

**BARBOUR COUNTY SCHOOLS  
PHILIPPI WV 26416**

**MEMORANDUM -**

**TO: BOARD MEMBERS**

David Everson  
Joanne McConnell  
Jared Nestor  
Adam Starks  
Ron Phillips

**FROM: EDDIE VINCENT, SUPERINTENDENT**

**DATE: May 7, 2024**

**RE: REVISED - BOARD MEETING AGENDA**

The Barbour County Board of Education will meet in regular session at **6:00 p.m.** on **Monday, May 13, 2024**, at the **Board of Education Office, 45 School Street, Philippi, WV 26416**.

**Call to Order**

**Pledge to Flag**

**Invocation**

**Minutes –**

Approve the minutes of the April 22, 2024, and April 29, 2024 board meetings. – Enclosure A

**Recognitions –**

Young Writer Winners

**Discussion –**

**School performance, student outcomes, academics –**

Attendance/Enrollment Report – Enclosure B  
Community In Schools

- Kasson Elementary/Middle School – Sabrina Holbert

**Delegation(s) –**

FY 2025 Budget Hearing

**Reports –**

**AGENDA**  
**May 13, 2024**

**Superintendents Recommendations –**

**Attendance –**

**Business & Finance –**

1. Recommendation: Approve/Confirm fundraising activity requests as submitted (all candy sales will be done outside school hours) - Enclosure C
  - A. Philip Barbour High School
    1. (Class of 2026) - \$500.00
  - B. Philippi Elementary School
    1. (3<sup>rd</sup> Grade) - \$300.00
    2. (3<sup>rd</sup> Grade) - \$800.00
    3. (PTO) - \$100.00
    4. (PTO) - \$5,000.00
2. Recommendation: Approve regular payroll in the amount of \$962,255.35. – Enclosure D
3. Recommendation: Approve payment of bills in the amount of \$296,878.43. – Enclosure E
4. Recommendation: Approve the final total of utility/copier bills in the amount of \$11,367.75. – Enclosure F
5. Recommendation: Approve the final total of utility/copier bills in the amount of \$33,317.10. - Enclosure G
6. Recommendation: Approve the final total of travel reimbursement check run in the amount of \$3,826.42. - Enclosure H
7. Recommendation: Approve agreement with Vector Solutions in the amount of \$7,722,81. – Enclosure I

**Curriculum & Instruction –**

8. Recommendation: Approve/Confirm curricular trips. – Enclosure J
  - A. Belington Elementary School
    1. (1<sup>st</sup> Grade) – to the Aquatic Center at Mylan Park on May 21, 2024
    2. (KidREACH) – to North Central WV Airport on May 7, 2024
  - B. Philip Barbour High School
    1. (FBLA) – to Orlando, Florida on June 28, 2024 to July 3, 2024
    2. (FFA) – to Barbour County Farm Location TBD on May 9, 2024
    3. (FFA) – to North Marion High School on May 15, 2024

**AGENDA**  
**May 13, 2024**

9. Recommendation: Adopt the following curriculums for the 2024-2025 Math Instructional Resources adoption. – Enclosure K

