

**Philippi WV 26416  
September 27, 2021**

**Minutes**

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, September 27, 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: Michael Ferguson, Michelle Fleming, Connie Mundy, Michael Fincham, Leon Brown and David Neff.

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

Mr. Nestor led the pledge to the flag.

Invocation by Mr. Nestor

A motion was made by Mr. Everson to approve the minutes of the September 13, 2021, meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to zero (0) with Mr. Nestor abstaining.

The board recognized the Philip Barbour High School Golf Team capturing the Class AA Region II championship.

**Reports –**

August 2021 Financial Report

**Superintendents Recommendations –**

1. Recommendation: Approve budget adjustments.

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
	MONTH - AUGUST NUMBER - 08100 ENTRY DATE 8/03/21		
	61.71210 - PROGRAM MODERNIZATION		
0001	61.71210.03211.009.000.0000.0000.00 NEW		10,000.00
0002	61.71210.31333.733.000.0000.0000.00 NEW	10,000.00	
0003	BUDGET SUPPLEMENT FOR FY22 PROGRAM		
0004	MODERNIZATION GRANT; SEE ATTACHMENTS TO		
0005	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	10,000.00	10,000.00
	MONTH - AUGUST NUMBER - 08101 ENTRY DATE 8/03/21		
	41.25211 - BES SEWER LINE REPAIRS		
0001	41.00000.76321.842.000.0000.0000.00		125,000.00
0002	41.00000.76271.911.000.0000.0000.00	125,000.00	
0003	41.25211.05281.009.000.0000.0000.00		125,000.00
0004	41.25211.14711.451.000.0000.0000.00	125,000.00	
0005	BUDGET TRANSFER WITHIN PERMANENT		
0006	IMPROVEMENT FUND FOR CHANGE ORDER FOR		
0007	SEWER LINE REPAIRS AT BES; SEE		
0008	ATTACHMENTS TO JOURNAL ENTRY FOR		
0009	DOCUMENTATION.		
	* J/E TOTALS	250,000.00	250,000.00
	MONTH - AUGUST NUMBER - 08102 ENTRY DATE 8/05/21		
	11.00321 - LOCAL BUS SALES		
0001	11.00321.05302.009.000.0000.0000.00		2,541.69
0002	11.00321.05303.009.000.0000.0000.00		13,502.56
0003	11.00321.05304.009.000.0000.0000.00		1,245.00
0004	11.00321.12791.741.000.0000.0000.00	17,289.25	
0005	BUDGET SUPPLEMENT PROCEEDS FROM PUBLIC		
0006	SURPLUS AUCTIONS; SEE ATTACHMENTS TO		
0007	JOURNAL ENTRY FOR DOCUMENTATION.		
	* J/E TOTALS	17,289.25	17,289.25
	MONTH - AUGUST NUMBER - 08103 ENTRY DATE 8/18/21		
	71.88212 - CHILD NUTRITION EMERGENCY OPERATIONAL		
0001	71.88212.04511.009.000.0000.0000.00 NEW		96,215.16
0002	71.88212.76191.911.000.0000.0000.00 NEW	8,881.80	
0003	71.88212.13121.611.000.0000.0000.00 NEW	87,333.36	
0004	BUDGET SUPPLEMENT FOR FY22 CHILD		
0005	NUTRITION EMERGENCY OPERATIONAL PAYMENTS		
0006	GRANT; SEE ATTACHMENTS TO JOURNAL ENTRY		
0007	FOR DOCUMENTATION.		
	* J/E TOTALS	96,215.16	96,215.16
	MONTH - AUGUST NUMBER - 08104 ENTRY DATE 8/13/21		
	61.50210 - CARL PERKINS		
0001	61.50210.04511.009.000.0000.0000.00	13,393.00	
0002	61.50210.31311.136.000.0000.0000.00		1,500.00
0003	61.50210.31311.582.000.0000.0000.00		1,000.00
0004	61.50210.31311.611.000.0000.0000.00		1,274.85
0005	61.50210.31331.136.000.0000.0000.00		750.00
0006	61.50210.31331.582.000.0000.0000.00		500.00
0007	61.50210.31331.611.000.0000.0000.00		640.00
0008	61.50210.31333.136.000.0000.0000.00		750.00
0009	61.50210.31333.582.000.0000.0000.00		500.00
0010	61.50210.31333.611.000.0000.0000.00		640.00
0011	61.50210.31344.136.000.0000.0000.00		600.00
0012	61.50210.31344.582.000.0000.0000.00		500.00
0013	61.50210.31344.611.000.0000.0000.00		640.00
0014	61.50210.31345.136.000.0000.0000.00		600.00
0015	61.50210.31345.582.000.0000.0000.00		500.00
0016	61.50210.31361.136.000.0000.0000.00		375.00
0017	61.50210.31361.582.000.0000.0000.00		250.00
0018	61.50210.31361.611.000.0000.0000.00		170.00
0019	61.50210.31371.136.000.0000.0000.00		375.00
0020	61.50210.31371.582.000.0000.0000.00		250.00
0021	61.50210.31371.611.000.0000.0000.00		170.00
0022	61.50210.31391.114.000.0000.0000.00		700.00
0023	61.50210.31391.611.000.0000.0000.00		300.00
0024	61.50210.76191.911.000.0000.0000.00		408.15
0025	NEGATIVE BUDGET SUPPLEMENT FOR FY22 CARL		
0026	PERKINS; GRANT AWARD AMOUNT WAS LESS		
0027	THAN ESTIMATE RECEIVED FROM THE3 WVDE;		
0028	SEE ATTACHMENTS TO JOURNAL ENTRY FOR		
0029	DOCUMENTATION.		
	* J/E TOTALS	13,393.00	13,393.00
	MONTH - AUGUST NUMBER - 08105 ENTRY DATE 8/16/21		
	61.05280 - STATE CTE		
0001	61.05280.31311.611.000.0000.0000.00		975.00
0002	61.05280.31331.611.000.0000.0000.00		491.00
0003	61.05280.31333.611.000.0000.0000.00		491.00
0004	61.05280.31344.611.000.0000.0000.00	118.00	
0005	61.05280.31345.611.000.0000.0000.00	355.00	
0006	61.05280.31361.611.000.0000.0000.00	118.00	
0007	61.05280.31371.611.000.0000.0000.00	118.00	
0008	61.05280.03211.009.000.0000.0000.00	1,248.00	
0009	NEGATIVE BUDGET SUPPLEMENT FOR FY22 CTE		
0010	GRANT; GRANT AWARD AMOUNT WAS LESS THAN		
0011	ESTIMATE RECEIVED FROM WVDE; SEE		

