

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Tuesday, November 12, 2019, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Adam Starks, Eric Ruf, Ron, Phillips, Members, and Jeffrey Woofter, Secretary, were present. Joanne McConnell, member, was absent. Also in attendance were: Cindy Sigley, James Poling, Michael Ferguson, Ruston Seaman, John Boskovic, Laura J. Hart, David Neff, Connie Mundy and Jeff Kittle.

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

Mr. Phillips led the pledge to the flag.

Invocation by Mr. Phillips

Belington Elementary School made a presentation to the Board.

A motion was made by Mr. Everson to approve the minutes of the October 28, 2019 meeting. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to zero (0).

The following delegations address the board:

Ruston Seaman – regarding Bright Futures

Reports –

Attendance/Enrollment Report

Superintendents Recommendations –

1. Recommendation: Approve payment of bills for the period of October 22, 2019, through November 5, 2019, at a total expenditure of \$60,878.79.
2. Recommendation: Authorize the November 15, 2019, payroll and federal withholdings not to exceed the amount of \$1,000,000.00 to be released in accordance with Federal Law.
3. Recommendation: Authorize the payment of utility bills and copier bills due before the next board meeting not to exceed \$30,000.00.
4. Recommendation: Approve the final total of October 28, 2019, payroll check and federal withholdings in the amount of \$500,256.66.
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$12,867.78.
6. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)
 - Belington Middle School (Girls Basketball) – projected revenue - \$600.00; (6th Grade team) - \$500.00
 - Kasson Elementary Middle School (Agricultural Club) – projected revenue - \$0.00; (Office) - \$500.00; (General Fund) - \$2,000.00; (Robotics) - \$750.00; (Mrs. Wagler's 2nd Grade Class) - \$0.00
 - Philip Barbour High School (HOSA) – projected revenue - \$100.00, \$100.00, \$100.00, \$100.00, \$100.00, \$200.00, \$200.00, \$200.00; (Boys/Girls Soccer) - \$500.00
7. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.
8. Recommendation: Approve educational leave request for a student at Kasson Elementary/Middle School.
9. Recommendation: Approve educational leave request for a student at Philip Barbour High School.
10. Recommendation: Approve educational leave request for a student at Philippi Middle School.
11. Recommendation: Ratify the expulsion agreement for a student at Philip Barbour High School.

12. Recommendation: Approve/Confirm curricular trips.

Philip Barbour High School (FFA) – to Preston High School on December 11, 2019;
(AG/FFA) – to Stonewall on December 6, 2019
Philippi Middle School (7th Grade) – to Fairmont on November 15, 2019

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

Philip Barbour High School on December 5, 2019 – requested by Megan Ruppert for Choir Concert; on November 20-21, 2019 – requested by Megan Ruppert for Theatre Production; November 2019 – November 2020 – requested by Holly Talkington for Youth Wrestling Practice

14. Recommendation: Adopt new policy 2210, Random Selection for Seniority for Professional Employees, on third reading.

1.0 Scope:

This policy establishes a process to determine seniority for professional employees with the same seniority date.

2.0 Purpose:

This policy establishes the procedure to determine a professional employee's seniority qualification for the purposes of: reduction in force, recall, transfer, and grade level realignment within a school.

3.0 Implementation:

If two or more employees with the same certification establish an identical seniority date as a result of initial employment as a regular teacher on or after July 1, 2019, the priority between these employees shall be determined by random selection. The board shall conduct the random selection within 30 days of the time the employees establish identical seniority dates. As long as the affected employees hold the identical seniority date within a certification, the random selection shall be permanent for the duration of employment by the board.

3.1 Teachers with the same certification hired by the board with the identical seniority date shall participate in a random drawing to establish a permanent seniority date with the county.

3.2 The drawing shall happen within 30 days of the establishment of identical seniority.

3.3 The teachers shall be invited in writing to the random drawing. Date, time, and location will be indicated in the notice.

3.4 The teacher will not be required to attend the drawing and may send a representative with written proxy rights to participate in the teacher's place.

3.5 The drawing shall be held by the superintendent or designated representative with one other central office assistant superintendent/director/coordinator serving as a witness.

3.6 Teachers will sign in if in attendance at the drawing.

3.7 Names will be placed on individual slips of paper and blindly drawn. The first name selected shall be the most senior, the second name the next senior, and so forth until all names with the same seniority dates and qualifications have been drawn.

3.8 The superintendent (or designee) and witness shall sign and date the seniority roster. Teachers (or proxies) in attendance will also sign indicating the witnessing of the drawing.

4.0 Authority:

WV Code 18A-4-7a(h) . Employment, promotion, and transfer of professional personnel; qualifications.

15. Recommendation: Adopt new policy 2220, Qualifications for Professional Employees, on third reading.

1.0 Scope:

This policy establishes a process to determine qualifications for professional employees.

