

Minutes

The Barbour County Board of Education met in regular session at 6:00 p.m. on Monday, November 14, 2022, at the Board of Education Office, 45 School Street, Philippi, WV 26416.

David Everson, Jared Nestor (via telephone), Adam Starks, Ron Phillips, Joanne McConnell, Members, and Jeffrey Woofter, Secretary, were present. Also in attendance were: Connie Mundy, David Neff, Julie Bibey, Annette Hughart, Michelle Fleming, Lela Miller, Sharon Wamsley, Terry Suder, Bonnie DeRouchie, and Jill Taylor Phillips.

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

Mr. Starks led the pledge to the flag.

Invocation by Mrs. McConnell

A motion was made by Mr. Everson to approve the minutes of the October 24, 2022, and November 4, 2022 meetings. The motion was seconded by Mr. Starks. After discussion, the motion passed five (5) to zero (0).

The board recognized the following:

Philip Barbour High School Volleyball Team as State Champions, Philip Barbour High School Girls Soccer 2<sup>nd</sup> place, Philip Barbour High School Cross Country 3<sup>rd</sup> place, and Philip Barbour High School Drum Line

The board discussed the following:

Work Orders – Electric, water, doors & windows, priority list

**Superintendents Recommendations –**

1. Recommendation: In compliance with Attendance Policy 8200, approve requests for out-of-zone attendance for the school year 2022/2023 contingent upon compliance with pupil-teacher ratio.
2. Recommendation: Approve payment of bills for the period of October 19, 2022, through November 4, 2022, at a total expenditure of \$274,809.92.
3. Recommendation: Authorize November 15, 2022, 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 \$60,000.00.
5. Recommendation: Approve the final total of October 28, 2022, payroll check, and federal withholdings in the amount of \$504,093.97.
6. Recommendation: Approve the final total of utility/copier bills in the amount of \$28,404.71.
7. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

Belington Middle School (6<sup>th</sup> Grade Team) – projected revenue - \$1,000.00; (Girls Basketball) - \$1,250.00, \$2,000.00; (Band) - \$1,000.00  
Philip Barbour High School (Boys Basketball) – projected revenue - \$400.00; (HOSA) - \$600.00, \$600.00; (Class of 2024) - \$500.00  
Philippi Elementary School (Media) – projected revenue - \$1,000.00  
Philippi Middle School (Boys Basketball) – projected revenue - \$1,000.00; (School) - \$1,000.00

8. Recommendation: Approve/Confirm curricular trips.

Belington Elementary School (PreK-4<sup>th</sup> Grade) – to Elkins Cinema on November 30, 2022  
Junior Elementary School (Whole school) – to Elkins Cinema and Pizza Hut on December 21, 2022; (Whole school) – to Good Sam on December 19, 2022  
Kasson Elementary Middle School (Whole school) – to Robinson Grand Theater on November 15, 2022

9. Recommendation: Approve educational leave request for a student at Belington Middle School.

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

Philip Barbour High School on November 7, 2022 – requested by Sabrina Beal for 4-H Officer training; on December 8, 2022 – requested by Tonya Baker for Philippi Elementary School Christmas Program; on February 4, 2023 – requested by Michelle Hedrick for Fire & Ice Pageant; on January 15, 2023 – requested by Christina Holbrook for Paint Party

11. Review revised policy 7610, Distance Learning and Virtual School Courses, for first reading.

### **1.0 Purpose:**

- 1.1 Barbour County Schools may provide opportunities for distance learning and virtual school courses (courses via the internet) through WV Virtual School for students in grades 6-12 and a blended program (both virtual and traditional). These courses will be available for high school credit for students in grades 9-12 and for students in eighth grade enrolled in a foreign language or Algebra 1 Courses that will be accepted for credit for Barbour County School students are only those courses delivered through West Virginia Virtual School.
- 1.2 The school district recognizes that the preferred delivery system for coursework might be under direct teacher instruction; however, there are some circumstances in which alternative delivery is necessary.

### **2.0 Definitions:**

- 2.1 Virtual program** - a formal online education program in which a student learns:

- 2.1.1 Through an online instructional platform, with some element of student control over time, place, path or pace.
- 2.1.2 In a setting outside the traditional classroom; and
- 2.1.3 In such a way that the modalities of each student's learning path within a course or subject are connected to provide an integrated learning experience.