0012	ATTACHMENTS TO JOURNAL ENTRY FOR			
0013	DOCUMENTATION.			
		* J/E TOTALS	1,957.00	1,957.00
	MONTH - AUGUST	NUMBER - 08106	ENTRY DATE	8/16/21
	61.05210 - STATE CTE			
0001	61.05210.31311.611.000.0000.0000.00		901.00	
0002	61.05210.31311.136.000.0000.0000.00		2,000.00	
0003	61.05210.31311.582.000.0000.0000.00		2,000.00	
0004	61.05210.31311.535.000.0000.0000.00 NEW		1,100.00	
0005	61.05210.31331.611.000.0000.0000.00		878.00	
0006	61.05210.31331.136.000.0000.0000.00		1,000.00	
0008	61.05210.31331.582.000.0000.0000.00		1,000.00	
0009	61.05210.31331.535.000.0000.0000.00 NEW		1,100.00	
0010	61.05210.31333.611.000.0000.0000.00		128.00	
0011	61.05210.31333.136.000.0000.0000.00		1,000.00	
0012	61.05210.31333.582.000.0000.0000.00		1,000.00	
0013	61.05210.31333.535.000.0000.0000.00 NEW		1,100.00	
0014	61.05210.31344.611.000.0000.0000.00		978.00	
0015	61.05210.31344.136.000.0000.0000.00		1,000.00	
0016	61.05210.31344.582.000.0000.0000.00		1,000.00	
0017	61.05210.31344.535.000.0000.0000.00 NEW		600.00	
0018	61.05210.31345.611.000.0000.0000.00		876.00	
0019	61.05210.31345.136.000.0000.0000.00		1,000.00	
0020	61.05210.31345.582.000.0000.0000.00		1,000.00	
0021	61.05210.31345.535.000.0000.0000.00 NEW		1,100.00	
0022	61.05210.31361.611.000.0000.0000.00		739.00	
0023	61.05210.31361.136.000.0000.0000.00		500.00	
0024	61.05210.31361.582.000.0000.0000.00		500.00	
0025	61.05210.31361.535.000.0000.0000.00 NEW		600.00	
0026	61.05210.31371.611.000.0000.0000.00		752.00	
0027	61.05210.31371.136.000.0000.0000.00		500.00	
0028	61.05210.31371.582.000.0000.0000.00		500.00	
0029	61.05210.31371.535.000.0000.0000.00 NEW		600.00	
0030	61.05210.03211.009.000.0000.0000.00			25,452.00
0031	BUDGET SUPPLEMENT FOR FY22 CTE GRANT;			
0032	GRANT AWARD AMOUNT WAS MORE THAN			
0033	ESTIMATE RECEIVED FROM WVDE; SEE			
0034	ATTACHMENTS TO JOURNAL ENTRY FOR			
0035	DOCUMENTATION.			
		* J/E TOTALS	25,452.00	25,452.00
	MONTH - AUGUST	NUMBER - 08107	ENTRY DATE	8/27/21
	11.00083 - MEDICAID			
0001	11.00083.04221.009.000.0000.0000.00			3,063.88
0002	11.00083.11111.111.000.0000.0000.00		3,063.88	
0003	BUDGET SUPPLEMENT MEDICAID REVENUE; SEE			
