through an executive order.
- Remote Learning is when Barbour County School students receive instruction from local teachers through internet access, through assignments pushed out on Chromebooks, or in paper form for those students without adequate internet access.

PHASE 1 - 100 % VIRTUAL SCHOOL THROUGH WV LEARNS

- Students may take classes through an internet based virtual school known as WV Learns. Students in grades K-12 can take all classes through WV Virtual while remaining enrolled in and credentialed through Barbour County Schools.
- WV Virtual students are entitled to participate in all curricular and extra-curricular activities at the school.

PHASE 2 – BLENDED LEARNING

- Blended Learning is for students to attend school 2 days per week and receive remote learning for 3 days per week.
- Students will be divided into 2 groups with Group A attending school on Monday and Thursday and Group B attending school on Tuesday and Friday. Wednesday will be a student support day to contact the teacher by phone, email, or video conference; and will also allow for a weekly day of thorough cleaning.
- Siblings will be assigned to the same group so they can attend school on the same days.
- The schools will contact their students by August 24th with their group assignments.

PHASE 2 - VIRTUAL SCHOOL BLENDED LEARNING THROUGH WV LEARNS AND THEIR HOME SCHOOL

- Students are able to take some courses at their home school in addition to their virtual school courses. For example, a student could be enrolled in virtual school for their core courses and take Driver's Education and Band at the high school.
- Students taking a virtual and in-person school course load may be responsible for their own transportation depending on the time of their in-person schedule.
- Students in a blended option will be required to take a full load of coursework daily.

PHASE 3 – TRADITIONAL 5 DAY IN-PERSON SCHOOL

- This is what we considered normal at the beginning of school last year.

VIRTUAL SCHOOL THROUGH WV LEARNS

Those parents who are interested in having their children receive their instruction virtually through West Virginia learns should follow the link below for more information and an application form.

<http://www.wvschools.com/Barbourcountyschools/files/parent/VirtualSchoolProcedures.pdf>

MASK, SHIELD OR FACE COVERING USAGE

Executive Order No. 50-20 signed by Governor Justice stipulates that face coverings must be worn in public buildings where social distancing cannot be maintained. Students and staff will be supplied with one disposable mask and two washable cloth masks at the beginning of school. Parents will be responsible for washing the cloth masks as needed. Students are permitted to wear their own mask, shield or face coverings and are not required to use those supplied by Barbour County Schools as long as they don't have pictures or writing on them that would violate the student code of conduct.

Face coverings will have to be worn at the following times:

- While riding the bus.
- While entering and leaving the school.
- During class changes, trips to the restroom, or in any other congregant area where it is impossible to social distance.
- In class when teacher and student are unable to socially distance.
 - o Example: When student needs to go to teacher's desk or when working in small groups

TRANSPORTATION

Bus operators have the responsibility of transporting our most precious cargo and they must have the cooperation of all students to be able to transport them to and from school in a safe manner. Following are a list of procedures that must be followed this school year:

- Students and staff members will be required to wear masks or face coverings while getting on the bus and during the entire ride to and from school. (Those with documented medical reasons or those who cannot remove their own mask without assistance will be exempt and other options for personal protection will be considered as recommended in writing by a doctor.)
- Hand sanitizer will be provided and shall be used by all students when boarding the bus.
- Students will be assigned a seat based on the order that they board the bus.
- Students will be seated in family groups as possible.
- Students will depart the bus in order beginning with those seated at front.
- Depending on the number of students per bus run, the minimum number of students per seat should be used with students from the same household being able to sit up to 3 per seat.
- Buses will be loaded and unloaded at the schools one bus at a time.
- Drivers will disinfect all seats and high touch areas at the conclusion of every run.

PARENT PICK-UP AND DROP OFF

For those parents who are concerned about having their children ride the bus, you may drive your children to their school. Please follow the directions from the school principals in regard to the pick-up and drop-off procedures.

FACILITY OPERATIONS

It is the responsibility of every Barbour County Schools employee to do their part in working to make sure our facilities are clean, safe, and ready to serve our students. The students also have a responsibility to do their part as well.

- Maintenance staff are responsible for ensuring that all ventilation systems continuously meet the air quality standards established by state and federal agencies. This includes the regular changing of filters and monitoring of the digital control systems.
- Custodians will work to clean and disinfect all restrooms, common areas and high touch areas such as door handles on a regular basis throughout the day. They will also coordinate the collection of waste from classrooms after breakfast and lunch along with their regular duties.
- Teachers and aides will be responsible for ensuring that their classrooms and the high touch areas in the classroom are cleaned and disinfected between classes. They will also see that toys, tools, and manipulatives are cleaned and disinfected as needed.
- Kitchen staff are responsible for the production and serving of meals as well as the cleaning and disinfecting of all kitchen and service areas.
- Individual employees will be responsible for the cleaning and disinfecting of their respective work areas.
- Cleaning and disinfecting supplies have been purchased for all schools and BCS owned buildings throughout the district. Each classroom will be equipped with cleaning supplies, hand sanitizer, and personal protective equipment that will be used at the discretion of the teacher and aide assigned to the room.