- 2.2 Eligible student** - a student eligible for attendance in public schools in a school district that provides a virtual instruction program.

- 2.3 EL** – English learner

- 2.4 IEP** – Individualized Education Program

- 2.5 Virtual course** - any virtual pathway course offered by WV Virtual School that meets the specified state approved standards for that course.

- 2.6 Virtual instruction program** – WV Virtual School as administered by the West Virginia Department of Education.

### **3.0 Student Eligibility and Requirements.**

- 3.1 Eligible students are required to enroll in Barbour County Schools.

- 3.2 Barbour County Schools public school students enrolled and attending full time.
- 3.3 Homeschooled students, if they reenroll in Barbour County Schools, are eligible to enroll in one or more virtual courses per semester. Participation in extracurricular activities such as sports and band are based on WVSSAC rules and guidelines.
- 3.4 Homebound students may use virtual school as a supplement to extend homebound.
- 3.5 Private School/Home School students are eligible to enroll in one or more virtual courses per semester. Private school/Home School students will be charged for the cost of tuition for each course they enroll in.
- 3.6 All virtual school students will be enrolled as a student in the local school in which they reside, as outlined in Barbour County Board of Education Policy 8200.
- 3.7 Course offerings available through WV Virtual School only.
- 3.8 Parents and students must successfully complete a district defined virtual education orientation course.
- 3.9 Meet school system and/or state enrollment requirements for the course(s) in question including adhering to program/curriculum sequences.
- 3.10 It is mandatory that a minimum grade of a 70 (per grading period) on a numerical grade scale in virtual courses taken during the current academic year. Students failing to meet requirement will be transferred to brick/mortar classroom and unable to re-enroll in WVVS the upcoming year.
- 3.11 Have access to reliable internet.
- 3.12 Participants are required to complete and sign Technology Acceptable Use Policy 7600.
- 3.13 Maintain a minimum of weekly communication with the facilitator or instructor.
- 3.14 Have reliable transportation, when needed.
- 3.15 All students must be enrolled for a full schedule (blended or full virtual) and meet the requirements of WVDE Policy 2510.
- 3.16 Guidelines for taking a virtual course if student is attending school in the traditional manner:
  - 3.16.1 Students taking such course must be enrolled at their local school, as outlined in Barbour County Board of Education Policy 8200- School Attendance Areas.
  - 3.16.2 The school offers the course, but the student is unable to take it due to an unavoidable scheduling conflict, as determined by the principal.
  - 3.16.3 The district has expelled the student from the regular school setting, but education services are to be continued.
  - 3.16.4 The school administration, the student's teachers, and the student's parents/guardians determine if the student requires a differentiated or accelerated learning environment.
  - 3.16.5 The course will serve as a supplement to extend homebound instruction.
  - 3.16.6 Any other specific condition which may warrant the use of virtual coursework for the student and is approved by the building principal.
- 3.17 A student must complete all requirements as outlined in Barbour County Schools Policy 7300 to be eligible to graduate.
- 3.18 Students with disabilities:
  - 3.18.1 Prior to enrollment of a student with a disability into one or more virtual education courses, the student's IEP/504 team must meet and consider whether an online instructional delivery method is appropriate for the student to receive a free appropriate public education in the least restrictive environment.
  - 3.18.2 The IEP/504 team should also determine whether the student's accommodations can

be provided in a virtual learning environment. Due to the unique design of virtual learning, accommodations which are conducive to the virtual environment should be clearly described within the student's plan.

3.18.3 School staff should also ensure confidentiality of student information pursuant to FERPA and IDEA.

**4.0 Course Registration Process:** The Virtual School Coordinator and building principal shall review each student's Virtual school schedule to ensure the student is compliant with WVDE Policy 2510 for their grade level or course of study. This registration process should be completed prior to the 1<sup>st</sup> instructional day of the instructional term which the student intends to take the virtual school course. There will be a ten-day grace period for the beginning of the school year to get students enrolled in WV Virtual School courses.