0004	ATTACHMENTS TO JOURNAL ENTRY FOR			
0005	DOCUMENTATION.			
		* J/E TOTALS	3,063.88	3,063.88
	MONTH - AUGUST	NUMBER - 08108	ENTRY DATE	8/31/21
	11.00000 - CAPITAL LEASE PROCEEDS FOR BUSES			
0001	11.00000.05501.009.000.0000.0000.00			210,426.00
0002	11.00000.12791.741.000.0000.0000.00 NEW		207,316.00	
0003	11.00000.12791.341.000.0000.0000.00 NEW		3,110.00	
0004	BUDGET SUPPLEMENT FOR CAPITAL LEASE			
0005	PROCEEDS FOR BUSES; SEE ATTACHMENTS TO			
0006	JOURNAL ENTRY FOR DOCUMENTATION.			
		* J/E TOTALS	210,426.00	210,426.00
	MONTH - AUGUST	NUMBER - 08109	ENTRY DATE	8/31/21
	11.00000-CAPITAL LEASE PROCEEDS FROM REFINANCING			
0001	11.00000.05501.009.000.0000.0000.00			1,825,000.00
0002	11.00000.15141.831.000.0000.0000.00		1,767,822.46	
0003	11.00000.12510.341.000.0000.0000.00		18,000.00	
0004	11.00000.12510.341.000.0000.0000.00		25,550.00	
0005	11.00000.12510.341.000.0000.0000.00		1,000.00	
0006	11.00000.15141.831.000.0000.0000.00		12,627.54	
0007	BUDGET SUPPLEMENT CAPITAL LEASE PROCEEDS			
0008	FROM REFINANCING OF COUNTY-WIDE			
0009	PERFORMANCE CONTRACT; SEE ATTACHMENTS TO			
0010	JOURNAL ENTRY FOR DOCUMENTATION.			
		* J/E TOTALS	1,825,000.00	1,825,000.00
	MONTH - AUGUST	NUMBER - 08200	ENTRY DATE	8/31/21
	61.88210 - CHILD NUTRITION			
0001	61.88210.01621.009.000.0000.0000.00			48.00
0002	61.88210.01980.009.000.0000.0000.00			288.53
0003	61.88210.01624.009.000.0000.0000.00		336.53	
0004	BUDGET TRANSFER WITHIN FY22 CHILD			
0005	NUTRITION TO REDISTRIBUTE REVENUE BUDGET			
0006	SEE ATTACHMENTS TO JOURNAL ENTRY FOR			
0007	DOCUMENTATION.			
		* J/E TOTALS	336.53	336.53
	MONTH - AUGUST	NUMBER - 08300	ENTRY DATE	8/31/21
	11.00000 - TAX REVENUE			
0001	11.00000.01115.009.000.0000.0000.00			17,045.66
0002	11.00000.01121.009.000.0000.0000.00			2,228.59
0003	11.00000.01141.009.000.0000.0000.00			100.55
0004	11.00000.01142.009.000.0000.0000.00			3,229.18
0005	11.00000.01113.009.000.0000.0000.00		22,603.98	
0006	BUDGET TRANSFER WITHIN TAX REVENUE			
0007	ACCOUNTS TO REDISTRIBUTE BUDGET; SEE			
0008	ATTACHMENTS TO JOURNAL ENTRY FOR			
0009	DOCUMENTATION.			
		* J/E TOTALS	22,603.98	22,603.98
		** REPORT TOTALS	2,475,736.80	2,475,736.80

