

**Philippi WV 26416
September 28, 2020**

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, September 28, 2020, at the Board of Education Office, 45 School Street, Philippi, WV 26416, and via Zoom.

David Everson, Adam Starks, Joanne McConnell, Jared Nestor, and Ron Phillips, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance and via Zoom were: Annette Hughart, Brian Moats, Connie Mundy, 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 14, 2020, meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed five (5) to zero (0).

Reports –

Attendance/Enrollment Report
FY20 Year-End Financial Presentation
August 2020 Financial Report

Superintendents Recommendations –

1. 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. – Enclosure E

Business & Finance –

2. Recommendation: Approve budget adjustments.

BUDGET JOURNAL ENTRY

| LINE NO. | ACCOUNT / DESCRIPTION | DEBIT | CREDIT |
|--|--|------------|------------|
| MONTH - AUGUST NUMBER - 08100 ENTRY DATE 8/12/20 | | | |
| 0001 | 61.90029.01922.009.000.0000.0000.00 | | 3,735.92 |
| 0002 | 61.90029.11111.652.000.0000.0000.00 NEW | 3,735.92 | |
| 0003 | BUDGET SUPPLEMENT TECHNOLOGY DONATION; | | |
| 0004 | IF QUESTIONS ABOUT THIS DONATION, CALL | | |
| 0005 | WHITNI KINES; SEE ATTACHMENTS TO JOURNAL | | |
| 0006 | ENTRY FOR DOCUMENTATION. | | |
| * J/E TOTALS | | 3,735.92 | 3,735.92 |
| MONTH - AUGUST NUMBER - 08101 ENTRY DATE 8/20/20 | | | |
| 0001 | 61.15110.03211.009.000.0000.0000.00 | 70,345.00 | |
| 0002 | 61.15110.12110.111.000.0000.0000.00 | | 60,987.00 |
| 0003 | 61.15110.12110.211.000.0000.0000.00 | | 14.00 |
| 0004 | 61.15110.12110.221.000.0000.0000.00 | | 4,660.00 |
| 0005 | 61.15110.12110.232.000.0000.0000.00 | | 4,574.00 |
| 0006 | 61.15110.12110.262.000.0000.0000.00 | | 110.00 |
| 0007 | 61.15110.03211.009.000.0000.0000.00 | | 68,182.45 |
| 0008 | 61.15110.12110.111.000.0000.0000.00 | 58,913.88 | |
| 0009 | 61.15110.12110.211.000.0000.0000.00 | | 14.40 |
| 0010 | 61.15110.12110.221.000.0000.0000.00 | 4,615.45 | |
| 0011 | 61.15110.12110.232.000.0000.0000.00 | 4,530.00 | |
| 0012 | 61.15110.12110.262.000.0000.0000.00 | 108.72 | |
| 0013 | NEGATIVE BUDGET SUPPLEMENT FOR FY21 | | |
| 0014 | TRUANCY DIVERSION GRANT; SEE ATTACHMENTS | | |
| 0015 | TO JOURNAL ENTRY FOR DOCUMENTATION. | | |
| * J/E TOTALS | | 138,527.45 | 138,527.45 |
| MONTH - AUGUST NUMBER - 08102 ENTRY DATE 8/20/20 | | | |
| 0001 | 61.49011.04511.009.000.0000.0000.00 NEW | | 18,077.21 |
| 0002 | 61.49011.76191.911.000.0000.0000.00 NEW | 860.82 | |
| 0003 | 61.49011.11111.611.000.0000.0000.00 NEW | 16,067.83 | |
| 0004 | 61.49011.11111.643.000.0000.0000.00 NEW | 799.66 | |
| 0005 | 61.49011.11111.645.000.0000.0000.00 NEW | 348.90 | |