2.0 Purpose:

This policy defines and establishes what will be considered to determine a professional employee's qualifications for the purposes of: reduction in force, recall, transfer, and grade level realignment within a school.

3.0 Implementation:

Decisions on reduction in force, recall, transfer, and grade level realignment within a school, shall be based on qualifications as set forth in this county board policy. The word "qualifications" means the qualifications set forth to determine which employee is more highly qualified. This set of criteria does not constitute qualifications being considered for hiring of employees. The following criteria will be considered in order to determine the least qualified employee:

- 3.1 The least qualified person shall be personnel whose previous two consecutive years' performance evaluation conducted pursuant to 18A-2-12 or 18A-3C-2 is less than satisfactory,
- 3.2 Personnel who are working on a temporary permit, and then,
- 3.3 Personnel who are less senior.

16. Recommendation: Review revised policy 8200, School Attendance Zones and Transfers, for second reading.

- 1.0 Each school in the county has been zoned by the Board of Education for attendance purposes.
- 2.0 For school enrollment purposes, residency refers to domicile, or the parent's or legal guardian's and student's true, fixed, permanent home and place of habitation.

2.1 Owning property does not constitute residency. Student residency will be determined by where they sleep, the greatest percentage of school nights, Sunday thru Thursday, over the period of a month.

2.1.1 If the identified percentage is equal.

2.1.1.1 The parents will mutually agree to the school to attend for the full year, or

2.1.1.2 If mutual agreement cannot be reached, the student will attend the school that they attended in the county the previous year, or

2.1.1.3 If the student did not attend Barbour County Schools the previous year, a drawing will be held to determine the school that the student will attend for the full year.

2.2 The board shall reserve the right to require written documents, affidavits, verifications, or other evidence deemed necessary to establish domicile of a student and family.

2.3 The burden of establishing domicile to gain feeder area status is upon the student's parent or legal guardian.

2.4 Property tax receipts, utility bills, current driver's license, a legitimate lease, passport, etc., may be used to establish domicile.

2.5 Any family providing false or misleading information regarding domicile shall be denied enrollment as an out-of-attendance area (zone) student.

3.0 The approved attendance areas for Barbour County schools are as follows:

3.1 **Belington Elementary School** – South to and including Rock Run Road (904) and includes city limits of Belington. North to entrance of Midway Road (9), includes Midway Road, Point Pleasant Road (250/10) and Marysville Road (10) areas. North on Route 92 to Meadowville. East on 4-H Road (9) to N 39°06.90' W 79°55.066'. East to Laurel Mt. area (15) then Northeast to include Stringtown(48) & (48/2), Mud-Run (92/14) and Hunters Fork (40) & (40/8). West to Middle Fork River on the Audra Road including Chestnut Flats (54) and Dogtown Road (11/16) & (11/13). West on the Talbott Road (17) to the Randolph and Upshur County lines including county routes (19) and (17/2) as well as Trinity.

3.2 **Belington Middle School** – The attendance areas defined for Belington and Junior Elementary Schools.

3.3 **Junior Elementary School** – South of Rock Run Road (904), to the Randolph County line; including the Westside of Junior (52), both directions along the river, the towns of Junior, Weaver, Dartmoor and Tyview Area. From West Junior to the top of the hill near Trinity Church.

3.4 **Kasson School** – South to Meadowville on Route 92, including White Oak (92/13). East of Meadowville along Route 9 to Randolph County line including the Teter Lake (26) and Pleasure Valley areas (9). West off 92 to the Eastside of Stalnaker Road (92/12), (5/8), & (40/1). North off of the Stalnaker Road along Sunshine Ridge Road (5/7) and the Bootjack area (24) to the Northeast side of Chestnut Ridge on the Laurel Creek (Route 24) Road, including. Route 38 east of Tacy. East on 38 to Tucker County line including the communities of Kasson, Valley Furnace, and Nestorville. County Route 10 west of Tygart Valley River including Moatsville area. North from Moatsville to Mt. Morris Community (2/4) then West to Taylor County line (1) & (1/1). North 92 to Preston County line then SE to the Colebank Community at County Route 4.

3.5 **Philip Barbour High School** – Philip Barbour High School includes all of Barbour County.