2. Recommendation: Approve payment of bills for the period of September 8, 2021, through September 21, 2021, at a total expenditure of \$57,041.75.

3. Recommendation: Authorize September 28, 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 September 15, 2021, payroll check, and federal withholdings in the amount of \$375,740.82.
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$27,271.20.
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

Belington Elementary School (Library/Media) – projected revenue - \$1,100.00; (Chorus) - \$0.00  
 Belington Middle School (“News” Class) – projected revenue - \$100.00; (Band Boosters) - \$2,000.00  
 Junior Elementary School (Office/Honor Roll) – projected revenue - \$1,000.00  
 Kasson Elementary/Middle School (Middle School Science) – projected revenue - \$500.00; (4<sup>th</sup> Grade) - \$300.00; (8<sup>th</sup> Grade Parents) - \$1,000.00, \$1,000.00, \$2,000.00, \$2,000.00, \$500.00; (PTO) - \$200.00  
 Philip Barbour High School (Jr. Class) – projected revenue - \$1,000.00, \$800.00, \$4,500.00; (Softball) - \$1,000.00; (Football) - \$100.00, \$400.00; (HOSA/Future Health Professionals) - \$100.00, \$100.00, \$100.00, \$100.00, \$100.00, \$100.00  
 Philippi Middle School (Yearbook Staff) – projected revenue - \$1,500.00; (School) - \$1,200.00, \$2,500.00

8. Recommendation: Approve agreement with Susan’s Solutions to provide monitoring of instructional practices and school improvement work for Philippi Middle School during the 2021/2022 school year.
9. Recommendation: Approve Memorandum of Understanding with North Central West Virginia Community Action Association, Inc. – Head Start Program for the 2021-2022 school year.
10. Recommendation: Approve educational leave request for a student at Belington Middle School.
11. Recommendation: Approve educational leave request for a student at Philip Barbour High School.
12. Recommendation: Approve educational leave request for a student at Philip Barbour High School.
13. Recommendation: Approve educational leave request for a student at Philippi Elementary School.
14. Recommendation: Approve educational leave request for a student at Philippi Elementary School.
15. Recommendation: Approve educational leave request for a student at Philippi Middle School.
16. Recommendation: Approve/Confirm curricular trips.

Belington Elementary School (School) – to Rich’s Farm, Smithfield PA on October 13, 2021  
 Junior Elementary School (3<sup>rd</sup>&4<sup>th</sup> Grades) – to River Road on October 1, 2021; (PreSchool & Kindergarten) – to Hovatter’s Zoo on October 14, 2021  
 Philip Barbour High School (ProStart 1) – to Bridgeport on October 20, 2021; (Baking & Pastry Applications & ProStart 2) – to Morgantown on October 11, 2021; (ProStart) – to White Sulphur Springs on November 14-16, 2021; (HOSA/Future Health Professionals) – to Flatwoods on October 13, 2021

17. Recommendation: Approve building/ground modifications.  

Philippi Elementary School (Nurses Office) – install scope
18. Recommendation: Award timber cutting bid to Mountaineer Logs & Lumber.
19. Recommendation: Review new policy 6920: Aspiring Administrator’s Tuition Reimbursement, for first reading.

**1. Scope:**

Barbour County Schools supports the development and recruitment of Barbour County school employees to gain a Professional Administrative Certificate.

**2. Application:**

This policy applies to all Barbour County school employees.

**3. Definitions:**

- 3.1 Employees who will adhere to WV Policy 5800 - Standards of Professional Practice for West Virginia Superintendent, Principals, and teacher leaders.
- 3.2 Employees will adhere to WV Policy 5500.03 - Qualities, Proficiencies and Leadership Skills for Principals

**4. Funding:**

- 5.1 Barbour County Schools, based on available funds may assist in the payment of college/university tuition reimbursement of an accredited WV institution to gain licensure of a professional administrative certificate.
- 5.2 Reimbursement will be provided on a first come first serve basis for those individuals who have obtained licensure from the WVDE, pending available funds.
- 5.3 Reimbursement shall not exceed \$7,500.00 from an accredited WV institution.
- 5.4 Reimbursement will be for any Barbour County School employee who begins coursework after July 1<sup>st</sup>, 2021 in an accredited West Virginia institution.