Grades K-8, Curriculum Associates, i-Ready Math  
Grades 9-12, McGraw Hill

10. Recommendation: Ratify the expulsion agreement for a student at Philip Barbour High School. - Enclosure L

**Facilities & Maintenance –**

11. Recommendation: Approve/Confirm the use of buildings and/or grounds. – Enclosure M

A. Belington Middle School

1. On May 19, 2024 – requested by Angela Carpenter-Robinson for Birthday party

B. Kasson Elementary/Middle School

1. On May 13, 2024, through August 9, 2024 – requested by Cody & Olivia Bolyard for Off Season Basketball Practice

C. Philip Barbour High School

1. On June 9-15, 2024 – requested by Heart and Hand House, Inc. for Church Work Camp

2. On June 1, 2024, through July 31, 2024 – requested by Emily Denison for Private Volleyball Lessons

3. On June 17-18, 2024 – requested by Jeff Walters and Brandon Antion for Emergency Response Training

D. Philippi Elementary School

1. On September 1, 2024, through November 15, 2024 – requested by Brianna Shaw for Youth Cheer Practice

E. Philippi Middle School

1. On May 19, 2024 – requested by Carla Boylen for Graduation Party

12. Recommendation: Approve building/ground modifications. – Enclosure N

A. Philip Barbour High School

1. (ALC) – install electrical outlets

B. Philippi Elementary School

1. (Back of the School) – install sign

**Food Service –**

13. Recommendation: Approve Multitude Foods as the provider for 10 Day Food Boxes (10 breakfast & 10 lunches) for summer food distribution. – Enclosure O

**Policies –**

14. Recommendation: Review revised policy 7520: Comprehensive School Counseling Program for second reading. – Enclosure P  
(<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>)

**AGENDA**  
**May 13, 2024**

15. Recommendation: Review revised policy 6120: Drug-Free Workplace for second reading. – Enclosure Q  
(<http://www.wvschools.com/barbourcountyschools/Policies.html#content4-3g>)

**Student Support –**

16. Recommendation: Approve contract with K&K Insurance for student insurance for the 2024-2025 school year. – Enclosure R

**Transportation –**

**Travel –**

17. Recommendation: Approve/Confirm requests for professional leave. – Enclosure S

**Vocational –**

**Personnel –**

18. Recommendation: Ratify the unpaid suspension of a service employee at Junior Elementary School, starting April 16, 2024, and ending May 10, 2024.
19. Recommendation: Accept the resignation/retirement of Rebecca Green as an ECCAT/Supervisory Kindergarten Aide/Transportation Aide at Philippi Elementary School effective at the end of the 2023/2024 school year. – Enclosure T
20. Recommendation: Accept the resignation of Morgan Bowman as a PreK Instructor at Kasson Elementary/Middle School effective June 30, 2024. – Enclosure U
21. Recommendation: Accept the resignation of Sandra Haller as a substitute school nurse effective April 26, 2024. – Enclosure V
22. Recommendation: Accept the resignation of Courtney Crites as a First Grade Instructional Aide at Philippi Elementary School effective at the end of the day on May 10, 2024. – Enclosure W
23. Recommendation: Accept the resignation of Robin Delaney as Therapeutic Services Instructor at Philip Barbour High School effective April 26, 2024. – Enclosure X
24. Recommendation: Accept the resignation of Racheal Painter-Krizner as the Head Cross Country Coach at Philippi Middle School effective April 30, 2024. – Enclosure Y
25. Recommendation: Eliminate the following service positions for the 2024-2025 school year. – Enclosure Z

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
LPN/Special Needs Aide/Supervisory Aide/Transportation Aide	PMS	State Aid/County	1

**AGENDA**  
**May 13, 2024**

26. Recommendation: Approve the following list of new positions to be created for the 2024-2025 school year to allow the school system to meet the needs of students and fluctuations in funding and student populations. – Enclosure AA

<b>Position</b>	<b>Location</b>	<b>Funding Source</b>	<b>FTE</b>
Preschool special needs instructor	PES – Itinerant	State Aid/County	1 (increase from .5 to full day)
Special Needs Aide/Supervisory Aide/Transportation Aide	PMS – Itinerant	State Aid/County	1 (modification of LPN/Aide... position)

27. Recommendation: Employ the following personnel for the 2023/2024 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)** – Enclosure BB

