

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, August, 14, 2017 at the Board of Education Office, 45 School Street, Philippi, WV 26416.

Adam Starks, Ron Phillips, Joanne McConnell, Eric Ruf, David Everson, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Annette Hughart, Jeff Kittle, Michael Ferguson, James Poling, Connie Mundy, Bayli Helmick, Georgette Adams, Anthony Maholic, Tori Ward, John J. Ward, Noah A. Ward and Marija Ilic.

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

Mr. Starks led the pledge to flag.

Invocation by Mr. Starks

A motion was made by Mr. Phillips to approve the minutes of the July 24, 2017 meeting. The motion was seconded by Mr. Everson. After discussion the motion passed four (4) to zero (0) with Mrs. McConnell abstaining.

The following delegations addressed the board:

Tori Ward regarding a student issue.

Mrs. McConnell made a motion to adjourn into executive session at 6:03 p.m. to discuss student issue. The motion was seconded by Mr. Starks and passed five (5) to zero (0).

The board returned to open session at 6:56 p.m. (No votes or decisions were made in executive session).

No action was taken on student issue.

The Superintendent pulled item 11 off the agenda.

Superintendents Recommendations –

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-county attendance for school year 2017-2018.
2. Recommendation: In compliance with Attendance Policy 8200, approve requests for in-county out-of-zone attendance for school year 2017-2018 contingent upon compliance with pupil-teacher ratio.
3. Recommendation: Approve payment of bills for the period of July 17, 2017 through August 8, 2017 at a total expenditure of \$1,094,574.84.
4. Recommendation: Authorize the August 15, 2017 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 next board meeting not to exceed \$30,000.00.
6. Recommendation: Approve the final total of the July 28, 2017 payroll check and federal withholdings in the amount of \$123,388.36.
7. Recommendation: Approve final total of utility/copier bills in the amount of \$10,482.08.
8. Recommendation: Approve/Confirm fund raising activity requests as submitted (all candy sales will be done outside school hours)
 - Kasson Elem/Middle School (8th Grade) – projected revenue - \$400.00; (Volleyball) - \$250.00; (School) - \$250.00
 - Philip Barbour High School (Girls Soccer) – projected revenue - \$300.00; (Band) - \$3,500.00, \$2,000.00, \$2,000.00, \$1,000.00, \$1,000.00, \$3,000.00, \$3,000.00
9. Recommendation: Approve 4th drawdown request for the County-Wide Energy Performance Contract financing through Freedom Bank.

10. Recommendation: Approve the following contracts for contracted positions through RESA 7.

ABE Instructor
Math Consultant
Literacy Consultant
Title I Home-School Interventionist
TASC Examiner
Energy Manager
Education Consultant

11. Recommendation: Approve/Confirm curricular trips.

Kasson Elem/Middle School (3rd-8th Grades) – to Philippi Pool on August 24, 2017

12. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

13. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

14. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

15. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

16. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

17. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

18. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.

19. Recommendation: Approve educational leave request for a student at Philippi Elementary School.

20. Recommendation: Approve educational leave request for a student at Philippi Elementary School.

21. Recommendation: Implement the new phone system to all schools in the county.

22. Recommendation: Approve/Confirm use of buildings and/or grounds.

Kasson Elementary/Middle School on October 21, 2017 – requested by Teresa Marsh for Painting Party

Philip Barbour High School on December 2, 2017 – requested by Traci Hoffman for Cheerleading Competition

23. Recommendation: Adopt revised policy 6350, Vacation and Holidays on second reading. – Enclosure

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.

24. Recommendation: Approve contract with Leading Unleashed LLC to provide school improvement work, administrative coaching and staff development for Junior Elementary School during the 2017-2018 school year.
25. Recommendation: Authorize the sale of the following vehicles.
- Bus 116
 - Bus 118
 - Bus 119
 - Bus 20
 - Bus 25
 - Red Ford Explorer
 - White Ford Taurus
26. Recommendation: Approve/Confirm requests for professional leave.
27. Recommendation: Accept resignation of Joshua Tharp as a half time Itinerant Music Teacher home based at Junior Elementary School effective August 7, 2017.
28. Recommendation: Accept resignation of David Hamrick as Volunteer Assistant Cross Country Coach at Belington Middle School effective July 31, 2017.
29. Recommendation: Accept resignation of Kayla Rose as a 5th Grade Teacher at Philippi Middle School effective July 29, 2017.
30. Recommendation: Accept resignation of Sara Lindamood as a half time Music Teacher at Philippi Middle School effective August 1, 2017.
31. Recommendation: Approve leave of absence (maternity & child care) for Gina Wolfe a professional employee at Belington Middle School beginning approximately August 9, 2017 through approximately November 1, 2017.
32. 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
	County	1577	School Nutrition Director (half-time)
Dyanna Auvil	Itinerant	1578	1578: Visually Impaired/SLD Instructor
		1579	Multi-Categorical Instructor w/Autism
	County	1586	Bus Operator, Rt 34,/Mechanics' Assistant
	PBHS	1601	French Instructor
	PBHS	1602	Chemistry/Physics Instructor
Heather Wilkins	PMS	1606	Elementary Education Instructor
Tristen Simpson	Kasson	1608	Elementary Education Instructor
Jason Park	PMS	1603	Custodian
John Boskovic	PES	1596	Elementary Education Instructor
	Itinerant, PBHS home school	1604	School Nurse - RN (half-time)
	PES	1605	Title I Reading/Math Instructor
	PMS	1609	Music Instructor (half-time)

Substitute Employee Assignments 2017-18			
Name of Person	Location	Job ID	Position
Daniel Mullens	County	1587	Substitute Teacher
Gregory Kepner	County	1587	Substitute Teacher
Leseta Degler	County	1587	Substitute Teacher

Extra-Curricular Employee Assignments			
Name of Person	Location	Job ID	Position
	BMS	1607	Volunteer Assistant Cross Country Coach

A motion was made by Mr. Starks to approve agenda items 1-10, items 12-26 and items 33-35 as recommended. The motion was seconded by Mr. Everson. After discussion the motion passed five (5) to zero (0).

Mrs. McConnell made a motion to adjourn into executive session at 7:40 p.m. to discuss personnel issues. The motion was seconded by Mr. Starks and passed five (5) to zero (0).

The board returned to open session at 8:44 p.m. (No votes or decisions were made in executive session).

A motion was made by Mr. Phillips to approve agenda items 27-32, and items 36-37 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. Denied Attendance Transfers
2. Other
 - RESA VII
 - Review of Superintendent's Goal's and Evaluation
The Superintendent's evaluation was completed and his goals will be reviewed at the August 28th board meeting.

Next board meetings:

August 28, 2017 at 6:00 p.m. at Board of Education Office (Regular Session)

The meeting adjourned at 8:48 p.m.

President

Secretary