**5. Procedures:**

- 6.1 Employees must register and complete the online Evaluation Leadership Institute Course- this course will allow employees to obtain their provisional administrative certification.
- 6.2 Employees will successfully complete coursework.
- 6.3 Employees will apply and pay for paperwork for licensure through the Office of Certification and Professional Preparation.
- 6.4 Employees will present official certification of licensure to the Central Office.
- 6.5 Employees will apply for tuition reimbursement up to \$7,500.00, but reimbursement cannot exceed tuition costs or available funding.
- 6.6 Employees should have a willingness to stay in Barbour County Schools for 3 years, after reimbursement is paid.

20. Recommendation: Review revised policy 1200: School Board Meetings, for first reading.

**1. Scope.** The Barbour County Board of Education is composed of the duly elected representatives of the citizens of the county charged with the responsibility of fulfilling the citizen's education expectations. Consequently, official business of the Board shall be conducted only in legally called open sessions. Appropriate efforts shall be made to keep the public informed about its schools.

**2. Public Notification of Board of Education Meetings.**

- 2.1 All board meetings are open, public meetings, except as noted in section 5 of this policy.
- 2.2 Written notice will be provided to the public of all regularly scheduled board meetings.
- 2.3 Written public notice may include, but is not limited to posting in/on: local newspapers; local media; e-mail; Barbour County Schools Web site; public buildings, including school buildings. Notice will ALWAYS be posted on the front public entranceway to the Board of Education offices.
- 2.4 Public notice will be given at least three (3) calendar days, inclusive of the meeting date, before a regularly scheduled meeting.
- 2.5 In the event of an emergency/crisis, the requirement for written notice may be waived.
  - 2.5.1 The superintendent will promptly notify the board president of the need for a meeting.
  - 2.5.2 If the president concurs, a meeting of the board will be called on a one-hour verbal notice to discuss and act upon the emergency/crisis.
  - 2.5.3 In the event the president cannot be reached, the superintendent will contact, in the following order, the vice president, then members based upon their seniority, to get consensus regarding the need for an emergency meeting.

**3. Meetings of the Board of Education.**

- 3.1 Annual Meetings.
  - 3.1.1 First Monday in July: The board shall meet following each biennial election. The purpose of this meeting is to organize and elect a president for a two-year term. The board shall, at this meeting, also set the time for the regular monthly meetings.
  - 3.1.2 Between March 7 – 28: The board shall meet to fix the estimated levy rates and report the same to the State Tax Commissioner. This meeting adjourns to the third Tuesday in April.
  - 3.1.3 Third Tuesday in April: The board will meet to complete the setting of the levy rates.
- 3.2 Regular Meetings: The regular meetings of the Barbour County Board of Education shall be held on the second and fourth Monday of each month in the office of the Barbour County Schools at 45 School Street in Philippi, West Virginia, unless otherwise directed by the board.

### 3.3 Special Meetings.

- 3.3.1 The board president and any three members of the board may call a special meeting.
- 3.3.2 The only business that can be transacted at the special meeting is that designated in the call.
- 3.3.3 A three day notice shall be given each board member of any and all special meetings, except when such meeting is called as an emergency measure in which circumstance this provision for advance notice shall be waived.

### 3.4 Adjourned Meetings.

- 3.4.1 Any meeting adjourned for the purpose of continuing that meeting in a subsequent session is known as an adjourned meeting.
- 3.4.2 A subsequent session of an adjourned meeting is not a separate meeting. Therefore, a board member may not receive compensation for both the original and the adjourned meeting.

## 4. School Board Meeting Procedures.

### 4.1 Superintendent Duties.

- 4.1.1 The superintendent is both the Executive Officer and the Secretary of the Board. As Executive Officer, the superintendent prepares and provides the board a carefully organized written agenda and the minutes of the preceding meeting.
- 4.1.2 The written agenda must be provided to each board member (via hand delivery, U.S. mail, or electronic correspondence) at least three (3) calendar days, inclusive of the meeting date, before a regularly scheduled meeting.
- 4.1.3 Copies of reference items needed for clarification or examination shall be in readiness prior to the scheduled meeting.

### 4.2 Items of business may be suggested by board members, the superintendent, staff members, or citizens of the school district.