<b>Regular Employee Assignments 2023-24 (FY24)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Philip Barbour High School	JobID: 18126 Counselor
	Junior Elementary School	JobID: 18135 Music Instructor (half-time)
	Philippi Middle School	JobID: 18136 Language Arts Instructor
	Kasson Elementary & Middle School	JobID: 18142 Itinerant Multi-Categorical w/Autism Instructor
Sarah Harris	Philip Barbour High School	JobID: 18143 Itinerant Physical Education/Health/Parenting Instructor
	Philippi Middle School	JobID: 18144 Elementary Education Instructor (5th Grade)
	Philippi Middle School	JobID: 18145 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 18146 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Elementary School	JobID: 18150 Itinerant Preschool/Preschool Special Needs Instructor (half-time)
	Philip Barbour High School	JobID: 18152 Itinerant Educational Interpreter/Sign Language Specialist/Supervisory Aide/Transportation Aide
	Kasson Elementary & Middle School	JobID: 18153 Language Arts/Art Instructor/Virtual School Facilitator
	Philip Barbour High School	JobID: 18154 Itinerant Multi-Categorical w/Autism Instructor

**AGENDA**  
**May 13, 2024**

	Philippi Middle School	JobID: 18244 Mathematics Instructor
	Philip Barbour High School	JobID: 18245 Counselor
	Philippi Middle School	JobID: 18246 Itinerant Counselor
	Philip Barbour High School	JobID: 18248 Mathematics Instructor
	Philip Barbour High School	JobID: 18249 Mathematics Instructor
	Philip Barbour High School	JobID: 18250 Mathematics Instructor
	Philippi Middle School	JobID: 18251 Mathematics Instructor
	Belington Elementary School	JobID: 18252 Elementary Education Instructor (Kindergarten)
	Kasson Elementary/Middle School	JobID: 18253 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 18254 Itinerant Hearing Impaired/Visually Impaired/Multi-Categorical Instructor
	Kasson Elementary/Middle School	JobID: 18255 Mathematics/Social Studies Instructor
Jaime Kittle	Belington Middle School	JobID: 20766 Language Arts Instructor

**Substitute Employee Assignments 2023-24**

<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Jeffrey Tacy	Barbour Board Office	JobID: 18137 Substitute Custodian(s)
	Barbour Board Office	JobID: 18138 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 18139 Substitute School Nurse RN(s)
	Barbour Board Office	JobID: 18140 Substitute Cook(s)
Rebecca Littles, Amanda Barker	Barbour Board Office	JobID: 18141 Substitute Secretary(s)
	Barbour Board Office	JobID: 18147 Substitute Teacher(s)
	Barbour Board Office	JobID: 18148 Restricted Short-Term Substitute Teacher(s)
	Barbour Board Office	JobID: 18149 Substitute Bus Operator(s)

**AGENDA**  
**May 13, 2024**

<b>Extra-Curricular Employee Assignments 2023-24</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
Kimberly Swick	Philip Barbour High School	JobID: 18256 (1) Cook
Paula Townsend	Barbour Board Office	JobID: 19622 Speech-Language Pathologist - Extended School Year (Summer 2024) (Extra-Curricular)
	Barbour Board Office	JobID: 19624 Special Education Instructor for School Age Students- Home Based - Extended School Year (Summer2024) (Extra-Curricular)

28. 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) - (Refer to Enclosure BB)**

<b>Regular Employee Assignments 2024-25 (FY25)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Philippi Middle School	JobID: 19661 Itinerant LPN/Special Needs Aide/Supervisory Aide/Transportation Aide
	Philippi Middle School	JobID: 19663 Itinerant Multi-Categorical w/Autism Instructor
Lana Weese	Philip Barbour High School	JobID: 20898 Therapeutic Services Instructor
	Junior Elementary School	JobID: 20899 Music Instructor (half-time)
	Belington Elementary School	JobID: 20900 Librarian/Media Specialist - Itinerant
Letha Uzenski	Kasson Elementary & Middle School	JobID: 20901 Elementary Education Instructor (5th Grade)
Madisen Tallman	Philip Barbour High School	JobID: 18121 Information Technology/Business Education Instructor
	Philippi Middle School	JobID: 21181 Science Instructor
	Kasson Elementary & Middle School	JobID: 21182 Itinerant Multi-Categorical w/Autism Instructor
	Barbour Board Office	JobID: 21185 Bus Operator, Route 24
	Philip Barbour High School	JobID: 21186 Itinerant Educational Interpreter/Sign