| 0006 | BUDGET SUPPLEMENT FOR FY2021 SUBSTANCE | | |
| 0007 | ABUSE AND PREVENTION GRANT AWARD; SEE | | |
| 0008 | ATTACHMENTS TO JOURNAL ENTRY FOR | | |
| 0009 | DOCUMENTATION. | | |
| * J/E TOTALS | | 18,077.21 | 18,077.21 |
| MONTH - AUGUST NUMBER - 08103 ENTRY DATE 8/31/20 | | | |
| 0001 | 61.50110.04511.009.000.0000.0000.00 | 1,863.00 | |
| 0002 | 61.50110.31311.114.000.0000.0000.00 | | 100.00 |
| 0003 | 61.50110.31311.136.000.0000.0000.00 | | 600.00 |
| 0004 | 61.50110.31311.581.000.0000.0000.00 | | 1,000.00 |
| 0005 | 61.50110.31311.582.000.0000.0000.00 NEW | 500.00 | |
| 0006 | 61.50110.31311.611.000.0000.0000.00 | 1,500.00 | |
| 0007 | 61.50110.31331.114.000.0000.0000.00 | 50.00 | |
| 0008 | 61.50110.31331.581.000.0000.0000.00 | | 500.00 |
| 0009 | 61.50110.31331.582.000.0000.0000.00 NEW | 250.00 | |
| 0010 | 61.50110.31331.611.000.0000.0000.00 | | 1,450.00 |
| 0011 | 61.50110.31333.114.000.0000.0000.00 | 50.00 | |
| 0012 | 61.50110.31333.581.000.0000.0000.00 | | 500.00 |
| 0013 | 61.50110.31333.582.000.0000.0000.00 NEW | 250.00 | |
| 0014 | 61.50110.31333.611.000.0000.0000.00 | 150.00 | |
| 0015 | 61.50110.31345.114.000.0000.0000.00 | 50.00 | |
| 0016 | 61.50110.31345.581.000.0000.0000.00 | | 500.00 |
| 0017 | 61.50110.31345.582.000.0000.0000.00 NEW | 250.00 | |
| 0018 | 61.50110.31345.611.000.0000.0000.00 | | 1,729.52 |
| 0019 | 61.50110.31361.114.000.0000.0000.00 | 50.00 | |
| 0020 | 61.50110.31361.581.000.0000.0000.00 | | 500.00 |
| 0021 | 61.50110.31361.582.000.0000.0000.00 | 250.00 | |
| 0022 | 61.50110.31361.611.000.0000.0000.00 | 150.00 | |
| 0023 | 61.50110.31391.114.000.0000.0000.00 NEW | 1,400.00 | |
| 0024 | 61.50110.31391.611.000.0000.0000.00 | 205.00 | |
| 0025 | 61.50110.76191.911.000.0000.0000.00 | | 88.48 |
| 0026 | NEGATIVE BUDGET SUPPLEMENT FOR FY21 CARL | | |
| 0027 | PERKINS, GRANT AWARD LESS THAN ESTIMATE | | |
| 0028 | RECEIVED FROM THE WVDE; SEE ATTACHMENTS | | |
| 0029 | TO JOURNAL ENTRY FOR DOCUMENTATION. | | |
| * J/E TOTALS | | 6,968.00 | 6,968.00 |
| MONTH - AUGUST NUMBER - 08104 ENTRY DATE 8/24/20 | | | |
| 0001 | 61.90030.01921.009.000.0000.0000.00 | | 3,000.00 |
| 0002 | 61.90030.12611.612.000.0000.0000.00 NEW | 3,000.00 | |
| 0003 | BUDGET SUPPLEMENT BMS WATER BOTTLE | | |
| 0004 | FILLING STATION GRANT; SEE ATTACHMENTS | | |
| 0005 | TO JOURNAL ENTRY FOR DOCUMENTATION. | | |
| * J/E TOTALS | | 3,000.00 | 3,000.00 |
| MONTH - AUGUST NUMBER - 08105 ENTRY DATE 8/24/20 | | | |
| 0001 | 61.90031.01921.009.000.0000.0000.00 | | 3,000.00 |
| 0002 | 61.90031.12611.612.000.0000.0000.00 NEW | 3,000.00 | |
| 0003 | BUDGET SUPPLEMENT BMS WATER BOTTLE | | |
| 0004 | FILLING STATION PMS GRANT; SEE | | |

