

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, October 14, 2024, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Ron Phillips, Martin Durst, Adam Starks, Joanne McConnell, Members, and Eddie Vincent, Secretary, were present. Also in attendance were: Gabrielle Rhodes, Mary B. Hovatter, Delane J. McDaniel, Nicholas Casey, Glen Auvil, Julie Scott, Christine M. Toscano-Nixon, Tonya Ferguson, Eliza Taylor, Alexa Forbes, Christie Allen, Bob Richardson, Andrea Schoonover, Mindy Hicks, Lisa Hamilton, Angela Everson, Michelle Fleming, Amy Phillips, Sam Croston, Amy Kittle, Christopher Derico .

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

Mr. Everson led the pledge to the flag.

Invocation by Mr. Everson

A motion was made by Mr. Everson to approve the minutes of the September 23, 2024 board meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed five (5) to zero (0).

The board discussed the following items:

School performance, student outcomes, academics:
Philippi Middle School Presentation
Attendance/Enrollment Report

The following delegations addressed the board:

Delane J. McDaniel – regarding bus parking

Reports:

Facilities Report

Superintendents Recommendations –

1. Recommendation: Approve regular payroll in the amount of \$_____.
2. Recommendation: Approve payment of bills in the amount of \$175,649.45.
3. Recommendation: Approve payment of bills in the amount of \$_____.
4. Recommendation: Approve the final total of utility/copier bills in the amount of \$6,948.26.
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$29,854.05.
6. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$2,770.65.
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
 - A. Belington Elementary School
 1. (PTA) - \$5,000.00
 - B. Belington Middle School
 1. (All Staff) - \$1,500.00
 2. (Boy’s Soccer) - \$500.00
 3. (Schoolwide) - \$500.00
 4. (Schoolwide) - \$500.00
 5. (Schoolwide) - \$300.00
 - C. Philip Barbour High School
 1. (Class 2027) - \$250.00
 2. (Outdoor Adventure Club) - \$200.00
 3. (Outdoor Adventure Club) - \$1,000.00
 4. (Swimming) - \$500.00
 - D. Philippi Elementary School
 1. (All Staff) - \$1,500.00
 2. (Library) - \$0.00

8. Recommendation: Approve Mr. Isaac Goff from Wirt County High School to chaperone an FBLA student from Philip Barbour High School at the National Fall FBLA Conference in Columbus, Ohio on November 7-9, 2024.
9. Recommendation: Approve/Confirm curricular trips.
 - A. Belington Middle School
 1. (Band) – to Philip Barbour High School on October 19, 2024
 2. (School Incentive) – to Belington SkateZone on November 6, 2024
 - B. Kasson Elementary/Middle School
 1. (3-5 Grades) – to WVU Planetarium on November 7, 2024
 - C. Philip Barbour High School
 1. (FBLA) – to Snyder Farms in Huttonsville on October 25, 2024
 2. (FBLA) – to Canaan Valley Resort on November 4, 2024
 - D. Philippi Elementary School
 1. (Kindergarten through Second Grade) – to Mansfield Place on October 31, 2024
 2. (All Students) - Hayride through the school parking lot and onto Shook's Run and back to the school during Specials block on October 17, 2024
 3. (Kindergarten through Fourth) – to Morgantown on December 6, 2024
10. Recommendation: Authorize Philip Barbour High School to host their prom off-site at Knot Just Another Barn in Belington.
11. Recommendation: Approve/Confirm the use of buildings and/or grounds.
 - A. Belington Elementary School
 1. On December 14, 2024 – requested by Stephanie Moss for Belington Elementary School PTA
 - B. Belington Middle School
 1. On October 19, 2024 – requested by Heather George for Birthday Party
 - C. Philip Barbour High School
 1. 2024-2025 school year – requested by Jamie Bolton for WV Storm Volleyball Skill Development (Private Lessons)
 2. On December 13, 2024 – requested by Tonya Baker for Philippi Elementary School Christmas Program
12. Recommendation: Approve building/ground modifications.
 - A. Philip Barbour High School
 1. (Rooms 8 and 10) – Remove chalkboard in room 8 and replace it with dry erase board from room 10
13. 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, for small boards, 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) and topic(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 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 3 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. This period of questioning is not to be included in the spokespersons presentation time. This questioning can continue until all Board members are satisfied they have an understanding of the issue being presented. No action will be taken by the Board unless the topic is on the agenda as a recommendation from the Superintendent.
 - 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.
- 14. Recommendation: Approve contract with Best Life Therapy, LLC to provide sign language interpretation services for the 2024-2025 school year.
 - 15. Recommendation: Approve contract with Felicia Corley to provide mentoring to the School Psychologist of Barbour County Schools for the 2024-2025 school year.
 - 16. Recommendation: Approve/Confirm requests for professional leave.
 - 17. Recommendation: Approve medical leave of absence for Ronald Edwards a service employee assigned to Bus Garage for approximately 6 months.
 - 18. Recommendation: Approve medical leave of absence for Lisa Knight a service employee assigned to Bus Garage through approximately December 31, 2024.
 - 19. Recommendation: Approve medical leave of absence for Samantha Daugherty a service employee assigned to Belington Elementary School through October 29, 2024.
 - 20. Recommendation: Approve medical leave of absence for Marsha Hopkins a service employee assigned to Philippi Elementary School beginning September 25, 2024 through December 9, 2024.
 - 21. Recommendation: Accept the resignation of Samuel Christie as Head Girls Basketball Coach at Philippi Middle School effective September 24, 2024.
 - 22. Recommendation: Accept the resignation of Morgan Watson as a ECCAT/PreK-PreK Special Needs Aide/Supervisory Aide/Transportation Aide at Belington Elementary School effective September 30, 2024.
 - 23. Recommendation: Approve medical leave of absence for John Hanna a professional employee assigned to Philippi Middle School beginning November 20, 2024 through approximately January 3, 2025.
 - 24. Recommendation: Employ the following personnel for the 2024/2025 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 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
	Philippi Middle School	JobID: 31339 Science/Social Studies – STAR Academy Instructor
	Junior Elementary School	JobID: 31340 Elementary Education Instructor (4 th Grade)
	Philippi Middle School	JobID: 31341 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 31342 Itinerant Multi-Categorical w/Autism Instructor