**AGENDA**  
**May 13, 2024**

		Language Specialist/Supervisory Aide/Transportation Aide
	Kasson Elementary & Middle School	JobID: 21368 Itinerant Multi-Categorical w/Autism Instructor
	Philip Barbour High School	JobID: 21386 Mathematics Instructor
	Philip Barbour High School	JobID: 21388 Mathematics Instructor
	Philippi Middle School	JobID: 21370 Itinerant Multi-Categorical w/Autism Instructor
	Kasson Elementary & Middle School	JobID: 21381 Language Arts/Art Instructor/Virtual School Facilitator
	Philippi Middle School	JobID: 21396 Mathematics Instructor
	Philippi Middle School	JobID: 21397 Mathematics Instructor
	Philippi Middle School	JobID: 21398 Itinerant Multi-Categorical w/Autism Instructor
	Philippi Middle School	JobID: 21400 Language Arts Instructor
	Philip Barbour High School	JobID: 21369 Counselor
	Philip Barbour High School	JobID: 21376 Counselor
	Philippi Middle School	JobID: 21384 Counselor (Itinerant)

<b>Substitute Employee Assignments 2024-25 (FY25)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
David Neff	Barbour Board Office	JobID: 21028 Substitute Administrator(s)
	Barbour Board Office	JobID: 21029 Substitute Custodian(s)
	Barbour Board Office	JobID: 21030 Substitute LPN/Aide(s)
	Barbour Board Office	JobID: 21031 Substitute School Nurse RN(s)
	Barbour Board Office	JobID: 21032 Substitute Cook(s)
	Barbour Board Office	JobID: 21033 Substitute Secretary(s)
David Neff, Melinda Tharp	Barbour Board Office	JobID: 21034 Substitute Teacher(s)
	Barbour Board Office	JobID: 21035 Restricted Short-Term Substitute Teacher(s)



**AGENDA**  
**May 13, 2024**

	Barbour Board Office	JobID: 21036 Substitute Bus Operator(s)
Rebecca Green, Debra Bolyard, Rebecca Littles	Barbour Board Office	JobID: 21037 Substitute Aide(s)

<b>Extra-Curricular Employee Assignments 2024-25 (FY25)</b>		
<b>Name of Person</b>	<b>Location</b>	<b>Job ID: Position</b>
	Philippi Middle School	JobID: 19658 Head Girls Basketball Coach
	Philip Barbour High School	JobID: 19681 Volunteer Assistant Boys Soccer Coach
Raymond Hicks	Philippi Middle School	JobID: 18123 Head Boys Basketball Coach
	Belington Middle School	JobID: 18116 Volunteer Assistant Cross Country Coach
Phil Perkins	Belington Middle School	JobID: 18124 Head Girls Soccer Coach
Robert Antion	Philip Barbour High School	JobID: 20895 Volunteer Assistant Football Coach
Gabrielle Kyle	Philip Barbour High School	JobID: 20897 Volunteer Assistant Volleyball Coach
Brittany Johnson	Belington Middle School	JobID: 21004 Head Girls Basketball Coach
Dannielle Summerfield	Belington Middle School	JobID: 21007 Volunteer Assistant Volleyball Coach
	Philip Barbour High School	JobID: 21038 Athletic Trainer (Winter Sports)
	Philip Barbour High School	JobID: 21040 Athletic Trainer (Fall Sports)

29. Recommendation: Approve listed persons to enter the bus operator training program for Barbour County Schools. – (Refer to Enclosure BB)

---

**AGENDA**  
**May 13, 2024**

Items For Discussion, Consideration, and/or Possible Action –

1. FBLA Funding Request – Enclosure CC
2. Philip Barbour High School Track Funding Request – Enclosure DD
3. Executive Session
4. Other

Next board meetings:

May 28, 2024, at 6:00 p.m. at the Board of Education Office (Regular Session)

**Adjournment**