3.6 **Philippi Elementary School** – North on Route 250-119 to Taylor County line. East to Pleasant Creek Recreation Park (10); West off Route 250, Upper Pleasant Creek area (10), South to Philippi including Norris Ridge (119/5) and Alderson-Broadus College along the road back of the campus (119/20). All of the City of Philippi and Mansfield Addition. Shooks Run (7/7) and

Cherry Hill (7) area West of the school. From the Harrison County line on Route 57 which includes the Indian Fork area (32), Shooks Run (57/12), Brushy Fork (7), and Stuarts Run (18), North of Route 57 to Harrison County line. On Route 119 west to Mt. Vernon Church. ON Route 250 from Midway Road (9) North to Philippi including 4-H Road (250/5), (40/5), & (40/4) to N 39°06.90' W 79°55.066', Old Route 250 (23), Sand Run Road (40/3) & (40/4), Silent Grove (250/3) and Hanging Run (12/6) , Olive Hill (5), Meriden (24), and Morrell (24/2) into Philippi. West on Route 38 from, but not including, Boot Jack Road (24) and Sunshine Ridge Road (5/7). The Railroad Grade (12/4), (12/7), (12), & (12/8) through Arden to the Moatsville Bridge, West to intersection with 250-119. From city limits at Chestnut Street Southwest and East to include Grabanickel (30), Independence (30), Union (30/3), (30/6), & (30/7) and Mt. Liberty (30) & (21) areas to Route 250. Arden Road (6) & (12), Clemtown to Moatsville Road (10) to the Moatsville Bridge including Center Hill(6), Prichard-Mt. Beulah(6/6), (6/3), & (10/7) areas. From the intersection of Route 76 into Route 119 and 250 at Corders Crossing then West on Route 76 to junction of Route 16 into Brownnton, Bear Mountain, and Greer Gas area (16). On 76 North to Taylor County line then West on (77/8) to Barbour Corner and Camp Run (77/1) area off 76 and Galloway. Beginning with the Mt. Vernon Church and including the areas along 119 west. East of 119 on the Carrolton-Mt. Hebron Road (34) & (36) to the intersection with the Audra-Volga Road (11/6) & (11). To the Middle Fork River (36) at Audra State Park, southwest to the Upshur County line. West off the Audra-Volga Road (11) to Hall (46). Off 119 west to Century No. 1(119/16) including the Peel Tree {20} and Century No. 2 (34) & (119/15) areas.

3.7 **Philippi Middle School** – The attendance area defined for Philippi Elementary School.

4.0 All students are required to attend school in the attendance area of their residence, with five exceptions, as follows:

4.1 Administrative Transfer

4.1.1 This is a transfer that is initiated by Barbour County Schools.

4.1.2 This transfer is necessitated when there are students in excess of the guidance of WV Code §18-5-18a.

4.1.3 Barbour County Schools will provide appropriate bus transportation for students transferred within this section.

4.2 A student who changes residence to a new attendance area (in county) during the second semester may be allowed to complete the school term at the school he/she attended before moving if the principals and attendance director agree;

4.3 A student may, because of justifiable circumstances, be transferred to another school in consultation with the principals and on the superintendent's recommendation/ Board approval provided:

4.3.1 Parents who request a transfer from the student's home attendance area to another attendance area must complete the request of transfer procedure as outlined in **In-County Out-of-Zone Request for Transfer Procedures 8210.P**.

4.3.2 Room is available in accordance with the homeroom size listed below by a similar method:

Pre-Kindergarten	10 students per homeroom w/o aide 20 students per homeroom w/ aide
Kindergarten	10 students per homeroom w/o aide 20 students per homeroom w/ aide
Grades 1 through 6	25 students per homeroom
Grades 7 through 12	28 students per homeroom

4.3.3 Parents or legal guardians provide transportation for the student unless the student can board the bus at regularly scheduled stops, which would cause no deviation from the regular bus run and provided the bus has not already reached seating capacity. No bus transfers of students below 7th grade will be approved.

4.3.4 Parental transfer requests must meet the approval of the receiving school's principal, as well as have the superintendent's recommendation and board approval.

4.3.5 Parental Transfer Requests must be made in writing per Procedure 8210P

4.4 The Attendance Director has determined a student to be "Homeless" per WVDE Policy 4110 and Subtitle B, Title VII McKinney-Vento Homeless Assistance Act;

4.5 For reasons affecting the best interests of a school (i.e., school safety, fiscal concerns, pupil/teacher ratio, etc.) the superintendent may recommend student transfers to the board for approval.

5.0 The following guidelines apply to all transfer students:

5.1 When class size exceeds;

5.1.1 the guidance provided in WV Code §18-5-18a, the last student to enroll in a class will be the first student to be administratively transferred, etc.

5.1.2 the guidance in 4.3.2 above, the last transfer received will be the first transfer to be revoked, etc.

5.2 Transfers will be processed by the date received. When there is limited space available for all enrollment/transfers received on the same date, a drawing will be held to establish the prioritization of each student. All involved parties will be invited to attend the drawing. The drawing will be held at the county board office and will be witnessed by two central office employees designated by the superintendent.

5.3 Students who attend school out of their attendance area must comply with the terms of the agreement of the transfer (i.e., discipline, attendance, enrollment figures, and academics).