- 4.2.1 Business items shall be submitted in writing to the superintendent at least one week prior to the scheduled meeting in order to ensure inclusion on the written agenda
- 4.2.2 Items may not be suggested from the floor during a meeting for discussion or action except at the discretion of the president. If any board member or superintendent disagrees with adding the item from the floor to the agenda, a board vote shall be taken to determine if the item should be added to the agenda.

### 4.3 A majority of the board members constitutes a quorum required for transaction of official business. In conducting its business, the board shall observe Robert's Rules of Order, Revised, except that the president may introduce, discuss, and have a vote on all matters before the board, or except as otherwise agreed upon by the members.

### 4.4 All votes on motions and resolutions shall be "ayes" or "nays", or via raising the hand.

### 4.5 The vote shall be recorded if not unanimous.

### 4.6 The order of business for a regular meeting of the Board of Education shall be:

- 4.6.1 Call to order;
- 4.6.2 Pledge the flag;
- 4.6.3 Minutes;
- 4.6.4 Acknowledgement of Visitors
- 4.6.5 Delegations;
- 4.6.6 Hearings;
- 4.6.7 Superintendent's recommendations;
- 4.6.8 Items for information, consideration and possible action;
- 4.6.9 Adjournment
- 4.6.10 Executive Sessions may be held within the regular meeting, as needed.

## 5. Executive Sessions.

### 5.1 The board may hold an executive session for consideration of the following:

- 5.1.1 The appointment, employment, retirement, promotion, demotion, disciplining, resignation, discharge, dismissal, or compensation of any public officer or employee, or other personnel matters;
- 5.1.2 For the purpose of conducting a hearing on a complaint against a public officer or employee, unless such public officer or employee requests an open hearing;
- 5.1.3 The disciplining, suspension, or expulsion of any student in any public school, unless such student requests an open meeting;
- 5.1.4 The physical or mental health of any person, unless such person requests an open meeting;
- 5.1.5 Matters which, if discussed in public, would likely to adversely affect the reputation of any person;
- 5.1.6 Any official investigation or matters relating to crime prevention or law enforcement;

- 5.1.7 Matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving competition, which, if made public, might adversely affect the financial or other interest of the State or school district.
- 5.2 The president or presiding officer shall identify the authorization and reasons from WV Code 6-9A-4 for the holding of an executive session to the board members and to the general public. An executive session may only then be held following majority affirmative vote of the members present.
- 5.3 No decision shall be made in an executive session. Following reconvening into open session a decision may be made relative to the business under consideration in the executive session.
- 5.4 Minutes shall be kept of executive sessions. The minutes shall be limited to material, the disclosure of which is not inconsistent with items 5.1.1 – 5.1.7 above.
- 5.5 All executive sessions shall be attended by the superintendent, except those in which his/her tenure, salary, or administration of duties is under consideration.
- 5.6 The board shall determine which other individuals, as appropriate, shall be included in executive session. The president shall invite said individuals into the session as needed, and shall dismiss them from the executive session when appropriate.

## **6. Minutes of School Board Meetings.**

- 6.1 The Board of Education shall provide for the preparation of written minutes of all of its meetings.
- 6.2 All such minutes shall be kept in a safe place by the Secretary to the board, and shall be available to for public review during regular business hours within ten days of the board meeting.
- 6.3 The minutes shall include, but not be limited to, the following information:
  - 6.3.1 The date, time, and place of the meeting;
  - 6.3.2 The names of each member present and absent;
  - 6.3.3 All motions, proposals, resolutions, orders, ordinances, and measures proposed, the name of the person proposing the same, and their disposition; and
  - 6.3.4 The results of all votes and, upon request of a member, the vote of each member by name.
  - 6.3.5 A copy of the minute shall be provided for public review. This may include, but is not limited to posting in/on: local newspapers; local media; e-mail; Barbour County Schools Web site; public buildings, including school buildings.