**5.0 Course Approval:** Only virtual courses on the West Virginia Virtual School approved list will be accepted for Barbour County high school credit. Students who want to take a virtual course for credit must be fully enrolled in and attend a Barbour County public school. It is the responsibility of the student to ensure that the WV Virtual School Course(s) meet NCAA Eligibility Guidelines.

**6.0 Facilitation:** A facilitator will be assigned to meet with the students who are taking virtual courses. Mandatory sessions will be required for the purposes of progress monitoring and testing. Students who fail to attend these sessions may be denied credit. Course delivery and instruction are the responsibility of the course provider for WV Virtual School. Barbour County Schools and the school facilitator are not responsible for content or communication between the provider and the student.

**7.0 Grading:** Grades provided to the virtual course facilitator by the vendor for WV Virtual School will be recorded according to the grade percentages approved in Barbour County Schools grading policy, which will count towards the student's GPA.

**8.0 Funding and Course Materials:** Barbour County Schools will assume the associated costs for a Virtual School Course when this option is offered as an alternative to a traditional school setting, at the decision of the school system.

**9.0 Technology Access:** Students will have access to virtual courses at school when the class is taken during the school day. Students taking virtual courses outside of the school day should have access to the internet at home; however, student access may be authorized at other equipped locations such as libraries, community learning centers and homes.

#### **10.0 Registration Deadlines:**

Students must be registered within the first 10 days after the 1<sup>st</sup> instructional day per term.

#### **11.0 Attendance:**

11.1 Public school students participating in the virtual education option will be considered as being in attendance if the students are successfully progressing in the virtual education coursework. Successful progression will mean completing courses to graduate with one's four-year cohort. Students must be progressing successfully in the coursework and communicating weekly with facilitator. Students are required to submit assignments and interact on a weekly basis with the instructor or facilitator, or as determined by the course syllabus.

11.2 The school system reserves the right to set specific attendance requirements for each virtual course. The superintendent or his designee is authorized to develop alternate attendance policies for virtual courses, if students in such programs are given notice of the attendance requirements at enrollment. A student's failure to comply with such requirements may result in administrative action including, but not limited to, probation or removal from the class.

11.3 A student will not be permitted to enroll in virtual school the following school year if they have not met all state testing and WVDE accountability requirements the previous year. Students participating in virtual courses will be required to participate annually in the West Virginia General Summative Assessment.

- 12.0 Course Progression:** Students are required to progress through online courses at a rate comparable to the progression of a traditional class. Student performance will be monitored and reported on regular intervals consistent with a traditional day program by the facilitator they are assigned to at the school.
- 13.0 Instructor Responsibility:** Instructors will be responsible to provide:
- a. Syllabus,
  - b. Rigorous curriculum,
  - c. Be Accessible,
  - d. Progress monitoring,
  - e. Timely Coursework Feedback,
  - f. Final Grade.
- 14.0 Parents/Guardian Responsibility:** Parents play a vital role in their child's education. Parents need to ensure there is access to the necessary technology. They need to monitor their child's progress and grades with the virtual courses. Parents need to provide support and encouragement as students are working on their online courses. It is important that parents provide a structure and guidance when helping their child to complete the coursework. Parents also need to be a liaison between the student and the teacher as needed. Parents should attend scheduled parent-teacher conferences or other meetings as arranged by the instructor.
- 15.0 Extracurricular Activities:** Homeschooled students enrolled as at least half-time are eligible to participate in extracurricular activities in the school in which they are enrolled according to attendance zone. Students must meet all WVSSAC requirements for eligibility to participate in extracurricular activities.
- 16.0 Dropping Online Course/Transition Back to Traditional Course:** Students may drop a virtual course within 5 days of commencement of the course without penalty and reenroll in a traditional class at school. Course drops must be requested in writing and submitted to the school principal. Beginning with the sixth day of the commencement of a WV Virtual School course and beyond, the student may not drop the virtual school course and return to regular school and is not eligible for reimbursement of tuition fees, if any were charged to the student for the cost of the course(s).
- 17.0 Assessment, Grading, Diploma:** Any virtual program course taken for high school credit, regardless of the grade in which the course was taken, will be entered onto the student transcript at the semester and calculated in Grade Point Averages, etc., this will affect sports eligibility and GPA. Barbour County's dual credit policy applies to identified virtual programs, as they become available. Course grades assigned to a student's transcript must follow the WV Uniform Grading Scale found in Barbour County School's Policy 7200.
- 18.0 Removal:** Students may be removed from virtual to a traditional day program or returned to the traditional school setting for the following reasons:
- 18.1 Not maintaining a 70 percent, per grading period, in each virtual course.
  - 18.2 Progression through coursework falls below the minimum comparable traditional course standard.
  - 18.3 Cheating, falsifying information, plagiarizing.
  - 18.4 School system policies, procedures, rules or regulations are violated, including rules governing the use of technology.
  - 18.5 If any student has not begun the course after five days from the enrollment date, the student will be automatically removed, and their local school will be notified.
- 19.0 Student Support:** Barbour County Schools is committed to provide all students with an equal opportunity to participate in and benefit from its virtual education program. We provide students with accessibility and supports through resources tailored to each student's individual abilities and needs. Barbour County Schools ensures that all students, including students with disabilities, have available to them a free appropriate public education.
- 19.1 Instructor/Facilitator availability will be arranged.
  - 19.2 Students who require accommodations, based upon their respective student plans, may receive such supports as assistive technologies, individualized support, or other accommodations conducive to the virtual environment. Such accommodations should be specified on the student's IEP/504 plan. It is the responsibility of the student's case manager to communicate, coordinate, implement and monitor the provision and effectiveness of the accommodations.
  - 19.3 EL committee will meet to determine the most reasonable accommodations for virtual programs.
- 20.0 Student Responsibilities:** Students should spend the first days making sure they are comfortable with the technology of online learning and capable of mastering the content. Computer/internet problems, on the part of the student, will not be accepted as reasons for delays or in meeting deadlines. Only through continuous communication and consistent work can students be successful in an online course. It is essential that students maintain regular contact with their facilitator or instructor and submit assignments on time. Once enrolled,