| | | | |
|------|---|------------|------------|
| 0005 | ATTACHMENTS TO JOURNAL ENTRY FOR | | |
| 0006 | DOCUMENTATION. | | |
| | * J/E TOTALS | 3,000.00 | 3,000.00 |
| | MONTH - AUGUST NUMBER - 08106 | ENTRY DATE | 8/31/20 |
| | 11.00026 - ENERGY CURTAILMENT | | |
| 0001 | 11.00026.01989.009.000.0000.0000.00 | | 407.00 |
| 0002 | 11.00026.12621.613.000.0000.0000.00 | 407.00 | |
| 0003 | BUDGET SUPPLEMENT ENERGY CURTAILMENT | | |
| 0004 | REVENUE; SEE ATTACHMENTS TO JOURNAL | | |
| 0005 | ENTRY FOR DOCUMENTATION. | | |
| | * J/E TOTALS | 407.00 | 407.00 |
| | MONTH - AUGUST NUMBER - 08300 | ENTRY DATE | 8/31/20 |
| | 11.00000 - WVDE VIRTUAL SCHOOL TUITION | | |
| 0001 | 11.00000.76321.842.000.0000.0000.00 | | 444,000.00 |
| 0002 | 11.00000.11131.569.000.0000.0000.00 NEW | 444,000.00 | |
| 0003 | BUDGET TRANSFER FROM RESERVE FOR | | |
| 0004 | CONTINGENCIES FOR THE COST OF TUITION | | |
| 0005 | FOR VIRTUAL SCHOOL THROUGH THE WVDE FOR | | |
| 0006 | FY21 FOR 370 STUDENTS; PO #202100337; | | |
| 0007 | SEE ATTACHMENTS TO JOURNAL ENTRY FOR | | |
| 0008 | DOCUMENTATION. | | |
| | * J/E TOTALS | 444,000.00 | 444,000.00 |
| | MONTH - AUGUST NUMBER - 08301 | ENTRY DATE | 8/31/20 |
| | 11.00000 - TAX REVENUE ACCOUNTS | | |
| 0001 | 11.00000.01115.009.000.0000.0000.00 | | 29,591.04 |
| 0002 | 11.00000.01121.009.000.0000.0000.00 | | 2,603.57 |
| 0003 | 11.00000.01141.009.000.0000.0000.00 | | 163.08 |
| 0004 | 11.00000.01142.009.000.0000.0000.00 | | 3,873.22 |
| 0005 | 11.00000.01111.009.000.0000.0000.00 | 36,230.91 | |
| 0006 | BUDGET TRANSFER WITHIN TAX REVENUE | | |
| 0007 | ACCOUNTS TO REDISTRIBUTE BUDGET; SEE | | |
| 0008 | ATTACHMENTS TO JOURNAL ENTRY FOR | | |
| 0009 | DOCUMENTATION. | | |
| | * J/E TOTALS | 36,230.91 | 36,230.91 |
| | ** REPORT TOTALS | 653,946.49 | 653,946.49 |

3. Recommendation: Approve payment of bills for the period of September 9, 2020, through September 22, 2020, at a total expenditure of \$147,058.49.
4. Recommendation: Authorize September 28, 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 September 15, 2020, payroll check, and federal withholdings in the amount of \$353,850.38.
7. Recommendation: Approve the final total of utility/copier bills in the amount of \$16,779.11.
8. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
 - Kasson Elementary/Middle School (Athletics/Boys' Basketball) – projected revenue - \$50.00
9. Recommendation: Award photography bids for the 2020/2021 school year.
 - County-wide student photos: LifeTouch
 - PBHS Social Event photos: Bruce Short
 - PBHS Band photos: Bruce Short
 - PBHS Athletics: Bruce Short
 - PMS Athletics: Bruce Short
 - KEMS Athletics: Bruce Short
 - BMS Athletics: Bruce Short
10. Recommendation: Approve the CSOs for the following elective courses at Philip Barbour High School. – Enclosure L
 - Keys to Intervention
 - Skills Development 9-12
11. Recommendation: Approve building/ground modifications.
 - Kasson Elem/Middle School (Room 142) – install a whiteboard
 - Philippi Elementary School (Room 103) – replace the whiteboard
12. Recommendation: Terminate the contract with Chartwells to provide boxed meals for the 2020/2021 school year.
13. Recommendation: Accept bid from Multitude Food LLC to provide boxed meals for the 2020/2021 school year.

14. Recommendation: Adopt revised policy 6710, Employment of Retired Teachers as Substitute Teachers in Areas of Critical Need and Shortage on first reading.