FOOD SERVICE (IN SCHOOL)

Necessary changes have been made in the way we will serve, and the way students eat their meals. Students attending school two days per week will eat breakfast in their rooms. Arrangements have been made and supplies ordered to handle the meal deliveries to the rooms and to have the equipment to clean up and discard any waste.

The cafeterias may still be used for both breakfast and lunch if social distancing protocols can be observed and the cafeterias do not exceed 50% of their capacity. All salad bars and any self-serve food service has been discontinued.

Plexiglas service dividers have been ordered for all schools and all food service providers have been trained in food handling procedures and will wear proper personal protective equipment. All kitchen equipment will be cleaned and disinfected according to Barbour County Health Department standards.

FOOD SERVICE (OUT OF SCHOOL)

Those students who attend school will also be eligible to receive 3 days of meals for the days they are not in school each week. Students who are participating in virtual school through WV Learns are eligible to receive meals for 5 days. This will also apply to all students if we are forced to close schools and go to remote learning.

The method for the distribution of the meals for use outside of school has not been finalized at this time but you will receive adequate notice informing you of how the students will receive the meals.

Parents will notify their school if they desire to be added to the food distribution list a week prior to the meals being provided.

ATHLETICS & BAND

Athletics and band will continue to follow the guidance of the WVSSAC regarding participation and performances. At the time this document was prepared, band and all athletics were scheduled for practices and competitions.

We are awaiting further guidance from both the WVSSAC and the Barbour County Health Department when it comes to establishing rules and regulations for the allowance of spectators at practices and/or competitions.

Procedures concerning any quarantines related to exposure or infection of COVID-19 to either band or athletic competitors or staff may have an impact on a band or team's ability to participate in a scheduled practice or event.

EXPECTATIONS FOR STUDENTS

- Students are expected to follow all rules and regulations pertaining to actions to keep themselves and their fellow students safe.
 - Students who refuse to follow guidelines pertaining to the use of masks, face coverings, social distancing or other safety guidelines when required shall participate in the virtual school program through WV Learns.
 - Students are expected to do all work assigned and to keep up with the pace of class regardless of whether they are in school, in the virtual school, or participating in remote learning.
 - Students should take care to keep their work spaces clean, avoid sharing utensils, pencils, pens or any other items that may contribute to the spread of the virus.
 - Students need to listen carefully to the bus drivers and to do their best to limit their exposure on the buses by staying in their assigned seat, follow the direction of the bus driver on boarding and exiting the bus.
 - Students need to work with their fellow students, staff, and the community in general to do everything they can to help us get back to normal operations.
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- All staff members are expected to follow all rules and regulations pertaining to actions to keep themselves, their co-workers, and the students they serve safe.
 - All staff members are required to set the example of how we want everyone to behave in the school setting.
 - All staff should work to do their best to fill the role that they have been assigned. Every member of the Barbour County School's family has an important role to play in the safety, education, and welfare of the students we serve.
 - All teachers, administrators, counselors and specialists are expected to establish and keep open lines of communications with their students and their parents or guardians.
 - All staff members are expected to work to provide the same quality education in this time of the pandemic that we would in a normal school year. I know that it is a very challenging thing to do but if we get everyone rowing the boat in the same direction there is no limit in how far our students can go.

SELF-SCREENING QUESTIONS FOR STAFF PRIOR TO REPORTING TO WORK

It is imperative that faculty and staff are self-screened every morning before they report to work. If the answer to any of the following questions is “Yes”, they should contact their supervisor immediately and not report to work:

1. Did I or a member of my household wake up with a fever, chills, shortness of breath, difficulty breathing, new cough, or a new loss of taste or smell? If so, I must contact my supervisor.
2. Have I or a member of my household been exposed to someone that has COVID-19? Even if the person we were exposed to has no symptoms I still must contact my supervisor.
3. Have I or a member of my household been diagnosed with COVID-19 and have no symptoms? If so, I still must contact my supervisor.
4. Did I wake up with a fever, but the fever was broken with medication? If so, I must contact my supervisor and remain home.

SCREENING QUESTIONS PARENTS SHOULD ASK BEFORE SENDING THEIR CHILDREN TO SCHOOL

It is imperative that students are screened every morning before they are taken to school or put on the bus. If the answer to any of the following questions is “Yes”, you cannot send your child to school:

1. Did my child wake up with a fever, chills, shortness of breath, difficulty breathing, new cough, or a new loss of taste or smell?
 2. Has my child been exposed to someone that has COVID-19? Even if the person they were exposed to, or the child, has no symptoms they still must not go to school.
3. Has my child been diagnosed with COVID-19 and has no symptoms? They still must stay at home.
4. Did my child wake up with a fever but the fever was broken with medication? Still, they must remain at home.

Any absence from school due to illness requires the parent to write and send an attendance excuse to the school when the child returns.

***All attendance incentives related to exams at Philip Barbour High School have been suspended for the year.

SCREENING QUESTIONS THAT CHILDREN ENTERING ANY SCHOOL MUST BE ASKED

Teachers will be required to ask their students the following screening questions when they arrive in their classroom first thing in the morning. If the answer is “Yes” to any of the questions the child needs to be sent to the nurse and taken to a segregation area until they can be evaluated and taken home if necessary.