students are on a probationary period for five days. If any student has not begun the course after five days from the enrollment date, the student will be automatically removed, and their local school will be notified.

**21.0 Internet:** Reliable home internet access is the responsibility of the family.

12. Recommendation: Approve a contract with Amplified IT to provide Google Workspace for Education for three years.
13. Recommendation: Approve/Confirm requests for professional leave.
14. Recommendation: Approve leave of absence for Jamie Short a service employee at Junior Elementary School beginning approximately November 25, 2022, for approximately 40 days.
15. Recommendation: Approve leave of absence for Jessica Jurick a professional employee at Philippi Middle School beginning October 25, 2022, through November 18, 2022.
16. Recommendation: Approve leave of absence for Matthew Bright a professional employee home based at Kasson Elementary/Middle School beginning November 2, 2022, through November 30, 2022.
17. Recommendation: Accept the resignation/retirement of Kimberly Neff as a Music teacher at Junior Elementary School effective January 3, 2023.
18. Recommendation: Accept the resignation of Christine Savidge as a substitute teacher effective October 31, 2022.
19. Recommendation: Accept the resignation of Sarah Kelley as an Itinerant School Nurse home based at Philip Barbour High School effective November 29, 2022.
20. Recommendation: Employ the following personnel for the 2022/2023 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 2022-23 (FY23)		
Name of Person	Location	Job ID: Position
	PBHS, Itinerant	Job 4062: Multi-Categorical w/Autism Instructor
	PES, Itinerant	Job 4063: Multi-Categorical/Severely Profoundly Impaired Instructor w/Autism
	PBHS, Itinerant	Job 4064: Multi-Categorical w/Autism Instructor
	PMS, Itinerant	Job 4065: Physical Education/Health Instructor
	PBHS, Itinerant	Job 4066: Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	PBHS	Job 4067: Counselor
	PES, Itinerant	Job 4068: Multi-Categorical w/Autism Instructor
	PES, Itinerant	Job 4069: PreK/Prek Special Needs Instructor (half-time)
	PMS, Itinerant	Job 4070: Gifted/Multi-Categorical Instructor (half-time)
	PBHS	Job 4071: Mathematics Instructor
	PBHS	Job 4079: Mathematics Instructor
	PES	Job 4080: Title I Reading/Math Instructor
	BMS, Itinerant	Job 4081: Multi-Categorical w/Autism Instructor
	BES	Job 4083: Elementary Education Instructor
	County	Job 4085: Mechanic/Bus Operator
	PES	Job 4086: Title I Reading/Math Instructor
Olivia Bolyard	KEMS	Job 4105: Science Instructor
	PMS	Job 4108: Language Arts Instructor