1.0 Purpose.

The purpose of this policy is to provide for the employment of retired teachers as substitutes in areas of critical need and shortage beyond the post-retirement employment limitations established by the Consolidated Public Retirement Board.

2.0 Definitions.

- 2.1 “Area of critical need and shortage for substitute teacher” means an area of certification and training in which the number of available substitute teachers in the county who hold certification and training in that area and are not retired is insufficient to meet the projected need for substitute teachers.

3.0 The Barbour County Board of Education hereby finds and determines that:

- 3.1 there presently exists within Barbour County, West Virginia, a critical need for substitute teachers in the areas of Nursing, Speech Language Pathologist, Guidance Counseling, English Language Arts, Speech, Journalism, Reading, Social Studies, Driver’s Education, Physical Education, Health, Librarian, Art, French, Spanish, Latin, German, Science (Chemistry, General Physics and Biology), Mathematics, Home Economics, Industrial Arts, Elementary Education, Business, Vocational and Technical, Special Education (all areas) and Music;
- 3.2 there is also a shortage of available certified substitutes teachers who are not retired available to cover these areas of critical need; and
- 3.3 the Superintendent has recommended the Board adopt a policy permitting retired teachers to substitute for an unlimited numbers of days in order to help alleviate these critical needs shortages.

4.0 Policy.

The Barbour County Board of Education hereby adopts a policy to permit retired teachers to substitute for an unlimited number of days during the 2020-2021 school year, without affecting such retiree’s monthly retirement benefit, in order to alleviate the critical needs and shortages identified above, all in accordance with the provisions of W.Va. Code §18A-2-3. The retired teacher may be employed as a substitute teacher in areas of critical need and shortage on an expanded basis only when no other teacher who holds a certification and training in the area and who is not retired is available and accepts the substitute assignment.

5.0 Limitations.

- 5.1 Any person who retires and begins work as a critical needs substitute teacher within the same fiscal year shall lose those retirement benefits attributed to the annuity reserve, effective from the first day of employment as a retiree substitute in that fiscal year and ending with the month following the date the retiree ceases to perform service as a critical needs substitute teacher.
- 5.2 Retired teachers employed to perform expanded substitute service pursuant to this policy are considered day-to-day, temporary, part-time employees. The substitute is not eligible for additional pension or other benefits paid to regularly employed employees and shall not accrue seniority.
- 5.3 A retired teacher is eligible to be employed as a critical needs substitute to fill a vacant position only if the retired teacher’s retirement became effective before the first day of July preceding at least the fiscal year during which he or she is employed as a critical needs substitute teacher.
- 5.4 When a retired teacher is employed as a critical needs substitute to fill a vacant position, the position shall be posted electronically and easily accessible to prospective employees.
- 5.5 When a retired teacher is employed as a critical needs substitute to fill a vacant position, the Barbour County Board of Education shall continue to post the vacant position until it is filled with a regularly employed teacher who is fully certified or permitted for the position.

6.0 Effective Dates.

This policy shall be effective for school year 2020-2021.

7.0 State Board Approval.

The county Superintendent shall forward a copy of this policy to the West Virginia Board of Education for its approval prior to employment of a retired teacher on an expanded basis as a substitute in an area of critical need and shortage.

8.0 Affidavit.

Prior to the employment of any retired teacher as a substitute beyond the post-retirement employment limitations established by the Consolidated Public Retirement Board, the Superintendent shall submit to the Consolidated Public Retirement Board and the West Virginia Board of Education an affidavit, in a form approved by the Consolidated Public Retirement Board and the state board, stating the name of the county, the fact that the county board has adopted a policy to employ retired teachers as substitutes to address areas of critical need and shortage and the name(s) of the person(s) to be employed pursuant to this policy, the critical need and shortage area position filled by each person, the date the person gave notice to the county board of the person's intent to retire, and the effective date of the person's retirement. Upon verification of compliance with W.V.A. Code 18A-2-3 and the eligibility of the critical needs substitute teacher for employment beyond the post-retirement limit, the state board shall submit the affidavit to the Consolidated Public Retirement Board.