5.4 A student who changes residence to a new attendance area during the second semester may complete the school term at the school term he/she attended before moving provided he/she

complies with the contents of this policy, and the request is made by the parent or legal guardian, in writing, to the principal as soon as possible after the change in residence occurs. Students who have transferred will be required to enroll in their home school if the teacher-pupil ratio is exceeded or causes an additional financial burden upon the school system.

- 5.5 All students who reside in a particular school attendance area and desire to attend school in that attendance area but do not live with their parents or legal guardian must request and receive board permission to attend the school in that attendance area in compliance with the contents of this policy. Principals shall require notarized Acknowledgement of Responsibility signed by the parent/legal guardian and the head of household in which the student resides. This does not apply for students 18 and older.
- 5.6 During the 9th – 12th grades, a student shall be entitled to one transfer into the public high school regardless of from where in the state the student is transferring. A student shall be entitled to transfer back to a non-public high school if said student had been enrolled in said non-public high school 365 day prior to enrollment in the 9th grade. Any student transferring under the provisions of this rule will not become eligible for extra-curricular activities as defined by the WVSSAC until completion of the school year in which said transfer occurs. Eligibility will begin with the succeeding fall sports season. Transfer must be completed prior to the first instructional day of the new school year. (WVSSAC Provision 127-2-7.2.9 governs athletic eligibility.)
- 5.7 All current, applicable rules and regulations of the WVSSAC concerning transfer and athletic eligibility will be followed.
- 5.8 Beginning with the FY21 school year, parents will not have to seek transfer approval from the county of residence for students to attend school in another county in WV. Only the receiving county will require a transfer request.
 - 5.8.1 The school district in which the pupil is a bona fide resident shall pay to the board of the school district in which the student is transferred a tuition that is agreed upon by both boards.
 - 5.8.2 If said boards cannot agree on a tuition fee, such tuition shall be equal to the difference between the state aid per pupil received by the county to which the pupil is transferred and the county cost per pupil in the county to which said student is transferred.
- 5.9 Eligibility for sports shall follow WVSSAC guidelines. Nothing in this policy shall supersede policies and rules for eligibility for participation in secondary sports.
- 5.10 All transfer requests must be renewed annually.
- 5.11 Any aggrieved person may appeal the decision of the superintendent through the Citizen’s Appeal process.

17. Recommendation: Approve transportation travel requests.

<u>Date</u>	<u>Destination</u>	<u>No. Buses</u>
Philip Barbour High School (Band) 11/02/2019	Parkersburg	3
(FFA) 11/21/2019	Moorefield	1

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

19. Recommendation: Approve leave of absence (maternity) for Amanda Sweet a professional employee at Junior Elementary School beginning approximately December 12, 2019, through April 24, 2020.

20. Recommendation: Accept the resignation of Mary Kate Kincaid as a Special Needs at Kasson Elementary Middle School effective December 6, 2019.

21. Recommendation: Accept the resignation of Kelli Kittle as an Early Childhood Classroom Assistant Teacher/Aide at Belington Elementary School effective December 1, 2019.

22. Recommendation: Accept the resignation of Shannon Jones Lamb as an Athletic Trainer for Winter Sports effective November 1, 2019.

23. Recommendation: Rescind the hiring of Lisa Hamilton as a long term substitute teacher for Job ID 2532 at Philippi Elementary School which took place at the October 28, 2019 board meeting. –

24. Recommendation: Employ the following personnel for the 2019/2020 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 2019-20		
Name of Person	Location	Job ID: Position
	PMS	Job 2537: Science Instructor
Christina Sterck	BMS	Job 2538: Science Instructor
	County	Job 2563: Mechanic/Bus Operator

Substitute Employee Assignments 2019-20		
Name of Person	Location	Job ID: Position
	County	Job 2544: Substitute Bus Operator(s)
Kayla Bartlett, Christina Waybright, Jeff Conley	County	Job 2553: Substitute Teacher(s)
	PES, Itinerant	Job 2562: Long Term Substitute Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PES, Itinerant	Job 2565: Long Term Substitute Multi-Categorical w/Autism Instructor

Extra-Curricular Employee Assignments 2019-20		
Name of Person	Location	Job ID: Position
Carla Knotts	PMS	Job 2552: Volunteer Assistant Cheerleading Coach

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

Justin Crites _____

The Superintendent pulled agenda item 21 off the agenda.

A motion was made by Mr. Phillips to approve agenda items 1-20 and items 22-25 as recommended. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to zero (0).

The board acted upon or discussed the following items:

1. Other

Next board meetings:

November 18, 2019, at 6:00 p.m. at Board of Education Office (Regular Session)
 December 9, 2019, at 6:00 p.m. at Board of Education Office (Regular Session)
 December 16, 2019, at 6:00 p.m. at Kasson Elementary/Middle School (Regular Session)

The meeting adjourned at 6:56 p.m.

President

Secretary