	KEMS	Job 4109: Mathematics/Social Studies Instructor
Matthew Upton	PBHS	Job 4119: Custodian
	PMS, Itinerant	Job 4122: Multi-Categorical w/Autism Instructor
LaTosha Dumire	KEMS, Itinerant	Job 4150: Special Needs Aide/Transportation Aide/Supervisory Aide
	PBHS, Itinerant	Job 4153: School Nurse - RN (half-time)

Substitute Employee Assignments 2022-23		
Name of Person	Location	Job ID: Position
Amos Dunn	County	Job 4073: Substitute Custodian(s)
	County	Job 4074: Substitute LPN/Aide(s)
	County	Job 4075: Substitute School Nurse RN(s)
Shanda Worthington	County	Job 4076: Substitute Cook(s)
Calvin Poston	County	Job 4077: Substitute Bus Operator(s)
	County	Job 4078: Substitute Teacher(s)
	County	Job 4110: Restricted Short-Term Substitute Teacher(s)
	PBHS, Itinerant	Job 4111: Long Term Substitute Multi-Categorical w/Autism Instructor
	PMS, Itinerant	Job 4124: Long Term Substitute Physical Education/Health Instructor
	BES, Itinerant	Job 4152: Long Term Substitute School Nurse – RN

Extra-Curricular Employee Assignments 2022-23		
Name of Person	Location	Job ID: Position
	PMS	Job 4082: Volunteer Assistant Softball Coach
	PBHS	Job 4106: Athletic Trainer (Winter Sports)
	PBHS	Job 4107: Athletic Trainer (Fall Sports)
Shelby Collins	PBHS	Job 4118: After School Science Tutor
Amanda Kennedy	PMS	Job 4123: Head Cheerleading Coach
Christopher Halterman	PBHS	Job 4151: Assistant Boys Basketball Coach

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

\_\_\_\_\_

Mr. Nestor left the meeting.

A motion was made by Mr. Phillips to approve agenda items 1-6, 8, and items 10-21 as recommended. The motion was seconded by Mr. Everson. After discussion, the motion passed four (4) to zero (0).

A motion was made by Mr. Everson to approve agenda item 9 as recommended. The motion was seconded by Mr. Everson. After discussion, the motion passed four (4) to zero (0).

A motion was made by Mr. Phillips to amend agenda item 7 as follows:

7a. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

Belington Middle School (6<sup>th</sup> Grade Team) – projected revenue - \$1,000.00; (Girls Basketball) - \$1,250.00, \$2,000.00; (Band) - \$1,000.00

Philip Barbour High School (Boys Basketball) – projected revenue - \$400.00; (HOSA) - \$600.00,  
\$600.00; (Class of 2024) - \$500.00  
Philippi Elementary School (Media) – projected revenue - \$1,000.00  
Philippi Middle School (Boys Basketball) – projected revenue - \$1,000.00; (School) - \$1,000.00

7b. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours)

Philip Barbour High School (HOSA) – projected revenue - \$600.00, \$600.00

A motion was made by Mr. Phillips to approve agenda item 7a as recommended. The motion was seconded by Mr. Starks. After discussion, the motion passed four (4) to zero (0).

A motion was made by Mr. Everson to approve agenda item 7b as recommended. The motion was seconded by Mr. Phillips. After discussion, the motion failed zero (0) to four (4).

The board acted upon or discussed the following items:

1. Other

Next board meetings:

November 28, 2022, at 6:00 p.m. at the Board of Education Office (Regular Session)  
December 12, 2022, at 6:00 p.m. at the Board of Education Office (Regular Session)

Mrs. McConnell made a motion to adjourn into executive session at 7:03 p.m. to discuss legal issues. The motion was seconded by Mr. Everson and passed four (4) to zero (0).

The board returned to open session at 7:33 p.m. (No votes or decisions were made in executive session).

The meeting adjourned at 7:34 p.m.

---

**President**

---

**Secretary**