1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider advised you to quarantine?
2. Do you have any of the following symptoms: Fever, chills, shortness of breath or difficulty breathing, a new cough, or a new loss of taste or smell?
3. Since you were last at school, have you been diagnosed with COVID-19?

SCREENING QUESTIONS THAT MUST BE ASKED OF ANYONE ENTERING ANY SCHOOL BUILDING OR BCS OWNED FACILITY

Designated office staff must ask the same 3 questions listed above of anyone that enters the school for any reason. Staff must be wearing proper protective gear while doing the screening.

WHAT HAPPENS WHEN A STUDENT OR STAFF MEMBER IS FOUND TO HAVE COVID-19 SYMPTOMS AT SCHOOL

Barbour County Schools has an agreement with the Barbour County Health Department, Myers Clinic, Belington Medical Center, the Brandon Wellness Center and Broaddus Hospital that will allow us to notify them so they can arrange testing for our staff member or student for the coronavirus on an expedited basis. Staff members can go on their own while students will have to go with a parent.

Students will be taken to the nurse for evaluation and will be isolated with adult supervision in a space dedicated for symptomatic individuals. Parents will then be notified of the testing agreement and asked to pick up their child.

School personnel will notify the Barbour County Health Department immediately and take the steps they are asked to take, including assisting with contact tracing.

UPDATED SCHOOL CALENDAR & SYNOPSIS

<http://www.wvschools.com/Barbourcountyschools/Calendar.htm>

LINKS TO GUIDANCE DOCUMENTS

CDC Guidelines for Preparing Schools for a Safe Return

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

West Virginia Department of Education's Schools Re-Entry & Recovery Guidance & Toolkit

<https://wvde.us/wp-content/uploads/2020/07/WV-School-Re-entry-Toolkit-072820-FORWEB-v3.pdf>

West Virginia Strong – The Come Back from Governor Jim Justice

<https://governor.wv.gov/Pages/The-Comeback.aspx>

West Virginia Department of Education COVID-19 Map

<https://wvde.us/covid19/>

9. Recommendation: Accept the resignation/retirement of Sheryl Bolton as a teacher at Belington Elementary School effective July 31, 2020.
10. Recommendation: Accept the resignation of John Boskovic as a teacher at Kasson Elementary/Middle School effective July 28, 2020.
11. Recommendation: Accept the resignation of Hillary Hulver as a teacher at Belington Middle School effective July 23, 2020.
12. Recommendation: Accept the resignation of Hillary Hulver as an Assistant Girls Basketball Coach at Belington Middle School effective July 23, 2020.
13. Recommendation: Accept the resignation of H. Moke Post as a substitute teacher and substitute administrator effective July 17, 2020.
14. Recommendation: Approve leave of absence for Amanda Shoulders a professional employee at Philippi Elementary School beginning July 29, 2020, for approximately 8 weeks.
15. Recommendation: Approve leave of absence for Misty Bolton a service employee at Kasson Elementary/Middle School beginning July 27, 2020, for approximately 6 to 8 weeks.
16. Recommendation: Approve student teachers/residents from Alderson Broaddus University for the 2020/2021 School year.
17. Recommendation: Employ the following personnel for the 2020/2021 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 2020-21		
Name of Person	Location	Job ID: Position
	PBHS, Itinerant	Job 2825: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
Charity Bolyard	BES, Itinerant	Job 2830: Multi-Categorical w/Autism and Severely Profoundly Impaired Instructor
	PMS	Job 2831: Mathematics Instructor
	KEMS	Job 2852: Elementary Education Instructor
	PMS, Itinerant	Job 2832: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	BES, Itinerant	Job 2833: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide

	County	Job 2848: Bus Operator, Rt. 14
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Substitute Employee Assignments 2020-21		
Name of Person	Location	Job ID: Position
	County	Job 2815: Substitute Aide(s)
	County	Job 2816: Substitute Bus Operator(s)
Mary Ann Woofter	County	Job 2817: Substitute Cook(s)
	County	Job 2818: Substitute Custodian(s)
	County	Job 2819: Substitute LPN/Aide(s)
	County	Job 2820: Substitute School Nurse RN(s)
	County	Job 2821: Substitute Secretary(s)
Gail Wright	County	Job 2822: Substitute Teachers

Extra-Curricular Employee Assignments 2020-21		
Name of Person	Location	Job ID: Position
Casey Mayle	KEMS	Job 2823: Head Volleyball Coach
Walter Sparks	BMS	Job 2847: Head Boys Soccer Coach

18. 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 1-7 and items 9-18 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed five (5) to zero (0).

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

The board acted upon or discussed the following items:

1. Other

Next board meetings:

August 24, 2020, at 6:00 p.m. at Board of Education Office (Regular Session)

The meeting adjourned at 7:15 p.m.

Joanne McConnell

Jeffrey P. Woofter

07/24/2020 05:10:59 pm

07/09/2015 08:29:18 am

President

Secretary