## **7. Public Participation.**

- 7.1 It shall be the responsibility of the Superintendent to:
  - 7.1.1 Require speakers or delegation(s) desiring to make presentations to the Board to register prior to commencement of meeting in which he/she/they desire to speak.
  - 7.1.2 Require the submission of name(s) of the spokesperson(s).
  - 7.1.3 Allot a specific period of time for the presentation. It shall be limited to 5 to 10 minutes at the discretion of the Board President depended upon the number of delegations.
  - 7.1.4 Explain to the person(s) submitting the request the procedures to be followed at the Board meeting.
- 7.2 It shall be the responsibility of the Board President to explain to the individual speaker or delegation(s) the procedures that will be followed:
  - 7.2.1 The time period for an individual presentation shall be limited to 5-10 minutes at the President's discretion dependent upon the number of delegations.
  - 7.2.2 For a group presentation, a spokesperson will make the presentation for the delegation and shall be limited to 5 to 10 minutes at the President's discretion dependent upon the number of delegations. All others who want to speak on the same matter must receive approval to speak from the President, they must make their statement at a podium/front of the room, and their time shall be limited to 5 minutes.
  - 7.2.3 The spokesperson will make his/her presentation at a podium/front of room.
  - 7.2.4 The Board may ask questions of the presenter after his/her presentation and he/she is still at the podium/front of room.
  - 7.2.5 If a student(s) is/are the delegation(s) and if the matter is directly related to the individual(s) presenting to the Board, the presentation shall be in executive session in compliance with the Family Rights and Privacy Act unless waived by the student concerned (if of the age of majority/legal consent age) and/or parent/legal guardian of the student(s).
  - 7.2.6 If a student(s) is/are the delegation(s) and if the matter is in relationship to other student(s) and/or school personnel, the presentation shall be in executive session in compliance with the Family Rights and Privacy Act unless waived by the student concerned (if of the age of majority/legal consent age) and/or parent/legal guardian of

the student(s); if in relationship to school personnel, consent must be given by the school personnel concerned.

- 7.2.7 If personnel are involved, the presentation shall be in executive session in compliance with the Family Rights and Privacy Act unless waived by the personnel concerned.
- 7.2.8 There will be no interruptions of the person who is making his/her presentation or those who have the floor to speak.
- 7.2.9 All speakers will conduct themselves with proper decorum. Use of profanity and personal verbal confrontations will not be tolerated and will be considered disorderly conduct.
- 7.2.10 Disorderly conduct will be called out of order by the board president and may result in a call for recess.
- 7.2.11 Continued disruption or disorderly conduct could result in further action.

7.3 These guidelines are not intended to limit input to the Board in any manner, but only to improve communications and facilitate the handling of problems and concerns.

**8. Media Participation.** The media, including, but not limited to radio and television, shall be welcomed at any or all regular, special, or annual meeting of the Board of Education.

**9. Board/Staff Communications.**

- 9.1 The board recognizes professional and service educational associations affiliated with the West Virginia Education Association, the West Virginia School Service Personnel Association, the American Federation of Teachers, and other professional agencies through which the personnel of Barbour County Schools represent their considered opinion in matters of concern to them.
- 9.2 The board shall give due consideration to proposals and representation made on behalf of professional and service educational associations.

21. Recommendation: Approve transportation travel requests.

<u>Date</u>	<u>Destination</u>	<u>No. Buses</u>
Belington Middle School (Band) 09/30/21	Buckwheat Festival	2
Philip Barbour High School (Band) 09/30/21	Buckwheat Festival	2
Philippi Middle School (Band) 09/30/21	Buckwheat Festival	1

22. Recommendation: Approve/Confirm requests for professional leave.

23. Recommendation: Accept the resignation of John “Jedd” Schola as an Assistant Softball Coach at Philip Barbour High School effective September 15, 2021.

24. 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)**

<b>Regular Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	BES	Job 3387: Elementary Education Instructor
	KEMS, Itinerant	Job 3389: Multi-Categorical w/Autism Instructor
	BMS	Job 3390: Language Arts Instructor
David Hendershot (2022/2023 start date)	PMS	Job 3391; Science Instructor
	PES	Job 3392: Title I Reading/Math Instructor
	PBHS	Job 3429: Language Arts Instructor
	PBHS	Job 3431: Custodian
	PBHS	Job 3432: Mathematics Instructor
	KEMS, Itinerant	Job 3434: Hearing Impaired/Multi-Categorical Instructor



Samantha Boggess	BES	Job 3436: Elementary Education Instructor
	County	Job 3445: Groundsman/Custodian III/General Maintenance/Sanitation Plant Operator
Sarah Kelley	PBHS, Itinerant	Job 3360: School Nurse - RN (half-time)
Glenn Lockey	County	Job 3448: Bus Operator, Rt. 14
Lewis Hall	County	Job 3449: Virtual School Instructor (Extra-Curricular)
Kaitlyn Boot (2022/2023 start date)	PMS	Job 3473: Language Arts Instructor
	PMS, Itinerant	Job 3487: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
Billie Hunt	BES	Job 3492: Special Education Aide/Supervisory Aide/Transportation Aide