9.0 Severability

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

- 15. Recommendation: Approve transportation travel requests.

| <u>Date</u> | <u>Destination</u> | <u>No. Buses</u> |
|---|----------------------|------------------|
| Philippi Middle School (Volleyball) 10/08/2020 | Doddridge Co. Middle | 1 |

- 16. Recommendation: Approve/Confirm requests for professional leave.
- 17. Recommendation: Accept the resignation of Marcy Gilbert as a Kindergarten teacher at Philippi Elementary School effective September 14, 2020.
- 18. Recommendation: Accept the resignation of Jennifer VanDevender as head girls basketball coach at Belington Middle School effective September 21, 2020.
- 19. Recommendation: Accept the resignation of Mary Ann Woofter as a substitute cook effective September 14, 2020.
- 20. Recommendation: Accept the resignation of Rebecca Dickenson as a Teacher at Philip Barbour High School effective September 30, 2020.
- 21. 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 |
| | PES, Itinerant | Job 2868: PreK/Prek Special Needs Instructor (half-time) |
| | PMS | Job 2871: Mathematics Instructor |
| Kaitlyn Boot | BMS | Job 2889: Language Arts Instructor |
| Justin Crites | County | Job 2876: Bus Operator, Rt. 14 |
| | PMS, Itinerant | Job 2869: Gifted/Multi-Categorical Instructor (half-time) |
| | PES, Itinerant | Job 2870: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism |
| | PES, Itinerant | Job 2873: Multi-Categorical w/Autism Instructor |
| | PBHS | Job 2895: Custodian |
| | PBHS, Itinerant | Job 2897: Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide |
| | PBHS, Itinerant | Job 2900: School Nurse - RN (half-time) |

| | | |
|-----------------|-----------------|--|
| | BES | Job 2901: Elementary Education Instructor |
| | PMS, Itinerant | Job: 2903: LPN/Special Needs Aide/Supervisory Aide/Transportation Aide |
| | PBHS, Itinerant | Job: 2905 Technology Systems Specialist |
| | KEMS | Job 2906: Elementary Education Instructor |
| | PES | Job 2907: Elementary Education Instructor |
| Christina Mayle | PBHS, Itinerant | Job 2908: Virtual School Facilitator (half-time) |
| Melody Meyer | PBHS, Itinerant | Job 2909: Multi-Categorical w/Autism Instructor |

| Substitute Employee Assignments 2020-21 | | |
|---|-----------------|--|
| Name of Person | Location | Job ID: Position |
| | County | Job 2878: Substitute Aide(s) |
| | County | Job 2879: Substitute Bus Operator(s) |
| | County | Job 2880: Substitute Cook(s) |
| | County | Job 2881: Substitute Custodian(s) |
| | County | Job 2882: Substitute LPN/Aide(s) |
| | County | Job 2883: Substitute School Nurse RN(s) |
| Katherine Barton | County | Job 2884: Substitute Secretary(s) |
| Emily Fairchild, Sandra Taylor, John Boskovic, Linda Long | County | Job 2885: Substitute Teacher(s) |
| | PMS | Job 2898: Long Term Substitute Mathematics Instructor |
| | PES, Itinerant | Job 2899: Long Term Substitute Multi-Categorical w/Autism Instructor |

| Extra-Curricular Employee Assignments 2020-21 | | |
|--|-----------------|--|
| Name of Person | Location | Job ID: Position |
| | PBHS | Job 2886: Volunteer Assistant Boys Track Coach |
| | PBHS | Job 2887: Volunteer Assistant Girls Track Coach |
| | PBHS | Job 2896: Athletic Trainer (Fall Sports) |
| | PBHS | Job 2902: Volunteer Assistant Cheerleading Coach |
| | BMS | Job 2904: Assistant Girls Basketball Coach |

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

The Superintendent pulled agenda item 1 off the agenda.

A motion was made by Mr. Phillips to approve agenda items 2-22 as recommended. The motion was seconded by Mr. Starks. After discussion, the motion passed five (5) to zero (0).

Mr. Everson made a motion to adjourn into executive session at 7:16 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 7:39 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:

October 12, 2020, at 6:00 p.m. at the Board of Education Office (Regular Session)

October 26, 2020, at 6:00 p.m. at the Board of Education Office (Regular Session)

The meeting adjourned at 7:40 p.m.

President

Secretary