	Philippi Middle School	JobID: 31343 Mathematics Instructor
	Philippi Middle School	JobID: 31344 Mathematics Instructor
	Philippi Middle School	JobID: 31346 Elementary Education Instructor (5 th Grade)
	Philip Barbour High School	JobID: 31354 Mathematics Instructor
	Philip Barbour High School	JobID: 31355 Mathematics Instructor
	Philip Barbour High School	JobID: 31356 Mathematics Instructor
	Philip Barbour High School	JobID: 31357 Itinerant Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	Kasson Elementary/Middle School	JobID: 31358 Mathematics/Social Studies Instructor
	Kasson Elementary/Middle School	JobID: 31359 Itinerant LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	Belington Middle School	JobID: 31363 Science Instructor
	Junior Elementary School	JobID: 31365 Music Instructor (half-time)
	Belington Elementary School	JobID: 31367 Preschool/Preschool Special Needs Instructor
	Belington Elementary School	JobID: 32191 Itinerant Visually Impaired Instructor (half-time)
	Belington Elementary School	JobID: 32419 Early Childhood Classroom Assistant Teacher/PreK Special Needs Aide/Supervisory Aide/Transportation Aide

Substitute Employee Assignments 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
Danielle Cross	Barbour Board Office	JobID: 32174 Substitute Secretary(s)
	Barbour Board Office	JobID: 32176 Substitute Custodians(s)
	Barbour Board Office	JobID: 32177 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 32178 Substitute School Nurse RN(s)
	Barbour Board Office	JobID: 32179 Substitute Cook(s)
	Barbour Board Office	JobID: 32180 Restricted Short-Term Substitute Teacher(s)
Burl Waybright	Barbour Board Office	JobID: 32181 Substitute Bus Operator(s)
	Barbour Board Office	JobID: 32183 Substitute Teacher(s)
Nickalus Allen	Philippi Elementary School	JobID: 32188 Long Term Substitute Itinerant Multi-Categorical w/Autism Instructor
	Junior Elementary School	JobID: 32190 Long Term Substitute Music Instructor (half-time)
David Wilson	Barbour Board Office	JobID: 32290 Long Term Substitute Bus Operator, Rt. 8
Kacey Hinkle	Philippi Elementary School	JobID: 32315 Long Term Substitute Cook (half-time)

Extra-Curricular Employee Assignments 2024-25 (FY25)		
Name of Person	Location	Job ID: Position
Casey Mayle	Kasson Elementary/Middle School	JobID: 31362 Head Cheerleading Coach
	Philip Barbour High	JobID: 32182 Athletic Trainer

	School	(Winter Sports)
	Barbour Board Office	JobID: 32193 Homebound Instructor
Miles Croston	Philippi Middle School	JobID:32210 Head Girls Basketball Coach
Erin Fincham/Melissa Parsons	Belington Elementary School	JobID: 32242 (2) After School Tutor(s)
	Belington Middle School	JobID: 32249 (2) Tutor(s)
	Junior Elementary School	JobID: 32250 (1) After School Tutor
Felicia Fordyce/Crystal Sanders	Kasson Elementary/Middle School	JobID: 32251 (2) After School Tutor(s)
Veda Daugherty/Carol Smiley/Pam Smith	Philippi Elementary School	JobID: 32252 (3) Tutor(s)
Joseph Ferguson/Thomas Lott	Philippi Middle School	JobID: 32269 (4) After School Tutor(s)

25. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools.
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26. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
- A. Belington Elementary School

1. (PTA) - \$100.00

2. (PTA) - \$500.00

B. Philip Barbour High School

1. (Swimming) - \$550.00
27. Recommendation: Approve/Confirm curricular trips.
- A. Junior Elementary School

1. (Whole School) – to Tygart Valley Health & Rehabilitation on October 24, 2024

2. (Whole School) – to Morgantown on November 20, 2024
28. Recommendation: Approve/Confirm the use of buildings and/or grounds.
- A. Belington Elementary School

1. On December 14, 2024 – requested by Stephanie Moss for Belington Elementary School PTA Dance

B. Philip Barbour High School

1. On December 15, 2024 – requested by Nick Mayle for All County Football Banquet

The Superintendent pulled items 1 and 3 off the agenda.

A motion was made by Mr. Phillips to approve agenda item 2 and items 4-28 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. Response to Fire Marshall Report

2. Executive Session

Mrs. McConnell made a motion to adjourn into executive session at 7:32 p.m. to discuss a personnel issue. The motion was seconded by Mr. Phillips and passed five (5) to zero (0).

The board returned to open session at 8:00 p.m. (No votes or decisions were made in executive session).

Next board meetings:

October 28, 2024, at 6:00 p.m. at the Board of Education Office (Regular Session)(Belington Middle School Presentation)

The meeting adjourned at 8:01 p.m.

President

Secretary