<b>Substitute Employee Assignments 2021-22</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Sara Poling	KEMS, Itinerant	Job 3435: Long Term Substitute Multi-Categorical w/Autism Instructor
	County	Job 3446: Substitute Aide(s)
	County	Job 3394: Substitute Bus Operator(s)
Lisa Hamilton	PES	Job 3471: Long Term Substitute Kindergarten Instructor
	County	Job 3472: Substitute Bus Operator(s)
	PBHS	Job 3486: Long Term Substitute Mathematics Instructor

<b>Extra-Curricular Employee Assignments 2021-22</b>		
Austin Sparks	BMS	Job 3386: Head Boys Basketball Coach
	PBHS	Job 3388: Volunteer Assistant Girls Soccer Coach
	PBHS	Job 3428: Head Cheerleading Coach
Deloris Phillips	JES	Job 3450: Cook (Extra-Curricular) Fresh Fruit
Paulette Bailey, Kimberly Swick	BES	Job 3451: (2)Cooks (Extra-Curricular) Fresh Fruit
Shelia Wilson	KEMS	Job 3452: Cook (Extra-Curricular) Fresh Fruit
Lisa Hamilton	PES	Job 3474: (1) After School Title I Kindergarten Tutor (Extra-Curricular)
Leah Morehead Propst, Sandra Wilmoth, Megan Stell	PES	Job 3475: (Up to 4) After School Title I 2nd Grade Tutor(s) (Extra-Curricular)
Brissa Marshall	PES	Job 3476: (Up to 3) After School Title I 4th Grade Tutor(s) (Extra-Curricular)
	KEMS	Job 3477: (1)After School Title I 6-8th Grades English/Language Arts Tutor(Extra-Curricular)
	KEMS	Job 3478: (1) After School Title I 5th Grade English/Language Arts Tutor (Extra-Curricular)
Joseph Ferguson	PMS	Job 3479: (Up to 2) After School Title I 5-8th Grades Math Tutor(s) (Extra-Curricular)
	PMS	Job 3480: (1)After School Title I 5-8th Grades English/Language Arts Tutor(Extra-Curricular)
Joseph Ferguson, Tamela Jack,	PMS	Job 3481: (4)Academic

Darla Streets, Allison Byrne		Afterschool Tutor's (Extra-Curricular)
	KEMS	Job 3482: (1) After School Title I Kindergarten Tutor (Extra-Curricular)
	KEMS	Job 3483: (1)After School Title I 1st Grade Tutor (Extra-Curricular)
	KEMS	Job 3484: (1)After School Title I 2nd Grade Tutor (Extra-Curricular)
	KEMS	Job 3485: (1)After School Title I 3rd Grade Tutor (Extra-Curricular)
	PBHS	Job 3488: (1)High School Math Support Teacher (Extra-Curricular)
	BMS	Job 3489: (1)English/Language Arts Support Teacher (Extra-Curricular)
	PMS	Job 3490: (1)English/Language Arts Support Teacher (Extra-Curricular)
	County	Job 3494: Homebound Instructor
	County	Job 3495: Homebound Instructor
Steve Price	BMS	Job 3496: (1) Bus Operator for Belington Area Athletics (Extra-Curricular)
Donna Anglin	PMS	Job 3497: (1) Bus Operator for Philippi Area Athletics

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

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A motion was made by Mr. Nestor to approve agenda items 18 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed four (4) to one (1) with Mr. Everson voting nay.

A motion was made by Mr. Starks to approve agenda items 1-9, 12, 16, 17, 19-25 as recommended. The motion was seconded by Mr. Everson. After discussion, the motion passed five (5) to zero (0).

A motion was made by Mr. Everson to approve agenda items 10, 11, 13-15 as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion passed four (4) to one (1) with Mrs. McConnell voting nay.

The board acted upon or discussed the following items:

1. Kasson Elementary/Middle School Newsletter
2. Other

Next board meetings:

October 11, 2021, at 6:00 p.m. at Board of Education Office (Regular Session)

The meeting adjourned at 7:59 p.m.

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**President**

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**Secretary**